

## Performance Measure Evaluation Worksheet - Conservation Financial Assistance

**Performance Measure (1): Extent and sufficiency of district board activity, which shall include the number of district board meetings held annually; training of board members and employees; annual audit; establishment and compliance with internal operational policies; and participation at State, Regional and National meetings and Functions.**

Specific Performance Measure Criteria	2023 COVID Performance Standard (10) %	2024 Performance Standard (10)%
1a) Hold regular meetings with a Quorum of District Board Members Present	8 or More Meetings (must meet current Open Meetings Law requirements) <a href="https://opengovernment.ny.gov/open-meetings-law">https://opengovernment.ny.gov/open-meetings-law</a>	8 or More Meetings (must meet current Open Meetings Law requirements) <a href="https://opengovernment.ny.gov/open-meetings-law">https://opengovernment.ny.gov/open-meetings-law</a>
1b) Training of District Board Members (virtual trainings are allowed)	<ol style="list-style-type: none"> <li>1. Develop or update Training Plans and Budget(s) for <b>Board Members</b></li> <li>2. Current (within 3 Years) District Law Training for all <b>Board Members**</b></li> <li>3. Each <b>Board Member</b> must complete one training topic identified in the Board Member(s) Training Plan.**</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop or update Training Plans and Budget(s) for <b>Board Members</b></li> <li>2. Current (within 3 Years) District Law Training for all <b>Board Members**</b></li> <li>3. Each <b>Board Member</b> must complete one training topic identified in the Board Member(s) Training Plan.**</li> </ol>
1c) Training of District Employees (virtual trainings are allowed)	<ol style="list-style-type: none"> <li>1. Develop and/or update Training Plans and Budget(s) for all <b>Employees</b></li> <li>2. Each Employee must complete one training topic as identified in the Employee(s) Training Plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Develop and/or update Training Plans and Budget(s) for all <b>Employees</b></li> <li>2. Each Employee must complete one training topic as identified in the Employee(s) Training Plan.</li> </ol>
1d) Perform Annual Audit of District Financial Operations	Complete an annual audit.	Complete an annual audit <b>that is reviewed and approved by the District board.</b>
1e) Establishment and Compliance with Internal Operational Policies	Maintain the following policies: <ul style="list-style-type: none"> <li>• Director Attendance</li> <li>• Human Resources</li> <li>• Investment/Financial</li> <li>• Procurement</li> <li>• Freedom of Information Law (FOIL)</li> </ul>	Maintain the following policies: <ul style="list-style-type: none"> <li>• Director Attendance</li> <li>• Human Resources</li> <li>• Investment/Financial</li> <li>• Procurement</li> <li>• Freedom of Information Law (FOIL)</li> <li>• <b>Sexual Harassment Prevention</b></li> <li>• <b>Workplace Violence Prevention</b></li> <li>• <b>Code of Ethics</b></li> <li>• <b>Breach notification</b></li> </ul>
1f) Hold organizational meeting of the District	Complete an organizational meeting.	Complete an organizational meeting.
1g) Participation at State, Regional, and National Meetings and Functions (virtual meetings are allowed)	At least three (3) of the <b>Directors</b> have attended at least one (1) meeting or function. Each <b>Director</b> may choose from the following: <ul style="list-style-type: none"> <li>• NACD National or Regional Meeting</li> <li>• NACD Legislative Conference</li> <li>• NYACD Annual Meeting</li> <li>• NYACD Division Directors Meeting</li> <li>• SWCC Meeting</li> </ul>	* ( <b>Option 1: At least three; Option 2: a majority</b> ) of the <b>Directors</b> have attended at least one (1) meeting or function. <b>A majority would mean (3 directors for five member boards and 4 directors for seven member boards)</b> Each <b>Director</b> may choose from the following: <ul style="list-style-type: none"> <li>• NACD National or Regional Meeting</li> <li>• NACD Legislative Conference</li> <li>• NYACD Annual Meeting</li> <li>• NYACD Division Directors Meeting</li> </ul>

	<ul style="list-style-type: none"> <li>• SWCC Subcommittee Meeting</li> <li>• SWCC Manager Meeting</li> <li>• NACD Leadership Conference</li> <li>• CDEA/SWCC Water Quality Symposium</li> <li>• CDEA Meeting</li> <li>• CDEA Division Meeting</li> <li>• Regional and/or State RC&amp;D Meeting</li> <li>• Organized Multi-County Watershed/Groundwater Initiative</li> <li>• Forest Practice Board</li> <li>• NYS Grange Annual Meeting</li> <li>• FL-LOWPA Full Board Meeting</li> <li>• NYS Fish &amp; Wildlife Management Board Meeting</li> <li>• NYS Farm Bureau Young Farmers &amp; Ranchers Leadership Conference</li> <li>• Multi-County Watershed Boards</li> <li>• County WQ Coordinating Committee</li> <li>• NYSFOLA, Inc. Annual Conference</li> <li>• NYSFOLA, Inc. Regional Conferences</li> <li>• NY Regional Stormwater Conferences</li> <li>• NY Certified Organic Regional Meetings</li> <li>• Soil and Water Conservation Society Annual Meeting</li> <li>• USDA Regional Meeting</li> <li>• PRISM Meetings</li> <li>• Empire Farm Days</li> </ul> <p>*Other (*Must be pre-approved by the SWCC to qualify for this section.)</p>	<ul style="list-style-type: none"> <li>• SWCC Meeting</li> <li>• SWCC Subcommittee Meeting</li> <li>• SWCC Manager Meeting</li> <li>• NACD Leadership Conference</li> <li>• CDEA/SWCC Water Quality Symposium</li> <li>• CDEA Meeting</li> <li>• CDEA Division Meeting</li> <li>• Regional and/or State RC&amp;D Meeting</li> <li>• Organized Multi-County Watershed/Groundwater Initiative</li> <li>• Forest Practice Board</li> <li>• NYS Grange Annual Meeting</li> <li>• FL-LOWPA Full Board Meeting</li> <li>• NYS Fish &amp; Wildlife Management Board Meeting</li> <li>• NY Farm Bureau Young Farmers &amp; Ranchers Leadership Conference</li> <li>• Multi-County Watershed Boards</li> <li>• County WQ Coordinating Committee</li> <li>• NYSFOLA, Inc. Annual Conference</li> <li>• NYSFOLA, Inc. Regional Conferences</li> <li>• NY Regional Stormwater Conferences</li> <li>• NY Certified Organic Regional Meetings</li> <li>• Soil and Water Conservation Society Annual Meeting</li> <li>• USDA Regional Meeting</li> <li>• PRISM Meetings</li> <li>• Empire Farm Days</li> </ul> <p>*Other (*Must be pre-approved by the SWCC using the <a href="#">Performance Measure Special Request Form</a> to qualify.)</p>
	<p>**Board Members appointed within the last sixty (60) days of the calendar year are exempt from meeting the training requirements for Performance Measure 1b – Training of District Board Members.</p>	<p>**Board Members appointed <b>on or after September 1st</b> of the calendar year are exempt from meeting the training requirements for Performance Measure 1b – Training of District Board Members.</p>

**Performance Measure (2): District reporting and outreach activities, which shall include presentations, reports, publications, public education and outreach and timely compliance with committee information requests, including an approved annual work plan and an annual report.**

<b>Specific Performance Measure Criteria</b>	<b>2023 COVID Performance Standard (10) %</b>	<b>2024 Performance Standard (15)%</b>
2a) Presentations, Reports, and Publications	<p>Seven (7) or more <u>different</u> items from the following list were completed that represent opportunities the SWCD took to communicate through presentations, reports, and/or publications: (follow OML requirements if applicable)</p> <ul style="list-style-type: none"> <li>• County Legislature</li> <li>• Water Quality Coordinating Committee (WQCC)</li> <li>• Newsletter</li> <li>• Local Service Clubs and Organizations (e.g. Rotary, Farm Bureau, Kiwanis, etc.)</li> <li>• Local Governments (e.g. towns, villages, and school districts)</li> <li>• Media Reports</li> <li>• District Brochure</li> <li>• Website</li> <li>• Facebook®, Twitter® or other social media</li> <li>• Published Annual Summary of Activities (Annual Report)</li> <li>• Conference Speaker</li> <li>• Interviews</li> <li>• Press Release</li> <li>• Press Conference</li> <li>• Authoring Periodical</li> <li>• Federal Partners (e.g. NRCS, FSA, etc.)</li> <li>• *Other (Must be pre-approved by the SWCC to qualify for this section.)</li> </ul>	<p>Seven (7) or more <u>different</u> items from the following list were completed that represent opportunities the SWCD took to communicate through presentations, reports and/or publications: (follow OML requirements if applicable)</p> <ul style="list-style-type: none"> <li>• County Legislature</li> <li>• Water Quality Coordinating Committee (WQCC)</li> <li>• Newsletter</li> <li>• Local Service Clubs and Organizations (e.g. Rotary, Farm Bureau, Kiwanis, etc.)</li> <li>• Local Governments (e.g. towns, villages, and school districts)</li> <li>• Media Reports</li> <li>• District Brochure</li> <li>• Website</li> <li>• Facebook®, Twitter® or other social media</li> <li>• Published Annual Summary of Activities (Annual Report)</li> <li>• Conference Speaker</li> <li>• Interviews</li> <li>• Press Release</li> <li>• Press Conference</li> <li>• Authoring Periodical</li> <li>• Federal Partners (e.g. NRCS, FSA, etc.)</li> <li>• *Other (Must be pre-approved by the SWCC to qualify for this section.)</li> </ul>

<p>2b) Public Education and Outreach</p>	<p>Five (5) or more <u>different</u> public education and outreach activities from the following list were conducted</p> <ul style="list-style-type: none"> <li>• Envirothon</li> <li>• Conservation Field Days</li> <li>• Farm Day</li> <li>• Annual Banquet</li> <li>• Tours</li> <li>• Arbor Day</li> <li>• Staffed Education Booths (e.g. County Fair, State Fair)</li> <li>• Classroom Education</li> <li>• Outdoor Education Events</li> <li>• Workshops</li> <li>• Water Week Events</li> <li>• County Participant in Government (Intern) Program and/or School sponsored internship</li> <li>• Coordination and Promotion of Environmental Cleanups</li> <li>• Adult Education</li> <li>• Earth Day Events</li> <li>• Soil Health Workshop</li> <li>• National Environmental Holidays</li> <li>• 4-Hour Erosion &amp; Sediment Control Training</li> <li>• *Other (*Must be pre-approved by the SWCC using the <a href="#">Performance Measure Special Request Form</a> to qualify.)</li> </ul>	<p>Five (5) or more <u>different</u> public education and outreach activities from the following list were conducted:</p> <ul style="list-style-type: none"> <li>• Envirothon</li> <li>• Conservation Field Days</li> <li>• Farm Day</li> <li>• Annual Banquet</li> <li>• Tours</li> <li>• Arbor Day</li> <li>• Staffed Education Booths (e.g. County Fair, State Fair)</li> <li>• Classroom Education</li> <li>• Outdoor Education Events</li> <li>• Workshops</li> <li>• Water Week Events</li> <li>• County Participant in Government (Intern) Program and/or School sponsored internship</li> <li>• Coordination and Promotion of Environmental Cleanups</li> <li>• Adult Education</li> <li>• Earth Day Events</li> <li>• Soil Health Workshop</li> <li>• National Environmental Holidays</li> <li>• 4-Hour Erosion &amp; Sediment Control Training</li> <li>• *Other (*Must be pre-approved by the SWCC using the <a href="#">Performance Measure Special Request Form</a> to qualify.)</li> </ul>
<p>2c) Timely Submittal of Information to the State Committee, including an approved Annual Plan of Work (APOW) and Annual Report.</p>	<ol style="list-style-type: none"> <li>1. Reports and information shall be timely filed and submitted.</li> <li>2. <b>2024</b> Annual Plan of Work (APOW) is due to Regional AEAs by <b>November 1, 2023</b> for recommended approval by State Committee by December SWCC meeting. (Timely submittal of the APOW within the reporting period.)</li> </ol>	<ol style="list-style-type: none"> <li>1. Reports and information shall be timely filed and submitted.</li> <li>2. <b>2025</b> Annual Plan of Work (APOW) is due to Regional AEAs by <b>November 1, 2024</b> for recommended approval by State Committee by December SWCC meeting. (Timely submittal of the APOW within the reporting period.)</li> </ol>

**Performance Measure (3): Ability of the district to use the funding to leverage additional funds from local, federal and private sources, which shall also include the district’s demonstrated ability to foster partnerships with other entities to further natural resource conservation and provide assistance to governmental and non-governmental entities.**

<b>Specific Performance Measure Criteria</b>	<b>2023 COVID Performance Standard (30) %</b>	<b>2024 Performance Standard (25)%</b>
<p>3) Leveraging Additional Funds and Fostering Partnerships</p>	<p>Complete three (3) or more different items from the following list:</p> <ol style="list-style-type: none"> <li>1. Apply for one (1) grant, cooperative agreement or other external funding agreement to Advance Local District Priorities.</li> <li>2. Develop and/or Maintain Partnerships with two (4) <b>different</b> Local, State, Federal, or private entities other than a Conservation District.</li> <li>3. Maintain or Increase County Appropriations.</li> <li>4. Work in partnership with one or more Conservation District(s) to jointly deliver a program or project.</li> <li>5. Receive at least one (1) grant, cooperative agreement or other external funding agreement that was obtained by leveraging the previous year's performance funds. This must be a cash award.</li> <li>6. Initiate one (1) new program or project utilizing the <b>previous year’s performance funds</b>.</li> <li>7. Work in partnership with Private Sector to deliver a program or project.</li> </ol>	<p>Complete three (3) or more different items from the following list:</p> <ol style="list-style-type: none"> <li>1. Apply for one (1) grant, cooperative agreement or other external funding agreement to Advance Local District Priorities.</li> <li>2. Develop and/or Maintain Partnerships with four (4) <b>different</b> Local, State, Federal, or private entities other than a Conservation District.</li> <li>3. Maintain or Increase County Appropriations.</li> <li>4. Work in partnership with one or more Conservation District(s) to jointly deliver a program or project.</li> <li>5. Receive at least one (1) grant, cooperative agreement or other external funding agreement that was obtained by leveraging the previous year's performance funds. This must be a cash award.</li> <li>6. Initiate one (1) new program or project utilizing the <b>previous year’s performance funds</b>.</li> <li>7. Work in partnership with Private Sector to deliver a program or project.</li> <li>8. <b>Apply for CDEA training funds to deliver a technical education workshop or program</b></li> </ol>

**Performance Measure (4) Delivery of State natural resource conservation programs, which shall include the quality of service provided (e.g., staff implementing State programs seek and maintain appropriate certifications, job approval authorities and training as established by the committee), completion of projects, and compliance with reporting requirements for such programs.**

**NOTES: 1) For purposes of Performance Measure 4 State Natural Resource Conservation Program means any natural resource program funded or required by the State.**

<b>Specific Performance Measure Criteria</b>	<b>2023 COVID Performance Standard (40) %</b>	<b>2024 Performance Standard (30)%</b>
4) State Natural Resource Conservation Programs	<p>Five (5) or more <b>different</b> State Natural Resource Conservation programs or elements of those programs from the following list were delivered consistent with program reporting requirements (if applicable) and implemented by staff or contractors with the appropriate training and/or necessary certifications.</p> <ul style="list-style-type: none"> <li>• AEM</li> <li>• CAFO Permits</li> <li>• CREP</li> <li>• Farmland Protection/ Open Space</li> <li>• Stormwater MS4</li> <li>• Stormwater Phase II Construction</li> <li>• State Natural Resource Permits</li> <li>• Agricultural NPS</li> <li>• Non-Agricultural NPS (WQIP)</li> <li>• Agricultural Value Assessment</li> <li>• Invasive Species Management</li> <li>• Stream Corridor Management</li> <li>• Emergency Stream Intervention (ESI)</li> <li>• Climate Resilient Farming (CRF)</li> <li>• Source Water Buffer Program (SWBP)</li> <li>• Agriculture Emergency Response</li> <li>• Ecosystem-Based Management (EBM)</li> <li>• DEC American Eel Project</li> <li>• DEC Rotating Integrated Basin Studies (RIBS)</li> <li>• DEC Lake Classification and Inventory (LCI) or Citizens Statewide Lake Assessment Program (CSLAP)</li> <li>• DEC Water Assessments by Volunteer Evaluators (WAVE)</li> <li>• North Atlantic Aquatic Connectivity Collaborative (NAACC)</li> <li>• Hazard Mitigation Planning, Development, &amp; Implementation</li> <li>• *Other EPF &amp; State Natural Resource Conservation Programs (*Must be pre-approved by the SWCC using the <a href="#">Performance Measure Special Request Form</a> to qualify.)</li> </ul>	<p>Five (5) or more <b>different</b> State Natural Resource Conservation programs or elements of those programs from the following list were delivered consistent with program reporting requirements (if applicable) and implemented by staff or contractors with the appropriate training and/or necessary certifications.</p> <ul style="list-style-type: none"> <li>• AEM</li> <li>• CAFO Permits</li> <li>• CREP</li> <li>• Farmland Protection/ Open Space</li> <li>• Stormwater MS4</li> <li>• Stormwater Phase II Construction</li> <li>• State Natural Resource Permits</li> <li>• Agricultural NPS</li> <li>• Non-Agricultural NPS (WQIP)</li> <li>• Agricultural Value Assessment</li> <li>• Invasive Species Management</li> <li>• Stream Corridor Management</li> <li>• Emergency Stream Intervention (ESI)</li> <li>• Climate Resilient Farming (CRF)</li> <li>• Source Water Buffer Program (SWBP)</li> <li>• Agriculture Emergency Response</li> <li>• Ecosystem-Based Management (EBM)</li> <li>• DEC American Eel Project</li> <li>• DEC Rotating Integrated Basin Studies (RIBS)</li> <li>• DEC Lake Classification and Inventory (LCI) or Citizens Statewide Lake Assessment Program (CSLAP)</li> <li>• DEC Water Assessments by Volunteer Evaluators (WAVE)</li> <li>• <b>DEC A Day in the Life Programs</b></li> <li>• North Atlantic Aquatic Connectivity Collaborative (NAACC)</li> <li>• Hazard Mitigation Planning, Development, &amp; Implementation</li> <li>• *Other EPF &amp; State Natural Resource Conservation Programs (*Must be pre-approved by the SWCC using the <a href="#">Performance Measure Special Request Form</a> to qualify.)</li> </ul>

**Performance Measure (5) The ability to promote partnerships and assist local governments and non-governmental organizations (NGO). Non-governmental organizations (NGO) are usually non-profit, voluntary citizens' group which are organized on a local, national, or international level such as associations, foundations, charities, and conservation/sportsman groups.**

<b>Specific Performance Measure Criteria</b>	<b>2023 COVID Performance Standard (10) %</b>	<b>2024 Performance Standard (20)%</b>
5) Partnerships with local governments and NGOs.	<p>Complete the following:</p> <ol style="list-style-type: none"> <li>1. The District is a partnership builder. The purpose of partnerships is for joint problem-solving, coordination and coalition building. A partnership brings together institutional capabilities and human resources in the form of skills, experiences, ideas to tackle a common problem that are often beyond the capabilities of a single organization or group. Describe a project or program that took place within the reporting period that demonstrates the District as a partnership builder.</li> <li>2. Develop and/or Maintain partnerships with local government or NGO. Please list existing or new partnership between the SWCD and a local government or NGO.</li> <li>3. Assist a local government or NGO by working in partnership to jointly deliver a program or project. Does the partnership have a clear purpose, add value to the work of the partners, and be carefully planned and monitored?</li> </ol>	<p>Complete the following:</p> <ol style="list-style-type: none"> <li>1. The District is a partnership builder. The purpose of partnerships is for joint problem-solving, coordination and coalition building. A partnership brings together institutional capabilities and human resources in the form of skills, experiences, ideas to tackle a common problem that are often beyond the capabilities of a single organization or group. Describe a project or program that took place within the reporting period that demonstrates the District as a partnership builder.</li> <li>2. Develop and/or Maintain partnerships with local government or NGO. Please list existing or new partnership between the SWCD and a local government or NGO.</li> <li>3. Assist a local government or NGO by working in partnership to jointly deliver a program or project. Does the partnership have a clear purpose, add value to the work of the partners, and be carefully planned and monitored?</li> </ol>