

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”*
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: • The Virginia Agricultural BMP Cost-Share Program • The Virginia Agricultural BMP Tax Credit Program • Conservation Reserve Enhancement Program (CREP) • Voluntary BMP installation • TMDL development and implementation processes • Agricultural Stewardship Act • Resource Management Plan (RMP) Program	Demonstrates implementation of all but one listed program applicable to the District. Demonstrates leadership in the conservation of soil and water resources.	Implements and supports conservation programs and initiatives applicable to the District but fails to effectively carry out or support two programs.	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.
2. 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.	District actively supports and fosters partnerships.	District does not demonstrate commitment in forming relationships with other conservation groups.	District does not form relationships with other conservation groups. .
3. Holds meetings with a quorum of District board members present.	8 or more meetings.	6 or 7 meetings	5 meetings and fewer.
4. Submit complete meeting minutes from all routine, special, and committee meetings of the District Board to the District’s assigned Conservation District Coordinator (CDC). Complete meeting minutes follow the guidance provided in the the Desktop Procedures (page 4).	CDC received complete minutes from all meetings.	CDC received complete minutes from some meetings.	CDC received no complete minutes from a majority of meetings.
5. Submit complete and accurate quarterly financial reports to the District’s assigned CDC. Quarterly reporting includes utilizing the Fiscal Year 2026 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.	Three or more reports were on time, complete, and accurate.	Two reports were on time, complete, and accurate.	One or fewer reports were on time, complete, and accurate.
6. <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 Board meeting minutes.	A current copy of the Procedures was reviewed by the Board or Finance Committee once during the fiscal year.	N/A	A current copy of the Procedures was not reviewed by the Board or Finance Committee during the fiscal year.
7. District staff responsible for the District’s administrative functions or financial data management and financial reporting, attended trainings (i.e. Quickbooks, Accounting, Minutes, etc.) when provided by the Department.	All District staff responsible for the administrative functions or financial data and reporting attended Department sponsored training(s).	Some of the District staff responsible for the administrative functions or financial data and reporting attended some of the Department sponsored training(s).	No District staff responsible for the administrative functions or financial data and reporting attended Department sponsored training(s).

8. New directors are required to complete Director Orientation training within six months of qualifying for office.	All new directors completed Director Orientation training sessions within six months of qualifying for office	Some new directors completed Director Orientation training or training was completed but not within 6 months.	New director(s) failed to complete Director Orientation training
9. 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 and/or the Virginia Soil and Water Conservation Board to support nonpoint source pollution reduction initiatives that improve water quality including information necessary to fulfill reporting specified within the Water Quality Improvement Act [§ 10.1-21.1 et seq. of the Code of Virginia], Virginia Natural Resources Commitment Fund [§ 10.1-2128.1 of the Code of Virginia], the Chesapeake Bay and Virginia Waters Clean-up Plan [§.62.1-44.118 of the Code of Virginia] and the Appropriation Act.	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.
10. Hosted at least one agricultural community outreach event during the year that: - Was marketed through at least one venue that directed towards producers with small farms or producers considered socially disadvantaged; - Included an introduction of District, programs, staff and directors; and - Included a discussion featuring local agricultural producers that utilized the VACS Program; - Provided notice to partners, including the Virginia State University Small Farm Outreach Program, of the event and provided an opportunity to partners to participate in the agenda	The District hosted at least one outreach event that met all criteria.	The District hosted at least one outreach event that met some criteria.	The District failed to host an outreach event that met criteria.

*

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 Audit Subcommittee of the Virginia Soil and Water Conservation Board for their review and consideration.