

Approval of Performance Improvement Plan submitted by Evergreen Soil and Water Conservation District

Previous action taken by the Board on September 26, 2022:

The Virginia Soil and Water Conservation Board (Board), at the recommendation of the Audit Subcommittee, directs the Department to send a Letter of Notice (LON) to the Evergreen Soil and Water Conservation District for receiving two "C" scores for not fulfilling certain grant deliverables in accordance with the *FY2022 Cost-Share and Technical Assistance Support Grant Agreement*.

Evergreen Soil and Water Conservation District (District) will receive a LON for not fulfilling the following Deliverables:

Cost-Share and Technical Assistance Grant Deliverables

Deliverable 2 (Did the District implement VACS in accordance with the PY2022 VACS BMP Manual, including but not limited to the provisions on EJAA, cost-share file administrative reviews, bid process, conservation planning, and other administrative guidelines established in the *Manual*).

Deliverable 6 (Was data entered in the AgBMP Tracking Module 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)).

Therefore, the Board directs the District to develop a Performance Improvement Plan (PIP) and submit the PIP to the Department no later than February 28, 2023.

The PIP must include the following elements:

1. Trainings District staff will attend as part of a continuing education initiative to ensure staff is knowledgeable about:
 - a. The Cost-Share and Technical Assistance grant deliverables;
 - b. The Virginia Agricultural Best Management Practices Cost-Share (VACS) Program including trainings the VACS Program (such as the annual training on updates to the Program and VACS 101) and the maintenance of VACS Program files, ; and
 - c. The AgBMP Tracking Module including how to accurately and correctly enter the required BMP data.
2. To ensure data is correctly entered into the AgBMP Tracking Module, the District will:
 - a. Review the existing process regarding the entering of data into the AgBMP Tracking Module;
 - b. Examine the existing process to determine where improvements should be made to correct this deficiency;
 - c. Develop standardized template worksheets for creating cost-estimates and calculating payments and a template checklist for the cost-share files; and
 - d. Adopt a formal process, based on the review of the current process, to ensure all data is entered correctly into the AgBMP Tracking Module. The process adopted must:
 - i. ensure all appropriate District staff is adequately trained on the use of the standardized template worksheets developed; and

- ii. require that every VACS application and contract contain these standardized template worksheets, accurately completed, for presentation to the District Board prior to application approval and prior to the processing of payments.

The District must provide the District Board-approved PIP to the Department no later than Tuesday, February 28, 2023 in preparation for the March 2023 Audit Subcommittee meeting. A complete and accurate list of all trainings District staff has attended must be submitted to the Department with the PIP. In accordance with the *FY2022 Cost-Share and Technical Assistance Grant Agreement*, the PIP must be presented by the District Board Chairman or designated Director to the Board's Audit Subcommittee at their March 2023 meeting.

Additionally, the District may not approve any applications until the Department verifies all necessary documentation is contained in the cost-share file and the AgBMP Tracking Module and the application is complete. The applications must all be ranked utilizing CEF prior to any Board approval. Upon approval of the PIP submitted by the District to the Audit Subcommittee, the review by the Department will no longer be necessary.

The Department will provide an update to the Board at the December meeting.

Recommended motion:

The Audit Subcommittee (Subcommittee) of the Virginia Soil and Water Conservation Board approves the Performance Improvement Plan (PIP) as submitted and presented by the Evergreen Soil and Water Conservation District (District). The Subcommittee directs the Department to send a letter conveying the acceptance of the PIP to the District.

Further, the District may approve applications for the Virginia Agricultural Best Management Practices Cost-Share (VACS) Program without the additional verification previously required by the Department of Conservation and Recreation (Department).

Travis A. Voyles
Secretary of Natural and Historic Resources

Matthew S. Wells
Director

Andrew W. Smith
Chief Deputy Director



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Frank N. Stovall
*Deputy Director
for Operations*

Darryl Glover
*Deputy Director for
Dam Safety,
Floodplain Management and
Soil and Water Conservation*

Laura Ellis
*Deputy Director for
Administration and Finance*

March 23, 2023

Ms. Kristy Waller, Chair
Evergreen Soil and Water Conservation District
340 North Main Street, Suite 102
Marion, Virginia 243354

RE: Acceptance of Performance Improvement Plan

Dear Ms. Waller:

At their March 23, 2023 meeting, the Audit Subcommittee of the Virginia Soil and Water Conservation Board accepted the Corrective Action Plan (PIP) as submitted and presented by Evergreen Soil and Water Conservation District (District). At each monthly meeting of the District Board (Board), the Board shall report on all progress made towards the successful implementation of the PIP to your Conservation District Coordinator (CDC), Ms. Mandy Fletcher. Failure to successfully implement the PIP, as accepted by the Subcommittee, may result in further action being taken by the Subcommittee or Board.

Additionally, the District may approve applications for the Virginia Agricultural Best Management Practices Cost-Share (VACS) Program without the additional verification previously required by the Department of Conservation and Recreation (Department).

The Audit Subcommittee appreciates the seriousness with which the District responded to the assessment and commends the District Board and District staff for their efforts to develop the PIP. If you have any questions or concerns about the implementation of the accepted PIP, please feel free to contact Ms. Fletcher.

Sincerely,

Mr. Adam Wilson, Chair
Audit Subcommittee
Virginia Soil and Water Conservation Board

cc. Jeana Waddle, Evergreen Soil and Water Conservation District
Blair Gordon, Department of Conservation and Recreation
Mandy Fletcher, Department of Conservation and Recreation

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

*State Parks • Soil and Water Conservation • Planning and Recreation Resources
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*

DIRECTORS:

Kristy Waller, Chairman
David Spence, Vice-Chairman
Seth Harden, Sec./Treasurer
Andy Overbay, Director
Sarah Gillespie, Director



We work with the people who work the land.

STAFF:

Jeana Waddle
Lance Yates
Mike Horne

EVERGREEN SOIL AND WATER CONSERVATION DISTRICT
340 NORTH MAIN STREET, SUITE 102
MARION, VIRGINIA 24354
Phone: (276) 706-3064

February 17, 2023

Adam Wilson, Chair
Virginia Soil and Water Conservation District Board
Audit Subcommittee
600 East Main Street, 4th Floor
Richmond, VA 23219

RE: Evergreen Soil and Water Conservation District Performance Improvement Plan

Dear Mr. Wilson,

On behalf of the Evergreen Soil and Water Conservation District (SWCD), please accept the attached Performance Improvement Plan (PIP). As you are aware, Evergreen SWCD earned a grade of "C" on two *FY22 Cost-Share and Technical Assistance Grant Agreement* deliverables, as cited in a letter from the VA Soil and Water Conservation Board's (VSWCB) Audit Subcommittee dated 09/26/22. As a result, Evergreen SWCD was required to prepare a PIP and submit it to the VSWCB Audit Subcommittee on or before 02/28/23.

Evergreen SWCD understands that the purpose of a PIP is to identify and implement elements that ensure all contractual obligations between DCR and the SWCD are satisfactorily met in the future. I am pleased to state that in the process of preparing the PIP all deficiencies identified have been addressed and the majority of the improvement elements have been implemented.

Evergreen SWCD would like to extend our appreciation to DCR employees, for their assistance during this challenging time. Their efforts have not gone unnoticed. Their support to make Evergreen SWCD a successful entity again is greatly appreciated. Without their guidance and partnership, the challenges faced would have been a greater struggle.

ESWCD is confident we are moving in the right direction to ensure we are once again productive and successful. We are 100% committed to improving water quality and serving the citizens of Smyth County by satisfactorily administering and implementing the Virginia Agricultural Cost Share Program.

Evergreen SWCD representatives look forward to meeting with you on March 23, 2023, to discuss our PIP and address any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink that reads "Kristy Waller". The signature is written in a cursive, flowing style.

Kristy Waller, Chair
Evergreen SWCD



We work with the people who work the land.

Performance Improvement Plan

Due Date: 02/28/23

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I. Narrative

The Evergreen Soil and Water Conservation District (ESWCD) is dedicated to achieving the goals set forth by the Virginia Department Conservation and Recreation (DCR) and Virginia Soil and Water Conservation Board (VSWCB). Since receiving the results of the *FY22 Grant Agreement Assessments*, ESWCD has made a concerted effort to improve their delivery of all contractual obligations, with noted progress. The SWCD will continue to make changes necessary to improve the services provided to the citizens of Smyth County, VA. Specific attention will be paid to ensuring that the VA Agricultural Cost-Share (VACS) Program is administered and implemented in an efficient and effective manner.

As part of the PIP development, ESWCD first assessed what they think led the SWCD to earning the low ratings on the annual *FY22 Cost-Share and Technical Assistance Grant Agreement Assessment*. The following contributing factors were identified: realignment of the Board of Directors after the passing of the Chair, employee turnover, employee termination, and an employee on extended medical leave. All the culminating challenges resulted in ESWCD being unable to efficiently operate, specifically regarding the VACS Program. The Board of Directors has been realigned. The current membership has been committed to recognizing the SWCD's weaknesses, ongoing challenges, and obstacles. In addition, the Board has been committed to seeking resolution by utilizing a variety of solutions.

With guidance from DCR, ESWCD reviewed their existing VACS Program implementation procedures and identified deficiencies in the following areas: conservation planning, practice interpretation, engineering job approval authority, and Conservation Application Suite data entry.

ESWCD has been open to guidance from DCR staff, including but not limited to, the Western Area Regional Manager, DCR-Abingdon Conservation District Coordinator, and Western Area Regional Engineer. With assistance from DCR staff, ESWCD directors and staff have worked to adequately address identified deficiencies. All the recommendations made have been implemented and will be utilized moving forward.

Upon receipt of the letter from Mr. Wilson in September 2022, ESWCD immediately sought out conservation planning and technical assistance from a trained and certified SWCD professional. A part-time, temporary Conservation Specialist was hired. This allowed ESWCD to immediately start rectifying some of their deficiencies by meeting VACS Program obligations. The temporary employee displayed much expertise and professionalism during the temporary appointment; therefore, the Board of Directors hired this employee as a full-time Senior Conservation Specialist on 01/10/23.

In regards to staffing, ESWCD now has in place three full-time staff members including an Administrative Secretary, Conservation Specialist, and Senior Conservation Specialist. Job descriptions have been reviewed and revised to reflect the required duties of the current staff structure. ESWCD's continued approach to staffing will be to provide the training and support necessary to ensure a successful team, utilizing resources available from DCR and the VA Association of Soil and Water Conservation Districts.

II. Elements of Performance Improvement Plan (PIP)

This section lists the elements that were required to be addressed per the 09/26/22 letter from the VSWCB.

1. Trainings District staff will attend as part of a continuing education initiative to ensure staff is knowledgeable about:

- a) The Cost-Share and Technical Assistance grant deliverables.
 - *On 01/27/2023 the current ESWCD staff met and reviewed the FY23 Cost-Share and Technical Assistance Grant Agreement. Staff took turns reading each bulleted deliverable with discussion that followed to ensure understanding and what was expected for each deliverable.*
 - *Upon receipt of the FY24 Cost-Share and Technical Assistance Grant Agreement, the staff will hold a staff meeting to read and discuss each deliverable. Questions, concerns, or needed clarification will immediately be directed to the DCR-Abingdon Conservation District Coordinator.*
- b) The Virginia Agricultural Best Management Practices Cost-Share (VACS) Program includes training for the VACS Program (such as the annual training on updates to the Program and VACS 101) and the maintenance of VACS Program files.
 - *Training Plans for individual positions were developed. **Refer to Attachment 1.***
 - *All members of the current staff have completed all the required trainings for their specific positions. The ESWCD Board of Directors required the Conservation Specialist to retake all courses affiliated with DCR's Conservation Planner Certification. As of 02/07/23, this employee has completed all the online classes. In terms of the required in-person courses, not all have been offered since the Board implemented this requirement. However, the Conservation Specialist is registered to attend those that have been announced. The Conservation Specialist is scheduled to go to Stream ID on 05/16/23. **Refer to Attachment 2** for specifics.*
 - *The Senior Conservation Specialist is a Certified Conservation Planner and meets requirements to maintain this certification, as required. **Refer to Attachment 3.***
 - *All staff are scheduled to participate in VACS 101: Virginia Agriculture BMP and Cost-Share Program course via ZOOM on 02/23/23.*

- *The Evergreen SWCD Board of Directors now require written reports from all technical staff be provided at monthly, regular board meetings. Such reports should document any training attended.*
- *On 11/03/22 ESWCD BOD approved a standard format for all VACS Program files, referred to as the Evergreen SWCD Conservation Folder Guide to ensure all employees maintain files in a standard and efficient manner from that date forward. It is the expectation of the Board of Directors that this new administrative tool will ensure all required folder documentation is completed.*
Refer to Attachment 4.

c) The AgBMP Tracking Module includes how to accurately and correctly enter the required BMP data.

- *ESWCD employees responsible for data entry in the Conservation Application Suite will be required to attend all training offered by DCR's Division of Soil and Water Conservation Data Specialists. In addition, all guidelines and procedures provided by DCR will be used and followed for data entry. If ESWCD employees encounter a problem with the Conservation Application Suite, they will not hesitate to reach out to the Data Specialists and/or DCR-Abingdon Conservation District Coordinator.*

2. To ensure data is correctly entered into the AgBMP Tracking Module, the District will:

a) Review the existing process regarding the entering of data into the AgBMP Tracking Module.

- *ESWCD identified that previous employees did not follow the guidelines for data entry set forth by DCR. Many of the components of a completed conservation plan were absent or not properly completed before the plan went to contract. In addition, it came to light that the VACS Program carryover process was not adequately followed. Current employees have been advised of the identified deficiencies, have reviewed the guidelines and procedures provided by DCR, and are fully aware of the Board's expectations that the proper procedures be implemented from this point forward.*

b) Examine the existing process to determine where improvements should be made to correct this deficiency. To address this element the following is required:

- *ESWCD staff shall create a Conservation Plan with all components and supporting documentation completed before proceeding to contract status for applicable applications.*
- *ESWCD staff shall at a minimum review the procedures, for instance carryovers and cancellations in the current VACS Program Manual and follow accordingly.*
- *Data entry in Conservation Suite Application shall occur within 15 days after the end of every quarter to accurately reflect District Board approvals, cancellations, carryovers and/or participant funding requests.*

- *ESWCD staff shall contact the appropriate DCR staff when questions or concerns arise involving BMP practices offered in the current VACS Program Manual.*
- c) Develop standardized template worksheets for creating cost-estimates and calculating payments and a template checklist for the cost-share files.
- *On 11/03/22 the Board of Directors approved the following documents for immediate use by ESWCD staff: Evergreen SWCD Cost Estimate Worksheet, Evergreen SWCD Payment Calculator Worksheet, and Evergreen Cost-Share File Checklist. **Refer to Attachment 5.***
- d) Adopt a formal process, based on the review of the current process, to ensure all data is entered correctly into the AgBMP Tracking Module. The process adopted must:
- Ensure all appropriate District staff is adequately trained on the use of the standardized template worksheets developed.
 - *All staff have been provided a copy of and have access to the worksheets and checklist adopted 11/03/22. In addition, staff have been trained on why use of these documents is now required. Ongoing discussions on the importance of such documents occur. The benefits of the use of standardized templates are already being observed. The aforementioned documents went into effect 11/03/2022 and are currently being utilized.*
 - Require that every VACS application and contract contain these standardized template worksheets, accurately completed, for presentation to the District Board prior to application approval and prior to the processing of payments.
 - *Conservation staff will inform the BOD via phone or e-mail that plans and contracts will be on the agenda for approval before a board meeting for their review. This will allow directors to review the plans and contracts before a board meeting so staff can protect the personal identifiers associated with these documents. This will also give directors the opportunity to confirm that all documents are complete.*
 - *The approval process and template will be implemented by conservation staff during board meetings for approval. This template will consist of snips or actual digitized clips directly from the Conservation Application Suite, including the VA AgBMP Tracking Program Module. **Refer to Attachment 6.***
 - *Conservation staff will contact the DCR CDC to complete an administrative review, in order to provide verification that all necessary documentation is contained in each cost-share file prior to processing a payment. Upon approval of the PIP submitted by ESWCD to Audit Subcommittee, the review by the DCR CDC will no longer be necessary.*
 - *ESWCD has elected to adopt a Conservation Folder Checklist before any payments are issued to participants. The technical staff will review each folder and check applicable components as needed for the practice. The*

folder will be signed and dated confirming that it has been reviewed. It will ultimately be the responsibility of the technical staff for all items to be completed correctly. However, the Administrative Secretary will also follow with a review to check that all the necessary items are present in the file, to thoroughly have a checks and balances process in place. Refer to Attachment 7.

Conclusion:

ESWCD is confident that the deficiencies identified by DCR, VSWCB, and the SWCD's internal review have been corrected. Our performance has and will continue to improve. Employee performance is being closely monitored by the Board. In addition, the implementation of the VACS Program, including conservation planning, technical assistance, and installation of practices on the ground is being closely monitored and evaluated. When issues and/or deficiencies are identified, they are addressed in a timely and efficient manner. This practice will continue.

Attachment 1: Evergreen SWCD Training Plan

TRAINING PLAN

Evergreen Soil & Water Conservation District Training Plan

Introduction

The purpose of this training plan is to outline both mandatory and recommended training for Evergreen Soil and Water Conservation District (ESWCD) directors and staff. For directors, documentation of mandatory training shall be reported to the Administrative Secretary. When a certificate of completion is available, a copy should be provided to the Administrative Secretary, who will retain in the SWCD administrative files. For staff, all completed training shall be documented, and a training record retained in the personnel file of each employee. This is the responsibility of the District Manager and Executive Committee Chair. SWCD staff are expected to provide training updates during personnel evaluations.

The following is a list of acronyms and what each stand for that will be helpful to reference:

- AgBMP: Agriculture Best Management Practices
- CDC: Conservation District Coordinator
- COVLC: Commonwealth of Virginia Learning Center
- DCR-DSWC: Virginia Department of Conservation and Recreation –
Division of Soil and
And Water
- FOIA: Freedom of Information Act
- LOV: Library of Virginia
- MVP: Managing Virginia Program
- NRCS JEDs: Natural Resources Conservation Service Joint Employee
Development Programs
- VASWCD: Virginia Association of Soil and Water Conservation Districts
- VACDE: Virginia Association of District Employees
- VACS: Virginia Agricultural Cost Share

The Virginia Department of Conservation and Recreation's assigned Conservation District Coordinator (CDC) and Conservation Planning and Training Coordinator can provide information on how to obtain certain training for both directors and staff. Also, the Conservation Planning and Training Coordinator can provide instructions on how to obtain access to the VA COVLC.

District Directors

Mandatory Training:

- **Director Orientation Phase I and Phase II:** Must be completed within 6 months
- of taking the Oath of Office. This training is provided by the assigned DCR-DSWC Conservation District Coordinator.
- **FOIA (Freedom of Information Act) Training:** Must be completed within the first 12 months of taking the Oath of Office. For locally elected directors, this training must be completed every 24 months. This training may be completed online through the VA Department of Legislative Services, VA FOIA Council, or in-person.
- **COIA (Conflict of Interest Act) Training:** Must be completed within first 12 months of taking the Oath of Office. For locally elected directors, must be completed every 24 months. May be completed online via VA Department of Legislative Services website at: <https://ethicswebinar.dls.virginia.gov> or in-person.
- Any other training deemed mandatory by the Code of Virginia and/or the annual Grant Agreements with VA DCR.

Recommended Training:

- Attend VASWCD sponsored Director trainings as offered virtually or in-person
- Attend VA DCR-DSWC Director trainings as offered virtually or in-person
- Attend VASWCD Annual Meeting (Held annually in December)
- Attend Annual VACS Program Update Session
- Basic Parliamentary Procedures
- Personnel Management MVP Enhancing Employee Performance Modules I-IV (COVLC)
- MVP Conflict Management Skills (COVLC)

Administrative Secretary

Training for Administrative staff should be completed within the first twelve months of employment. Some training is required annually, please note the requirements for each course as listed.

Mandatory Training:

- **DCR IT Security Awareness Training:** Immediately upon being hired and annually thereafter.
- **FOIA Officer Training:** Within 30 days of initial hire date and every 24 months thereafter
- **LOV Records Officer Training:** Complete within the first year of designation and every 3rd year thereafter. Offered online through LOV.

Recommended Training:

- Driver Safety DGS Fleet Driver Safety and Policy Lesson (COVLC)
- DCR Annual VACS Update Session
- DCR Conservation Application Suite's AgBMP Tracking Program Training
- Any other training deemed mandatory by the Code of Virginia and/or the annual Grant Agreements with VA DCR.

District Technical Staff

Any staff whose job description includes conservation planning and technical assistance will be required to complete the training listed under the “District Technical Staff” section. This includes the following positions at Evergreen SWCD: Conservation Specialist and Senior Conservation Specialist.

Mandatory Training:

- **DCR IT Security Training:** Immediately upon being hired and annually thereafter
- **DCR Conservation Application Suite’s AgBMP Tracking Program Training**
- **DCR Conservation Planner Certification:** Should start coursework when initially hired and complete within 36 months of initial hire date. Contact assigned DCR CDC and/or DCR Conservation Planning and Training Coordinator for current course list. Maintain certification by earning 30 CEUs every three years and submitting a conservation plan for review.
- **DCR Engineering Training and Updates:** Should start coursework when initially hired and complete within 36 months of initial hire date. To obtain Engineering Job Approval Authority for VACS related practices that require EJAA.

The DCR Conservation Planner Certification Courses, Course Descriptions and Recertification guidelines (contact hours) can be found online via the following links:

- <https://www.dcr.virginia.gov/soil-and-water/document/con-plan-certification-requirements.pdf>
- <https://www.dcr.virginia.gov/soil-and-water/document/conservation-planner-course-descriptions.pdf>
- <https://www.dcr.virginia.gov/soil-and-water/document/con-plan-cont-hours-recert-2018.pdf>
-

A copy of these requirements is found at the end of this policy.

Recommended Training:

- Driver Safety DGS Fleet Driver Safety and Policy Lesson (COVLC)
- DCR Annual VACS Update Session

**Evergreen Soil & Water Conservation District
Staff Training Documentation Form**

Note: This form should be provided to each employee and filled out to document training completed. A copy should be provided for Board review at each personnel meeting and retained in individual personnel files.

Name: _____

Position Title _____

Course	Date Started	Date Completed

Signature_____ **Date** _____

Signature Page

Each individual signing below signifies that he/she has read the above *Personnel Policy* for Evergreen Soil & Water Conservation District (SWCD) and all related *Attachments* and *Appendices*. Individuals also acknowledge that they understand the document and agree to adhere to all policies within in order to ensure good standing in his/her employment, office or appointment.

[Signature]
Quinn K Buck
 Chair

1/10/2023
5/3/2022 *DKB wh/2022*
 Date

[Signature]
Quinn K Buck
 Executive Committee Chair

1/10/2023
5/3/2022 *DKB wh/7/2022*
 Date

Geanna Madden, Ad. Sec.
 Employee Name(s) and Title(s)

5/3/2022 *JW 6/7/2022*
5/3/2022 *JW 1/10/2023*
 Date

[Signature] *Sr. Cons Specialist*
 Employee Name(s) and Title(s)

5/3/2022 *LKY 6/7/2022*
5/3/2022 *1/10/2023 LKY*
 Date

Siena Davenport District Manager
 Employee Name(s) and Title(s)

5/03/2022 *SCD 6/7/2022*
5/03/2022
 Date

Michael D. Hume Sr. Cons. Specialist
 Employee Name(s) and Title(s)

10-26-22 / 1-10-23
10-26-22
 Date

* The Commonwealth of Virginia supports the Evergreen Soil and Water Conservation District through financial and administrative assistance provided by the Virginia Soil and Water Conservation Board and the Department of Conservation and Recreation. *

FY 2022-2023 Personnel Policy

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"It is the policy of the District to base personnel administration on merit principles with equitable compensation on the basis of ability, knowledge, and skills and particularly job related performance. The District provides equal employment opportunities in hiring and personnel management decisions to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit based factors. The District is an equal opportunity employer (EEO)."

Attachment 2: Conservation Specialist Certifications

Matthew J. Strickler
Secretary of Natural Resources

Clyde E. Cristman
Director



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz
*Deputy Director of
Administration and Finance*

Russell W. Baxter
*Deputy Director of
Dam Safety & Floodplain
Management and Soil & Water
Conservation*

Thomas L. Smith
Deputy Director of Operations

August 18, 2021

Mr. Lance Yates
Holston River Soil and Water Conservation District
448 Commerce Drive
Abingdon, VA 24211-3829

Dear Mr. Yates,

Congratulations on becoming a Virginia Department of Conservation and Recreation Certified Conservation Planner. Your certificate is included and your expiration date is 11/31/2024. Your certification is valid for three years, during which time you will need to obtain 30 contact hours of training and record those hours in the DCR Conservation Application Suite (training tracker module). Upon completion of your hours you will also need to complete a Conservation Plan in the Application which will be reviewed by DCR. Plans to be reviewed must include an identified soil concern, surface water feature, and represent farming in the district. If you obtain the necessary contact hours and successfully complete a Conservation Plan review, you will be eligible for recertification.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl Thiel-Goin".

Mr. Carl Thiel-Goin
Conservation Planning Training Coordinator

CC: Aaron Scyphers, Holston River SWCD
Wayne E. Turley, District Manager, Holston River SWCD
Angela Ball, Conservation District Coordinator

COMMONWEALTH of VIRGINIA



Virginia Department of Conservation and Recreation

CERTIFICATE OF COMPLETION

for

Certified Conservation Planner

presented to

Lance Yates

Darryl M. Glover

Darryl M. Glover

Director, Division of Soil and Water Conservation

August 2021

Certification Date

November 2024

Expiration Date



Virginia Department of Conservation & Recreation



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

March 18, 2022

Frank N. Stovall
*Deputy Director
for Operations*

Darryl Glover
*Deputy Director for
Dam Safety,
Floodplain Management and
Soil and Water Conservation*

Laura Ellis
*Interim Deputy Director for
Administration and Finance*

Lance Yates
Holston River SWCD

RE: Engineering Job Approval Authority (EJAA) Review

Mr. Yates:

Thank you for your cooperation during your EJAA review on March 18, 2022. I am pleased to provide you with the attached EJAA Certification Sheet. There are a few things to note:

- Construction documentation was not 100% sufficient within the folders (pipe materials, installation photos, material tickets, etc.).
- Need a design sheet and calculations when reservoirs or solar are to be used. Ask for assistance before doing another one of these designs.
- Get information from PSA on pressure for public water connections.
- Get information/documentation on cast in place concrete pad reinforcement.
- Add "Watering System Details" sheet to your watering system designs.
- Your next review will be March of 2023.

If you should have any questions or concerns, please do not hesitate to contact me at 540-553-6263.

Sincerely,

Benjamin S. Chester, PE
Ag BMP Engineer
Division of Soil and Water Conservation

VA Department of Conservation Recreation Engineering Job Approval Authority

Name: Lance Yates Delegated by: Benjamin S. Chester, PE Title: Agricultural BMP Engineer Date: 3/10/2022

District: Holston River SWCD Signature: 

Notes

1. Authority is issued based on the individual's training, experience, and demonstrated competence.
2. Employees shall not approve designs or certify construction for practices that exceed their maximum approval limit.
3. The controlling factor that results in the highest classification determines the Job Class. For example, a waste storage facility (pond) with a storage capacity of 100,000 cu. Ft. (Class II) and a fill height of 15 ft. (Class III) would be a Job Class III.
4. Engineering approval applies to new construction only. Refer to NEM 501.20-501.24 for repair and rehabilitation.
5. Engineering practices not listed, or more complex than those listed, shall be sent with documentation to the DCR Richmond Office for review and approval by the District Engineering Services Manager.
6. All jobs to be constructed under formal contract must undergo a functional review by the District Engineering Services Manager or designee.

Definitions of Maximum Approval Limits

INVENTORY AND EVALUATION (IE)-On site observations of an exploratory nature for planning and preparation of sound alternative solutions of sufficient intensity for the cooperator to make treatment decisions. May require assistance from higher levels for large or complex jobs. (See NEM 501 and 510).

DESIGN-Designing and checking all aspects of the supporting data, drawings, and specifications to ensure that the planned practice will meet the purpose for which it is installed. Also includes setting any specific inspection requirements. Approval signature is required. (See NEM 501 and 511).

CONSTRUCTION (Const.)-Surveys, layout, staking, inspection of materials and work, and making tests to determine that the job meets specifications. Approval signature is required. Jobs where inspection staffing plans are issued are not included on this chart. (See NEM 201 and 512).

ANNUAL REVIEW		ABBREVIATIONS			
This form will be reviewed with the employee annually and revised as needed. If no significant changes are made, the following table will be used to indicate that		in.- ft.-	grav.- gravity mech. mechanical or veg.- vegetated		
Reviewed by	Title	Comments	Date	sq. ft.- square foot	structural
				cu. ft.- cubic foot	veg.- vegetated
				fps- feet per second	
				cfs- cubic feet per second	
				psi- pounds per square inch	
				gal- gallon	
				gpm- gallons per minutes	

Approved Practices

ID	PracticeName	Controlling Factors	Units	I	II	III	IV	V	IE	Design	Const	Notes
516a	Livestock Pipeline	Pressure	psi	50	100	200	250	300	2	2	2	-
516b	Livestock Pipeline	Diameter	in.	1.5	2	3	5	All	1	1	1	
516c	Livestock Pipeline	Length (longest run)	ft.	1,000	2,500	5,000	10,000	All	2	2	2	
533a	Pumping Plant	Livestock watering facility - Pu	each	-	All	-	-	-	2			
561a	Heavy Use Area Protection	Surface Area	acre	0.5	1	2	4	All	1	1	1	
561b	Heavy Use Area Protection	Surface Cover	type	veg	veg, gr	veg, grave	veg, gravel,	All	4	4	4	
614a	Watering Facility	Capacity	gal.	500	750	1,000	2,500	All	1	1	1	
614b	Watering Facility	Delivery System	type	grav	grav	grav, siph	grav, siph	All	4	4	4	

Practice Notes

1. Effective Height - Difference between the emergency spillway crest (top of embankment if no emergency spillway) and the lowest point in the original cross-section along the centerline of the embankment. All embankments that require a VA DCR Dam Safety permit shall be designed by a registered professional engineer.
2. Must use standard drawings approved by the District Engineering Services Manager (DESM). Note applies to all jobs classes unless note (2) appears with a particular class.
3. Up to maximum limit shown on DESM approved standard drawing. Note applies to all job classes unless note (3) appears with a particular class.
4. Wall Height - The distance in feet from the top of the floor inside the storage facility to the top of the wall.
5. All must have relatively impervious cutoff, simple foundation needs, and use standard detail drawings approved by the DESM. Dam classification must be Low Hazard and the product of storage (acre-feet) times effective height (feet) equals 3,000 or less. All dams subject to Virginia Dam Safety regulations shall be designed and sealed by a registered professional engineer.
6. NRCS will not provide design or construction assistance to solve erosion problems created by wave action on the open and unprotected shores of the Atlantic Ocean.
7. Dam removal requires approval by DESM.
8. See controlling factors listed below for Dams and Structures Practices 410, 552, 436, 378, 350, and 587.
9. All custom roof designs shall be designed by a Virginia licensed P.E.

[illegible]

Commonwealth of Virginia

CERTIFICATE OF COMPLETION

This is to certify that

LANCE YATES
Environmental Specialist II
DCR - SWCDs

Has successfully completed the following:

Pest Management and Water Quality Implications - Exam

On 11/28/2022

Score: 83.00
Examiner: Provider
Content Type: ACC
Manager: DCR - SWCDs
Printed Date: 11/28/2022 - 11/29/2022

VLC Administrator

Commonwealth of Virginia

CERTIFICATE OF COMPLETION

This is to certify that

LANCE YATES
Environmental Specialist II
DCR - SWCDs

Has successfully completed the following:

Nitrogen Management and Concerns - Exam

On 11/23/2022

Score: 78.00
Examiner: Provider
Content Type: ACC
Manager: DCR - SWCDs
Printed Date: 11/23/2022 - 11/23/2022

VLC Administrator

Commonwealth of Virginia

CERTIFICATE OF COMPLETION

This is to certify that

LANCE YATES
Environmental Specialist II
DCR - SWCDs

Has successfully completed the following:

Sediment Management for Water Quality - Exam

On 11/28/2022

Score: 79.00
Examiner: Provider
Content Type: ACC
Manager: DCR - SWCDs
Printed Date: 11/28/2022 - 11/29/2022

VLC Administrator

Commonwealth of Virginia

CERTIFICATE OF COMPLETION

This is to certify that

LANCE YATES
Environmental Specialist II
DCR - SWCDs

Has successfully completed the following:

Overview of Water Quality Resource Assessment - Exam

On 11/23/2022

Score: 75.00
Examiner: Provider
Content Type: ACC
Manager: DCR - SWCDs
Printed Date: 11/23/2022 - 11/23/2022

VLC Administrator

Commonwealth of Virginia

CERTIFICATE OF COMPLETION

This is to certify that

LANCE YATES
Environmental Specialist II
DCR - SWCDs

Has successfully completed the following:

Phosphorous Management and Concerns - Exam

On 11/28/2022

Score: 80.00
Examiner: Provider
Content Type: ACC
Manager: DCR - SWCDs
Printed Date: 11/28/2022 - 11/29/2022

VLC Administrator

Commonwealth of Virginia

CERTIFICATE OF COMPLETION

This is to certify that

LANCE YATES
Environmental Specialist II
DCR - SWCDs

Has successfully completed the following:

Water Management - Course Test

On 11/29/2022

Score: 75.00
Examiner: Provider
Content Type: ACC
Manager: DCR - SWCDs
Printed Date: 11/29/2022 - 11/29/2022

VLC Administrator

Attachment 3: Senior Conservation Specialist Certifications

Matthew J. Strickler
Secretary of Natural Resources

Clyde L. Cristman
Director



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz
Deputy Director of
Administration and Finance

Russell W. Baxter
Deputy Director of
Dam Safety & Floodplain
Management and Soil & Water
Conservation

Thomas L. Smith
Deputy Director of Operations

August 18, 2021

Mr. Mike Horne
Tazewell Soil and Water Conservation District
202 Campbell Lane
Tazewell, VA 24651

Dear Mr. Horne,

Congratulations on becoming a Virginia Department of Conservation and Recreation Certified Conservation Planner. Your certificate is included and your expiration date is 8/31/2024. Your certification is valid for three years, during which time you will need to obtain 30 contact hours of training and record those hours in the DCR Conservation Application Suite (training tracker module). Upon completion of your hours you will also need to complete a Conservation Plan in the Application which will be reviewed by DCR. Plans to be reviewed must include an identified soil concern, surface water feature, and represent farming in the district. If you obtain the necessary contact hours and successfully complete a Conservation Plan review, you will be eligible for recertification.

Sincerely,

A handwritten signature in blue ink, appearing to read "Carl Thiel-Goin".

Mr. Carl Thiel-Goin
Conservation Planning Training Coordinator

CC: Robert L. Moss, Jr, Tazewell SWCD
Karen Brown, District Manager, Tazewell SWCD
Angela Ball, Conservation District Coordinator

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

State Parks • Soil and Water Conservation • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation

COMMONWEALTH of VIRGINIA



Virginia Department of Conservation and Recreation

CERTIFICATE OF COMPLETION

for

Certified Conservation Planner

presented to

Mike Horne

Darryl M. Glover

Darryl M. Glover

Director, Division of Soil and Water Conservation

August 2021

Certification Date



Virginia Department of Conservation & Recreation

August 2024

Expiration Date

Molly Joseph Ward
Secretary of Natural Resources

Clyde E. Cristman
Director



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz
*Deputy Director of
Administration and Finance*

David C. Dowling
*Deputy Director of
Soil and Water Conservation
and Dam Safety*

Thomas L. Smith
Deputy Director of Operations

June 9, 2017

Mike Horne
Tazewell SWCD
121 Professional Drive
North Tazewell, VA 24630

RE: Engineering Competency Review

Mr. Horne:

Thank you for your cooperation during your competency review on May 15, 2017. I am pleased to provide you with Letter of Competency. The results of your review indicate that you have demonstrated competency to **design and construct** the following. Please note, this letter is **NOT** issuance of **Engineering Job Approval Authority (EJAA)** and you must have someone with the proper EJAA sign in the "approved box" on the design plans prior to initiation of project construction:

- NRCS 561 Heavy Use Area Protection
 - Surface Area \leq 0.5 acres
 - Surface Type-gravel
- NRCS 516 Livestock Pipeline
 - Diameter \leq 1.5 inches
 - Longest Run \leq 2500 feet
- NRCS 533 Pumping Plant (designed by others)
 - Livestock Watering Facility, pump designed by others
- NRCS 578 Stream Crossing
 - \leq 6 feet per second
- NRCS 642 Water Well (requires well drillers certification)
- NRCS 614 Watering Facility
 - Capacity \leq 1000 gallons

If you should have any questions or concerns, please do not hesitate to contact me at 804-786-0113.

Sincerely,

A handwritten signature in cursive script that reads "Amanda Pennington".

Amanda S. Pennington, PE
District Engineering Services Manager
Division of Soil and Water Conservation

Molly Joseph Ward
Secretary of Natural Resources

Clyde F. Cristman
Director



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz
*Deputy Director of
Administration and Finance*

Darryl Glover
*Acting Deputy Director of
Soil and Water Conservation
and Dam Safety*

Thomas L. Smith
Deputy Director of Operations

January 10, 2018

Mike Horne
Tazewell SWCD

RE: Engineering Job Approval Authority (EJAA) Review

Mr. Horne:

I am pleased to provide you with the attached EJAA Certification Sheet. There are a few things to note:

- NRCS components that you previously held only Inventory and Evaluation (I&E) EJAA for (i.e. you did not have Design or Construction EJAA) were not reviewed, however, I&E EJAA for these components has been reestablished. Design for practices that contain these components must be reviewed by or designed by an authorized individual prior to construction.
- For NRCS components that you previously held Design EJAA for (in addition to I&E and Construction), but you were unable to provide designs for review, I&E EJAA was reestablished. Design EJAA for these components may only be reestablished upon design review. If you wish to have the Design EJAA reestablished for any of these components, please send any projects containing these components to me for review.
- NRCS components that are PE design only, were not reviewed, however, I&E and Construction EJAA were reissued.
- For NRCS components that are not used in the VACS program, EJAA was not reissued.

If you should have any questions or concerns, please do not hesitate to contact me at 804-786-0113.

Sincerely,

A handwritten signature in cursive script that reads "Amanda Pennington".

Amanda S. Pennington, PE
District Engineering Services Manager
Division of Soil and Water Conservation

VA Department of Conservation Recreation Engineering Job Approval Authority

Name: Mike Horne **Delegated by:** Amanda Pennington, PE **Title:** District Engineering Services Manager **Date:** 1/1/2018
District: Tazewell SWCD **Signature:** *Amanda Pennington*

Notes

1. Authority is issued based on the individual's training, experience, and demonstrated competence.
2. Employees shall not approve designs or certify construction for practices that exceed their maximum approval limit.
3. The controlling factor that results in the highest classification determines the Job Class. For example, a waste storage facility (pond) with a storage capacity of 100,000 cu. Ft. (Class II) and a fill height of 15 ft. (Class III) would be a Job Class III.
4. Engineering approval applies to new construction only. Refer to NEM 501.20-501.24 for repair and rehabilitation.
5. Engineering practices not listed, or more complex than those listed, shall be sent with documentation to the DCR Richmond Office for review and approval by the District Engineering Services Manager.
6. All jobs to be constructed under formal contract must undergo a functional review by the District Engineering Services Manager or designee.

Definitions of Maximum Approval Limits

INVENTORY AND EVALUATION (IE)-On site observations of an exploratory nature for planning and preparation of sound alternative solutions of sufficient intensity for the cooperator to make treatment decisions. May require assistance from higher levels for large or complex jobs. (See NEM 501 and 510).

DESIGN-Designing and checking all aspects of the supporting data, drawings, and specifications to ensure that the planned practice will meet the purpose for which it is installed. Also includes setting any specific inspection requirements. Approval signature is required. (See NEM 501 and 511).

CONSTRUCTION (Const.)-Surveys, layout, staking, inspection of materials and work, and making tests to determine that the job meets specifications. Approval signature is required. Jobs where inspection staffing plans are issued are not included on this chart. (See NEM 201 and 512).

ANNUAL REVIEW		This form will be reviewed with the employee annually and revised as needed. If no significant changes are made, the following table will be used to indicate that		ABBREVIATIONS	
Reviewed by	Title	Comments	Date	in.- ft.-	grav.- gravity mech. mechanical or structural veg.- vegetated
				sq. ft.- square foot cu. ft.- cubic foot fps- feet per second cfs- cubic feet per second psi- pounds per square inch gal- gallon gpm- gallons per minutes	

Approved Practices

ID	PracticeName	Controlling Factors	Units	I	II	III	IV	V	IE	Design	Const	Notes
516a	Livestock Pipeline	Pressure	psi	50	100	200	250	300	2	2	2	
516b	Livestock Pipeline	Diameter	in.	1.5	2	3	5	All	1	1	1	
516c	Livestock Pipeline	Length (longest run)	ft.	1,000	2,500	5,000	10,000	All	2	2	2	
533a	Pumping Plant	Livestock watering facility - Pu	each	-	All	-	-	-	1	1	1	
561a	Heavy Use Area Protection	Surface Area	acre	0.5	1	2	4	All	1	1	1	
561b	Heavy Use Area Protection	Surface Cover	type	veg	veg, gr	veg, gr	veg, grave	veg, gravel, All	1	1	1	
578a	Stream Crossing	Design Velocity <= 6 fps	fps	All	-	-	-	-	1	1	1	3
614a	Watering Facility	Capacity	gal.	500	750	1,000	2,500	All	1	1	1	
642a	Water Well (Requires Well	Diameter	in.	6	8	10	12	All	1	1	1	

Practice Notes

1. Effective Height - Difference between the emergency spillway crest (top of embankment if no emergency spillway) and the lowest point in the original cross-section along the centerline of the embankment. All embankments that require a VA DCR Dam Safety permit shall be designed by a registered professional engineer.
2. Must use standard drawings approved by the District Engineering Services Manager (DESM). Note applies to all jobs classes unless note (2) appears with a particular class.
3. Up to maximum limit shown on DESM approved standard drawing. Note applies to all job classes unless note (3) appears with a particular class.
4. Wall Height - The distance in feet from the top of the floor inside the storage facility to the top of the wall.
5. All must have relatively impervious cutoff, simple foundation needs, and use standard detail drawings approved by the DESM. Dam classification must be Low Hazard and the product of storage (acre-feet) times effective height (feet) equals 3,000 or less. All dams subject to Virginia Dam Safety regulations shall be designed and sealed by a registered professional engineer.
6. NRCS will not provide design or construction assistance to solve erosion problems created by wave action on the open and unprotected shores of the Atlantic Ocean.
7. Dam removal requires approval by DESM.
8. See controlling factors listed below for Dams and Structures Practices 410, 552, 436, 378, 350, and 587.
9. All custom roof designs shall be designed by a Virginia licensed P.E.

**Attachment 4: Evergreen SWCD Conservation Participant
Conservation Folder Standard Layout**



Evergreen Conservation Folder

TAB 1

- W 9 (Bottom of Stack)
- Contract Part 1 (application)
- Contract Part 2
- Contract Part 3 (Top of Stack)

TAB 2

- Letters, emails, approval letters, minutes, etc. (Bottom of Stack)
- Con 6 Notes (Top of Stack)

Tab 3

- Maps (soils, aerial, topo, BMP, Plan) (Bottom of Stack)
- Soils Report

Tab 4

- Bid Form (If required) (Bottom of Stack)
- Cost Estimate
- Conservation Plan (Top of Stack)

Tab 5

- Before and After Pictures (Bottom of Stack)
- CEF Score
- Job Sheets
- Resource Concerns Report with VA Heritage Results or Conservation Memo
- Pasture Condition Score
- RUSLE 2
- Grazing Plan
- Pressure Work Sheet
- Design Sheet (Top of Stack)

Tab 6

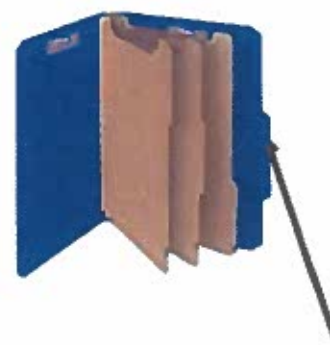
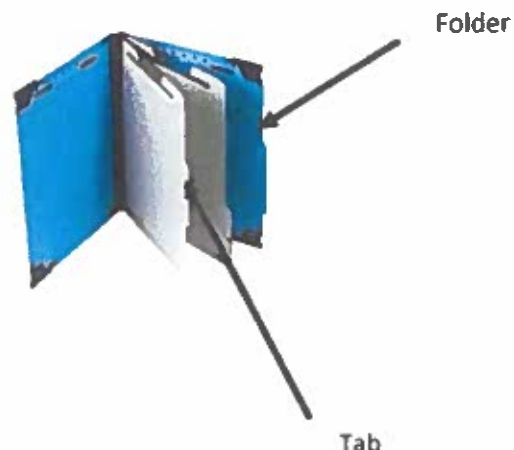
- Resource Guide Sheet (Bottom of Stack)
- Farm Summary (Top of Stack)

Tab 7

- Other (Nutrient Management Plans, Ag Waste, Soil investigation)

Tab 8

- Verification Check Info. (Bottom of Stack)
- Tax Credit
- Bills and Invoices (Top of Stack)



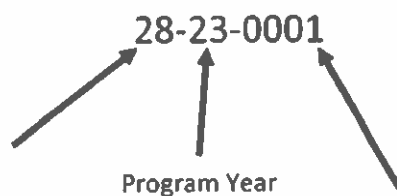
FOLDER LABEL
CONTRACT NUMBER
PARTICIPANT NAME

Note: Place Yellow tabs on each item placed in folder. Please make hand writing legible.



SWCD District #

Approved by Evergreen BOD 11/03/2022



Program Year

Order contract is entered in tracking program

**Attachment 5: Evergreen SWCD Cost Estimate Worksheet, Payment
Calculator Worksheet, and Cost-Share File Checklist.)**

**Attachment 6: Evergreen SWCD Conservation Plan and Contract
Approval Template**

Conservation Plan Number: 00-00-0000
CEF= 00.00

ID	Name
465443	SL-6Vr: Stream Exclusion with Wide Width Buffer and Grazing Land Management

Length of streambank protection requested (i.e. feet) Per 1.00 foot: \$299.00

Estimated/Requested Cost Share Payments
Dollar amounts in these fields will be displayed on the "Requested" bar on budget charts.

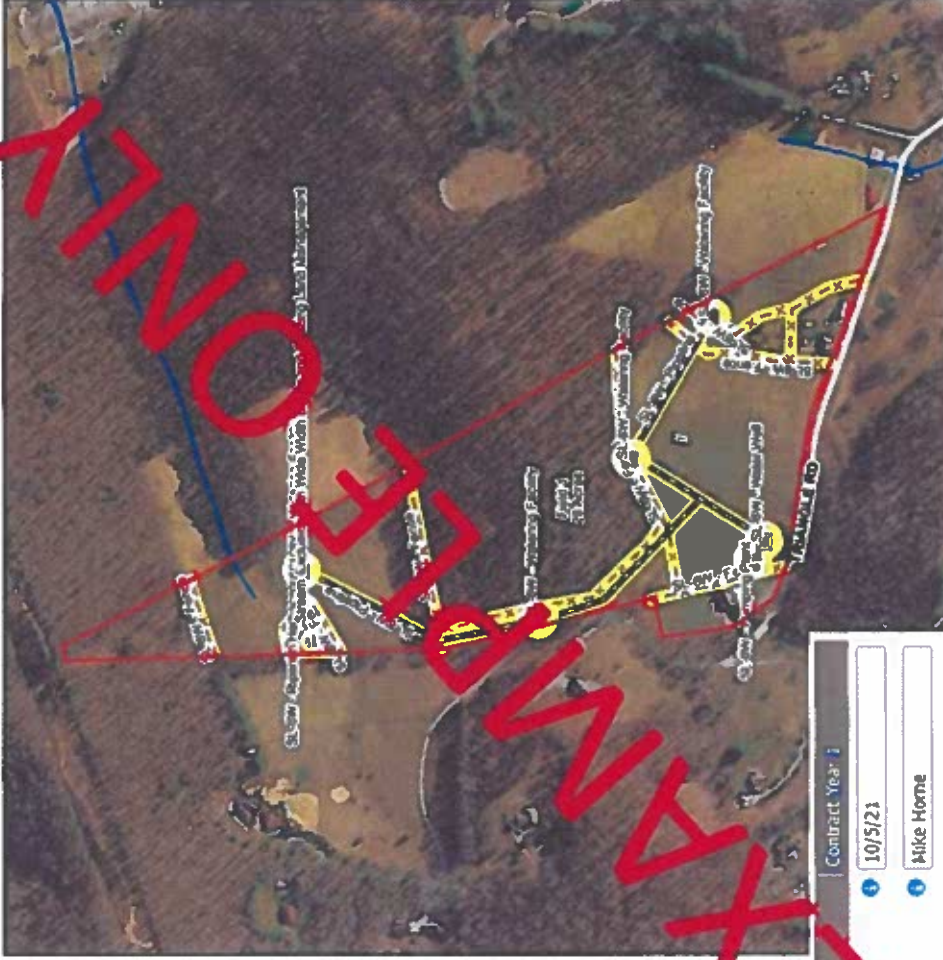
	Amount
Estimated Instance Cost	\$ 36,630.91
Estimated Cost Share Payment	\$ 36,870.91

Resource Concerns

Date Resource Concerns report screened (Date)

Person verifying Resource Concerns report has been screened (Text)

District: Approx Acres: 29



PRACTICE CODE/DESCRIPTION/ ADDITIONAL NARRATIVE	UNITS	IBCS ITEM COST	ESWCD ITEM COST	Actual Cost	Cost Share Rate	COST SHARE Quantity Total
382 Fencing, Woven Wire & 1 Strand Barbed Wire	6,783		\$ 5.25	\$35,610.75	\$5.25	\$35,610.75
518 Pipeline & Installation < 2"	4,607		\$ 3.85	\$17,736.95	\$3.85	\$17,736.95
533 Pumping Plant	1		\$ 4,730.00	\$4,730.00	\$3.85	\$4,730.00
573 New Electric Hookup to Well	1		\$ 1,650.00	\$1,650.00	\$4,730.00	\$1,650.00
614 Trough- Heavy equipment Tire-Remote Float	4		\$ 1,870.00	\$7,480.00	\$1,650.00	\$7,480.00
					\$0.00	\$0.00
614 Reservoir (< 1500 gal)	1		\$ 2,640.00	\$2,640.00	\$2,640.00	\$2,640.00
642 Water Well	1		\$ 11,000.00	\$11,000.00	\$11,000.00	\$11,000.00
Well Permit	1		\$ 300.00	\$300.00	\$300.00	\$300.00
					\$0.00	
					\$0.00	
BUFFER PAYMENT \$36 acres @ \$80 per *15 years			\$ 6,432.00		\$6,432.00	\$6,432.00
						\$87,579.70

Funding source = 0000 OCB VACS

Request approval for the following:
 Conservation Plan Number: 00-00-0000
 Contract Number: 00-00-0000
 Instance number: 00-00-0000
 In the amount of \$00,000.00

Attachment 7: Evergreen SWCD Cost Share File Checklist



Conservation Folder Checklist

TAB	ITEM	Completed By:	DATE:
TAB 1			
	W-9		
	Contract Part 1 (Application)		
	Contract Part 2		
	Contract Part 3		
TAB 2			
	Letters, e-mails, approval letters, board minutes of approval, and etc. (All forms of communications)		
	Conservation Notes (Co 6 Notes)		
TAB 3			
	Maps (soils, aerial, topo, BMP, plan and etc.)		
	Soils Report		
TAB 4			
	Bid Form (if required)		
	Cost Estimate		
	Conservation Plan		
TAB 5			
	Before and after pictures		
	CEF Score		
	Job Sheets		
	Resource Concerns Report with VA Heritage Results or Conservation memo or CPA 52		
	Pasture Condition Score		
	RUSLE 2		
	Grazing Plan		
	Pressure Work Sheet		
	Design Sheet		
TAB 6			
	Resource Guide Sheet		
	Farm Summary		
TAB 7			
	Other (nutrient Management Plans, Ag. Waste, Soil investigation and NRCS documents.)		
TAB 8			
	Verification Check Information		
	Tax credit		
	Bills and Invoices		
COMMENTS:			

Completed by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by Evergreen Board of Directors on 11/03/2022