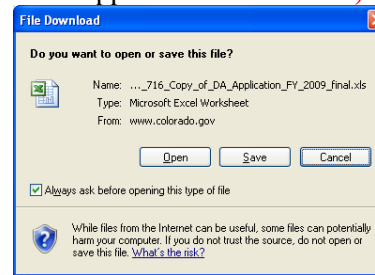


INSTRUCTIONS
APPLICATION FOR DIRECT ASSISTANCE (DA) FOR NEXT FISCAL YEAR
COVERING ACTIVITIES COMPLETED FOR CALENDAR YEAR 2008, JANUARY 1 – DECEMBER 31, 2008

DEADLINE to submit **electronic** Application: **March 1, 2009**



- ➔ When you click on the application link, a dialog box (example on right) 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 check **Print Entire Workbook**.
- ➔ **Review the hard copy application with Board supervisors to gather information and to approve final application before submitting.**
- ➔ **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. You can also use the “Insert” command in the menu bar to insert more rows as needed. BE SURE you are in a green shaded row when you use “Insert**
- ➔ 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 2008 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 will be linked to a map of the 76 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 another Tier with award amounts & tiers to be determined by the scoring process (pending funding appropriation by the Legislature and CSCB approval).
- ➔ The information from this application will be evaluated using a score sheet. To preserve objectivity and impartial ranking, actual district names will not be available to the evaluators. Districts will be identified by a random number when the application is received.
- ➔ The application must be submitted electronically via e-mail by **March 1, 2009**.
- ➔ **Applications received after March 1, 2009 will not be eligible for a DA Grant.**

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

Tier I Funding will be awarded if all responsibilities/duties standards listed as (a) - (g) are answered "YES" for calendar year 2008. 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. Estimate March through June expenditures. District information sheet (a), available on the website, 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 2008 that meet this definition. **Individual on-the-ground practices that collectively accomplish a conservation mission (i.e.: soil erosion prevention) should be listed as activities under a single conservation project not as multiple projects. For example: "Salinity control program involving 10 landowners and 160 acres of irrigation improvements resulting in 100 tons of salt reduction." Gated pipe, concrete ditch & sprinkler system installation are practices that fall under a project for Salinity control. "District Conservation Technician program assisted X number of landowners in implementation of rotational grazing program that resulted in preventing X number of acre feet of soil erosion." Clarification regarding USDA funded contracts – do not include USDA contracts, technical assistance, landowner contacts or sign-ups completed by NRCS staff. Only work done by District staff or Board members to implement or encourage USDA sign-ups can be listed. Workshops and meetings encouraging NRCS sign-ups should be listed under the Education and Outreach factor of this application, not as on-the-ground conservation.**

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

- (a) Project description – Describe the project in concise detail (50 words or less) including target audience, purpose, and expected outcome.
- (b) Dates Begin & End – List dates project began and date project ended in 2008.
- (c) Hours worked by – For this project, indicate total number of hours worked in calendar 2008 by **District** employees and supervisors in appropriate column
- (d) Units Affected – number of acres, feet of fence installed, linear feet of windbreak tree plantings; number of acres of cover crop; **etc**; as appropriate for the project.
- (e) Landowners – List number of landowners in your district who participated in the project.
- (f) 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.
- (g) Partnership Agencies – List agency partners. If your district was the lead agency & did not partner with any other organization or agency, indicate "none".
- (h) Define Resulting Outcome: Define and Quantify (use numeric values) specific benefits & results from the project as a whole including number of landowners involved. Example: Worked with 5 landowners & 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 be 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 2008 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, public solicitations for landowner sign-up of district-led conservation programs such as salinity control, noxious weed control, etc; 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 in 2008.
- (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 2008.

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 and Salinity Control Program 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 2008) – List the date the application was submitted. To qualify, the proposal must have been submitted between January 1 and December 31, 2008.
- (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 2008.**

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 2008 **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 one of the following 10 watersheds and attends meetings as part of the watershed.

(1) Colorado River Watershed, (2) Gunnison Dolores River Watershed (3) Lower Arkansas River Watershed (4) Lower South Platte River Watershed (5) North Platte, White, Yampa Rivers Watershed (6) Republican River Watershed (7) Rio Grande River Watershed (8) San Juan River Basin Watershed (9) Upper So Platte River Watershed (10) Upper Arkansas River Watershed

List any watershed association meetings or events that your district employees or supervisors attended in calendar year 2008.

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. For example: watershed work group, watershed tour, watershed meetings
- (b) Date (in calendar year 2008) – List the date of the event. To qualify, the activity must have been completed between January 1 and December 31, 2008.
- (c) Attended by - Indicate the number of district employees and supervisors who attended the meeting or event in the appropriate column.
- (d) # of Current Supervisors on the Board: Indicate total number of supervisors currently on the District Board.

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** in 2008 including, but not limited to, district manager, clerk, technician (example: District Conservation Technician, formerly Farm Bill Technician; Salinity Control Irrigation Water Management Specialist)
- (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 2008. – Indicate how many weeks out of 52 each employee worked in calendar year 2008.
- (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 Funding, District Revenue, Trout Unlimited Grant; 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 2008, 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; interest earned; administration for Basin States Salinity Control Program, grant administration allowance; soils tests; subdivision reviews; equipment rental. (Check your income accounting records for 2008 to ensure qualified projects are included.)

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

- (a) Project Description (for calendar year 2008) – 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 2008 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 in 2008.
- (e) # of Participating Landowners – List the number of landowners participating in the project. Example: List how many landowners purchased seed during 2008, list how many landowners paid mill levy in 2008.
- (f) Net Revenue Generated – Enter figure in dollars of the net revenue (income less expenses excluding district manager administration time as an expense) generated from this project in 2008. Example: dollar amount collected from county mill levy. Limited credit will be given even if **NO** income is generated.

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

Meetings that qualify for this factor include educational, training, and legislative meetings attended in calendar year 2008 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 2008)
- (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, 2008.
- (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 2008 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 2008 to conservation associations or organizations.

If NO, proceed to Factor #12

If YES, list names of organizations with missions related to natural resource conservation & amount of dues paid in the designated box. For example: CACD, NACD, Nature Conservancy

FACTOR #12 – CONSERVATION DISTRICT 2008 ANNUAL MEETING

PRIORITY “C”

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

(a) Agenda Items – List topics covered in agenda by subject and speaker. Include entertainment as an agenda item.

(b) Date – Enter date of the 2008 annual meeting.

(c) Number of individuals attending: Indicate the number of landowners and partners attending the annual meeting in the appropriate column.

Include district supervisors who attended in the number of landowners attending column.