

JULY 24, 2013

Department/District Grant Agreement No. «AgreementN»

ATTACHMENT C (Evaluation Guidance for Department/District Fiscal Year XXXX 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"> <li>• The Virginia Agricultural BMP Cost-Share program</li> <li>• The Virginia Agricultural BMPs Tax Credit Program</li> <li>• BMP Revolving Loan Program</li> <li>• Conservation Reserve Enhancement Program (CREP)</li> <li>• Voluntary BMP installation</li> <li>• Agricultural Stewardship Act</li> <li>• Nutrient management plans</li> <li>• Support for Resource Management Plans (RMPs)</li> </ul>	<p>Demonstrates implementation of all listed programs 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 one program.</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. <b>Wherever applicable</b>, actively participate in the local development and implementation of the following programs and initiatives:</p> <ul style="list-style-type: none"> <li>• The Water Quality Improvement Act</li> <li>• Chesapeake Bay and Virginia Waters Clean-Up Plan (§62.1-44.117 of the Code of Virginia) actions</li> <li>• The Chesapeake Bay Total Maximum Daily Load (TMDL)</li> <li>• The Chesapeake Bay Preservation Act</li> <li>• Virginia’s Healthy Waters initiatives</li> <li>• Local TMDL development and implementation processes</li> <li>• Land conservation initiatives consistent with any state-identified priorities</li> <li>• Sound land use and watershed planning approaches</li> <li>• Environmental Education programs</li> </ul>	<p>Demonstrates implementation of all listed programs and initiatives applicable to the District.</p>	<p>Implements and supports programs and initiatives applicable to the District but fails to effectively carry out or support one program.</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. Consideration shall be given to watersheds within the District, and watersheds that flow beyond District boundaries.</p>	<p>District is proactive and provides leadership in accomplishment of this goal.</p>	<p>District responsive to crisis situations after problem has developed.</p>	<p>District passive and reluctant or 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 facilitated process with participation by District stakeholders. 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 exists that addresses all applicable District goals, objectives, strategies, and/or action items.</p>	<p>Where a lapsed plan exists, a new plan is under development and District goals, objectives, strategies, and/or action items are also being addressed.</p>	<p>The current plan has lapsed, and no action underway for plan development. District has not addressed any goals, objectives, strategies, and/or actions items.</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 was completed and substantially followed, with quarterly Board progress review.</p>	<p>Annual plan of work prepared, but not used or referred to 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 and special meetings of the District Board and a copy of District publications (including an annual plan of work, an annual report, the long-term 4-year plan) to the District's assigned Conservation District Coordinator (CDC).</p>	<p>Received all minutes and a copy of an Annual Plan and Annual Report.</p>	<p>Received some portion of minutes and other documents.</p>	<p>CDC received no minutes or documents.</p>
<p>8. Submit a completed <b><u>Attachment D (Itemized District Budget Request Form)</u></b> for Fiscal Year 2016 to the Department by the latter of June 15, 2014, or 60 days after receipt of a final budget package from DCR.</p>	<p>District budget request received by due dates and was substantially complete.</p>	<p>Some portion of required budget request was late and/or incomplete.</p>	<p>The entire District budget request is late and/or incomplete.</p>
<p>9. Submit quarterly financial reports to the District's assigned CDC utilizing the Fiscal Year 2015 electronic copy of the <b><u>Attachment E (Project Financial Report)</u></b>.</p>	<p>All reports received by due dates.</p>	<p>Some portions of required reports are late.</p>	<p>Every report is late.</p>
<p>10. Annually review and maintain employee position descriptions, performance expectations, and the District personnel policy; also conduct annual employee evaluations. Provide the District's assigned CDC with a copy of employee position descriptions and the District personnel policy once updated documents are resolved.</p>	<p>All personnel documents and annual review/evaluation processes are current and/or complete.</p>	<p>Some portion of personnel documents and annual review/evaluation processes are current and/or complete.</p>	<p>No personnel documents and review/evaluation processes are current and/or complete. Annual reviews and evaluations not occurring.</p>
<p>11. 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.]</p>	<p>All Department and/or the Virginia Soil and Water Conservation Board requests for information/assistance were fully addressed.</p>	<p>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.</p>	<p>No cooperation and/or assistance provided when requested by the Department and/or the Virginia Soil and Water Conservation Board.</p>

<p>12. Ensure staff implementing the Virginia Agricultural BMP Cost-Share Program, and other agricultural related programs, obtain the USDA Virginia Natural Resource Conservation Service (NRCS) conservation planning certification within 24 months of employment with a District (dependent upon availability of all required courses with a demonstration of good progress if 24 months is exceeded) and engineering job approval authority for appropriate BMPs within the service area of the District. Conservation planning certification and engineering job approval authority should be maintained thereafter. Depending on BMPs implemented by the District, higher levels of conservation planning certification may be required.</p>	<p>Affected technical staff has achieved and are maintaining appropriate levels of certification and job approval.</p>	<p>Affected technical staff has not achieved all appropriate levels of certification and job approval authority but activity is in progress towards achievement of appropriate levels.</p>	<p>Affected technical staff has not achieved the appropriate levels of certification and job approval authority and progress towards achievement is not underway or planned.</p>
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\* 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.