

Tracking Outreach Conducted under Ecosystem Restoration Grants & Contracts

State Reporting Requirements

State agencies are required to report to the Legislature on the extent of clean water activities statewide, including outreach, under the Vermont Clean Water Act (2015 Act 64). Reporting the state's clean water outreach applies to state agency staff, as well as partners conducting outreach under the scope of a state grant or contract agreement. If the scope of an Ecosystem Restoration Grant or Contract involves organizing public/stakeholder meetings, workshops, or trainings, grantees are required to report each individual outreach event using the Agency of Natural Resources (ANR) Online form (linked on page 2).

Online Form for Tracking Clean Water Outreach

The Clean Water Initiative Program (CWIP) has developed an online form for event organizers to record information on individual events to consistently track outreach across state agencies and partners. Data and information recorded on individual events feed CWIP's outreach tracking system and are used to report to the public and the legislature on the extent of clean water outreach efforts statewide. Instructions for recording outreach data and information using ANR Online are provided on page 2.

Scope of Clean Water Outreach

Clean water outreach is defined as organized outreach to the public, stakeholders, and partners with the overarching intent of increasing adoption and effectiveness of projects to improve water quality. This may involve outreach to landowners to increase adoption of clean water projects, raise awareness on new or changing regulatory requirements, provide financial or technical assistance, or collect input on regulatory or funding programs to support clean water implementation. Outreach events are categorized as trainings, workshops, and public/stakeholder input meetings. Targeted or one-on-one technical assistance efforts should not be reported using ANR Online, as these activities are not considered clean water *outreach* and will be captured through other reporting mechanisms.

Clean Water Outreach Frequently Asked Questions (FAQs) on page 3 provide additional information on the scope of clean water outreach and the use of ANR Online.

If you have any questions on the scope of outreach tracking, or the use of ANR Online, please contact Bethany Sargent at bethany.sargent@vermont.gov or 802-490-6131.

Thank you in advance for your help to track and report on these important outreach efforts!



Instructions for Recording Clean Water Outreach Efforts using ANR Online

Who? CWIP grantees and contractors must complete an ANR Online form for each outreach event held under the scope of their grant or contract.

When? The ANR Online form should be completed after each individual outreach event. It is recommended that the form be completed **within one week of the event taking place**.

Where & How? The Clean Water Vermont Outreach Efforts Form is found by visiting the Vermont Clean Water Initiative Program page of ANR Online (https://anronline.vermont.gov/home?organizationcode=WSMD_CWI). The Clean Water Vermont Outreach Efforts form is linked at the bottom of the page under Forms.

Next you arrive at the Clean Water Vermont Outreach Efforts page that explains outreach tracking efforts and the form.

On the Clean Water Vermont Outreach Efforts page, select the **Begin Form Entry** blue button on the bottom of the page to begin completing the form.

Next you will need to sign in with your User ID and password. If you are a first-time user, enter your email address under User ID, create a password, and select **Register**. Then you will be prompted to create your User Profile.

The Clean Water Vermont Outreach Efforts form will appear. Give it a moment to load and enter the information on your event. Required fields are indicated with an asterisk.

Grant recipients conducting outreach under a State of Vermont grant or contract agreement must enter the applicable grant number where specified in the form.

Once the form is completed, select the **Next Section** button at the bottom.

Next, you may review your entry to make sure the information entered is accurate. If so, select the **Next Section** button on the bottom right.

You will be prompted to certify and submit your form. To submit, select **Submit Form**, or you can return to the previous step or save the form to finish later.

The following page will indicate if the form was successfully submitted. You will also receive a notification email.

Why? VTDEC's Watershed Management Division will use the information submitted to report on Clean Water Outreach efforts statewide in the *Vermont Clean Water Annual Investment Report*.

FAQS on Reporting Clean Water Outreach through ANR Online

Q: What types of outreach is this form used to track?

A: This form is used to track organized clean water outreach events including workshops, trainings, and public meetings. These outreach types are defined within the form as follows:

- Workshop: A discussion based meeting on a particular subject or project.
- Training: Outreach to teach a particular skill or behavior.
- Public/Stakeholder Meeting: Meeting held to collect input from public and/or stakeholders.

Q: Is this form used to track technical assistance?

A: No, this form is not intended to track technical assistance efforts. This form should only be used to track outreach and education including workshops, trainings, and public/stakeholder meetings.

Q: Should outreach conducted by webinar or conference call be tracked using this form?

A: Yes, outreach conducted by webinar or conference call should be tracked along with in-person outreach events as long as it falls under the categories of workshop, training, or public/stakeholder meeting.

Q: How do you track a clean water-related presentation within a meeting with a broader topic?

A: If you present on a clean water-related topic within a meeting with a broad topic, submit the event using this form, but only record the duration of the relevant presentation.

Q: Should I count my colleagues and other state employees in the number of attendees?

A: The number of attendees recorded should reflect the number of attendees receiving outreach and education based on the purpose of the event. Co-event organizers and outreach providers should not be recorded as part of the number of attendees.

Q: Should I track the number of hours spent planning an outreach event using this form?

A: No, the amount of time spent planning an event should not be recorded. This form should only be used to record the duration of the outreach event to show the hours of education or instruction provided.

Q: How do I know if I should submit the form for an event, or if a co-organizer should submit the form?

A: If the individual organizing the event is a state employee or partner conducting outreach under a state grant or contract agreement that individual is responsible for submitting the form for the outreach event. If there are co-event organizers, those individuals should coordinate to determine who is submitting this form to avoid duplication of records for a single event.

Q: Should I enter an event that I provided outreach during, but was not organized by the state?

A: Yes, if you attend an event to conduct outreach that was organized by an entity not responsible for reporting outreach through ANR Online, you should enter this event. Entities responsible for reporting outreach through ANR Online include state agencies and partners conducting outreach under a state grant or contract agreement.