

Exhibit 6 – Sample Worksheet to Evaluate Areawide Conservation Plans

Instructions for using this worksheet:

- When using this worksheet, review the indicated conservation plan components.
 - For each component, if the plan contains and thoroughly represents all of the listed information, where applicable, give a rating of “Satisfactory.”
 - For each component, if there is applicable information missing from what has been listed, or if the information is vague or unclear, give a rating of “Unsatisfactory.”
 - For each component, if the information provided goes beyond what has been listed or shows an exceptional level of effort and understanding from the planner, a rating of “Exceeds Expectations” may be given.
 - The “Comments” column may be used to describe the reasons for the rating that was given for each component.
- When making the final assessment at the end of this worksheet, review the ratings that were given to each component.
 - If all components were rated as “Satisfactory,” then the conservation plan “meets” all of the conservation plan requirements.
 - If one or more of the components were rated as “Unsatisfactory,” then the conservation plan “does not meet” all of the requirements and corrective or other further actions should be listed for the planner.
 - If one or more of the components were rated as “Exceeds Expectations” and none of them were rated as “Unsatisfactory,” then the conservation plan “exceeds” all of the conservation plan requirements.
 - The reviewer may leave comments or follow-up actions for the conservation planner.

Conservation Planner: _____ Date _____

Title of Areawide Conservation Plan: _____

Areawide Conservation Plan Component	Rating: Unsatisfactory Satisfactory Exceeds Expectations	Comments
The planner used an interdisciplinary team for plan development. Relevant NRCS and non-NRCS technical specialists were regularly consulted throughout the planning process. When NRCS did not possess the appropriate technology or resources, applicable agencies, groups, or other entities were asked to participate in the planning process.		
The planner identified decision makers and stakeholders associated with the planning area by consulting NRCS past clients, nongovernment partner entities, conservation and water resource districts, and other federal, state, tribal, and local government agencies. Decision maker and stakeholder meetings and discussions are documented in assistance notes or other documentation. Relevant information about each entity and their role is recorded.		
Decision maker and stakeholder project objectives are documented, including desired future conditions for the planning area as compared to existing conditions. Relevant investigations of the planning area were conducted with stakeholders to identify problems and opportunities.		

Areawide Conservation Plan Component	Rating: Unsatisfactory Satisfactory Exceeds Expectations	Comments
NRCS resource priorities for the planning area were determined by using the NRCS strategic plan, the Chief's priorities, the state resource assessment, conservation districts' long-range plans, local work groups' priorities, watershed or basin management plans, and other local and state assessments. The plan documents communication of NRCS priorities to decision makers and stakeholders.		
Factors that may hinder or limit plan development or implementation have been accounted for in the plan, including— • Project financial constraints and possible funding sources. • State, tribal, territorial, and federal laws, regulations, and mandates that currently affect or could affect existing operations.		
Natural Resource Inventory: • The level of inventory detail has been tailored to the complexity of the resource setting and the identified problems, opportunities, and objectives. • Appropriate inventories for each land use have been conducted. • Existing conditions have been recorded, including resources; types, amounts, and timing of operations and activities; and effectiveness of existing management measures and practices in addressing resource concerns. • Infrastructure, utilities, easements, legal constraints, and determinations have been documented. • Stakeholders and decision makers have been encouraged to participate in resource inventory activities.		
Resource Analysis: • Resources have been analyzed using the appropriate tools, methods, handbooks, and manuals. • Cause-and-effect links have been established and resource concerns identified.		

Areawide Conservation Plan Component	Rating: Unsatisfactory Satisfactory Exceeds Expectations	Comments
Formulating Alternatives: • Conservation systems and other treatments that will address the objectives, problems, and opportunities have been identified and documented with both land treatment (structural and non-structural) and preventative measures. • Stakeholders have been actively involved in formulating alternatives. • Each alternative's effects on physical resource, social, and economic considerations have been quantified and expressed in monetary or qualitative terms. • The short- and long-term beneficial and adverse impacts of each alternative have been identified. • Alternatives include measures to mitigate any potential ecological damages. • NRCS programs, programs of other agencies, and other implementation and funding opportunities that may be available to implement alternatives have been identified.		
Documenting alternatives: • The CPA-52 is used to document environmental effects. • Documentation and presentation of alternatives is in the same format as the existing conditions, is easy to understand, and contains— ○ A description of the resource setting. ○ A description of the management system. ○ A complete list of the type, amount, and timing of actions involved in the management system that may change due to the plan. ○ Effects of the actions on the resources and human considerations. ○ Impacts of each alternative in comparison to the existing condition.		

Areawide Conservation Plan Component	Rating: Unsatisfactory Satisfactory Exceeds Expectations	Comments
Decision making: - Public response has been solicited through prepared notices and public meetings. - Stakeholders and decision makers have agreed on an implementation strategy and schedule, including funding programs or authorities to pursue.		
Maps: - Appropriate resource maps and maps of existing and planned conditions are included with the plan. - Stakeholders and decision makers have reviewed the maps and used them in the decision-making process. The maps accurately describe and depict conditions of the planning area.		
Supporting documents: - Appropriate designs, conservation practice specifications, estimated costs and conservation system descriptions have been included and provided to decision makers. - Operation and maintenance agreements are included in the plan. - Required permits have been listed. - Land rights and treaty rights have been documented. - Mitigation of lost environmental values has been detailed.		
Format – the plan is organized in a well-laid-out, easily understood, and logically sequenced manner. Upon field review, it is apparent that the stakeholders and decision makers are comfortable using and understand all materials they have been provided.		

Reviewer assessment:

This areawide conservation plan: ____ does not meet ____ meets ____ exceeds

all of the areawide conservation plan requirements. Further required actions, if any, are listed below.

Comments and further required actions, if applicable:

Signature and Title of Reviewer:

Date:

Planner acknowledgement:

I have read and understand all elements, ratings, and results of this conservation plan review. The assessment has been explained to me by the reviewer, and I am aware of and understand any further actions that are required regarding this areawide conservation plan.

Comments:

Signature:

Date:
