

ATTACHMENT C (Evaluation Guidance for Department/District Fiscal Year 2025 Grant Agreement Performance Deliverables)

| Grant Agreement Performance Deliverable | Fully Satisfied “A” | Partially Fulfilled “B”* | Did Not Fulfill “C”* |
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| <p>1. Did the District implement the Virginia Agricultural BMP Cost-Share program (§10.1-546.1 Code of Virginia) in accordance with the provisions of:</p> <ul style="list-style-type: none"> • The POLICY AND PROCEDURES ON SOIL AND WATER CONSERVATION DISTRICT COST-SHARE AND TECHNICAL ASSISTANCE FUNDING ALLOCATIONS (FISCAL YEAR 2025); • This Grant Agreement; • All state laws and regulations. | <p>Effectively delivers the Virginia Agricultural BMP Cost-Share Program in accordance with program requirements.</p> | <p>Partially delivers the Virginia Agricultural BMP Cost-Share Program in accordance with program requirements.</p> | <p>Fails to deliver the Virginia Agricultural BMP Cost-Share Program in accordance with program requirements, with multiple deficiencies demonstrated by the District.</p> |
| <p>2. Did the District implement VACS in accordance with the <i>Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual</i>, including but not limited to the provisions on approval and payment of cost-share, working within District boundaries, bid process, and other administrative guidelines established in the <i>Manual</i>.</p> | <p>The District complied fully with all provisions of the <i>Manual</i>.</p> | <p>The District was found to be out of compliance in two instances with provisions of the <i>Manual</i>.</p> | <p>The District was found to be out of compliance with three or more instances with provisions of the <i>Manual</i>.</p> |
| <p>3. Did the District properly maintain cost-share files in accordance with the <i>Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual Guidelines</i> and the Cost-Share File Administrative Review Form?</p> | <p>No issues related to cost-share file maintenance were found.</p> | <p>At least two cost-share file maintenance issues were found.</p> | <p>More than two cost-share file maintenance issues were found.</p> |
| <p>4. Did District staff implementing the VACS Program obtain the DCR Conservation Planner Certification within 24 months of hire (dependent upon availability of all required courses)? If the 24 month timeline is exceeded, did staff adequately demonstrate progress towards achieving certification? Did staff maintain conservation planning certification after achieving the initial certification? During staff’s certification review, were any deficiencies noted?</p> | <p>Yes, District staff (i) has obtained certification within 24 months of hire or is actively working towards certification; (ii) has maintained certification; and (iii) no deficiencies were noted during staff’s certification review.</p> | <p>No “B” grade option</p> | <p>No, not all District technical staff (i) have obtained certification; (ii) have maintained certification; or (iii) deficiencies were noted during staff’s certification review.</p> |
| <p>5. If applicable, did District staff implementing the VACS Program obtain and maintain the appropriate level of Engineering Job Approval Authority (EJAA) for components of the BMPs installed within District</p> | <p>Yes, District staff obtained and maintained the appropriate level of EJAA and no compliance issues were found.</p> | <p>District staff was found to be out of compliance with EJAA. Example: staff worked outside of EJAA on occasion or staff had at least one deficiency found</p> | <p>District staff was found to be out of compliance with EJAA on multiple instances or significant</p> |

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| <p>boundaries. Did District staff follow EJAA requirements and applicable standards and specifications at all times?</p> | | <p>during an EJAA review.</p> | <p>deficiencies were found during an EJAA review.</p> |
| <p>6. Prior to the District approving cost-share applications, did the District submit secondary considerations and receive Department approval of those considerations?</p> | <p>Prior to approving cost-share applications, the District submitted secondary considerations and received Department approval of those considerations.</p> | | <p>Prior to approving cost-share applications, the District did not submit secondary considerations and receive Department approval for those considerations.</p> |
| <p>7. Did the District act consistently with both primary and secondary considerations and act consistently with Virginia Soil and Water Conservation Board policies while also demonstrating the following priorities during the program year:</p> <ul style="list-style-type: none"> • For Districts within the Chesapeake Bay basin, Districts shall give priority to BMPs addressed within the Virginia Chesapeake Bay Watershed Implementation Plan and; • For Districts in basins outside the Chesapeake Bay, priority shall be given to BMPs in the highest priority agricultural TMDL watersheds (as ranked by the Department; high, medium, and low). | <p>District ranked all cost-share applications consistently with primary and secondary considerations and other applicable program priorities.</p> | | <p>District did not rank cost-share applications consistently with primary and/or secondary considerations and/or was inconsistent with other applicable program priorities.</p> |
| <p>8. Prior to the District approving cost-share applications, did the District Board approve an Average Cost List and submit it to the Department? Was the Average Cost List applied to contract estimates properly? If a mid-year update to the Average Cost List was made, did the District follow the proper procedures as outlined in the <i>Program Year 2025 Virginia Agricultural Cost-Share (VACS) BMP Manual</i>?</p> | <p>Yes</p> | | <p>No</p> |

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| <p>9. If applicable, prior to practice contract approval, was a complete and Board-approved DCR conservation plan or Resource Management Plan entered into the Conservation Application Suite or was a NRCS conservation plan, written by NRCS staff on file with the District and Board-approved? Does the plan include the practices approved by the District?</p> | <p>All practices that require a conservation plan had a complete, accurate, and Board-approved plan before the practice contract was approved.</p> | <p>A few practices that require a conservation plan did not have a complete and Board-approved plan before the practice contract was approved or the plan was lacking the appropriate practices, dates, signatures and/or resource reviews.</p> | <p>Multiple practices that require a conservation plan did not have a complete and Board-approved plan before the practice contract was approved or the plans were lacking the appropriate practices, dates, signatures and/or resource reviews.</p> |
| <p>10. Was data entered in the Conservation Application Suite accurately to the satisfaction of the Department, including the entry of a practice location point, path to stream (where required), digitized practice components to facilitate resource reviews, and accurate practice measurements including soil loss rate value based upon site specific soil type(s).</p> | <p>Yes</p> | <p style="background-color: #cccccc;"></p> | <p>No</p> |
| <p>11. Was data entered into the Conservation Application Suite within 15 days after the end of every quarter to accurately reflect District Board approvals, cancellations, carryovers, and participant funding requests?</p> | <p>Yes</p> | <p style="background-color: #cccccc;"></p> | <p>No</p> |
| <p>12. Were data issues corrected within 30 days from the date the District was notified of the issues or by the established deadlines? This includes issues that are found through the bi-monthly QA/QC reports, as well as other data entry issues that may be identified</p> | <p>All corrections were made within 30 days.</p> | <p>A few corrections took longer than 30 days to address.</p> | <p>Multiple corrections were not addressed within 30 days.</p> |
| <p>13. Did the District take appropriate action within 180 days to address all verification issues once identified?</p> | <p>100%</p> | <p>< 100% > 75%</p> | <p>≤ 75%</p> |
| <p>14. Did the District maintain the Conservation Application Suite within one month of payments being rendered, and other financial records by the reporting deadline for each quarter?</p> | <p>Yes</p> | <p style="background-color: #cccccc;"></p> | <p>No</p> |
| <p>15. Did the District submit complete and accurate End of Year Cash Balance Reports, and Carry Over Reports by the End of Year reporting deadline?</p> | <p>Reports were submitted by the End of Year reporting deadline and were complete and accurate.</p> | <p>Reports were submitted after the End of Year reporting deadline but were complete and accurate.</p> | <p>Reports were submitted after the End of Year reporting deadline and were incomplete or inaccurate.</p> |

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| 16. Were tax credit applications approved by the District Board and was there a corresponding District Board approved soil conservation plan on file at the District for each tax credit? Were tax credits issued after practices received technical certification and did the tax credit issue date fall in the same calendar year as the technical certification date? Was all of the required tax documentation provided to the participant? | Yes | | No |
| 17. Were applications for cost-share and tax credits approved by District Board action and individually documented in their District Board minutes (identified by contract or instance #)? | Yes | | No |
| 18. Did District staff responsible for utilizing any component of the Department's Conservation Application Suite complete the IT Security Course by the established deadline? | All District staff utilizing the Department's Conservation Application Suite completed the IT Security Course by the established deadline. | | No staff utilizing the Department's Conservation Application Suite completed the IT Security Course by the established deadline. |
| 19. Did all technical staff attend trainings, certification or recertification courses? | All technical staff attended trainings, certification, or recertification courses. | Some staff attended trainings, certification, or recertification courses. | No staff attended training courses. |
| 20. Did District staff participate in an annual VACS Program Update sponsored by the Department? | All of the technical staff participated in an annual VACS Program Update. | Some of the technical staff participated in an annual VACS Program Update. | No technical staff participated in an annual VACS Program Update. |

Does the District have documentation to explain any measures in their Grant Agreements that were not fully met? If so, please provide to CDC.