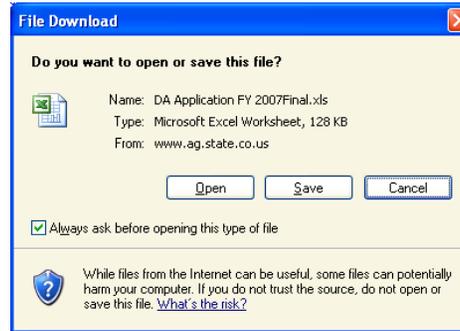


INSTRUCTIONS
APPLICATION FOR DIRECT ASSISTANCE (DA) FOR NEXT FISCAL YEAR
COVERING ACTIVITIES COMPLETED FOR CALENDAR YEAR 2007, JANUARY 1 – DECEMBER 31, 2007
(For Electronic Instructions and Application click [here](#).)
DEADLINE to submit electronic Application: **March 31, 2008**

- When you click on the application link, a dialog box (example below) opens,



- Press the “Save” button and save the file to your “*My Documents*” on your computer and rename to include your district name.
- Recommendation: Print a copy of the instructions & application. It will be easier to enter data into a hard copy before entering electronically. To print a copy of all Factors 1-12 at one time, click on **File, Print** and checking **Print Entire Workbook**.
- **Review the hard copy application with Board supervisors to gather information and to approve final application before submitting.** The deadline allows for three full months and several board meetings to review the application.
- **Data can only be entered into cells highlighted as indicated in the cell to the right:**
- **As you enter the text in each designated cell/box, the text entered will automatically “wrap around” so it will fit into the cell/box.**
- Enter Identification information in highlighted cells where indicated:
 - NAME OF DISTRICT
 - **You cannot** enter DISTRICT IDENTIFICATION NUMBER- This number will be assigned by CSCB upon receipt to maintain impartial ranking.
 - NAME & TITLE OF PERSON WHO PREPARED APPLICATION
 - APPLICATION REVIEWED BY: List names of board members who reviewed the application.
 - ENTER THE DATE THE APPLICATION WAS E-MAILED.
- Click on the tabs at the bottom of the page to go from Factors 1-12.
- Save the file periodically as you enter data and when completed, e-mail to janette.terry@ag.state.co.us.
- Complete tables and questions for a total of 12 factors. Factors 2-12 have been assigned a priority ranking as approved by the CSCB. The priorities are: **A**, **B** or **C** with Priority **A** being most important and **C** being the least important.
- Factor #1, based on Minimum Standards (approved by the CSCB in August 2002) & expenditure report will determine minimum qualifications for receiving the Tier I Grant. To complete the District Information Sheet as required in (a), an e-mail will be sent to the districts so you can submit the information. This process allows each district to submit Annual Report information that has been due at the end of the year in previous years. This “information sheet” will be available to the public later on the Department’s website after all the Information Sheets have been submitted. Highlight the

major accomplishments for 2007 for each of the 5 concerns listed. This is a great opportunity to educate visitors to the Department of Ag's website about the benefits of Conservation Districts. These information sheets are linked to a map of the 77 districts and in addition to help locate districts; they will provide important statistics, facts and information about how the districts provide service to Colorado conservation efforts.

- Points awarded for Factors 2-12 will determine if the amount awarded is increased to a Tier II or Tier III award with award amounts to be determined by the scoring process and funds available as appropriated by the Legislature in May 2007.
- The information from this application will be compiled for scoring purposes using a score sheet. To preserve objectivity and impartial ranking, actual district names will not be available to the reviewers. Districts will be identified by a number assigned at random when the application is received as mentioned previously.
- The application must be submitted electronically via e-mail by **March 31, 2008**.
- **Applications received after March 31, 2008 will not be eligible for a DA Grant.**

FACTOR #1 - MINIMUM STANDARDS - TIER I GRANT No points awarded.

A Tier I Grant will be awarded if all responsibilities/duties standards listed as (a) - (g) are answered "YES" for calendar year 2007. The Prior Fiscal Year Expenditures of Direct Assistance Funds Report (i) must be completed to answer Yes. This report is a requirement to meet state fiscal accountability standards and to provide statistics on use of DA funds awarded for the previous fiscal year (July 1, 2007 to June 30, 2008). Estimate April through June expenditures. District information sheet must be submitted by replying to e-mail solicitation.

FACTOR #2 – DISTRICT NATURAL RESOURCE CONSERVATION PROJECTS

PRIORITY "A"

These are **on-the-ground district** projects that result in tangible improvements to natural resources or agricultural productivity on lands within your conservation district. List any projects completed in calendar year 2007 that meet this definition. **Individual practices that collectively accomplish an on-the-ground project mission should be listed under that project-not separately. For example: Gated pipe, concrete ditch & sprinkler system installation are practices that fall under a project for Salinity control.**

Clarification regarding USDA funded contracts – List only the number of individual landowner contacts made by Conservation District Board Members to encourage USDA program signups. Workshops and meetings encouraging signups are to be listed in other areas. Do not include USDA contracts and technical assistance.

Each project will be rated from 0 to 5 - maximum of 25 points per project.

- (a) Project description – Describe the project in concise detail including target audience, purpose, and expected outcome.
- (b) Dates Begin & End – List dates project began and date project ended. Hours worked by - For this project, indicate total number of hours worked in calendar year 2007 by District Employees and Supervisors in appropriate column.
- (c) Units Affected – number of acres, feet of fence installed, linear feet of windbreak tree plantings; number of acres of cover crop; as appropriate for the project.
- (d) Landowners – List number of landowners in your district who participated in the project.
- (e) Lead – L or Partner – P: If your district was the lead agency for management & implementation of this project, enter L. If your district was a partner, enter P.
- (f) Partnership Agencies – List agency partners. If your district was the lead agency & did not partner with any other organization or agency, indicate "none". **Districts should enter "P" as partners for USDA funded programs.**
- (g) Define Resulting Outcome: Define and Quantify (use numeric values) specific benefits & results from the project. Example: reduced 40 acres of Dalmatian toadflax infestation to improve range productivity and wildlife habitat & prevented the weed from spreading to uninfested areas.

FACTOR #3 – EDUCATION/OUTREACH SERVICES & PROJECTS

PRIORITY “A”

Education and Outreach projects must be oriented toward teaching **natural resources conservation** to receive credit for this question.

Each project will rated from 0 to 5 – maximum of 12.5 points per project.

- (a) Describe Education/Outreach Services & Projects – List the education/outreach project provided to your district landowners, communities, or general public & dates completed in 2007 with explanation of purpose of the project. Example of projects/services & purpose: Educational booth at the Local Farm Show to introduce the general public and landowners to the services offered by the district. Other possible services/projects (following are just examples and not all-inclusive of possible projects): workshops, field tours, school classroom display or presentations, poster contest, installing district signs at district boundaries and office buildings, newsletters, newspaper articles, district website
- (b) Project Date(s) – List date(s) the project was completed.
- (c) Target Audience – List the audience your education project was targeting. List [L] for Landowners, [Y] for youth, [G] for general public, [Leg] for local, state & federal legislators, [GP] for Government/Partners. A project can have more than one target audience. For example the Farm Show target audience is both landowners [L] and general public [G].
- (d) Hours worked - on this project by **District Employees and Supervisors. While greatly appreciated for their efforts, NRCS employees DO NOT count as district employees or supervisors.** List total number of hours in appropriate column.
- (e) Lead – L or Partner – P: If your district was the lead agency for management & implementation of this project, enter L. If your district was a partner, enter P.
- (f) Partnership Agencies – List agency partners. If your district was the lead agency & did not partner with any other organization or agency, indicate “none”. Clarification: if your district staff, supervisors, or landowners volunteer at another, agency, organization (such as CACD) or another district’s booth, your district is a partner. If your district developed, organized and managed the booth for the event, your district is the lead agency.
- (g) Resulting Outcome – List the outcome in numerical values. Examples: # of posters submitted; # of days booth was on display and # of brochures distributed; # of participants attending a fieldtrip or workshop; # of newsletters mailed monthly, quarterly, etc; website hits in calendar year 2007.

FACTOR #4 – GRANT/COOPERATIVE FUNDING OPPORTUNITIES**PRIORITY “B”**

This factor credits conservation districts for demonstrated efforts to build district capacity through outside funding sources. **Direct Assistance grants do not qualify for this factor.**

Each proposal will be rated from 0 to 5 – Maximum of 20 points per proposal.

- (a) Description of Grant/Funding Proposal – Describe the proposal or application submitted to obtain funds for educational or operational (on-the-ground) natural resource projects. Indicate purpose of the grant and granting entity. Examples: Grant application submitted to Ducks Unlimited to improve duck nesting habitat along the Huerfano River; District Conservation Technician Grant Application to provide technical assistance to district landowners
- (b) Date Submitted (in calendar Year 2007) – List the date the application was submitted. To qualify, the proposal must have been submitted between January 1 and December 31, 2007.
- (c) Name of Person Completing Proposal – List the name(s) of **district** employee and/or supervisor completing the application in the appropriate column.
- (d) Lead – L or Partner – P: If your district is the lead agency for management & implementation of this grant, enter L. If your district is a partner, enter P
- (e) Partner Agencies – List agency partners. If your district was the lead agency & did not partner with any other organization or agency, indicate “none”.
- (f) Amount Requested – Enter amount requested in dollars.
- (g) Amount Awarded – Enter amount awarded in dollars.
- (h) Expected Completion Date – List date the grant and requirements will be completed. **This date does not have to be in Calendar Year 2007.**

FACTOR #5 – BUILDING SPACE/EQUIPMENT PROVIDED WITHOUT GENERATING REVENUE**PRIORITY “C”**

Factor will be rated from 0 to 5 – Maximum of 15 points for the factor.

Enter YES if your district provides office space or equipment to NRCS in calendar year 2007 **without compensation** in the designated box.

If NO, proceed to Factor #6

If YES, list partner agencies housed in the district-owned building in the designated box.

If office space is provided, list number of employees provided with office space in the designated box.

If equipment is provided, list the equipment in the designated box.

FACTOR #6 – WATERSHED ASSOCIATION MEETINGS & EVENTS

PRIORITY “B”

Every district belongs to a watershed association. List any watershed association meetings or events that your district employees or supervisors attended in calendar year 2007.

Each meeting/event will be rated from 0 to 5 – Maximum of 5 points per meeting/event.

- (a) Watershed Association Event – List your district’s involvement in any watershed association meeting, event, or workshop. Describe the event in this column.
- (b) Date (in calendar year 2007) – List the date of the event. To qualify, the activity must have been offered between January 1 and December 31, 2007.
- (c) Attended by - Indicate the number of district employees and supervisors who attended the meeting or event in the appropriate column.

FACTOR #7 – DISTRICT EMPLOYEES

PRIORITY “B”

List district employees employed by the district to further **natural resources conservation** objectives for the district.

Each employee position will be rated from 0 to 5 – Maximum of 20 points per employee position.

- (a) District Employee Name – Enter the name of the District Employee. To qualify as a district employee, the person must be **employed by the district to further natural resource conservation** including, but not limited to, district manager, clerk, technician (example: District Conservation Technician (formerly Farm Bill Technician)).
- (b) Position – Indicate the employee’s position.
- (c) Hours Worked per Week – Indicate the number of hours worked by the employee each week. If the hours vary from week to week, enter an average for four full weeks.
- (d) Weeks worked in calendar year 2007. – Indicate how many weeks out of 52 each employee worked in calendar year 2007.
- (e) Funding Source(s) for position – Identify specific name of source of funding for the employee. Example: Kiowa County Commissioners, 319 Grant, State Direct Assistance Grant, District Revenue, Trout Unlimited; District Conservation Technician Grant

FACTOR #8 – REVENUE GENERATING PROJECTS**PRIORITY “A”**

This factor credits conservation districts for creating opportunities and services that generate income for the district. **Grants and Direct Assistance do not qualify as credit for this factor.** List projects that generated income for the district in calendar year 2007, including mill levies that were passed in previous years. For example: List wind break trees & supplies as the project - not staples, weed barriers, seedling trees, fertilizer, etc. separately.

Each project will be rated from 0 to 5 – Maximum of 20 points per project

- (a) Project Description (for calendar year 2007) – Describe the project including target audience, purpose, and expected outcome. Example: Seed sales to district landowners to prevent wind erosion on grazing land.
- (b) Hours worked by - For this project, indicate total number of hours worked in calendar year 2007 by district employees and supervisors in appropriate column.
- (c) Quantity Sold or approved – Examples: # of pounds of seed sold; # of trees sold, yards of weed barrier sold, number of mills approved as county tax levy; etc. as appropriate for the project.
- (d) Date(s) – List the date or dates this project was conducted.
- (e) # of Participating Landowners – List the number of landowners participating in the project. Example: List how many landowners purchased seed during 2007, list how many landowners paid mill levy in 2006.
- (f) Net Revenue Generated – Enter figure in dollars of the net revenue (income less expenses) generated from this project in 2007. Example: dollar amount collected from county mill levy.

FACTOR #9 – MEETINGS, SEMINARS, CONFERENCES ATTENDANCE**PRIORITY “B”**

Meetings that qualify for this factor include educational, training, and legislative meetings attended in calendar year 2007 where employees and/or supervisors **represented the conservation district.** Meetings, conferences, seminars, workshops and field tours can be included as events in this factor.

Do not include watershed association meetings and conservation district board meetings in this factor.

Each event will be rated from 0 to 5 – Maximum of 5 points per event.

- (a) Meeting Name, Purpose and/or Description (for calendar year 2006)
- (b) Date(s) – List the date(s) the event was held. To qualify, the event must have been held between January 1 and December 31, 2007.
- (c) Names of individuals attending – List names of employees and/or supervisors attending the meeting in appropriate column.

FACTOR #10 – How many monthly board meetings were conducted in 2007 with a quorum present?**PRIORITY “C”**

Factor will be scored from 0 to 5 – Maximum of 15 points for the factor.

Enter number of meetings in the designated box.

FACTOR #11 – DUES PAID TO CONSERVATION ASSOCIATIONS OR ORGANIZATIONS**PRIORITY “C”**

Factor will be scored from 0 to 5 – Maximum of 15 points for the factor.

Enter YES in the designated box if your district paid dues for calendar year 2007 to conservation associations or organizations.

If NO, proceed to Factor #12

If YES, list names of organizations & amount of dues paid in the designated box.