

# Maryland Association of Soil Conservation Districts



Program Evaluation Guide for the

## **FARM CREDIT** **Outstanding District Award**

For Calendar Year

# **2023**

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Soil Conservation District

## Farm Credit Outstanding District Award for Calendar Year 2023

**Due April 18, 2024**

The Farm Credit Outstanding District Award emphasizes the concepts of planning for service, organizing to give service, and evaluating district services and activities. The Program Evaluation Guide is designed so your district can review its performance and self-evaluate its activities based on the preset rating system. Listed alongside each category is a point value for that category. Each district should complete the questions and assign the score they believe is appropriate for their efforts. The judges may adjust these scores and will assign the scores for the evaluation of the district based on the judge's review of the information provided.

**Instructions:** Please utilize this form to answer each question by typing in the grey shaded by clicking on the area and beginning to type, it will expand to fit your text. To insert information into the check boxes, double click the left mouse; change the default value to "checked." The final document will be considerably longer than this application form. The final submission should be **one PDF document** no longer than 30 pages inclusive of the answers to the question in this form (not to exceed 10 pages) and attachments such as your annual plan, newsletter, etc. You may also include links to documents on your website if available. Applications are to be submitted electronically to [mascdbookkeeper@gmail.com](mailto:mascdbookkeeper@gmail.com) & [missy.cannonhelgason@resourcesmartllc.com](mailto:missy.cannonhelgason@resourcesmartllc.com)

### DISTRICT PLANNING

P S	DA S	JS	Score Key: Potential Score (PS), District Assigned Score (DAS), Judge Score (JS)
7 0			1. Does your district have an Annual Plan? Yes No If yes, please describe the planning process. Are your goals measurable? Is there an evaluation of accomplishments at year end? Describe the extent to which your district fulfilled your mission throughout the year. Please include fulfillment of goals set forth in your Annual Plan. If your district does not have an Annual Plan, please describe how you ensure that the needs of your cooperators are addressed, the districts goals are met and how you worked with state, federal and local partners to address the conservation needs of your cooperators?.
4 0			2. Does your district have a Long Range Strategic Plan? Yes No If yes, please describe the planning process. When is the last time it was evaluated? In the absence of a Long Range Strategic Plan, please describe how your district conducts long-term planning and evaluation.

### DISTRICT ACTIVITIES

8 0			3. Please provide a description of activities that make your district stand out as the Farm Credit District of the year. Include examples of how your district provides outstanding service in the delivery of conservation programs and describe any unique programs/processes.
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### COORDINATING AND BUDGETING

10			4. Describe the methods used to communicate, inform, educate, and motivate partnership staff to accomplish the goals of the district, to include items such as meetings, training, demonstrations, etc.
10			5. Use a specific example/s to describe how you effectively involve board members in

			decision making and achieving district goals.
10			6. Describe how you involve non-supervisors, prepare new supervisors, utilize associate supervisors and generally plan for the future, including widening the diversity of your district board.
10			7. Describe how you generate new funding, maintain existing funding, and manage budgets to expand district activities.

## TRAINING

PS	DA S	JS	
1 0			8. Describe how you assess training needs for partnership staff and supervisors within your district and how you meet any training needs.
1 0			9. Does your district have job descriptions for employees, district supervisors, associate supervisors? <u>Underline</u> the ones you have and for those that you do not have, identify your plan of action to achieve them.
1 0			10. Your district gave staff the opportunity to participate in #            of trainings throughout the year. Please describe:
1 0			11. Your district gave supervisors the opportunity to participate in #            of trainings throughout the year. e.g. – SSCC recorded trainings, NACD offered training modules. Please describe:

## EDUCATION AND OUTREACH

10			12. An annual report was published and distributed. (Include in PDF attachment). If these are not produced, how does your district communicate its activities to those interested? :
10			13. #            newsletters were published. (Include in PDF attachment). If these are not produced, how does your district communicate its activities to those interested? :
10			14. Have an up-to-date website – Address: It is updated every            and was last updated on
10			15. Has a FaceBook page where district activities and news is provided. Yes No
10			16.            tours and other outreach events (fairs, expos, etc.) were held for residents, agency people, personnel and elected officials. List events held:            . If these are not held, how does your district communicate to those who can benefit from such information? :
10			17. A Cooperators Meeting was held on            . In the absence of a Cooperators Meeting, how do you communicate with and recognize outstanding cooperators?
25			18. District hosted an Envirothon competition with #            of teams competing. If not, what are your plans to hold an event in the future?
10			19. Please describe any additional and education outreach efforts conducted by your district. Do you host a coloring contest? Does your district observe Soil Stewardship Week, Arbor Day, Earth Day, etc?

## CONSERVATION IMPLEMENTATION

25		20. Please describe your districts outreach efforts specific to state and federal conservation programs:
10		21. Did the number of cooperators enrolled in the Cover Crop Program increase from 2022? Yes No Please enter the # of producers who signed up in 2023.
25		22. Please describe how your district plans and prioritizes in order to meet your Watershed Implementation Plan goals. Include how your achievement is evaluated.
10		23. District had # of cooperators certified through the Farm Stewardship and Certification Program? How has your district promoted this program to your cooperators?
25		24. District completed # of conservation plans, on acres and now has # of total plans for a total acres. Did you meet your Milestone goals? Please explain
25		25. District installed # best management practices (BMPs). Did you meet your Milestone goals? Please explain
15		26. Did you send timely planning reports and quarterly invoices to MASCD for NRCS grant funds and were they accurate?

**ADVOCACY**

25		27. Contacts with county elected officials were as follows:
25		28. Contacts with state legislators were as follows:
15		29. Number of supervisors/staff that contacted Congressional Offices on national issues #

**INVOLVEMENT**

P S	D A S	J S	
10			30. District had # of supervisors and staff attend the Annual MASCD meeting.
10			31. District had # of supervisors and staff attend the Winter Board meeting & MASCD Day in Annapolis.
10			32. Please describe any district involvement in the National Association of Conservation Districts.
5			33. Submitted an application for the MASCD District Attendance Award claiming points.
5			34. Submitted an entry for the Conservation Education Teacher Award. Yes No
5			35. Submitted an entry for the Conservation Education District Award. Yes No
10			36. Selected an Outstanding Cooperator and nominated that cooperator for the MASCD Service Award—Outstanding Cooperator. Name:
10			37. Submitted # nominations for the other nine MASCD Service Awards.
5			38. Submitted an Outstanding District Application in 2020 (for activities in 2020). Yes No
5			39. Submitted an Outstanding District Application in 2021 (for activities in 2021). Yes No
5			40. Submitted an Outstanding District Application in 2022 (for activities in 2022). Yes No
15			41. Is this your first time submitting an entry in the past 5 years? Yes No

*We have reviewed the information presented above and agree it represents the district activities during calendar year 2023.*

Signature of Supervisors

Date

Chairman \_\_\_\_\_

Vice  
Chairman \_\_\_\_\_

Treasurer \_\_\_\_\_

—  
Member \_\_\_\_\_

Member \_\_\_\_\_

**This completed form should be emailed to [mascdbookkeeper@gmail.com](mailto:mascdbookkeeper@gmail.com) &  
[missy.cannonhelgason@resourcesmartllc.com](mailto:missy.cannonhelgason@resourcesmartllc.com)  
by April 18th, 2024**