



Frequently Asked Questions

NRCD Annual Report

1. Do I need to submit the Annual Report online?

Yes. We will not accept paper copies of the Annual Report, nor will we accept emailed copies

2. Can I work on this document and return to it later or share with others before submission?

Yes. You can select the 'Save my progress and resume later' button (at the top of the page) . A dropdown will appear:

NRCD ANNUAL PLAN OF WORK

Save my progress and resume later | [Resume a previously saved form](#)

RESUME LATER

In order to be able to resume this form later, please enter your email and choose a password.

Your Email:

A Password:

Confirm Password:

SAVE

An email will be sent to you that can be shared. Share the password to allow others to access this document

3. Where do I enter the Education Center information about educational outreach that was collected on the past cover page?

When you click 'Yes' an additional page to be filled out will be added as 'next page' at the bottom of the document. However the mandatory questions will need to be filled in before the 'next page' will open

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4. What if my Education Center does not have a Director?

Please include the name and email address of whomever is in charge of making decisions for the Education Center

Education Center Director

Name: *

Email: *



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5. What if our Education Center or District does not have a generic email inquiry address?

Please list an email address where general questions can be directed to, whether an individual email address or a generic email address

Email address for general inquiries: *

6. Do I need to list all of the supervisors?

Yes, please list all appointed or elected supervisors. Click the 'Add Additional Supervisor' button to list a new member

District Supervisors

Name: *

Title *

Please select ▼

[Add additional supervisor](#)

7. What if our District/Education Center paid someone one time, do they count as a paid staff member?

No. Please include any staff who are paid regularly for their services, such as an intern or an advisor

Does this District or Education Center have any paid staff members? *

Yes No

Please list all paid staff members (Click *Add additional staff* to add more)

Name: *

Title: *

Please select ▼

[Add additional staff](#)

8. What is the Local Work Group meeting?

The Local Work Group meeting is the annual cooperative planning meeting that is requested by the Natural Resource Conservation Service (NRCS). Please select the date of the meeting

What was the Local Working Group meeting date? *



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9. I'm not sure how to answer the question 'Why was the program important?', what should I type?

Why was this project or program important? *

Project: What problem was occurring? Who did it impact? Why did your conservation/education district get involved?

Program: What needs were identified in the community that weren't being met. Why did your conservation/education district get involved?

Here are some examples of answers:

Project: During monsoon rains water will sheet across the landscape. The speed of the water was moving soil and creating deepened arroyos and less soil structure for seeds. The district was contacted by the landowner to provide possible solutions, volunteer time and assistance to locate rocks

Program: This district is in a farming community. We were contacted by local farmers to assist in facilitating training in chemical use in both English and Spanish to local field staff. The district has a contact with a bilingual trainer, can provide a site for the training as well as lunch to the attendees

10. I'm not sure how to answer the question 'Project or program summary?', what should I type?

Here are some examples of answers:

Project: This was a very localized issue that used historic land management practices. Media lunas are half circle (half moon) collection of rock that is one rock high and 40 feet long that is placed in slightly sloped areas with little vegetation or structure to slow down water movement. We were able to suggest a source of local rock to be placed and designed into media lunas in 7 different locations on a half section of land. A year later soil and biomass is being trapped uphill of the media luna and plants are starting to grow. No new arroyos have started in this area and the existing ones are not getting any deeper. Our objective from last year was to place 14 media lunas but weather prohibited that outcome

Program: Our objective was to provide children in the classroom an understanding of food production, farming and the natural environment. This outreach education helps preserve natural resources while providing an understanding of an economic driver of our community. Children are growing up not knowing where their food comes from-not just how food is produced but also how food is grown or raised. We presented four specific programs including Farm to Plate, Agriculture in the Classroom, Food Connections and Arizona's 5 C's to 133 classrooms to address this objective.



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11. What's the difference between the assistance of key partners?

Please identify the assistance of key partners you have used over the past year (check all that apply): *

- In-Kind
- Volunteer
- Financial

In-Kind: Assistance given in the form of goods or services (not money). This includes office space or supplies, staff time, equipment, or other services

Volunteer: An individual or an organization of individuals that donate time or efforts for your project or program

Financial: If you received grants, financial donations from organizations or individuals, or other financial payments

12. What if we don't have a quote or testimony?

SHARE A QUOTE/TESTIMONIAL

Please share quote from a landowner or stakeholder who have worked with your District or Education Center: *

Quoted source: *

Affiliation or job title (i.e. landowner, high school teacher, cooperater): *

Talk to an individual or a group that has benefited directly from your actions. This is a great way to share validation of your District/Education Center work!



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13. What if I have more than two photos?

Please select only two photos. If more photos are required, the NRCD Manager will reach out to the District/Education center to acquire those photos.

14. Do the photos need to be anything specific?

At least one photo should be related to your previous year's accomplishment (listed above).

15. Why is a caption required? What if I don't have a testimony?

We want to tell a story about your District/Education Center. If you don't have a caption for the photo, please include a testimony about the project/program instead!

PHOTOS

Please include photos that demonstrate projects or programs that you have worked on. This can include photos of landscapes, events, sites, and participants.

Photo 1 *

No file chosen

Please do not upload photos of children without written permission from a parent or guardian.

Identify project or program this photograph is associated with: *

Caption for photo 1: Please include a testimony from a participant if applicable

Credit for photo 1 *

Photo 2 *

No file chosen

16. What if we did not have a specific type of income or expenses?

Please enter zero for any income or expense that is not applicable.

Program expenses * \$

Other expenses * \$



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17. What are the differences between the expenses? I have a specific expense and I'm not sure which type it will be reported?

Expenses

Salary *	\$	<input type="text" value="0"/>
Office *	\$	<input type="text" value="0"/>
Supervisor *	\$	<input type="text" value="0"/>
Program *	\$	<input type="text" value="0"/>
Contract Labor *	\$	<input type="text" value="0"/>
Other expenses *	\$	<input type="text" value="0"/>
Total Expenses	\$	0
Remaining Balance	\$	0

Please refer below to examples of the categories:

Salary: Any money paid to staff

Office Expenses: Supplies (including furniture, electronic equipment, printer ink, paper clips), printing, phone, website fees etc.

Supervisor Expenses: Mileage, Per diem, etc.

Program Expenses: Supplies for a program, (postal, printing, purchasing of equipment, books, training manuals, etc.)

Contract Labor: Independent contractors usually operate under a specific contract and invoice for work completed. This may include cost share positions with NRCS or staff within the educational program

Other Expenses: Fingerprint clearance cards, event fees, Arizona Corporation Commission fees, insurance, etc.