PY19 Soil and Water Conservation Districts

POLICY AND GRANT REVIEW

Opening Comments

- Reviewing the Administration and Operations Policy and Grant Agreement, and the Cost Share and Technical Assistance Policy and Grant Agreement

- Very few changes from PY18

- Policy and grant agreement language mirror each other

- Highlight changes plus other important policy

- Q/A at the end of this presentation

Administration and Operations Policy and Grant Agreement

- PY19 Funding
  - Level funding from PY18
  - $6,209,091 budgeted for operational expenses
  - $312,000 budgeted for dam maintenance ($3,000/dam)
  - $500,000 budgeted for small dam repair
- Operational money shall be disbursed quarterly
- Dam maintenance money will all be disbursed in the 1st quarter

Administration and Operations Policy and Grant Agreement

- Highlights
  - All funds received by the Districts are public funds and financial records are subject to FOIA. Therefore, be careful, be accountable, follow procedures to ensure money is spent appropriately.
    - Comply with and annually review DCR's *Desktop Procedures for District Fiscal Operations* (last updated July 2017)
  - Partnership Acknowledgement
    - Should be included on certain printed documents including: strategic plans, annual plans, and annual reports. (Statement on Pg. 3 of the grant)

Administration and Operations Policy and Grant Agreement

- Reports
    - Quarterly reports should include Att. E, quarterly cash balance sheet, and quarterly profit and loss statement.
    - Att. E must be signed by the District Treasurer or Director/Associate Director with check signing authority.
    - Interest earned and bank fees paid from Cost Share account should be logged in tracking as Interest and Bank Fee.

Quarters	Report Period	Report Deadline (Due to CDC)
First Quarter	07/01/18 thru 9/30/18	October 15, 2018
Second Quarter	10/01/18 thru 12/31/18	January 15, 2019
Third Quarter	01/10/19 thru 03/31/19	April 17, 2019
Fourth Quarter	04/01/19 thru 06/30/19	July 17, 2019

Administration and Operations Policy and Grant Agreement

- Audits
  - A Director must participate in the Audit Exit Interview, in person or by phone.
  - District shall act upon audit findings as directed by the VSWCB and DCR.

- Assessments
  - Utilizes the A, B, and C scale.
  - If a District receives a C, they will receive a Letter of Notice, and will meet with the Audit Subcommittee of the VSWCB to review the District's "Performance Improvement Plan."
  - Same assessment as PY18 but includes training requirements.

Cost Share and TA Policy and Grant Agreement

"Cost-shared BMPs must maximize nutrient and sediment reductions and also protect the taxpayer's interest, by implementing the most cost-effective BMPs in locations that achieve the greatest pollutant reductions…"

- Policy pg. 1, sec. 2, Mission and Eligibility

Cost Share and TA Policy and Grant Agreement

- PY19 Funding
  - Cost share total: $23,998,137
  - Technical Assistance total: $3,572,473
  - $500,000 match for CREP (at 25% of cost + state land rental)
  - No new funds directly allocated to "Pending" SL-6 practices
    - Districts can choose to target the retirement of "pending" practices with PY19 cost share allocation.

Cost Share and TA Policy and Grant Agreement

- District Allocations and Hydrologic Units (HU)
  - Allocations to Districts shall be made using science-based targeting of funds to the areas of greatest potential to contribute to NPS pollution.
  - Use HU rankings, calculated by a computer model using data from the 2018 Nonpoint Source Assessment
    - The NPS assessment is federally mandated to be updated every 2 years.
    - Not based on an absolute score, rather relative score to other HUs
  - The highest ranking 20% get 50% of the funding; 30% are considered Medium and get 30% of the funding, and the lowest ranking 50% receive 20% of the funding.
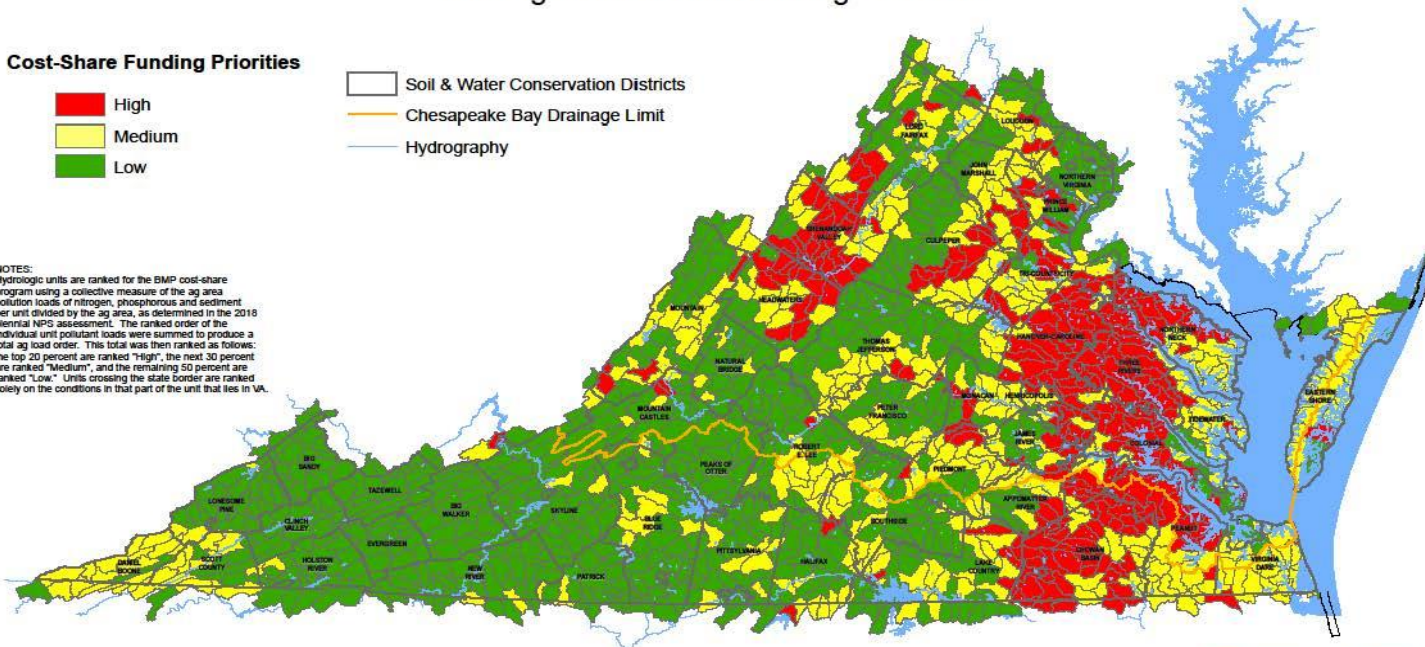
Virginia's Agricultural BMP Cost-Share Funding Priorities
Total Agricultural Unit Ranking - PY2019

Cost Share and TA Policy and Grant Agreement
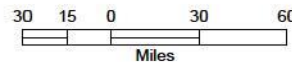
- Highlights
  - Can transfer cost share and proportional TA to other districts utilizing the Transfer of Funds form.
  - Still require the use of CEF, primary, and secondary considerations.
    - Secondary considerations must be approved by DCR's Gary Moore.
  - BMPs in RMPs get better CEF score
    - To promote RMP implementation and certification
    - RMP-2 payments must go directly to farmers
    - Continued set-aside funding for RMP operational support for Districts
  - No changes to PY18 cost share caps

Cost Share and TA Policy and Grant Agreement

- NEW - Reallocation will not occur until June 30th, 2019.
  - Unobligated money will be sent back to DCR
  - If you meet the 90% obligated cost share threshold, DCR will not request TA be returned. If you did not meet the 90% mark, a proportional amount of TA will be returned.
  - 10% of unobligated funds will remain with the district to cover potential overages of carry-over practices.

- Assessments
  - Utilizes the A, B, and C scale
    - same language as Admin/Ops Policy and Grant
  - Both grants use the same Assessment as PY18 but updated training requirements for Directors and staff.

Soil and Water Conservation District Personnel Training Topics and Courses

	District Directors	District Administrative Staff	District Technical Staff
Mandatory	•New Director Training I & II Provided by DCR (In Person) Within six month from taking the Oath of Office. •FOIA (If FOIA Officer) Annually DLS - Freedom Of Information Act - FOIA (COVLC or In Person) •COIA* OAG Conflict of Interest Act Training (In person every two years when provided by OAG)	•FOIA Officer-FOIA Training Annually DLS - Freedom Of Information Act - FOIA (COVLC or In Person) •Accounting for Districts and Quickbooks Training or other financial training When Provided by DCR (In Person) •IT Security Course (Annually) (for DCR web application suite users) •Library of VA Record Retention (In Person or online resources) (Complete within first year of hire and at least every three years)	•IT Security Course (Annually) (for DCR web application suite users) • VACS Program Manual Periodically provided by DCR (In Person) •RMP/CP Module Access Provided by DCR (In Person) •VACS Program Update (Annually) Provided by DCR (In Person)
Recommended	•VASWCD Trainings (In Person) •Basic Parliamentary Procedures (In Person) •Personnel Management MVP Enhancing Employee Performance Modules I – IV I. Introduction to Supervision II. Managing the Work Process III. Delegation IV. Motivation for Improved Performance (COVLC) •MVP Conflict Management Skills (COVLC) •VACS Program Update Provided by DCR (In Person)	•COIA OAG Conflict of Interest Act Training •Driver Safety DGS Fleet Driver Safety and Policy Lesson (COVLC) •VACS Program Update Provided by DCR (In Person) •Ag BMP Tracking Program Provided by DCR (In Person) •VASWCD Trainings (In Person) •VACDE Trainings (In Person) • Conservation Selling Skills Periodically provided by DCR (In Person) Environmental Educators are encouraged to take the recommended Administrative courses and •Project Learning Tree Workshop •Project Wild Workshop •Project WET Workshop	•Conservation Planning Certification (On Line and In Person classes) •Engineering workshops Provided by DCR/NRCS (In Person) •Driver Safety DGS Fleet Driver Safety and Policy Lesson (COVLC) •Ag BMP Tracking Program Provided by DCR (In Person) •JEDs Provided by NRCS (In Person) •VACDE Trainings (In Person) •VASWCD Trainings (In Person) •COIA OAG Conflict of Interest Act Training • Effective Presentation & Instruction (In Person) • Conservation Selling Skills Periodically provided by DCR (In Person)

*Newly elected Directors must take COIA training on-line via COVLC if no in-person class will be offered within six months of their appointment or election

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Additional Resources

MVP - Managing Virginia Program (COVLC)   Microsoft Office www.microsoft.com/en-us/learning/training.aspx

Commonwealth of Virginia Learning Center (COVLC) classes can be accessed by the following link
 https://covlc.virginia.gov/Default.aspx
Note: COVLC requires a username and password. See instructions to create a user profile.

Contact Carl Thiel-Goin with questions   carl.thiel-goin@dcr.virginia.gov 804-887-8915

Questions?