

2024 Administrative and Operational Support Grant Deliverables

ATTACHMENT C (Evaluation Guidance for Department/District Fiscal Year 2024 Grant Agreement Performance Deliverables)

Grant Agreement Performance Deliverable	Fully Satisfied “A”	Partially Fulfilled “B”*	Did Not Fulfill “C”*
<p>1. Demonstrates leadership by promoting nonpoint source pollution reduction and related conservation efforts through support of, reporting for, and/or implementation of the following programs:</p> <ul style="list-style-type: none"> • The Virginia Agricultural BMP Cost-Share Program • The Virginia Agricultural BMP Tax Credit Program • Conservation Reserve Enhancement Program (CREP) • Voluntary BMP installation • Agricultural Stewardship Act • Resource Management Plan (RMP) Program 	<p>Demonstrates implementation of all but one listed program applicable to the District. Demonstrates leadership in the conservation of soil and water resources.</p>	<p>Implements and supports conservation programs and initiatives applicable to the District but fails to effectively carry out or support two programs.</p>	<p>Fails to deliver and/or support programs and initiatives applicable to the District with multiple deficiencies demonstrated. Leadership in the conservation of soil and water resources is lacking or nonexistent.</p>
<p>2. Wherever applicable, actively participate in the local promotion, development, and implementation of the following programs and initiatives:</p> <ul style="list-style-type: none"> • The Water Quality Improvement Act • Chesapeake Bay and Virginia Waters Clean-Up Plan (§62.1-44.117 of the Code of Virginia) actions • Virginia’s Healthy Waters initiatives • Nutrient Management Training and Certification Program • Conservation Planning Programs • Local TMDL development and implementation processes • Land conservation initiatives (consistent with any state-identified priorities) • Sound land use and watershed planning approaches • Environmental education programs 	<p>Demonstrates implementation of all but one listed program/initiative applicable to the District.</p>	<p>Implements and supports programs and initiatives applicable to the District but fails to effectively carry out or support two programs/initiatives.</p>	<p>Fails to deliver and/or support programs and initiatives applicable to the District when funding is made available, with multiple deficiencies demonstrated by the District.</p>
<p>3. Actively support and foster partnerships to deliver natural resource conservation programs with consideration to resource needs and issues with local governments, the agricultural community, agencies, organizations, councils, roundtables, and others to protect soil resources, improve water quality, and further natural resource conservation.</p>	<p>District actively supports and fosters partnerships.</p>	<p>N/A</p>	<p>District passive and lacks commitment in forming relationships with other conservation groups. Fails to keep abreast of current events that impact soil and water resources locally.</p>
<p>4. Hold monthly meetings with a quorum of District board members present.</p>	<p>10 or more meetings.</p>	<p>8 or 9 meetings</p>	<p>7 meetings and fewer.</p>

<p>5. Develop and maintain a long-term plan that enhances District capabilities, on a 4-year cycle through a process that obtains input from stakeholders, including local government(s). A documented review of the plan is expected at least annually during a scheduled meeting of the District Board. This plan should contain, at a minimum, a discussion of district goals and/or objectives and include strategies or action items to achieve each of those goals in order to implement the applicable programs covered in this Agreement.</p>	<p>A current plan (reviewed during this fiscal year) exists that contains applicable District goals, objectives, strategies, and/or action items.</p>	<p>Where a lapsed plan exists, a new plan is actively under development.</p>	<p>The current plan has lapsed, and no action is underway for plan development.</p>
<p>6. Prepare and follow an annual plan of work that demonstrates how the District will implement specific strategies or action items in support of its long-term plan.</p>	<p>An annual plan of work was prepared and substantially followed, with a mid-year progress review documented in Board meeting minutes.</p>	<p>An annual plan of work was prepared, but not referenced or substantially followed or only partially completed.</p>	<p>An annual plan of work was not prepared, is substantially incomplete or was not followed.</p>
<p>7. Submit meeting minutes from all routine, special, and committee meetings of the District Board to the District's assigned Conservation District Coordinator (CDC). Submit a copy of District publications including an annual plan of work, an annual report, and the long-term 4-year plan to the CDC.</p>	<p>CDC received all minutes and a copy of an Annual Plan, Annual Report, and the long-term 4-year plan.</p>	<p>CDC received some portion of minutes and other documents.</p>	<p>CDC received no minutes or documents.</p>
<p>8. Submit complete and accurate quarterly financial reports to the District's assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2024 electronic template of the Attachment E (Project Financial Report), submittal of a quarterly Profit and Loss Statement, and submittal of a quarterly Cash Balance Sheet. The Attachment E submittals must be signed by the District Treasurer or a Director/Associate Director with check signing authority. Two different signatures are required. Submit End of Year reports including District's Cash Balance Report and Carry Over Report.</p>	<p>Three or more reports were on time, complete, and accurate.</p>	<p>Two reports were on time, complete, and accurate.</p>	<p>One or fewer reports were on time, complete, and accurate.</p>
<p>9. <i>DCR's Desktop Procedures for District Fiscal Operations</i> (Procedures) annually reviewed by the District Board or their Finance Committee and documented in official minutes.</p>	<p>A current copy of the Procedures was maintained in the District Office and was reviewed by the Board or Finance Committee-once during the fiscal year.</p>	<p>N/A</p>	<p>A current copy of the Procedures was not maintained in the District Office; the Procedures were not reviewed by the Board or Finance Committee during the fiscal year.</p>
<p>10. When audited and when assessed annually on grant deliverables, the District acted upon the findings of the financial audit or grant deliverable assessments as directed by the Virginia Soil and Water Conservation Board, the Audit Subcommittee of the Virginia Soil and Water Conservation Board, and the Department.</p>	<p>The District had no findings or resolved all findings from the Audit and/or assessments.</p>	<p>N/A</p>	<p>The District did not resolve findings from the Audit and/or assessments.</p>
<p>11. District staff responsible for the District's financial data management and financial reporting, must attend financial trainings (i.e. Quickbooks, Accounting, etc.) when provided by the Department. Staff may attend either beginner or advanced training.</p>	<p>District staff responsible for the financial data and reporting attended Department sponsored financial training.</p>	<p>N/A</p>	<p>District staff responsible for the financial data and reporting did not attend Department sponsored financial training.</p>

12. Annually review and maintain employee personnel documents including District personnel policy, position descriptions, and performance expectations. Document Pay Action Authorizations and conduct annual employee evaluations. Provide copies of the approved personnel policy and position descriptions to the CDC.	All personnel documents and annual review/evaluation processes are current and/or complete. Copies of all documents were provided to the CDC.	Some portion of personnel documents and annual review/evaluation processes are current and/or complete. Copies of all documents were not provided to the CDC.	No personnel documents and review/evaluation processes are current and/or complete. Annual personnel document reviews, Pay Action Authorizations, and evaluations are not occurring.
13. New directors are required to complete Director orientation training within six months of qualifying for office.	New directors completed Director Orientation training sessions within six months of qualifying for office	N/A	New director(s) failed to complete Director Orientation training
14. In accordance with the Freedom of Information Act (FOIA), the District designated a FOIA officer and the FOIA Officer completed FOIA training every 24 months. A copy of the training certificate was provided to the District's assigned CDC, and contact information was submitted to the FOIA Council.	The District designated a FOIA Officer and the FOIA Officer completed FOIA training. Completion certificate was provided to the CDC.	N/A	The District did not designate a FOIA officer OR the FOIA Officer did not complete FOIA training.
15. The District has a designated Records Officer on file with the Library of Virginia and the Records Officer has completed the Library of Virginia Record Retention course(s) within the first year of designation and every third year thereafter, via trainings offered by the Library of Virginia. A copy of the training certificate(s) was provided to the District's assigned CDC.	The District designated Records Officer has completed a Library of VA Record Retention course within the first year of designation and every third year thereafter, via trainings offered by the Library of Virginia. Completion certificate(s) were provided to the CDC.	N/A	The District does not have a Records Officer and/or the designated Records Officer has not completed a Library of VA Record Retention course within the first year of designation and every third year thereafter, via trainings offered by the Library of Virginia
16. Provide data and other information needed for preparation of legislative studies and reports that pertain to programs and services delivered by Districts, as requested by the Department to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia.]	All Department and/or the Virginia Soil and Water Conservation Board requests for information/assistance were fully addressed.	The Department's and/or the Virginia Soil and Water Conservation Board's requests were partially addressed with shortcomings that could include incomplete information; response delays, and other factors.	No cooperation and/or assistance provided when requested by the Department and/or the Virginia Soil and Water Conservation Board.
17. Hosted at least one agricultural community outreach event during the year that met the conditions outlined in Attachment F (#17).	The District hosted at least one outreach event that met the conditions outlined in Attachment F (#17).	N/A	The District failed to host an outreach event that met the conditions outlined in Attachment F (#17).
18. Notified the Virginia State University-Small Farm Outreach Program of every outreach event conducted by the District focusing on agricultural producers in the manner outlined in Attachment F (#18)	The District notified the Virginia State University-Small Farm Outreach Program in the manner outlined in Attachment F (#18).	N/A	The District failed to notify the Virginia State University-Small Farm Outreach Program in the manner outlined in Attachment F (#18).

* The basis for the ratings that are scored "Partially Fulfilled" or "Did Not Fulfill" will be documented through written comments by the CDC and discussed during a meeting of the District Board and staff. Such results will be shared with the Virginia Soil and Water Conservation Board for their review and consideration.