



Spotsylvania County

Partner Agency Application for Funding FY 2015

FACE SHEET



Agency Name:	Tri-County/City Soil and Water Conservation District				
<i>Has Spotsylvania County Funded This Agency in Previous Years?</i>					X Yes <input type="checkbox"/> No
Physical Address:	4811 Carr Drive				
Mailing Address/PO Box:					
City:	Fredericksburg	State:	VA	Zip:	22408
Telephone Number:	(540) 656-2401	Fax Number:	(540) 656-2403		
Federal Tax ID #:	54-0856925				
Web Address:	www.tccswcd.org				
General Email Address:	charlie.lively@tccswcd.org				
Agency Main Contact:	Charlie Lively	Title:	District Manager		
Telephone Number:	(540) 656-2401				
E-Mail Address:	charlie.lively@tccswcd.org				

Agency General Information

Agency Mission:

Mission: To provide leadership, education, and technical programs to assist all resource users to conserve, sustain and improve soil, water and related resources.

Vision: To be recognized as the community leader in focusing action and establishing partnerships to achieve soil and water conservation.

Number of years agency has been in operation: 69

Localities Served: Spotsylvania County, Stafford County, King George County, & City of Fredericksburg

Agency Financial Information

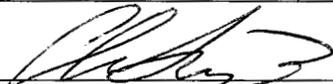
List Programs	Personnel Expenses	Benefits	Operating Expenses	Total Program Budget	Requested from Spotsylvania
1. Agricultural BMP / Cost Share	50,845	18,312	18,050	87,206	14,359
2. Urban Conservation	50,845	18,312	18,050	87,206	5,744
3. Environmental Education	50,845	18,312	18,050	87,206	3,590
4. n/a					
5. n/a					
Agency Administration:	1,540	553	546	2,642	239
Capital Outlay:	0	0	0	0	0
Total Agency Budget:	154,075	55,489	54,696	264,260	23,932

If your application includes funding increases for personnel (to include new positions or merit / COLA increases), please check here and explain in detail the need for this type of increase under each program budget.

Attachment Checklist: (include ONE copy of each)

IRS 501(c)(3) Letter Audit Report (with Audit Management Letter) Current Financial statement IRS 990

Accountant Contact Information Organizational Chart Current Board Roster (with contact information) Agency's Current Strategic Plan

Agency Director's Signature:  **Date:** 10/9/2013

Spotsylvania County

Partner Agency Funding Application FY 2015

Agency Name:

Tri-County/City Soil & Water
Conservation District

If your agency is requesting an increase or decrease in funding as shown on the Agency Financial Information Chart included on the Face Sheet, please describe, in detail, the reasons for these changes, in each category below for the Agency as a whole. Program specific increases can be given under the program descriptions in the next section. (The individual descriptions should not exceed 20 lines of text.)

Agency Administrative Expenses (to include funding increases for personnel (new positions, merit and/or COLA increases):

Tri-County/City (TCC) Soil & Water Conservation District's operating budget has been under severe fiscal strain for several years. TCC has absorbed major funding cuts from multiple funding sources. Since FY 2007, Spotsylvania has decreased funding to TCC by almost 20%.

The District has offset decreased funding with reduced expenditures. In an effort to continue to offer environmental education services, the District hired two part-time environmental education technicians. However, due to budget constraints, only one remains. Insurance costs continue to rise, and the District has switched insurance companies several times in an effort to keep costs at a minimum.

District services to Spotsylvania County were impacted last year due to reduced staff hours. Currently, TCC is attempting to maintain services to Spotsylvania County residents. The District hopes to continue the Best Management Practices (BMP) program support and increase Stormwater Management and Runoff Reduction support. Spotsylvania currently receives more time, dollars, and services than any of our other localities, but is not the greatest source of our funding. A total of \$425,700 was spent in Spotsylvania County this past year and 2,375 acres were maintained in conservation practices.

If the full funding amount requested is not received, continued cuts in staff will have to be realized. The District only has three full time staff, all with unique training, program area responsibilities and skills. Should staff be further cut, services to Spotsylvania residents will be further impacted.

We are requesting a modest funding increase to \$23,932 for FY2014, to assist with basic operational needs, partial financial support for environmental education & agricultural technical assistance staff, and to take into account District certifications & services.

Capital Outlay:

N/A

Spotsylvania County
Partner Agency Funding Application FY 2015

Agency Name:
 Tri-County/City Soil & Water
 Conservation District

Historical Budget Information

Please complete the following chart with the financial information for the agency as a whole. In each area include the revenue specifically allocated to your agency from each locality/entity listed below.

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	n/a	n/a	n/a
Fredericksburg	0	0	6,000
King George	32,248	32,248	33,860
Spotsylvania	22,792	22,792	23,932
Stafford	21,404	21,404	22,474
United Way	n/a	n/a	n/a
Grants	140,350	146,733	146,733
Client Fees	n/a	n/a	n/a
Fundraising	1,500	2,000	2,500
Other (explain below)	0	0	0
Total Agency Revenue	218,294	225,177	235,499

Detail below what revenue is included in the category 'Other':

Spotsylvania County
Partner Agency Funding Application FY 2015

Agency Name:
 Tri-County/City Soil & Water
 Conservation District

Application Checklist

Items to be completed		Comments:
<input type="checkbox"/>	Face Sheet	
<input type="checkbox"/>	Program Name	
<input type="checkbox"/>	Program Purpose/Description	
<input type="checkbox"/>	Justification of Need	
<input type="checkbox"/>	Target Audience	
<input type="checkbox"/>	Service Area	
<input type="checkbox"/>	Service Delivery	
<input type="checkbox"/>	Client Fees	
<input type="checkbox"/>	Budget Information	
<input type="checkbox"/>	Goals and Objectives	
<input type="checkbox"/>	Program Goal	
<input type="checkbox"/>	Most Recent Data Chart	



**TRI-COUNTY/CITY SOIL & WATER
CONSERVATION DISTRICT**

4811 Carr Drive • Fredericksburg, Virginia 22408
(540) 656-2401 or (540) 656-2402 • Fax: (540) 656-2403
Web: <http://tccswcd.org>

The following six (6) pages detail the

Agricultural BMP / Cost Share

program of

Tri-County/City
Soil & Water Conservation District

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:
Agricultural BMP / Cost Share

Each agency submitting a funding request must fill out the following pages for *each program* serving Spotsylvania County Citizens and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Spotsylvania County reserves the right to request additional information once the application has been submitted.

Program Name:	Agricultural BMP / Cost Share	Is this a new program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Contact:	Charlie Lively	Title:	District Manager
Telephone Number:	(540) 656-2401		
E-Mail Address:	charlie.lively@tccswcd.org		

1. Program Purpose/Description: *(the following description should not exceed 10 lines of text)*

Agriculture continues to be an important part of Spotsylvania. With the growing interest in organic and locally grown products, educating producers about and implementing Best Management Practices to reduce erosion and runoff is vitally important. More and more production is taking place on less land.

The Virginia Agricultural Best Management Practice Cost Share Program is administered by Tri-County/City (TCC) to improve water quality in Virginia's streams, rivers and the Chesapeake Bay. District Staff offer technical advice and cost share assistance as an incentive to carry out construction and/or implementation of Best Management Practices to protect our watersheds. The Program provides funding assistance needed to help offset the out-of-pocket expense to agricultural producers to install practices which improve our natural resources and water quality. Conservation and Nutrient Management Plans are written to meet the objectives outlined in the County ordinance and the Chesapeake Bay Preservation Act as well as those of the landowner.

2. Justification of Need: *(Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the Board of Supervisors should consider this funding request. If this is a new program, be sure to include the benefit to the County for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

TCC is able to provide technical advice and financial assistance to agricultural producers in Spotsylvania County and the other adjacent localities within the service area of the District. A regional approach is paramount as erosion and water quality problems know no boundaries. We educate and motivate these individuals on solutions to best control sediment, excess nutrients and other pollutants that might continue to degrade land value, water reservoirs and tributaries in the County and beyond. According to the 2007 Ag Census, Spotsylvania still has 52,230 acres of land in farms. District staff can educate and offer financial and technical assistance to fence out streams, promote no till cropping, cover crops to make sure erosion is reduced. Staff is certified in Nutrient Management Plan writing and Conservation Plan writing. Conservation Plans are required as part of the Bay Act. Staff is certified to develop Resource Management Plans (RMP), to bring farm lands into compliance with all existing and future water quality requirements (TMDL and CBPA).

3. Target Audience: *(The following should describe the specific population targeted by the program and should not exceed 5 lines of text.)*

We target farmers and owners of agricultural lands. TCC offers knowledge in meeting the farmer's objectives and the objectives of County ordinances and the Bay Act to reduce sedimentation and nutrient inflows to waterways. We offer technical advice and assistance to agricultural producers to better protect our natural resources, and make recommendations on methods to improve conservation. The District is staffed to provide service to agricultural landowners – a service the County does not provide.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:

Agricultural BMP / Cost Share

4. Service Area: (Please describe the program's intended geographic service area. This may include entire regions, localities, or specific schools, neighborhoods, etc.)

The District's intended geographic service area is Spotsylvania, King George, and Stafford Counties, and the City of Fredericksburg, and includes all schools and neighborhoods located in service areas. This allows for regional approaches to environmental problems, especially agricultural runoff and nutrient management issues that affect all localities "downstream", as well as ability to focus on micro-environments within localities.

5. Service Delivery: (Please state the geographic location of the service, the duration and frequency offered to the clients.)

The District's geographic service locations are on an "as requested" basis. The District works with its clients until services are satisfied or resolved, and frequency depends on services rendered. All non-cost share programs are administered on demand basis. Cost Share Program services are administered on an annual or multi-year contractual basis.

6. Client Fees: (Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)

The District collects no client fees at this time.

7. Budget Information: (Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	n/a	n/a	n/a
Fredericksburg	0	0	6,000
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Spotsylvania	22,792	22,792	23,932
Stafford	21,404	21,404	22,474
United Way	n/a	n/a	n/a
Grants	140,350	146,733	146,733
Client Fees	n/a	n/a	n/a
Fundraising	1,500	2,000	2,500
Other	0	0	0
Total Program Budget	218,294	225,177	235,499

* Of \$23,932, there is \$14,359 designated for this program area.

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2015. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please note if any increase is sought for new positions or personnel, please explain in detail.

Tri-County/City (TCC) Soil & Water Conservation District's operating budget has been under severe fiscal strain for several years. TCC has absorbed major funding cuts from multiple funding sources. Since FY 2007, Spotsylvania has decreased funding to TCC by almost 20%.

If the full funding amount requested is not received, continued cuts in staff will have to be realized. The District only has three full time staff, all with unique training, program area responsibilities and skills. Should staff be further cut, services to Spotsylvania residents will be further impacted.

We are requesting a modest funding increase to \$23,932 for FY2014, to assist with basic operational needs, partial financial support for environmental education & agricultural technical assistance staff, and to take into account District certifications & services.

8. Goals, Objectives, & Evaluation: *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your Logic Model for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

Program Goal 1:

Continue to assist current agricultural producers and to introduce new producers to the programs and services offered by TCC Soil and Water Conservation District.

Objectives:

1a.	Implement agricultural Best Management Practices on at least 2,500 acres within Spotsylvania County to prevent erosion and nutrient runoff, thereby improving water quality and promoting the wise utilization of our natural resources.
1b.	Offer/introduce an additional 8 new clients to the Program in FY2014. Offer technical assistance to 60 agricultural land users District-wide to promote land conservation and Chesapeake Bay regulation compliance.

Program Goal 2:

Educate Agricultural producers in conserving and improving our natural resources.

Objectives:

2a.	Continue to educate farmers on protecting and conserving the natural resources to result in improved water quality for the County.
2b.	Develop and implement Resource Management Plans (RMP) to meet mandated objectives of the Commonwealth of Virginia for Spotsylvania County.

Evaluation Method: *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

Records of the field visits and practices will be developed and maintained. The above goals and objectives will be measured as stated: the compilation of numbers stated. Nutrient management plans will show improvement, if made, in reduction of excess nutrients placed on lands, as well as other nutrient loading contaminants from manures. Conservation and Resource Management Plans will be followed up on, revising as necessary for growing producer needs, and maximized protection of the Natural Resources in Spotsylvania County.

9. Outcome Data: *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

Data Collection Period: **FY 2013**

Objective 1a.

FY 2013: Offered financial assistance to 33 farmers totaling \$425,700. We received/made over two hundred phone calls and farm visits in an effort to introduce producers to the programs and implement conservation practices on agricultural lands.

Objective 1b.

FY 2013: As a result of participating in our programs, farmers made improvements to over 2,350 acres of agricultural land by installing permanent vegetative grass cover and/or by having the land protected with a cover crop during the critical erosion periods during the winter and early spring season, installing fencing to exclude livestock from streams, and by applying fertilizer according to nutrient management plan recommendations. These practices prevent sediment removal and lessen the amount of runoff and other pollutants from leaving the land and entering our streams and wetlands. These practices also act as a filter to protect our wetlands and ground water.

Objective 2a.

FY 2013: The District partnered with the Natural Resource Conservation Service (NRCS) to educate and provide assistance to agricultural producers, installing additional conservation practices and cost share payouts.

Objective 2b.

FY 2013: Developed and implemented Nutrient Management Plans for agricultural producers, encompassing 4,500 acres of land in Spotsylvania County. The district provided educational outreach and technical assistance to County residents on practices to effectively use fertilizer, emphasizing the importance of soil testing and fertilizer recommendations per crop needs.

10. Program Goal Updates: *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

Program Goal 1:

Our program goals continue to be increased each year, as staffing and funding allow. Improve natural resource conservation through technical assistance and education to people within the area.

Program Goal 2:

Our program goals continue to be increased each year, as staffing and funding allow. New grants are applied for in order to supplement current funding and increase community involvement and projects.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:

Agricultural BMP / Cost Share

Program Service Data:		Service Period:		to					
Locality Served	Total Served		Race						
	FY 2013	FY 2015*	Male	Female	African American	Asian	Hispanic	American Indian	Other
Fredericksburg									
Caroline									
King George									
Spotsylvania	250	300							
Stafford									
Other									
Total									

**Please include the projected number to be served in each locality for the upcoming fiscal year.*

Locality Served	Age Groups							Income Levels					
	0-4	5-10	11-13	14-18	18-25	25-40	40-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg													
Caroline													
King George													
Spotsylvania				Yes	Yes	Yes	Yes	Yes					
Stafford													
Other													
Total													

If any of the above information is not available, please indicate why:



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The following six (6) pages detail the

Urban Conservation

program of

**Tri-County/City
Soil & Water Conservation District**

Spotsylvania County

Partner Agency Funding Application FY 2015

Program Name:

Urban Conservation

Each agency submitting a funding request must fill out the following pages for each program serving Spotsylvania County Citizens and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Spotsylvania County reserves the right to request additional information once the application has been submitted.

Program Name:	Urban Conservation	Is this a new program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Contact:	Charlie Lively	Title:	District Manager
Telephone Number:	(540) 656-2401		
E-Mail Address:	charlie.lively@tccswcd.org		

1. Program Purpose/Description: (the following description should not exceed 10 lines of text)

The Conservation District has staff trained in the control and reduction of stormwater runoff with an overall, combined goal of improving regional water quality, and ultimately the waters and ecosystems of the Chesapeake Bay and beyond. Staff is trained and experienced in providing technical advice and assistance to commercial and residential landowners in efforts to implement an array of urban best management practices, including low impact development and nutrient management planning. With recent economic difficulties being faced by localities, District staff is available to become more responsible for meeting public education and outreach requirements and needs.

2. Justification of Need: (Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the Board of Supervisors should consider this funding request. If this is a new program, be sure to include the benefit to the County for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)

Regulations and requirements from state and local mandates continue to increase, and are often under, or not at all funded. District personnel can service this area of programming through direct education, workshops, publications, site visits, and references from county staff. Water quality has become a critical issue, especially in areas developing quickly. Increased requirements regarding the Chesapeake Bay Total Maximum Daily Loads (TMDLs) and conservation plan requirements will add more duties to localities and the district. The County's residents will benefit from these improvements in increased awareness of water quality. Quality of life depends heavily on our ability to provide clean, available water, and to keep waterways clean. District staff assists County staff by being proactive in interactions with residents, providing them with the best advice and assistance in the implementation of urban conservation practices. District staff has the technical expertise and can assist the County with implementing the Virginia Stormwater Management Program (VSMP) regulations.

3. Target Audience: (The following should describe the specific population targeted by the program and should not exceed 5 lines of text.)

Target audience can include developers, agriculture producers, homeowners and land users of all types, business owners, tourists, children of all ages, teachers, non-traditional educators and students.

Our target audiences encompass four (4) adjoining localities, allowing us to develop a regional understanding of issues and consequences. Environmental issues are more effectively and efficiently dealt with on a regional scale.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:

Urban Conservation

4. Service Area: (Please describe the program's intended geographic service area. This may include entire regions, localities, or specific schools, neighborhoods, etc.)

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5. Service Delivery: (Please state the geographic location of the service, the duration and frequency offered to the clients.)

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6. Client Fees: (Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)

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Client Fees	n/a	n/a	n/a
Fundraising	1,500	2,000	2,500
Other	0	0	0
Total Program Budget	218,294	225,177	235,499

* Of \$23,932, there is \$5,744 designated for this program area.

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2015. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please note if any increase is sought for new positions or personnel, please explain in detail.

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Program Goal 1:

Assist County residents in reducing non-point source pollution.

Objectives:

1a.	Work with at least 3 local groups/HOA's/organizations to pursue low impact development design and implementation. Assist these groups in finding funding for these and other projects.
1b.	Perform site visits per resident request. Assist land users in the development of site specific conservation plans to focus on reducing runoff and over application of nutrients.

Program Goal 2:

Increase opportunities for public understanding and participation in efforts to increase runoff reduction.

Objectives:

2a.	Continue water quality improvement efforts using funds from Spotsylvania Supplemental Environmental Project funds. Focus on County streams which are currently on the DEQ Virginia Impaired Waters and Causes of Impairment (303d List).
2b.	Plan and implement regional workshops/seminars on runoff reduction efforts for local businesses, homeowners and officials.

Evaluation Method: *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

The above goals/objectives will be measured as stated: compilation of test dated as stated. Completion of workshop/program as stated. Surveys pre & post workshop to survey participants for understanding of principles and consequences.

9. Outcome Data: *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

Data Collection Period: **FY 2013**

Objective 1a.

FY 2013: The District partnered with the Natural Resource Conservation Service (NRCS) other agencies to deliver educational programs, provide technical assistance on low impact development, and address urban nutrient management techniques.

Objective 1b.

FY 2013: Worked with individual homeowners and homeowner organizations. Native plantings were emphasized, and explanations provided as to the ability of these plantings to minimize water usage and maximize soil protection.

Objective 2a.

FY 2013: Partnered with the University of Mary Washington (UMW), and delineated major sub-watersheds to Massaponax Creek, a Virginia Department of Environmental Quality (DEQ) impaired use waterway. Monitoring efforts and analysis of the watershed are currently underway.

Objective 2b.

FY 2013: Have partnered with the Natural Resource Conservation Service (NRCS), the Department of Forestry (DOF) and Virginia Cooperative Extension (VCE) in the development and delivery of community education, natural resource management, and water quality monitoring programs.

10. Program Goal Updates: *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

Program Goal 1:

Our program goals are tailored and continue to be increased each year, as staffing and funding allow. Improve natural resource conservation through technical assistance and education to people within the area. We will continue to strive for improving natural resource conservation through education and technical assistance for all county residents.

Program Goal 2:

Our program goals are tailored and continue to be increased each year, as staffing and funding allow. New grants are applied for if applicable to mission of Tri-County/City Soil and Water Conservation District in order to supplement current funding and increase community involvement and projects.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:

Urban Conservation

Program Service Data: Service Period: **FY 2013** to

Locality Served	Total Served		Gender					Race				
	FY 2013	FY 2015*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other		
Fredericksburg												
Caroline												
King George												
Spotsylvania	300	350										
Stafford												
Other												
Total												

*Please include the projected number to be served in each locality for the upcoming fiscal year.

Locality Served	Age Groups							Income Levels					
	0-4	5-10	11-13	14-18	18-25	25-40	40-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg													
Caroline													
King George													
Spotsylvania		Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Stafford													
Other													
Total													

If any of the above information is not available, please indicate why:



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CONSERVATION DISTRICT**

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The following six (6) pages detail the

Environmental Education

program of

Tri-County/City
Soil & Water Conservation District

Program Name:
Environmental Education

Each agency submitting a funding request must fill out the following pages for each program serving Spotsylvania County Citizens and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Spotsylvania County reserves the right to request additional information once the application has been submitted.

Program Name:	Environmental Education	Is this a new program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Contact:	Charlie Lively	Title:	District Manager
Telephone Number:	(540) 656-2401		
E-Mail Address:	charlie.lively@tccswcd.org		

1. Program Purpose/Description: *(the following description should not exceed 10 lines of text)*

District staff is available to be utilized in meeting public education and outreach requirements and needs. Environmental education encompasses many areas, including adult as well as youth education. The District is able to administer environmental education programs tailored to the Standards of Learning (SOLs), educational materials, adult workshops, meetings, materials, etc. for a variety of audiences. Strong education programs lead to understanding by youth and adults. With understanding and increased awareness about conserving natural resources, long-term behavior change is possible.

2. Justification of Need: *(Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the Board of Supervisors should consider this funding request. If this is a new program, be sure to include the benefit to the County for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

Education is a key component to all regulatory and voluntary environmental programs. Regulations and requirements from state and local mandates continue to increase, and are often under or not at all, funded. District personnel can service this area of programming through direct education, workshops, publications, individual responses/site visits to homeowners, developers, and references from county staff, etc. Water quality is a critical issue, especially in rapidly developing areas. The County's residents will benefit from increased awareness in water quality, leading to overall improvements. Quality of life depends heavily on our ability to provide clean, available water, and to keep waterways clean. Chesapeake Bay Act provisions also need to be met. Quality environmental education can serve these mandates by increasing understanding of the issues.

3. Target Audience: *(The following should describe the specific population targeted by the program and should not exceed 5 lines of text.)*

Target audience includes developers, agriculture producers, homeowners and land users of all types, business owners, children of all ages, teachers, non-traditional educators and students.

Our target audience encompasses 4 adjoining localities within the Potomac, Rappahannock, and York watersheds, allowing us to develop a regional understanding of issues and consequences. Environmental issues are more effectively dealt with on a regional scale.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:
 Environmental Education

4. Service Area: (Please describe the program's intended geographic service area. This may include entire regions, localities, or specific schools, neighborhoods, etc.)

The District's intended geographic service area is Spotsylvania, King George, and Stafford Counties, and the City of Fredericksburg, and includes all schools and neighborhoods located in service areas. This allows for regional approaches to environmental problems.

5. Service Delivery: (Please state the geographic location of the service, the duration and frequency offered to the clients.)

The District's geographic service locations are on an "as requested" basis. The District works with its clients until services are satisfied or resolved, and frequency depends on services rendered. Some of our workshops are one-time events, but many of our programs recur annually.

6. Client Fees: (Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)

The District collects no client fees at this time.

7. Budget Information: (Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	n/a	n/a	n/a
Fredericksburg	0	0	6,000
King George	32,248	32,248	33,860
Spotsylvania	22,792	22,792	23,932
Stafford	21,404	21,404	22,474
United Way	n/a	n/a	n/a
Grants	140,350	146,733	146,733
Client Fees	n/a	n/a	n/a
Fundraising	1,500	2,000	2,500
Other	0	0	0
Total Program Budget	218,294	225,177	235,499

*Of \$23,932, there is \$3,590 dedicated to this program area.

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2015. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please note if any increase is sought for new positions or personnel, please explain in detail.

Tri-County/City (TCC) Soil & Water Conservation District's operating budget has been under severe fiscal strain for several years. TCC has absorbed major funding cuts from multiple funding sources. Since FY 2007, Spotsylvania has decreased funding to TCC by almost 20%.

If the full funding amount requested is not received, continued cuts in staff will have to be realized. The District only has three full time staff, all with unique training, program area responsibilities and skills. Should staff be further cut, services to Spotsylvania residents will be further impacted.

We are requesting a modest funding increase to \$23,932 for FY2014, to assist with basic operational needs, partial financial support for environmental education & agricultural technical assistance staff, and to take into account District certifications & services.

8. Goals, Objectives, & Evaluation: *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your Logic Model for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

Program Goal 1:

Provide citizens with up to date information on conservation, the environment and ways to improve resources quality and quality of life.

Objectives:

1a. Outreach to localities via website, Facebook, and newsletter with current information on programs, updates on legislation, family events and workshops, instructional media, articles and archives, etc.

1b. Continue to develop a Stormwater reduction runoff demonstration site where workshops can be held on Low Impact Development and Native Plantings/Rain gardens.

Program Goal 2:

Provide quality educational programs and workshops for Spotsylvania County residents.

Objectives:

2a. Continue and expand current education programs like Envirothon, Environmental Poster Contest, Meaningful Days at Oakley Farm, and Youth Conservation Camp.

2b. Work with Spotsylvania County to provide a means for educating County students of all age groups on current conservation issues and solutions.

Evaluation Method: *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

The above goals/objectives will be measured as stated: compilation of numbers stated.
Completion of workshops/programs as stated.

9. Outcome Data: *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

Data Collection Period: 2013

Objective 1a.

FY 2013. Total hits for the District website for was approximately 4000. Quarterly Newsletter distributed electronically throughout localities. Daily informational posts on District Facebook page.

Objective 1b.

FY 2013: Continued to work with Mt. Zion Baptist Church, concluding the infiltration practice installed, providing updates/maintenance to rain garden with educational signage. Provided consulting and assistance with native plantings.

Objective 2a.

FY 2013: Sponsored 4 District Envirothon teams from Spotsylvania County, one of which competed to the State level. Participated in Oakley Farm Natural Resource Meaningful Education Days for ALL Spotsylvania County 4th graders. Sponsored 2 High School campers at Youth Conservation Camp at VA TECH.

Objective 2b.

FY 2013: Began working with the Spotsylvania County Department of Utilities in the development of a mobile education unit. This unit is intended to be used to educate all County students on all aspects of conservation, teaching them about current problems, issues, and solutions, using the latest technology to engage the students and cater to their different learning styles.

10. Program Goal Updates: *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

Program Goal 1:

Our program goals continue to be increased each year, as staffing and funding allow. Grants are often realized to do small programs in this area, but do not cover staff or overhead costs. Improve natural resource conservation through technical assistance and education to people within the area.

Program Goal 2:

Our program goals continue to be increased each year, as staffing and funding allow. New grants are applied for in order to supplement current funding and increase environmental education abilities.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:

Environmental Education

Program Service Data: Service Period: FY 2013 to											
Locality Served	Total Served		Gender		Race						
	FY 2013	FY 2015*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other	
Fredericksburg											
Caroline											
King George											
Spotsylvania	1775	2100									
Stafford											
Other											
Total											

**Please include the projected number to be served in each locality for the upcoming fiscal year.*

Locality Served	Age Groups								Income Levels				
	0-4	5-10	11-13	14-18	18-25	25-40	40-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg													
Caroline													
King George													
Spotsylvania		Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Stafford													
Other													
Total													

If any of the above information is not available, please indicate why:



Spotsylvania County
 Partner Agency Application for Funding FY 2015
FACE SHEET

Agency Name:	Tri-County/City Soil and Water Conservation District				
<i>Has Spotsylvania County Funded This Agency in Previous Years?</i>					X Yes <input type="checkbox"/> No
Physical Address:	4811 Carr Drive				
Mailing Address/PO Box:					
City:	Fredericksburg	State:	VA	Zip:	22408
Telephone Number:	(540) 656-2401	Fax Number:	(540) 656-2403		
Federal Tax ID #:	54-0856925				
Web Address:	www.tccswcd.org				
General Email Address:	charlie.lively@tccswcd.org				
Agency Main Contact:	Charlie Lively	Title:	District Manager		
Telephone Number:	(540) 656-2401				
E-Mail Address:	charlie.lively@tccswcd.org				

Agency General Information

Agency Mission:

Mission: To provide leadership, education, and technical programs to assist all resource users to conserve, sustain and improve soil, water and related resources.

Vision: To be recognized as the community leader in focusing action and establishing partnerships to achieve soil and water conservation.

Number of years agency has been in operation: 69

Localities Served: Spotsylvania County, Stafford County, King George County, & City of Fredericksburg

Agency Financial Information

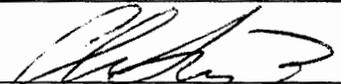
List Programs	Personnel Expenses	Benefits	Operating Expenses	Total Program Budget	Requested from Spotsylvania
1. Agricultural BMP / Cost Share	50,845	18,312	18,050	87,206	14,359
2. Urban Conservation	50,845	18,312	18,050	87,206	5,744
3. Environmental Education	50,845	18,312	18,050	87,206	3,590
4. n/a					
5. n/a					
Agency Administration:	1,540	553	546	2,642	239
Capital Outlay:	0	0	0	0	0
Total Agency Budget:	154,075	55,489	54,696	264,260	23,932

If your application includes funding increases for personnel (to include new positions or merit / COLA increases), please check here and explain in detail the need for this type of increase under each program budget.

Attachment Checklist: (include ONE copy of each)

IRS 501(c)(3) Letter Audit Report (with Audit Management Letter) Current Financial statement IRS 990

Accountant Contact Information Organizational Chart Current Board Roster (with contact information) Agency's Current Strategic Plan

Agency Director's Signature:  **Date:** 10/9/2013

Spotsylvania County

Partner Agency Funding Application FY 2015

Agency Name:

Tri-County/City Soil & Water
Conservation District

If your agency is requesting an increase or decrease in funding as shown on the Agency Financial Information Chart included on the Face Sheet, please describe, in detail, the reasons for these changes, in each category below for the Agency as a whole. Program specific increases can be given under the program descriptions in the next section. (The individual descriptions should not exceed 20 lines of text.)

Agency Administrative Expenses (to include funding increases for personnel (new positions, merit and/or COLA increases):

Tri-County/City (TCC) Soil & Water Conservation District's operating budget has been under severe fiscal strain for several years. TCC has absorbed major funding cuts from multiple funding sources. Since FY 2007, Spotsylvania has decreased funding to TCC by almost 20%.

The District has offset decreased funding with reduced expenditures. In an effort to continue to offer environmental education services, the District hired two part-time environmental education technicians. However, due to budget constraints, only one remains. Insurance costs continue to rise, and the District has switched insurance companies several times in an effort to keep costs at a minimum.

District services to Spotsylvania County were impacted last year due to reduced staff hours. Currently, TCC is attempting to maintain services to Spotsylvania County residents. The District hopes to continue the Best Management Practices (BMP) program support and increase Stormwater Management and Runoff Reduction support. Spotsylvania currently receives more time, dollars, and services than any of our other localities, but is not the greatest source of our funding. A total of \$425,700 was spent in Spotsylvania County this past year and 2,375 acres were maintained in conservation practices.

If the full funding amount requested is not received, continued cuts in staff will have to be realized. The District only has three full time staff, all with unique training, program area responsibilities and skills. Should staff be further cut, services to Spotsylvania residents will be further impacted.

We are requesting a modest funding increase to \$23,932 for FY2014, to assist with basic operational needs, partial financial support for environmental education & agricultural technical assistance staff, and to take into account District certifications & services.

Capital Outlay:

N/A

Spotsylvania County
Partner Agency Funding Application FY 2015

Agency Name:
 Tri-County/City Soil & Water
 Conservation District

Historical Budget Information

Please complete the following chart with the financial information for the agency as a whole. In each area include the revenue specifically allocated to your agency from each locality/entity listed below.

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	n/a	n/a	n/a
Fredericksburg	0	0	6,000
King George	32,248	32,248	33,860
Spotsylvania	22,792	22,792	23,932
Stafford	21,404	21,404	22,474
United Way	n/a	n/a	n/a
Grants	140,350	146,733	146,733
Client Fees	n/a	n/a	n/a
Fundraising	1,500	2,000	2,500
Other (explain below)	0	0	0
Total Agency Revenue	218,294	225,177	235,499

Detail below what revenue is included in the category 'Other':

Spotsylvania County
Partner Agency Funding Application FY 2015

Agency Name:
Tri-County/City Soil & Water Conservation District

Application Checklist

Items to be completed	Comments:
<input type="checkbox"/> Face Sheet	
<input type="checkbox"/> Program Name	
<input type="checkbox"/> Program Purpose/Description	
<input type="checkbox"/> Justification of Need	
<input type="checkbox"/> Target Audience	
<input type="checkbox"/> Service Area	
<input type="checkbox"/> Service Delivery	
<input type="checkbox"/> Client Fees	
<input type="checkbox"/> Budget Information	
<input type="checkbox"/> Goals and Objectives	
<input type="checkbox"/> Program Goal	
<input type="checkbox"/> Most Recent Data Chart	



**TRI-COUNTY/CITY SOIL & WATER
CONSERVATION DISTRICT**

4811 Carr Drive • Fredericksburg, Virginia 22408
(540) 656-2401 or (540) 656-2402 • Fax: (540) 656-2403
Web: <http://tccswcd.org>

The following six (6) pages detail the

Agricultural BMP / Cost Share

program of

Tri-County/City
Soil & Water Conservation District

Program Name:
Agricultural BMP / Cost Share

Each agency submitting a funding request must fill out the following pages for *each program* serving Spotsylvania County Citizens and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Spotsylvania County reserves the right to request additional information once the application has been submitted.

Program Name:	Agricultural BMP / Cost Share	Is this a new program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Contact:	Charlie Lively	Title:	District Manager
Telephone Number:	(540) 656-2401		
E-Mail Address:	charlie.lively@tccswcd.org		

1. Program Purpose/Description: *(the following description should not exceed 10 lines of text)*

Agriculture continues to be an important part of Spotsylvania. With the growing interest in organic and locally grown products, educating producers about and implementing Best Management Practices to reduce erosion and runoff is vitally important. More and more production is taking place on less land.

The Virginia Agricultural Best Management Practice Cost Share Program is administered by Tri-County/City (TCC) to improve water quality in Virginia's streams, rivers and the Chesapeake Bay. District Staff offer technical advice and cost share assistance as an incentive to carry out construction and/or implementation of Best Management Practices to protect our watersheds. The Program provides funding assistance needed to help offset the out-of-pocket expense to agricultural producers to install practices which improve our natural resources and water quality. Conservation and Nutrient Management Plans are written to meet the objectives outlined in the County ordinance and the Chesapeake Bay Preservation Act as well as those of the landowner.

2. Justification of Need: *(Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the Board of Supervisors should consider this funding request. If this is a new program, be sure to include the benefit to the County for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

TCC is able to provide technical advice and financial assistance to agricultural producers in Spotsylvania County and the other adjacent localities within the service area of the District. A regional approach is paramount as erosion and water quality problems know no boundaries. We educate and motivate these individuals on solutions to best control sediment, excess nutrients and other pollutants that might continue to degrade land value, water reservoirs and tributaries in the County and beyond. According to the 2007 Ag Census, Spotsylvania still has 52,230 acres of land in farms. District staff can educate and offer financial and technical assistance to fence out streams, promote no till cropping, cover crops to make sure erosion is reduced. Staff is certified in Nutrient Management Plan writing and Conservation Plan writing. Conservation Plans are required as part of the Bay Act. Staff is certified to develop Resource Management Plans (RMP), to bring farm lands into compliance with all existing and future water quality requirements (TMDL and CBPA).

3. Target Audience: *(The following should describe the specific population targeted by the program and should not exceed 5 lines of text.)*

We target farmers and owners of agricultural lands. TCC offers knowledge in meeting the farmer's objectives and the objectives of County ordinances and the Bay Act to reduce sedimentation and nutrient inflows to waterways. We offer technical advice and assistance to agricultural producers to better protect our natural resources, and make recommendations on methods to improve conservation. The District is staffed to provide service to agricultural landowners – a service the County does not provide.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:
 Agricultural BMP / Cost Share

4. Service Area: *(Please describe the program's intended geographic service area. This may include entire regions, localities, or specific schools, neighborhoods, etc.)*

The District's intended geographic service area is Spotsylvania, King George, and Stafford Counties, and the City of Fredericksburg, and includes all schools and neighborhoods located in service areas. This allows for regional approaches to environmental problems, especially agricultural runoff and nutrient management issues that affect all localities "downstream", as well as ability to focus on micro-environments within localities.

5. Service Delivery: *(Please state the geographic location of the service, the duration and frequency offered to the clients.)*

The District's geographic service locations are on an "as requested" basis. The District works with its clients until services are satisfied or resolved, and frequency depends on services rendered. All non-cost share programs are administered on demand basis. Cost Share Program services are administered on an annual or multi-year contractual basis.

6. Client Fees: *(Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)*

The District collects no client fees at this time.

7. Budget Information: *(Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)*

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	n/a	n/a	n/a
Fredericksburg	0	0	6,000
King George	32,248	32,248	33,860
Spotsylvania	22,792	22,792	23,932
Stafford	21,404	21,404	22,474
United Way	n/a	n/a	n/a
Grants	140,350	146,733	146,733
Client Fees	n/a	n/a	n/a
Fundraising	1,500	2,000	2,500
Other	0	0	0
Total Program Budget	218,294	225,177	235,499

* Of \$23,932, there is \$14,359 designated for this program area.

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2015. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please note if any increase is sought for new positions or personnel, please explain in detail.

Tri-County/City (TCC) Soil & Water Conservation District's operating budget has been under severe fiscal strain for several years. TCC has absorbed major funding cuts from multiple funding sources. Since FY 2007, Spotsylvania has decreased funding to TCC by almost 20%.

If the full funding amount requested is not received, continued cuts in staff will have to be realized. The District only has three full time staff, all with unique training, program area responsibilities and skills. Should staff be further cut, services to Spotsylvania residents will be further impacted.

We are requesting a modest funding increase to \$23,932 for FY2014, to assist with basic operational needs, partial financial support for environmental education & agricultural technical assistance staff, and to take into account District certifications & services.

8. Goals, Objectives, & Evaluation: *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your Logic Model for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

Program Goal 1:

Continue to assist current agricultural producers and to introduce new producers to the programs and services offered by TCC Soil and Water Conservation District.

Objectives:

1a.	Implement agricultural Best Management Practices on at least 2,500 acres within Spotsylvania County to prevent erosion and nutrient runoff, thereby improving water quality and promoting the wise utilization of our natural resources.
1b.	Offer/introduce an additional 8 new clients to the Program in FY2014. Offer technical assistance to 60 agricultural land users District-wide to promote land conservation and Chesapeake Bay regulation compliance.

Program Goal 2:

Educate Agricultural producers in conserving and improving our natural resources.

Objectives:

2a.	Continue to educate farmers on protecting and conserving the natural resources to result in improved water quality for the County.
2b.	Develop and implement Resource Management Plans (RMP) to meet mandated objectives of the Commonwealth of Virginia for Spotsylvania County.

Evaluation Method: *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

Records of the field visits and practices will be developed and maintained. The above goals and objectives will be measured as stated: the compilation of numbers stated. Nutrient management plans will show improvement, if made, in reduction of excess nutrients placed on lands, as well as other nutrient loading contaminants from manures. Conservation and Resource Management Plans will be followed up on, revising as necessary for growing producer needs, and maximized protection of the Natural Resources in Spotsylvania County.

9. Outcome Data: *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

Data Collection Period: **FY 2013**

Objective 1a.

FY 2013: Offered financial assistance to 33 farmers totaling \$425,700. We received/made over two hundred phone calls and farm visits in an effort to introduce producers to the programs and implement conservation practices on agricultural lands.

Objective 1b.

FY 2013: As a result of participating in our programs, farmers made improvements to over 2,350 acres of agricultural land by installing permanent vegetative grass cover and/or by having the land protected with a cover crop during the critical erosion periods during the winter and early spring season, installing fencing to exclude livestock from streams, and by applying fertilizer according to nutrient management plan recommendations. These practices prevent sediment removal and lessen the amount of runoff and other pollutants from leaving the land and entering our streams and wetlands. These practices also act as a filter to protect our wetlands and ground water.

Objective 2a.

FY 2013: The District partnered with the Natural Resource Conservation Service (NRCS) to educate and provide assistance to agricultural producers, installing additional conservation practices and cost share payouts.

Objective 2b.

FY 2013: Developed and implemented Nutrient Management Plans for agricultural producers, encompassing 4,500 acres of land in Spotsylvania County. The district provided educational outreach and technical assistance to County residents on practices to effectively use fertilizer, emphasizing the importance of soil testing and fertilizer recommendations per crop needs.

10. Program Goal Updates: *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

Program Goal 1:

Our program goals continue to be increased each year, as staffing and funding allow. Improve natural resource conservation through technical assistance and education to people within the area.

Program Goal 2:

Our program goals continue to be increased each year, as staffing and funding allow. New grants are applied for in order to supplement current funding and increase community involvement and projects.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:

Agricultural BMP / Cost Share

Program Service Data:		Service Period: _____ to _____											
Locality Served	Total Served			Gender		Race					Other		
	FY 2013	FY 2015*		Male	Female	Caucasian	African American	Asian	Hispanic	American Indian			
Fredericksburg													
Caroline													
King George													
Spotsylvania	250	300											
Stafford													
Other													
Total													
<i>*Please include the projected number to be served in each locality for the upcoming fiscal year.</i>													
Locality Served	Age Groups							Income Levels					
	0-4	5-10	11-13	14-18	18-25	25-40	40-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg													
Caroline													
King George													
Spotsylvania			Yes	Yes	Yes	Yes	Yes	Yes					
Stafford													
Other													
Total													
If any of the above information is not available, please indicate why:													



**TRI-COUNTY/CITY SOIL & WATER
CONSERVATION DISTRICT**

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Web: <http://tccswcd.org>

The following six (6) pages detail the

Urban Conservation

program of

**Tri-County/City
Soil & Water Conservation District**

<i>Program Name:</i>
Urban Conservation

Each agency submitting a funding request must fill out the following pages for *each program* serving Spotsylvania County Citizens and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Spotsylvania County reserves the right to request additional information once the application has been submitted.

Program Name:	Urban Conservation	Is this a new program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Contact:	Charlie Lively	Title:	District Manager
Telephone Number:	(540) 656-2401		
E-Mail Address:	charlie.lively@tccswcd.org		

1. Program Purpose/Description: *(the following description should not exceed 10 lines of text)*

The Conservation District has staff trained in the control and reduction of stormwater runoff with an overall, combined goal of improving regional water quality, and ultimately the waters and ecosystems of the Chesapeake Bay and beyond. Staff is trained and experienced in providing technical advice and assistance to commercial and residential landowners in efforts to implement an array of urban best management practices, including low impact development and nutrient management planning. With recent economic difficulties being faced by localities, District staff is available to become more responsible for meeting public education and outreach requirements and needs.

2. Justification of Need: *(Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the Board of Supervisors should consider this funding request. If this is a new program, be sure to include the benefit to the County for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

Regulations and requirements from state and local mandates continue to increase, and are often under, or not at all funded. District personnel can service this area of programming through direct education, workshops, publications, site visits, and references from county staff. Water quality has become a critical issue, especially in areas developing quickly. Increased requirements regarding the Chesapeake Bay Total Maximum Daily Loads (TMDLs) and conservation plan requirements will add more duties to localities and the district. The County's residents will benefit from these improvements in increased awareness of water quality. Quality of life depends heavily on our ability to provide clean, available water, and to keep waterways clean. District staff assists County staff by being proactive in interactions with residents, providing them with the best advice and assistance in the implementation of urban conservation practices. District staff has the technical expertise and can assist the County with implementing the Virginia Stormwater Management Program (VSMP) regulations.

3. Target Audience: *(The following should describe the specific population targeted by the program and should not exceed 5 lines of text.)*

Target audience can include developers, agriculture producers, homeowners and land users of all types, business owners, tourists, children of all ages, teachers, non-traditional educators and students.

Our target audiences encompass four (4) adjoining localities, allowing us to develop a regional understanding of issues and consequences. Environmental issues are more effectively and efficiently dealt with on a regional scale.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:
Urban Conservation

4. Service Area: (Please describe the program's intended geographic service area. This may include entire regions, localities, or specific schools, neighborhoods, etc.)

The District's intended geographic service area is Spotsylvania, King George, Stafford Counties, and the City of Fredericksburg, and includes all schools and neighborhoods located in service areas. This allows for regional approaches to environmental problems, especially urban and stormwater issues that affect all localities "downstream", as well as ability to focus on micro-environments within localities

5. Service Delivery: (Please state the geographic location of the service, the duration and frequency offered to the clients.)

The District's geographic service locations are on an "as requested" basis. The District works with its clients until services are satisfied or resolved, and frequency depends on services rendered. All non-cost share programs are administered on demand basis. Cost Share Program services are administered on an annual or multi-year contractual basis.

6. Client Fees: (Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)

The District collects no client fees at this time.

7. Budget Information: (Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	n/a	n/a	n/a
Fredericksburg	0	0	6,000
King George	32,248	32,248	33,860
Spotsylvania	22,792	22,792	23,932
Stafford	21,404	21,404	22,474
United Way	n/a	n/a	n/a
Grants	140,350	146,733	146,733
Client Fees	n/a	n/a	n/a
Fundraising	1,500	2,000	2,500
Other	0	0	0
Total Program Budget	218,294	225,177	235,499

* Of \$23,932, there is \$5,744 designated for this program area.

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2015. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please note if any increase is sought for new positions or personnel, please explain in detail.

Tri-County/City (TCC) Soil & Water Conservation District's operating budget has been under severe fiscal strain for several years. TCC has absorbed major funding cuts from multiple funding sources. Since FY 2007, Spotsylvania has decreased funding to TCC by almost 20%.

If the full funding amount requested is not received, continued cuts in staff will have to be realized. The District only has three full time staff, all with unique training, program area responsibilities and skills. Should staff be further cut, services to Spotsylvania residents will be further impacted.

We are requesting a modest funding increase to \$23,932 for FY2014, to assist with basic operational needs, partial financial support for environmental education & agricultural technical assistance staff, and to take into account District certifications & services

8. Goals, Objectives, & Evaluation: *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your Logic Model for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

Program Goal 1:

Assist County residents in reducing non-point source pollution.

Objectives:

1a. Work with at least 3 local groups/HOA's/organizations to pursue low impact development design and implementation. Assist these groups in finding funding for these and other projects.

1b. Perform site visits per resident request. Assist land users in the development of site specific conservation plans to focus on reducing runoff and over application of nutrients.

Program Goal 2:

Increase opportunities for public understanding and participation in efforts to increase runoff reduction.

Objectives:

2a. Continue water quality improvement efforts using funds from Spotsylvania Supplemental Environmental Project funds. Focus on County streams which are currently on the DEQ Virginia Impaired Waters and Causes of Impairment (303d List).

2b. Plan and implement regional workshops/seminars on runoff reduction efforts for local businesses, homeowners and officials.

Evaluation Method: *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

The above goals/objectives will be measured as stated: compilation of test dated as stated. Completion of workshop/program as stated. Surveys pre & post workshop to survey participants for understanding of principles and consequences.

9. Outcome Data: *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

Data Collection Period: **FY 2013**

Objective 1a.

FY 2013: The District partnered with the Natural Resource Conservation Service (NRCS) other agencies to deliver educational programs, provide technical assistance on low impact development, and address urban nutrient management techniques.

Objective 1b.

FY 2013: Worked with individual homeowners and homeowner organizations. Native plantings were emphasized, and explanations provided as to the ability of these plantings to minimize water usage and maximize soil protection.

Objective 2a.

FY 2013: Partnered with the University of Mary Washington (UMW), and delineated major sub-watersheds to Massaponax Creek, a Virginia Department of Environmental Quality (DEQ) impaired use waterway. Monitoring efforts and analysis of the watershed are currently underway.

Objective 2b.

FY 2013: Have partnered with the Natural Resource Conservation Service (NRCS), the Department of Forestry (DOF) and Virginia Cooperative Extension (VCE) in the development and delivery of community education, natural resource management, and water quality monitoring programs.

10. Program Goal Updates: *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

Program Goal 1:

Our program goals are tailored and continue to be increased each year, as staffing and funding allow. Improve natural resource conservation through technical assistance and education to people within the area. We will continue to strive for improving natural resource conservation through education and technical assistance for all county residents.

Program Goal 2:

Our program goals are tailored and continue to be increased each year, as staffing and funding allow. New grants are applied for if applicable to mission of Tri-County/City Soil and Water Conservation District in order to supplement current funding and increase community involvement and projects.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:

Urban Conservation

Program Service Data:		Service Period: FY 2013		to						
Locality Served	Total Served		Race							
	FY 2013	FY 2015*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other
Fredericksburg										
Caroline										
King George										
Spotsylvania	300	350								
Stafford										
Other										
Total										

**Please include the projected number to be served in each locality for the upcoming fiscal year.*

Locality Served	Age Groups							Income Levels					
	0-4	5-10	11-13	14-18	18-25	25-40	40-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg													
Caroline													
King George													
Spotsylvania		Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Stafford													
Other													
Total													

If any of the above information is not available, please indicate why:



**TRI-COUNTY/CITY SOIL & WATER
CONSERVATION DISTRICT**

4811 Carr Drive • Fredericksburg, Virginia 22408
(540) 656-2401 or (540) 656-2402 • Fax: (540) 656-2403
Web: <http://tccswcd.org>

The following six (6) pages detail the

Environmental Education

program of

Tri-County/City
Soil & Water Conservation District

Program Name:
Environmental Education

Each agency submitting a funding request must fill out the following pages for each program serving Spotsylvania County Citizens and for which funding is requested. Any incomplete applications or programs that do not have a full application will not be considered for funding. PLEASE do not include any unrequested information. Spotsylvania County reserves the right to request additional information once the application has been submitted.

Program Name:	Environmental Education	Is this a new program?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Program Contact:	Charlie Lively	Title:	District Manager
Telephone Number:	(540) 656-2401		
E-Mail Address:	charlie.lively@tccswcd.org		

1. Program Purpose/Description: *(the following description should not exceed 10 lines of text)*

District staff is available to be utilized in meeting public education and outreach requirements and needs. Environmental education encompasses many areas, including adult as well as youth education. The District is able to administer environmental education programs tailored to the Standards of Learning (SOLs), educational materials, adult workshops, meetings, materials, etc. for a variety of audiences. Strong education programs lead to understanding by youth and adults. With understanding and increased awareness about conserving natural resources, long-term behavior change is possible.

2. Justification of Need: *(Please state clearly why this service should be provided to the citizens of Spotsylvania County and why the Board of Supervisors should consider this funding request. If this is a new program, be sure to include the benefit to the County for funding a new request. The following should not exceed 10 lines of text, and should include the most recent data available.)*

Education is a key component to all regulatory and voluntary environmental programs. Regulations and requirements from state and local mandates continue to increase, and are often under or not at all, funded. District personnel can service this area of programming through direct education, workshops, publications, individual responses/site visits to homeowners, developers, and references from county staff, etc. Water quality is a critical issue, especially in rapidly developing areas. The County's residents will benefit from increased awareness in water quality, leading to overall improvements. Quality of life depends heavily on our ability to provide clean, available water, and to keep waterways clean. Chesapeake Bay Act provisions also need to be met. Quality environmental education can serve these mandates by increasing understanding of the issues.

3. Target Audience: *(The following should describe the specific population targeted by the program and should not exceed 5 lines of text.)*

Target audience includes developers, agriculture producers, homeowners and land users of all types, business owners, children of all ages, teachers, non-traditional educators and students.

Our target audience encompasses 4 adjoining localities within the Potomac, Rappahannock, and York watersheds, allowing us to develop a regional understanding of issues and consequences. Environmental issues are more effectively dealt with on a regional scale.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:

Environmental Education

4. Service Area: (Please describe the program's intended geographic service area. This may include entire regions, localities, or specific schools, neighborhoods, etc.)

The District's intended geographic service area is Spotsylvania, King George, and Stafford Counties, and the City of Fredericksburg, and includes all schools and neighborhoods located in service areas. This allows for regional approaches to environmental problems.

5. Service Delivery: (Please state the geographic location of the service, the duration and frequency offered to the clients.)

The District's geographic service locations are on an "as requested" basis. The District works with its clients until services are satisfied or resolved, and frequency depends on services rendered. Some of our workshops are one-time events, but many of our programs recur annually.

6. Client Fees: (Please describe the fees clients must pay for the services provided in this program, and how those fees are determined.)

The District collects no client fees at this time.

7. Budget Information: (Please complete the following chart with the financial information for this program. In each area include the dollars specifically allocated/requested for this program.)

	FY 2013 Actual	FY 2014 Budgeted	FY 2015 Projected
Caroline	n/a	n/a	n/a
Fredericksburg	0	0	6,000
King George	32,248	32,248	33,860
Spotsylvania	22,792	22,792	23,932
Stafford	21,404	21,404	22,474
United Way	n/a	n/a	n/a
Grants	140,350	146,733	146,733
Client Fees	n/a	n/a	n/a
Fundraising	1,500	2,000	2,500
Other	0	0	0
Total Program Budget	218,294	225,177	235,499

*Of \$23,932, there is \$3,590 dedicated to this program area.

Please indicate, in detail, reasons for increases or decreases in the amounts requested for FY 2015. Include whether these changes come from increases in personnel, benefits, or operating expenses. If an increase is being requested, please describe the impact not receiving an increase would have on the program. In particular, please note if any increase is sought for new positions or personnel, please explain in detail.

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We are requesting a modest funding increase to \$23,932 for FY2014, to assist with basic operational needs, partial financial support for environmental education & agricultural technical assistance staff, and to take into account District certifications & services.

8. Goals, Objectives, & Evaluation: *(Please provide the following information regarding the goals and objectives for your program. Space has been provided for two goals, with two objectives per goal. If your agency is funded by the United Way, please include a copy of your Logic Model for this program as a supplemental attachment. Individual descriptions should not exceed 5 lines of text.)*

Program Goal 1:

Provide citizens with up to date information on conservation, the environment and ways to improve resources quality and quality of life.

Objectives:

1a.	Outreach to localities via website, Facebook, and newsletter with current information on programs, updates on legislation, family events and workshops, instructional media, articles and archives, etc.
1b.	Continue to develop a Stormwater reduction runoff demonstration site where workshops can be held on Low Impact Development and Native Plantings/Rain gardens.

Program Goal 2:

Provide quality educational programs and workshops for Spotsylvania County residents.

Objectives:

2a.	Continue and expand current education programs like Envirothon, Environmental Poster Contest, Meaningful Days at Oakley Farm, and Youth Conservation Camp.
2b.	Work with Spotsylvania County to provide a means for educating County students of all age groups on current conservation issues and solutions.

Evaluation Method: *(Please describe the method used to measure the above goals/objectives. Please do not exceed 10 lines of text.)*

The above goals/objectives will be measured as stated: compilation of numbers stated.
Completion of workshops/programs as stated.

9. Outcome Data: *(Please give the most recent outcome data for the objectives above. Indicate below what time period the data covers.)*

Data Collection Period: **2013**

Objective 1a.

FY 2013. Total hits for the District website for was approximately 4000. Quarterly Newsletter distributed electronically throughout localities. Daily informational posts on District Facebook page.

Objective 1b.

FY 2013: Continued to work with Mt. Zion Baptist Church, concluding the infiltration practice installed, providing updates/maintenance to rain garden with educational signage. Provided consulting and assistance with native plantings.

Objective 2a.

FY 2013: Sponsored 4 District Envirothon teams from Spotsylvania County, one of which competed to the State level. Participated in Oakley Farm Natural Resource Meaningful Education Days for ALL Spotsylvania County 4th graders. Sponsored 2 High School campers at Youth Conservation Camp at VA TECH.

Objective 2b.

FY 2013: Began working with the Spotsylvania County Department of Utilities in the development of a mobile education unit. This unit is intended to be used to educate all County students on all aspects of conservation, teaching them about current problems, issues, and solutions, using the latest technology to engage the students and cater to their different learning styles.

10. Program Goal Updates: *(Please provide a brief description of the current status of your program goal(s), given your outcome data. For example, if reported data was well below the stated outcome measure, please indicate why you feel that is the case. Also, include how your outcome data will influence or modify the program for the upcoming fiscal year. These descriptions should not exceed 20 lines of text.)*

Program Goal 1:

Our program goals continue to be increased each year, as staffing and funding allow. Grants are often realized to do small programs in this area, but do not cover staff or overhead costs. Improve natural resource conservation through technical assistance and education to people within the area.

Program Goal 2:

Our program goals continue to be increased each year, as staffing and funding allow. New grants are applied for in order to supplement current funding and increase environmental education abilities.

Spotsylvania County
Partner Agency Funding Application FY 2015

Program Name:

Environmental Education

Program Service Data: Service Period: **FY 2013** to

Locality Served	Total Served		Gender		Race					
	FY 2013	FY 2015*	Male	Female	Caucasian	African American	Asian	Hispanic	American Indian	Other
Fredericksburg										
Caroline										
King George										
Spotsylvania	1775	2100								
Stafford										
Other										
Total										

*Please include the projected number to be served in each locality for the upcoming fiscal year.

Locality Served	Age Groups							Income Levels					
	0-4	5-10	11-13	14-18	18-25	25-40	40-60	60 +	Under \$10,000	\$10,000 - \$19,000	\$20,000 - \$39,000	\$40,000 - \$59,000	Over \$60,000
Fredericksburg													
Caroline													
King George													
Spotsylvania		Yes	Yes	Yes	Yes	Yes	Yes	Yes					
Stafford													
Other													
Total													

If any of the above information is not available, please indicate why:

Overview, Continued

**Example:
Lessening
Governmental
Burdens**

Many organizations affiliated with government meet the standard described in IRC 501(c)(3) by accomplishing a “lessening of the burdens of government” purpose under Reg. 1.501(c)(3)-1(d)(2). An organization that provides legal assistance to guardians *ad litem* who represent abused and neglected children before a juvenile court that requires their appointment was held to qualify for exemption under IRC 501(c)(3) because it lessens the burdens of government. See Rev. Rul. 85-2, 1985-1 C.B. 178.

Note: A determination of whether an organization is lessening the burdens of government requires consideration of whether the organization's activities are activities that a governmental unit considers to be its burdens, and whether such activities actually 'lessen' such governmental burdens.

IRC 115

Organizations closely affiliated with a state or local governmental unit may be eligible to have their income excluded from federal income tax under IRC 115 if the income is derived from an essential governmental function and accrues to a State or political subdivision. Income of a separately formed municipal hospital district is often excluded from federal income tax under IRC 115. Even though an organization's income may be excluded from taxation under IRC 115, it may also qualify for exemption as an organization described in IRC 501(c)(3).

Some of the requirements for the IRC 115 exclusion are similar, but not identical, to the requirements for exemption under IRC 501(c)(3). For a discussion of appropriate dissolution provisions involving organizations that may be described in IRC 501(c)(3) and whose income is excluded under IRC 115, see Rev. Proc. 2003-12, 2003-4 I.R.B. 316. The determination of whether an entity may exclude its income from tax under IRC 115 is within the jurisdiction of the Associate Chief Counsel (Tax Exempt and Government Entities). A private letter ruling concerning whether income is excluded from federal tax under IRC 115 may be requested by following the procedures outlined in Rev. Proc. 2004-1, 2004-1 I.R.B. 1 (updated annually).

ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

DATE: February 1, 2013

MEMORANDUM TO: Virginia Department of Conservation and Recreation
Division of Soil and Water

FROM: Robinson, Farmer, Cox Associates

REGARDING: FY11 and FY12 Audits

We were engaged by the Virginia Department of Conservation and Recreation (DCR) to audit the statements of cash receipts and disbursements for twenty-two of the Soil and Water Conservation Districts (the Districts) in Virginia. In planning and performing our audits of the statements of cash receipts and disbursements of the Districts, we considered the Districts' internal control structure to plan our auditing procedures for the purpose of expressing our opinions on the statements of cash receipts and disbursements and not to provide assurance on the internal control structure.

However, during our audits, we noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our twenty-two reports on the statements of cash receipts and disbursements of the Districts. Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control structure or result in other operating efficiencies. See the attached matrix summarizing individual comments by District.

Attachment E reconciliation

Attachment E quarterly financial reports submitted to DCR were reconciled by RFC to the underlying accounting records at all Districts. During the course of audit fieldwork, we summarized and reconciled the four quarterly reports or in some cases the YTD report (5th tab) prepared for each year to a QuickBooks or Quicken general ledger report. Reconciliations at all Districts were materially correct and in substantial agreement with the supporting documents.

There are specific Attachment E preparation recommendations targeted to several Districts based on our audits. Reconciliation issues included the reporting of fixed assets and payroll liabilities by several Districts on their general ledgers and several other Districts had cash balances reported on the Attachment E that did not fully reconcile to their QuickBooks general ledger. One District had balances that did not roll forward from one year to the next in a proper manner and amounts were adjusted between categories without utilizing the transfer column.

We recommend that a formal reconciliation be prepared each quarter between QuickBooks or Quicken and the Attachment E. The reconciliation process should include the printing of the quarterly Profit and Loss Statement from QuickBooks or Quicken and the detailing of any difference between it and the Attachment E. This reconciliation should be retained on file with the quarterly report as back-up for the report. We recommend that all financial activity as recorded in the electronic accounting system be reported on the Attachment E submitted to DCR. If a District needs to correct an amount improperly reported on the Attachment E, the adjustment should be made in the current quarter to correct the balance on the Attachment E going forward.

Attachment E reconciliation: (Continued)

We further recommend that DCR continue encouraging the Districts to prepare and submit an annual automated financial report or 5th tab on the Attachment E file. This report is being utilized during the audit process when available and provides an annual accounting of District operations from year to year.

Accounting system

All fiscal activity should be recorded as cash receipts and disbursements in the QuickBooks or other general ledger accounts in the accounting period that it is received and/or paid. Several Districts have payroll liabilities and fixed assets recorded on their cash basis general ledgers. We recommend that each District maintain their books on the cash basis of accounting and that all District receipts and disbursements activity and all cash and investments be properly recorded on the books in a timely manner with a proper cut-off at the end of each month. Inquiry of personnel at one District revealed that the cost-share account is held open until sometime in August each year with checks being dated back to June 30th to accommodate requirements of DCR to expend certain practices of cost-share funds prior to year-end.

At one District we determined that checks were occasionally issued out of order and sometimes the check number is incorrectly recorded in the accounting system. Checks should always be issued in numerical sequence and properly recorded in the accounting system. This provides accountability for the checks and reduces the potential for improper or fraudulent transactions.

Segregation of Duties

Preparation and Review of Bank Reconciliations:

Most bank reconciliations are prepared by the District administrative secretaries and reviewed by the District Manager, Treasurer, Conservation Specialist or other Board member each month. This review should be evidenced by the reviewers' initials and dated. All Districts should reconcile all bank accounts as of the end of the month, including investment accounts, to ensure that monthly financial reporting is accurate and complete. Month-end bank reconciliations should agree to month-end financial reports. We noted at one District that the operating bank account was not properly reconciled at year-end due to some voided bank transfers and miscellaneous items that were not properly recorded on the general ledger. All bank reconciliations should be kept on file and available for audit.

We also recommend that District administrative secretaries review the outstanding check lists and reconciling items to include journal entries and check card charges each month and follow up on items that are not clearing the bank or continue to be listed as outstanding in QuickBooks. Consideration should be made as to whether uncleared checks should be voided, re-issued or turned over to the Commonwealth as unclaimed property.

While invoices are presented to the Treasurer or District Manager for review at the time checks are signed, this approval is not always clearly documented on the face of the invoice, check card disbursement or travel reimbursement. In order to segregate financial duties and provide oversight and review, we recommend that two designated District officials or employees review invoices prior to payment and evidence this review with his/her signature. The Virginia Department of Conservation and Recreation requires two approvals on all paid invoices in order to maintain surety bond coverage at each District. Four of the Districts audited did not consistently document dual approvals on all disbursements. It should be noted that requiring two signatures on all checks issued does not indicate approval of the invoice for payment. At one other District we examined several vouchers that were only approved by 1 signatory.

Segregation of Duties (Continued)

Review of Invoices for Payment:

During our review of disbursements, we determined that two Districts were not maintaining all paid invoices on file to include credit and debit card purchases. We recommend that each District retain all paid invoices to include credit and debit card receipts for audit in a systemic manner—in check number order, by category or by vendor, for easy retrieval.

We noted at several Districts that the general ledger account classification or account name was not noted on the invoice prior to payment. We recommend that the account name or number be indicated on the face of the invoice. This will help create a better audit trail and help ensure the proper posting of the disbursements in the accounting system.

Insured Bank Accounts

Most Districts maintain their cash balances in accounts that are FDIC insured up to \$250,000 and insured under the Virginia Security for Public Deposits Act for amounts greater than \$250,000. One District holds investment funds with a broker that are not insured or covered under the Virginia Security for Public Deposits Act. All Districts are encouraged to contact their individual banks regarding the status of each District bank account with regard to the Virginia Security for Public Deposits Act. This should be monitored on an annual basis. The DeskTop Guide for Fiscal Operations indicates that all accounts should be FDIC insured.

Other Matters

Financial Accounting Software:

We noted several Districts that utilize QuickBooks for general ledger requirements, but do not process payroll through the software, but rather by hand. While the payroll of the two Districts is small and uncomplicated, we suggest that they consider utilizing the payroll application available in QuickBooks to help eliminate some of the risks of error inherent in the manual processing of payroll.

Approved Pay Rates and other Payroll items:

Employee positions and pay rates should be approved by the Board of Directors and documentation should be maintained in the respective employee personnel files. During the course of audit fieldwork, we determined that several Districts' compensation amounts were supported by amounts reported in the annual budgets and could only be re-calculated with the help of the District Administrative Secretary. We suggest as a best practices recommendation that each District have the Chairman of the Board sign a Pay Rate Approval Form annually after approval of pay rate increases and budgets by the Board of Directors. The Pay Rate Approval Form should be maintained in the employee personnel file and include current and former compensation, as documentation for the change in pay rate along with the written performance evaluation. We noted at one District that approved payroll listings for each employee do not accompany the operating budget. In this case, we recommend that the Board of Directors approve a payroll complement to their budget in addition to the above mentioned Pay Rate Approval Forms.

We noted at one District where a 3% bonus was authorized by the Board of Directors and paid directly to the two District employees rather than being made by the local government that processes the Districts monthly payroll. Inquiry of District personnel revealed that these payments were not reported on a 1099 Misc or a W-2 form for 2011. All payroll transactions to include bonuses should be processed through payroll and reported as income to the IRS. We recommend that the District review the reporting and filing requirements for W-2s and consider issuing corrected W-2 forms to the two employees to include related payroll taxes to allow them to file amended tax returns for 2011 and the District to be in compliance with IRS regulations.

Other Matters (Continued)

Approved Pay Rates and other Payroll items: (Continued)

During our audit of payroll disbursements, we reconcile each District's financial records to the information submitted quarterly to the IRS on the 941 payroll tax returns. There was one District where the 941 payroll tax returns did not reconcile to the District's financial records. It appears that only a portion of the actual payrolls incurred during the two year audit period was reported correctly on the 941 payroll tax returns and on the employee W-2 forms. It appears that payrolls made for grants are not being properly reported on the quarterly federal and state payroll reports. We recommend that the District review the reporting and filing requirements related to payroll and consider amending their tax returns. In addition, we recommend that DCR consider following up with this District on the status of this matter. This is a repeat comment.

Timely Bank Deposits:

We noted one District where bank deposits were not being made on a timely basis. Funds were being deposited two to three weeks after the receipt of the funds. In addition, checks issued to make bank transfers between the Operating and the Cost Share bank accounts were often not deposited until months after the check was written. We recommend that all funds be deposited, to include checks written for the transfer of funds between bank accounts, on a timely basis to reduce the risks associated with undeposited funds and to improve monthly financial reporting.

Travel Reimbursements:

During our audit of checks issued, we examined mileage and travel reimbursements at each District. Specific travel destinations were not consistently documented on the reimbursement form. We recommend that specific travel destinations, miles traveled, mileage rate used and purpose of travel be noted on the time record or travel log form when mileage reimbursements are requested. This will improve the audit trail over travel reimbursements.

10/07/13
Cash Basis

Tri-County/City SWCD
Balance Sheet
As of October 7, 2013

	<u>Oct 7, 13</u>
ASSETS	
<u>Current Assets</u>	
<u>Checking/Savings</u>	
<u>CK · Operations Checking - 8...</u>	<u>35,955.15</u>
<u>MMkt-1 · Opr MMkt Acct - 6...</u>	<u>251,601.90</u>
<u>Total Checking/Savings</u>	<u>287,557.05</u>
<u>Total Current Assets</u>	<u>287,557.05</u>
TOTAL ASSETS	<u>287,557.05</u>
LIABILITIES & EQUITY	
<u>Liabilities</u>	
<u>Current Liabilities</u>	
<u>Accounts Payable</u>	
<u>2000 · Accounts Payable</u>	<u>207.30-</u>
<u>Total Accounts Payable</u>	<u>207.30-</u>
<u>Other Current Liabilities</u>	
<u>LIA-Pay · Payroll Liabilities</u>	<u>6,567.56-</u>
<u>Total Other Current Liabilities</u>	<u>6,567.56-</u>
<u>Total Current Liabilities</u>	<u>6,774.86-</u>
<u>Total Liabilities</u>	<u>6,774.86-</u>
<u>Equity</u>	
<u>EQUITY1 · Operations Funds</u>	<u>155,356.32</u>
<u>EQUITY2 · Retained Earnings</u>	<u>33,436.05</u>
<u>Net Income</u>	<u>105,539.54</u>
<u>Total Equity</u>	<u>294,331.91</u>
TOTAL LIABILITIES & EQUITY	<u>287,557.05</u>

We are exempt from filing Form 990

Rev. Proc. 95-48, 1995-2 C.B. 418, 1995-47 I.R.B. 13.

**INTERNAL REVENUE SERVICE
Revenue Procedure**

EXERCISE OF COMMISSIONER'S DISCRETIONARY AUTHORITY UNDER SECTION 6033

Published: November 20, 1995

26 CFR 601.602: Forms and instructions

Section 501. - Exemption from Tax on Corporations, Certain Trusts, Etc.

Section 6033. - Returns by Exempt Organizations ←

X

Exercise of Commissioner's discretionary authority under section 6033. This procedure exercises the Commissioner's discretionary authority under section 6033(a)(2)(B) of the Code, by specifying that two additional classes of organizations, governmental units and affiliates of governmental units, which are exempt from federal income tax under section 501(a), are not required to file annual information returns on Form 990, Return of Organization Exempt From Income Tax. Rev. Proc. 83-23 supplemented.

SECTION 1. PURPOSE

→

This revenue procedure specifies two additional classes of organizations that are not required to file annual information returns on Form 990, Return of Organization Exempt From Income Tax. As described in section 4, these two classes of organizations are: (1) governmental units, and (2) affiliates of governmental units that are exempt from federal income tax under section 501(a) of the Internal Revenue Code. This revenue procedure supplements Rev. Proc. 83-23, 1983-1 C.B. 687.

SECTION 2. BACKGROUND

.01 Section 6033(a)(1) of the Code generally requires the filing of annual information returns by exempt organizations.

.02 Section 6033(a)(2)(A) of the Code provides certain mandatory exceptions to this filing requirement.

.03 Section 6033(a)(2)(B) of the Code provides discretionary exceptions from filing such returns where the Secretary "determines that such filing is not necessary to the efficient administration of the internal revenue laws."

.04 Section 1.6033-2(g)(6) of the Income Tax Regulations delegates authority to the Commissioner to excuse organizations from the filing requirement. It provides that "[t]he Commissioner may relieve any organization or class of organizations from filing, in whole or in part, the annual return required by [section 6033] where [the Commissioner] determines that such returns are not necessary for the efficient administration of the internal revenue laws."

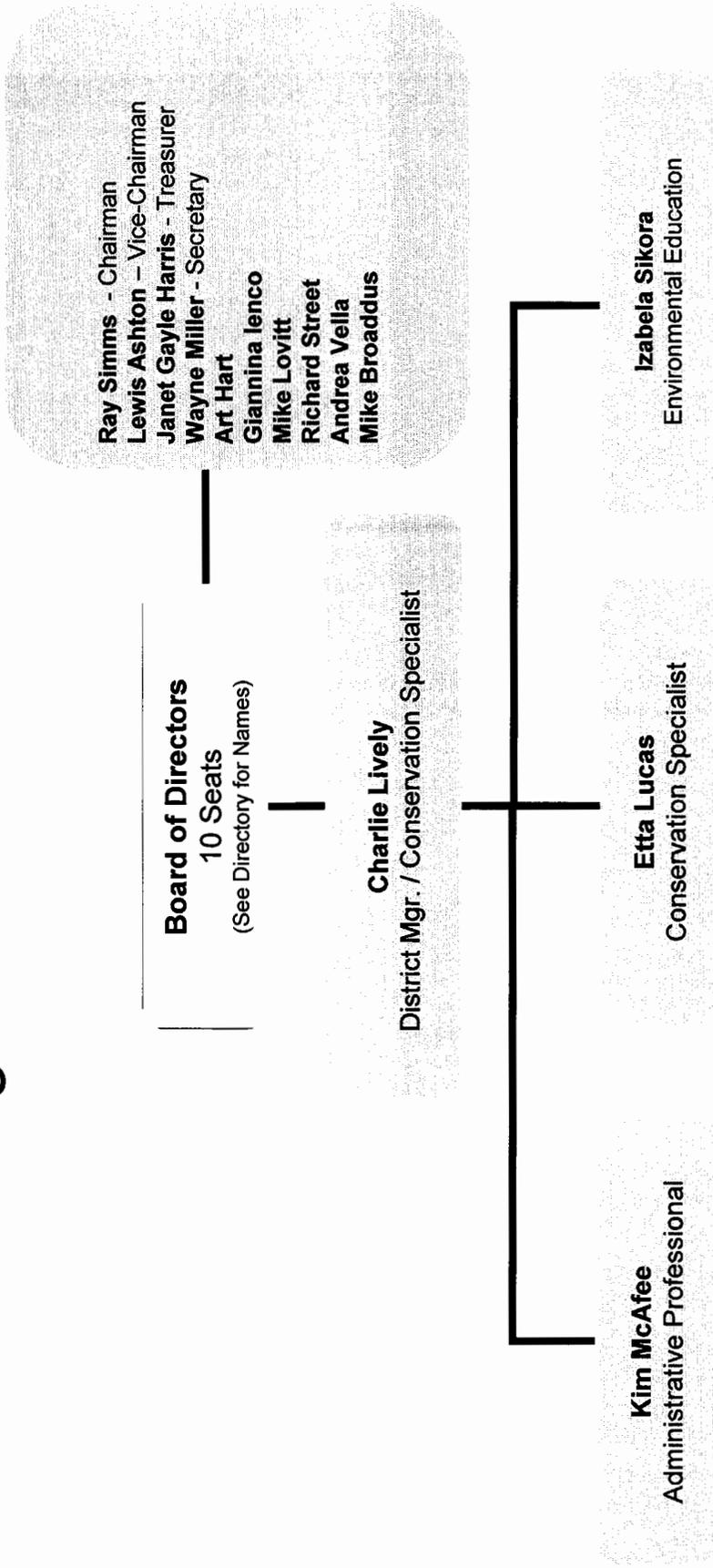
.05 Section 1.6033-2(g)(1) of the regulations provides a partial list of organizations that are not required to file annual returns either because they are excepted by statute or because the Commissioner has exercised the authority referred to in section 2.03. Rev. Proc. 83-23 provides a more complete list.

SECTION 3. ORGANIZATIONS EXCEPTED FROM FILING

.01 Pursuant to the authority of section 1.6033-2(g)(6) of the Income Tax Regulations, an organization that is either a "governmental unit" or an "affiliate of a governmental unit," within the meaning of section 4, is not required to file Form 990.

.02 The exception from filing provided in section 3.01 applies to all tax years beginning after December 31, 1969, for which no Form 990 has been filed by the date of publication of this revenue procedure.

Tri-County/City SWCD Organizational Structure



October 9, 2013



Tri-County/City Soil & Water Conservation District

4811 Carr Drive Fredericksburg VA 22408

Phone: (540) 891-2904 or (540) 891-2905 Fax: (540) 891-2906

[All Phone Numbers are Area Code "540" Unless Otherwise Noted]

WEBSITE: <http://tccswcd.org>

DISTRICT DIRECTORS

Ray Simms, [SPOT] Chairman H: 898-0583
7 Bainbridge Lane e: rsimms@verizon.net
Fredericksburg, VA 22407

Janet Gayle Harris, [KG] Treasurer H: 373-4056
399 Caledon Road e: JGH0399@yahoo.com
King George, VA 22485

Art Hart [STAF] H: 286-3676
33 Ruffian Drive e: art@arthart.com
Stafford, VA 22556

Giannina DiMaio Ienco [FB] C: 847-5301
1109 Century Oak Drive e: gdimai077@aol.com
Fredericksburg VA 22401

Mike Lovitt [STAF] H: 720-7493
90 Courthouse Road C: 703-328-0915
Stafford VA 22554 W: 703-365-9292
Fax: 703 365-9220
e: mikelovitt9@gmail.com

Wayne Miller, [SPOT] Secretary H: 972-2680
Miller Farms, Inc. e: milerww@aol.com
12101 Orange Plank Rd. Fax: 972-9424
Locust Grove, VA 22508

Lewis Ashton III [KG], Vice-Chair H: 775-3800
12212 Potts Lane W: 220-3277
King George, VA 22485 e: lewisashton3@gmail.com

Richard Street [At Large] W: 507-7426
6416 Cranston Ln Home: 479-2234
Fredericksburg, VA 22407 e: richardastreet@comcast.net

Andrea Vella [FB] H: 899-2912
409C Willis Street e: jsdnov@aol.com
Fredericksburg, VA 22401

Mike Broaddus [VA COOP EXT] W: 804-633-6550
P O Box 339 e: broadbus@vt.edu
Bowling Green VA 22427

WATERSHED REPS

Rappahannock – Andrea Vella Alternate: Janet Harris

Potomac – Art Hart Alternate: Mike Lovitt

York – Richard Street Alternate: Ray Simms

DISTRICT PERSONNEL

Charlie Lively 656-2401
District Manager e: charlie.lively@tccswcd.org

Kim McAfee 656-2401
Admin Professional e: kim.mcafee@tccswcd.org

Etta Lucas 656-2402
Conservation Specialist e: etta.lucas@tccswcd.org

Izabela Sikora e: izabela.sikora@tccswcd.org
Education Technician 656-2402

DISTRICT ASSOCIATE DIRECTORS

Anne Beals H: 972-7567
10000 Corbin Lane Fax: 972-7568
Spotsylvania, VA 22553 e: oakleyfrm@gmail.com

Robert (Bob) Hunt H: 659-3704
1020 Isabella Drive 703-201-0651
Stafford, VA 22554 e: robert_hunt@msn.com

Gordon Linkous H: 371-1754
1110 Prince Edward Street e: galmvl@verizon.net
Fredericksburg, VA 22401

Regina Prunty H: 775-5792
11390 Beechwood Lane e: rprunty@vt.edu
King George, VA 22485

Katie Wallet H: 846-7137
13129 Bradley Lane e: kwallet@va.metrocast.net
King George, VA 22485

PARTNER AGENCIES

Ron Wisniewski 899-9492, ext 115
District Conservationist, USDA NRCS
e: ron.wisniewski@va.usda.gov

Amy Walker (804) 443-8246
Con. Dist. Coord., DCR e: Amy.Walker@dcr.virginia.gov



We work with the people who work the land.

Strategic Plan

July 1, 2012 – June 30, 2016

Tri-County/City Soil & Water Conservation District

Strategic Plan

July 1, 2012 – June 30, 2016

Elected Directors:

Lewis Ashton III, Chairman (King George)
Ray Simms, Vice-Chairman (Spotsylvania)
Janet Gayle Harris, Treasurer (King George)
Wayne Miller, Secretary (Spotsylvania)
Arthur Hart (Stafford)
Giannina Ienco (City of Fredericksburg)
Mike Lovitt (Stafford)
Andrea Vella (City of Fredericksburg)

Appointed Directors:

Michael Broaddus, Virginia Cooperative Extension Agent (King George)
Richard Street, At-Large (Spotsylvania)

Associate Directors:

Anne Beals (Spotsylvania)
Gordon Holloway (Stafford)
Robert "Bob" Hunt (Stafford)
Gordon Linkous (Fredericksburg)
Regina Prunty (King George)
Katie Wallet (King George)

Staff:

District Manager/Conservation Specialist, Position Vacant
Derek Hanlin, Environmental Education Technician
Etta Lucas, Conservation Specialist
Ellen Schwartz, Administrative Professional
Melanie Swick, Environmental Education/Interim District Manager

Natural Resources Conservation Service (NRCS) Staff:

Ron Wisniewski, District Conservationist
Lexi Clark, Soil Conservationist

Cooperating Partners:

Area III Soil & Water Conservation Districts
CBF, Chesapeake Bay Foundation
City of Fredericksburg, VA
EPA, Environmental Protection Agency
FOR, Friends of the Rappahannock
FSA, Farm Service Agency
GWRC, George Washington Regional Planning Commission
King George County, Virginia
NACD, National Association of Conservation Districts
Native Plant Society of Virginia
NRCS, USDA Natural Resources Conservation Service
NPS, United States National Park Service
Potomac Council and Potomac Roundtable
Rappahannock River Basin Commission
Spotsylvania County, Virginia
Stafford County, Virginia
VA DEQ, Virginia Department of Environmental Quality
VASWCD, Virginia Association of Soil & Water Conservation Districts
VCE, Virginia Cooperative Extension
VDACS, Virginia Department of Agriculture and Consumer Services
VDCR, Virginia Department of Conservation and Recreation
VDOF, Virginia Department of Forestry
VDGIF, Virginia Department of Game and Inland Fisheries
VDOH, Virginia Department of Health
VDOT, Virginia Department of Transportation
VOF, Virginia Outdoors Foundation
Virginia State Parks
USACE, U.S. Army Corps of Engineers
USFWS, U.S. Fish and Wildlife Service
York River and Small Coastal Basins Roundtable

Introduction

Who We Are

The Tri-County/City Soil and Water Conservation District is a political subdivision of the Commonwealth of Virginia whose boundaries include the counties of King George, Stafford and Spotsylvania and the City of Fredericksburg.

Founded in 1944 by citizens concerned about soil and water conservation, the District is one of the forty-seven conservation districts within Virginia. The District is governed by a ten member Board of Directors of which two are elected from each locality, and two are appointed by the State Soil and Water Conservation Board. These Directors are elected in the general election every four years. The Directors serve as volunteers and are not paid.

The District provides a service to farmers, homeowners, homeowner associations, environmental groups, local businesses, developers, teachers, youth, civic organizations, elected officials and their staff and other citizens interested in natural resources.

The Strategic Plan

This Strategic Plan is a proactive document that assumes that the future of our organization will be based on different circumstances and priorities than those that exist today.

The goals and objectives contained in this Plan reflect many of the needs and priorities voiced by our constituents and associates.

District Mission

Develop healthy watersheds through sustainable, on-the-ground natural resource conservation.

District Vision

Conservation and protection of soil and water resources which will in turn assist to restore and viable Chesapeake Bay.

DISTRICT OPERATIONS

Goal 1: Leadership/Partnership

TCCSWCD will work to be a leader in the eyes of all citizens of the Tri-County/City area as an organization that can provide technical assistance and education towards conservation of natural resources. The District will seek to do this through:

- 1.) Improve public knowledge and perception of TCCSWCD:
 - a.) Increase awareness of the District through media such as newsletter articles, newspaper articles, TCCSWCD website, and
 - b.) Strengthen partnerships with local governments and partner agencies in natural resource programs.
 - c.) Support and participate in conservation studies and plans in District service area.
 - d.) Contribute to local erosion and sediment control programs with localities by trying increase awareness and help strengthen these programs.

- 2.) Acquire funding levels and resources to carry out District Operations and Conservation Programs:
 - a.) Seek local government support for increased local funding for conservation programs and general operations of the TCCSWCD.
 - b.) Pursuing grant funding opportunities for innovative conservation programs as it pertains to the mission of the District.
 - c.) Seek stable funding for conservation from the General Assembly.

- 3.) Support efforts within the District's service area to maintain working farms and forestland that will continue to contribute to the rural economy:
 - a.) Support programs or projects that further the viability of farming and forestry.
 - b.) Support development that will not cause parcelization of farm and forestland which may jeopardize the practicality of management of the impacted acreage.
 - c.) Continue to hold and promote conservation easement programs, where appropriate.
 - d.) Support implementation of Best Management Practices (BMP's) through state and federal programs.

Goal 2: Technical Assistance/Implementation

TCCSWCD will work with local government and partner agencies to enhance water quality through improved management and conservation of soil and water resources. The District will seek to do this through:

- 1.) Implement BMPs for agriculture through available Virginia Agricultural BMP Cost-Share Programs:
 - a.) Defining producer/landowners/landuser's objectives and making recommendations for improvement with consideration of those objectives.
 - b.) Promoting and conducting an Agricultural BMP Cost Share sign-up period to receive interest and applications.
 - c.) Ranking and approval of Cost-Share applications in accordance with the VA Agricultural Cost-Share BMP Manual.

- d.) Provide information to producers/landowners/land users on most appropriate state or federal program available to improve water quality and other resource concerns.
- 2.) Provide local government with technical support on soil and water management where appropriate:
 - a.) Continue to investigate information and data availability on conservation related issues.
 - b.) Acting as a conduit by referring, when appropriate, to other resources, agencies, or partners.
 - c.) Assisting with Chesapeake Bay TMDL implementation as staff and funding availability allows.
 - d.) Assisting with erosion, sediment, and water quality improvement, where appropriate.
- 3.) Technical assistance for non-agricultural and non-conventional agricultural community
 - a.) Using local resources as an avenue to provide educational materials on conservation management and practices.
 - b.) Assist producers with operations that are being improperly managed.

Goal 3: Education/Outreach

TCCSWCD, through collaboration and partnership with other agencies and organizations, will provide education and outreach opportunities on natural resource issues and management to people in the District's service area. This will aim to improve their knowledge and decisions on conservation issues in the area.

- 1.) Continue to promote natural resource educational programs for youth of the Tri-County/City area:
 - a.) Sponsor Envirothon for local high schools and participating in Area Envirothon competition.
 - b.) Provide schools in the Tri-County/City area with education programs to meet SOLs.
 - c.) Promote and support efforts of conservation-related scholarships and camps.
- 2.) Educate producers/landowners and provide updates on non-point and point source pollution issues for improvements on erosion control, nutrient management and protection of natural resources:
 - a.) Promote and support all state and federal conservation programs.
 - b.) Participate in local extension field days and conferences to gather information to inform farmers on conservation issues and programs.
 - c.) Prepare and publish quarterly newsletters and news articles on conservation programs and issues to inform producers, landowners, and the public.
- 3.) Educate the public on natural resource issues and practices related to conservation and applying good scientific information to the management of land and water:
 - a.) Conduct and provide seminars, programs, or workshops for non-agricultural public on natural resource practices/management.
 - b.) Support forestry education.
 - c.) Provide updates and communication with local government on Tri-County/City SWCD programs and conservation needs within the District.

- d.) Promote Agricultural BMP implementation through signage and recognition of Clean Farms in the District.

Closing

The TCCSWCD greatly appreciates the support and participation of all contributors in this planning process. The District's service area has an inspiring group of citizens that are concerned and strive to protect to our natural resources.

Additional information should be submitted to the address below:



We work with the people who work the land.

1802 Augustine Avenue • Fredericksburg, Virginia 22401
(540) 656-2401 or (540) 656-2402 • Fax: (540) 656-2403
Web: <http://tccswcd.vaswcd.org>