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COUNCIL OPERATIONS

_____ Name

_____ Name

AREA PLAN (See Title 440, Conservation Programs Manual, Sections 513.20 - 513.24.)

How old is the area plan?	
Does it contain minimum standards for an RC&D plan of work?	
<ul style="list-style-type: none"> • How was the area plan developed? 	
<ul style="list-style-type: none"> • How was it modified? 	
<ul style="list-style-type: none"> • Does the area plan contain the basic requirements? 	
<ul style="list-style-type: none"> • Does the council have a vision statement? 	
<ul style="list-style-type: none"> • How was it developed? 	
<ul style="list-style-type: none"> • Does the council have a mission statement? 	
<ul style="list-style-type: none"> • How was it developed? 	

<ul style="list-style-type: none"> Does the area plan have a description of problems and opportunities? 	
<p>Are goals and objectives properly documented?</p>	
<p>Does the area plan contain compliance statements?</p>	
<p>Has the area plan followed the review, approval and distribution process?</p>	
<p>Are reviews of the plan scheduled by the council?</p>	
<p>How do they review the area plan?</p>	
<p>FINDINGS:</p>	
<p>RECOMMENDATIONS:</p>	
<p>ACTION TO BE TAKEN:</p>	

Name

Name

PLAN OF WORK

(See Title 440, Conservation Programs Manual, Section 513.25.)

Does the council have a plan of work?	
Is it developed for the current year and following year(s)?	
How were the items in the plan of work obtained/developed?	
Is the plan of work being reviewed by the council?	
<ul style="list-style-type: none"> • How often is the review? 	
Is the Council making progress toward these goals and objectives of the area plan?	
Is the plan of work in a format where progress is easily being tracked?	
Are action items in the plan of work specific?	

• Measurable?	
• Attainable?	
• Realistic?	
• Timely?	
Does the plan of work contain the Equal Opportunity Statement?	
Is the plan of work signed?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name

Name

PROJECTS (See Title 440, Conservation Programs Manual, Sections 513.26 - 513.28.)

How does the council adopt projects?	
Do the adopted projects reflect the council's goals and objectives?	
How does the council prioritize projects?	
Are committees assigned?	
<ul style="list-style-type: none"> • Are they functional? 	
<ul style="list-style-type: none"> • Does the committee have a diverse membership on the committees? 	
Does the Council use other partners, sponsors, or agencies to assist in their projects?	
Are projects implemented in a timely manner?	
Is the council actively pursuing outside funding for projects?	
<ul style="list-style-type: none"> • What is their strategy for outside funding 	

Do all projects produce public benefits?	
Do the projects being implemented reflect the council's goals?	
Are projects being implemented in accordance with the project plan regardless of the source of funding?	
Are O&M obligations being taken care of by the sponsors?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

 Name

 Name

GRANT MANAGEMENT

How are grants being used to further the councils goals?	
What grant sources have been utilized?	
How have outside monies been used?	
Is there an agreement between the RC&D council and the sponsors?	
<ul style="list-style-type: none"> • How is it administered? 	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

 Name

 Name

COUNCIL MEMBERSHIP (See Title 440, Conservation Programs Manual, Section 513.15.)

Are all council positions filled?	
Are all council members attending meetings?	
<ul style="list-style-type: none"> If not, why? 	
<ul style="list-style-type: none"> If not, what is the average percentage 	
Is there a balance of interests represented?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name

Name

COUNCIL MEMBER TRAINING

Are council members being trained?	
On what topics?	
How are the topics selected?	
How are the council members selected for training?	
How often is training scheduled?	
How is the training being documented?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

_____ Name

_____ Name

COUNCIL SUPPORT

Does the council support state, regional and national RC&D activities?	
How does it support these?	
Is the council a member of the state, regional or national organizations?	
How long have they been members?	
Does the council encourage outside groups to become members? See CPM Sections 513.30 and 513.31.	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name

Name

COUNCIL FISCAL RESPONSIBILITY

Is the council a 501(c)(3) organization?	
<ul style="list-style-type: none"> • How long has it had this status? 	
<ul style="list-style-type: none"> • Does the council have a designation letter? 	
Are the proper IRS reports being completed?	
<ul style="list-style-type: none"> • Form 990 	
Has the council been audited?	
<ul style="list-style-type: none"> • When was the audit completed? 	
<ul style="list-style-type: none"> • How often is an audit scheduled? 	
Does the council have an employee identification number?	

Does the council have article of incorporation?	
Does the council have current bylaws?	
Are the bylaws helping the council function?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name

Name

VOLUNTEERS

Does the council utilize volunteers?	
--------------------------------------	--

How are they used?	
How does the council recruit it's volunteers?	
Is there a job description for the volunteer(s)?	
Does the council award their volunteers?	
Do volunteers know what is expected and why?	
Is there a system in place to assure that volunteers assignments are being carried out?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name

Name

LEGISLATURE

Does the council contact state, local and federal legislature on a regular basis?	
Does the council involve any legislature as partners or sponsors for projects or in their council membership (ex mayors, judges, representative aids)?	
Is there effective coordination with other agencies and organizations?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

 Name

 Name

MEETINGS

Does the council get a quorum at meetings?	
Are council members provided with enough information so they can function at meetings?	
Are the council meetings productive?	
Is there a variety of sponsors, council members, and the public attending council meetings?	
How many days prior to the meeting are notices sent out?	
How are meeting notices sent out?	

FINDINGS**RECOMMENDATIONS:****ACTION TO BE TAKEN:**

 Name

 Name

MINUTES

Are minutes of council meetings being maintained?	
Who is taking the minutes?	
Do the minutes have enough information to keep them in compliance with audit standards?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

PROGRAM ADMINISTRATION AND MANAGEMENT

 Name

 Name

RC&D DATA BASE

(See Title 440, Conservation Programs Manual, Section 513.43.)

Is the RC&D data base up to date?	
Does it reflect progress? (Examine the last three years)	
Are the projects being entered into the database correctly?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

 Name

 Name

COORDINATOR

Are deadlines being met by the Coordinator?	
Does the RC&D Coordinator have a current training plan?	
Does he/she actively participate in making up the training plan?	
Has the Coordinator received/requested training to help perform his/her job responsibilities?	
Is the coordinator performing according to the guidelines in the National RC&D handbook? (See CPM Paragraphs 513.04b and 513.07e.)	
Is the Council and project sponsors satisfied with the program assistance they are receiving from the Coordinator?	
Has the Coordinator provided training for others (i.e., council members, sponsors, district conservationist, SWCD's, staff, others)	
What scheduling system is being used?	
<ul style="list-style-type: none"> Is it effective? 	
Is work organized to provide effective use of time?	

How often are staff meetings held?	
Do employees know what is expected of them?	
Is there a system in place to assure that staff assignments are being carried out?	
Does the Coordinator's supervisor support the RC&D effort?	
Does the coordinator promote a team environment with RC&D staff?	
Does the coordinator's activities support/correlate with the council plan of work?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name

Name

ADMINISTRATIVE ASSISTANT

Does the RC&D Administrative Assistant have a current training plan?	
Has the Admin. Assistant been provided/requested training to help perform his/her job responsibilities at the current GS rating?	
Is the Council and project sponsors satisfied with the program assistance they are receiving from the Admin. Assistant?	
Does the administrative assistant know what is expected of him/her?	
Are grade levels of positions accurate in relations to responsibilities?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

 Name

 Name

PERSONNEL MANAGEMENT

Is the merit promotion program understood and being utilized?	
Are awards properly submitted?	
Is there proper documentation to substantiate/support giving an award?	
Concerning awards, is proper consideration for all awards given without regard to race, sex, color and series, etc.?	
Is there consistent recognition?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name

Name

EMPLOYEE RESPONSIBILITY AND CONDUCT

Is Appendix 1 available to all?	
Are semi-annual reminders properly routed?	
Are employees clear on notice to code of conduct and penalties for violations?	
Are employees aware of ways to report fraud, waste, and abuse?	
Are employees aware of efforts of bribery and how to report such?	
Are supervisors aware of how to deal with employees misconduct and employee rights to due process?	
Is the supervisor aware of administrative grievance systems and exclusions?	

FINDINGS:

RECOMMENDATIONS:

ACTION TO BE TAKEN:

Name

Name

STANDARD OF PERFORMANCE

Do employees have properly prepared and communicated standards?	
Do employees participate in the development of their Standard of Performance?	
Are standards in place minimum of 90 days prior to rating employees?	
Are supervisors aware of action for poor performers?	
Is there a clear understanding of the performance standard between the supervisor and employee?	
Are employees performing duties described in the position description?	
Are standard operating procedures being reviewed periodically with employees?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name _____

Name _____

PROCUREMENT

Is there an impressed fund, credit cards or BPA's available to meet their need?	
Does the staff know their authority to buy?	
Does the staff follow approved procurement standards?	

FINDINGS:

RECOMMENDATIONS:

ACTION TO BE TAKEN:

Name

Name

513.60, Exhibit K-5

EQUIPMENT

Are the vehicle(s) adequate?	
Is other equipment and property adequate?	
Is equipment being maintained properly?	
Are proper security measures being followed for computer equipment, programs and software?	
<ul style="list-style-type: none"> Is there any unauthorized software or use of software? 	

FINDINGS:

RECOMMENDATIONS:

ACTION TO BE TAKEN:

_____ Name

_____ Name

FISCAL MANAGEMENT

Is the timekeeping being done according to correct procedures?	
Are travel and travel vouchers properly processed?	
Do NRCS-RC&D employees manage or handle any RC&D Council funds?	
Are RC&D records maintained separately from RC&D Council records?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name

Name

RC&D OFFICE

Is the RC&D clearly identified as an RC&D office bearing the name of the authorized area?	
Is the office easily accessible to the public?	
Does the office identified separately from the NRCS office?	
Are informational materials and bulletins reaching all RC&D offices?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name _____

Name _____

SAFETY AND PHYSICAL

Does the office have a physical protection plan?	
Does the office have a safety and fire protection plan?	
Are accidents and injuries promptly and properly reported?	
Is the access to agency resources and records (including computer files) limited to authorized individuals?	
Is accountability for the custody and use of resources assigned and maintained?	
Are there any safety hazards in the office or work environment?	

FINDINGS:

RECOMMENDATIONS:

ACTION TO BE TAKEN:

Name _____

Name

SUPPORTING DATA FILE

Are project plans being kept for <u>all</u> projects adopted by the council?	
Are the files being maintained for a minimum of 5 years following the implementation, or as long as the funding sources requires for audit purposes?	
Do they follow the minimum guidelines?	
Are the files in order according to the NRCS Records Guide?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

Name

Name

INFORMATION AND PUBLIC AFFAIRS

Do information activities support priority programs?	
<ul style="list-style-type: none"> • Does the council have a newsletter or another way of publicizing the RC&D program? 	
<ul style="list-style-type: none"> ◊ How is the newsletter or other being utilized? 	
<ul style="list-style-type: none"> ◊ How often is it distributed/printed/discussed/updated? 	
<ul style="list-style-type: none"> • Are all available information tools being used? 	
<ul style="list-style-type: none"> • Are news articles being written and published? 	
<ul style="list-style-type: none"> • How are success stories of the Council being publicized? 	
<ul style="list-style-type: none"> • Does the Council have an information brochure/video/handout for publish distribution? 	

◇ Is it current?	
◇ How often is it updated?	
• Does the council publish an annual report?	
◇ Who receives the annual report?	
◇ How is it distributed?	
Is the “campaign” approach used for high-priority goals?	
Are contacts initiated and maintained with specific groups?	
Is information coordinated with other responsible agencies?	

Are popular publications readily available to the public?	
Is information assistance requested in a timely manner?	
Is information assistance adequate?	
Does the staff receive information technique training?	
Does the staff have knowledge of or have adequate training for camera and audio-visual equipment usage?	
Are sponsors and council members contacted and asked to identify their specific informational needs?	
After information is developed and distributed, does the staff make follow-up contacts to insure that sponsors and council members understand the materials and that these materials meet their informational needs?	
Are audiences targeted and specific information materials prepared?	

Is assistance given in a planned manner?	
<ul style="list-style-type: none"> • Explain how. 	
Are contacts initiated and maintained with specific groups?	
<ul style="list-style-type: none"> • How are contacts initiated? 	
<ul style="list-style-type: none"> • How are they maintained? 	
<ul style="list-style-type: none"> • How are specific groups identified? 	
FINDINGS:	

RECOMMENDATIONS:

ACTION TO BE TAKEN:

Name

Name

COUNCIL MEMBERSHIP

Does the Council membership reflect and represent the demographics of the RC&D area?	
Are sponsors represented at Council meetings on a regular basis?	
Do members assume an active role in Council meetings and other activities of the Council?	
<ul style="list-style-type: none"> • Why or Why not? 	
Does the Council have leadership training goals?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

CIVIL RIGHTS/EEO

Name

Name

Are there opportunities for minority membership on the council?	
What efforts are being made to assure high quality local leadership?	
Does the Executive Committee have a diverse representation?	
Does the council have a diverse representation?	
Does the council encourage minority and female representative from sponsors and council members?	
Does council have nondiscriminatory statement on all publications?	

Are all Civil Rights and EO posters properly displayed?	
Does the area plan and plan of work address Civil Rights?	
Does the council have an outreach plan?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

The remainder of the Civil Rights review will follow the official [Civil Rights Compliance Review Guide](#).

SPONSORS AND COUNCIL MEMBERS

Name

Name

Are services and assistance timely?	
Do you have any concerns?	
What did RC&D actually do on your project? What type of assistance did you receive?	
How effect is the council in your view?	
What kinds of changes are needed, if any?	

FINDINGS:

Empty space for findings.

RECOMMENDATIONS:

ACTION TO BE TAKEN:

COUNCIL MEMBERS

 Name

 Name

How does the area plan put together?	
How does the coordinator keep you informed?	
Do you receive information (agendas, minutes etc.)?	
Is the information timely?	
How would you evaluate your working relationship with the coordinator?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

DISTRICT CONSERVATIONIST

Name

Name

Are services and assistance timely?	
Do you have any concerns?	
What type of assistance have you received from the Council?	
What type of assistance have you received from the Coordinator?	
Do you feel the council is effective?	
What kinds of changes are needed, if any?	
Does the District Conservationist(s) know why they need to be part of the RC&D effort?	

FINDINGS:

RECOMMENDATIONS:

ACTION TO BE TAKEN:

STATE CONSERVATIONIST/RC&D PROGRAM MANAGER

Name

Name

Has the State Conservationist had formal RC&D training?	
Has the Program Manager had formal RC&D training?	
Does the RC&D Program Manager have regular communicatins with the coordinators?	
Is there regular communication with the state RC&D association officers?	
FINDINGS:	
RECOMMENDATIONS:	
ACTION TO BE TAKEN:	

