

District Program Planning - DART

The District Activity Reporting Tool DART has been developed with the input and support of the NDCDEA to have a uniform state-wide reporting tool. DART includes a set of assigned tasks that when completed will facilitate the collection of financial data for the purpose of ranking, planning and quarterly reporting that will standardize in total how the Soil Conservation District Assistance Program funds were used state-wide.

The information collected in the DART will be compiled biennially by the SSCC for use in a variety of ways including Legislative Information, Partner Reports and General Outreach. The SCDs need to regularly review their Plan of Work, Annual District Management Plan and locally led efforts to identify the most conservation activities and accomplishments addressed with the SCDAP funding.

Login Information - DART

Software – web address

- Email or User – office email has been setup
- Password – once login you'll be able to change
- You will only be able to view your District information.
- The SSCC Office will have access to information.



The screenshot shows the login interface for the NDCDEA District Activity Reporting Tool (DART). At the top, the title "NDCDEA District Activity Reporting Tool (DART)" is displayed in a dark blue header. To the right of the title is the logo for North Dakota Soil Conservation Districts, featuring a tree and the text "North Dakota SOIL CONSERVATION DISTRICTS". Below the title, a navigation menu contains the links "Tasks", "Reports", "Help", "Contact", and "Logoff". The main content area is titled "Login to the Activity Reporting Tool (DART)". It features a red message: "Please login to continue." Below this message are two input fields: "Email or User" and "Password". A "Login" button is positioned below the "Password" field. A blue link "Forgot your password?" is located below the "Login" button. At the bottom of the page, a footer contains the links "TASKS | REPORTS | HELP | CONTACT | LOGOFF".

Introduction Page – DART

NDCDEA District Activity Reporting Tool (DART)



Tasks Reports Help Contact Log Off

Welcome NDSU Extension Service

The Soil Conservation District Assistance Program is intended to provide Soil Conservation Districts a source of state funds to be devoted to the acquisition of technical services, specifically conservation administrative assistance, planning and the design, installation, and checkout of conservation practices. The Program allows the local Soil Conservation District to determine how it will use District Staff to address their conservation workload needs. The State Soil Conservation Committee feels the flexibility of this Program should challenge each Soil Conservation District to determine what needs to be done and what methods should be used to accomplish their conservation goals.

Below are a set of assigned tasks that when completed will facilitate the collection of financial data for the purpose of ranking, planning and quarterly reporting that will standardize in total how the funds were used state-wide.

= incomplete = complete

TASK NAME	DUE	COMPLETED
<input checked="" type="checkbox"/> 2019-2021 Biennium Assistance Program Data Form (<i>application for program</i>)	03/31/2019	05/06/2019
<input type="checkbox"/> 2019 Annual District Management Plan (<i>upload MS Excel document</i>)	03/31/2019	
<input checked="" type="checkbox"/> 2019-2021 Biennium Plan of Work (<i>set conservation goals</i>)	03/31/2019	05/02/2019
<input type="checkbox"/> Year 2019 Quarter 3 Activity Report - (<i>Jul, Aug, Sep</i>)	10/15/2019	
<input type="checkbox"/> Year 2019 Quarter 4 Activity Report - (<i>Oct, Nov, Dec</i>)	01/15/2021	
<input type="checkbox"/> 2020 Annual District Management Plan (<i>upload MS Excel document</i>)	01/31/2020	
<input type="checkbox"/> Year 2020 Quarter 1 Activity Report - (<i>Jan, Feb, Mar</i>)	04/15/2020	
<input type="checkbox"/> Year 2020 Quarter 2 Activity Report - (<i>Apr, May, Jun</i>)	07/15/2020	
<input type="checkbox"/> Year 2020 Quarter 3 Activity Report - (<i>Jul, Aug, Sep</i>)	10/15/2020	
<input type="checkbox"/> Year 2020 Quarter 4 Activity Report - (<i>Oct, Nov, Dec</i>)	01/15/2021	
<input type="checkbox"/> 2021 Annual District Management Plan (<i>upload MS Excel document</i>)	01/31/2021	
<input type="checkbox"/> Year 2021 Quarter 1 Activity Report - (<i>Jan, Feb, Mar</i>)	04/15/2021	
<input type="checkbox"/> Year 2021 Quarter 2 Activity Report - (<i>Apr, May, Jun</i>)	07/15/2021	

Things to note:

- = incomplete = complete
- Need to fill-in Data Form and Plan of work before you can continue...
- Due DATES can't be entered until last date of Quarter

Data Form – Add record– DART

Data Form - Add record

Soil Conservation Districts are encouraged to analyze their present conservation operations, financial positions and mill levy authority and apply for only the additional funds needed to maintain District Staff. The State Soil Conservation Committee is requesting Soil Conservation Districts to review their Long Range Plan, Annual Plan and locally led efforts to identify the most important conservation workload needs to be addressed with the funding request.

Last Updated:

DISTRICT INFORMATION			
DISTRICT: Adams	COUNTY: Adams	NDASCD AREA: V	
ADDRESS: Box 872	CITY: Hettinger	STATE: ND	ZIP: 58639-0872
DISTRICT CONTACT: Gail Froelich	PHONE: 701-567-2661	EMAIL: gail.froelich@nd.nacdnet.net	
ACRES IN COUNTY: 632320	POPULATION: 2343		

PERSONNEL: ?		
NUMBER: <input type="text" value="-- select --"/>	TITLE: <input type="text"/>	EMPLOYMENT: <input type="text" value="-- select --"/>
NUMBER: <input type="text" value="-- select --"/>	TITLE: <input type="text"/>	EMPLOYMENT: <input type="text" value="-- select --"/>
NUMBER: <input type="text" value="-- select --"/>	TITLE: <input type="text"/>	EMPLOYMENT: <input type="text" value="-- select --"/>
NUMBER: <input type="text" value="-- select --"/>	TITLE: <input type="text"/>	EMPLOYMENT: <input type="text" value="-- select --"/>
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NUMBER: <input type="text" value="-- select --"/>	TITLE: <input type="text"/>	EMPLOYMENT: <input type="text" value="-- select --"/>
NUMBER: <input type="text" value="-- select --"/>	TITLE: <input type="text"/>	EMPLOYMENT: <input type="text" value="-- select --"/>

FINANCIAL INFORMATION	
OPERATING CASH: ? <input style="width: 100%;" type="text"/>	Cash allocated for specific use <input style="width: 100%; height: 40px;" type="text"/>
MILLS RECEIVED: ? <input style="width: 100%;" type="text"/>	Requested full 2.5 Mills? <input type="text" value="-- select --"/> If "No", how many Mills? <input style="width: 100%;" type="text"/>
ADDITIONAL FUNDS: ? <input style="width: 100%;" type="text"/>	Additional funds specific use <input style="width: 100%; height: 40px;" type="text"/>

Please note that **DRAFT** allows you to continue editing the information on this page.
FINAL commits this information and submits this form to Administration.

Data Form Status Draft Final

Data Form Information – DART

The Data form information will be replacing the SCDAP Application, most of the information for the Data form is similar. Unlike previous years no need to request fund amounts.

Items to note:

- The District information section will already be filled in and will only need to be changed if the District has new employee – new contact information – etc.
-  Drop down information box
- Personnel – only provide information for District employees.
- Please note that **DRAFT** allows you to continue editing the information on this page. **FINAL** commits this information and submits this form to Administration.

Data Form Status Draft Final

The SSCC will be using this information to allocate the SCDAP funds. The DART program will use the following criteria for the ranking of Districts for the SCDAP funds.

1. Number of acres to be adequately protected and the best management practices used to accomplish the goal –

The intent of the State Soil Conservation Committee is to get as many acres adequately protected against wind and water erosion through the use of Best Management Practices with these funds.

2. Districts will be ranked from highest to lowest priority based District information reported in the Data Form. –

- Operating cash – Cash available for immediate use for salary and fringe for District personnel (January 1 checking and savings account balances).
- Mills received – Specific cash value based on previous years mill value dollars received.
- Additional Funds – Funds in lieu or in addition to Mill levy.

The State Soil Conservation Committee realizes that the capability of a District to furnish technical assistance to conservation and the District financial status are directly related; therefore, the inability of a District to financially contribute to the program due to limited funds will be considered.

3. The number of SCD personnel presently working in the district. –

The number of District Personnel presently working in the District is used to determine the need for SCDAP Funds. Do not include SCD Supervisors, only paid District Employees, not elected or appointed.

4. Has the district identified conservation priorities –

The State Soil Conservation Committee will review the uploaded District Management Plan for workload needs identified and proposed accomplishments.

DART Quarterly Reporting

Dispersal of the SCDAP funds will take place on a quarterly calendar see chart below. Funds will be evenly distributed over the biennium to each District. A submitted DART Quarterly Activity Report must be in place with the State Soil Conservation Committee prior to dispersal of any funds.

QUARTERLY CALENDAR

FY19

Jul, Aug, Sep - Quarter 3 - Due Oct 15, 2019
Oct, Nov, Dec - Quarter 4 - Due Jan 15, 2020

FY20

Jan, Feb, Mar - Quarter 1 - Due Apr 15, 2020
Apr, May, Jun - Quarter 2 - Due Jun 15 2020
Jul, Aug, Sep - Quarter 3 - Due Oct 15, 2020
Oct, Nov, Dec - Quarter 4 - Due Jan 15, 2021

FY21

Jan, Feb, Mar - Quarter 1 - Due Apr 15, 2021
Apr, May, Jun - Quarter 2 - Due Jun 15 2021

SCDAP – Documentation in support of SCDAP Funds

Soil Conservation Districts will need to maintain documentation supporting wages and benefits for the positions supported by the SCDAP funding. These records must be made available to the State Soil Conservation Committee upon request as verification of use funds. Copies of the documents that verify the wage and benefit costs include pay slips, Workers Compensation, Unemployment Compensation, Medical Insurance and Retirement billings.

District Activity Report – Quarterly Reports

Please note when the district submits the quarterly report the wages / salaries paid out by the District must be greater than the SCDAP quarterly funding. Example - if the District SCDAP quarterly allotment is \$2687.50 then the wages / salaries paid by the District to District employees (clerk / tech / tree planters) must exceed \$2687.50.

If it doesn't contact the Program Coordinator of the situation. In most cases it would just need to be documented.

FINAL commits this information and verifies that the wages or salaries paid to District employees during this quarter **exceeded** the SCDAP quarterly funding and submits this form to Administration.

Biennium Plan of Work Information - DART

This form will help you set your biennial goals. The goals can be used to compare when tracking quarterly activity.

While this form has a due date and must be submitted to continue with the rest of the required reporting, it will remain open for you to edit and adjust your goals as you enter your activity tracking.

PLEASE keep as accurate as possible – the Plan of Work Information will be used for future Legislative Funding requests.

NDCDEA District Activity Reporting Tool (DART)

Tasks Reports Help Contact Log Off

NDSU Extension Service Plan of Work - Edit record

2019-2021 Biennium

This form will help you set your biennial goals. The goals can be used to compare when tracking quarterly activity. While this form has a due date and must be submitted to continue with the rest of the required reporting, it will remain open for you to edit and adjust your goals as you enter your activity tracking. Once this Plan of Work is completed, you will find that the quarterly tracking is essentially the same task and should take a minimum amount of time and effort to complete.

Last Updated: 2019-05-03 13:28:15

Forestry	+
Cover Crops	+
Livestock & Grazing Management	+
Grass & Prairie Management	+
Soils	+
Water Quality (<i>seperate from 319 programs</i>)	+
319 Watershed Projects	+
Urban Conservation	+
Management	+
Education/Outreach	+
NRCS Assistance	+

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Forestry			-
Activity	Goal	Units	
Tree Planning - Windbreak Renovation	0	Hours	
Tree Planning - Farmstead Planting	0	Hours	
Tree Planning - Wildlife Planting	0	Hours	
Tree Planning - Mitigation Planting	0	Hours	
Tree Planning - Field Windbreak	0	Hours	
Site Preparation	0	Hours	
Tree Ordering/Preparation	0	Hours	
Tree Sales	0	Hours	
Tree Planting - Windbreak Renovation	0	Feet	
Tree Planting - Farmstead Planting	0	Feet	
Tree Planting - Wildlife Planting	0	Feet	
Tree Planting - Mitigation Planting	0	Feet	
Tree Planting - Field Windbreak	0	Feet	
Weed Barrier Installation	0	Feet	
Handplanting	0	Trees	
Chemical Appliation (Casoron)	0	Acres	
Grass Seeding (between row)	0	Acres	
Equipment Maintenance	0	Hours	
Cost-Share Management	0	Hours	
Check-Out - Windbreak Renovation	0	Hours	
Check-Out - Farmstead Planting	0	Hours	
Check-Out - Wildlife Planting	0	Hours	
Check-Out - Mitigation Planting	0	Hours	
Check-Out - Field Windbreak	0	Hours	
Arboretum	0	Hours	
Conservation Technical Assistance	0	Hours	
Cover Crops			+
Livestock & Grazing Management			+
Grass & Prairie Management			+
Soils			+
Water Quality (seperate from 319 programs)			+
319 Watershed Projects			+
Urban Conservation			+
Management			+
Education/Outreach			+
NRCS Assistance			+

DART - SCD Activities

Code	Activity	Unit
FOR01	Forestry Tree Planning Windbreak Renovation	Hours
FOR02	Forestry Tree Planning Farmstead Planting	Hours
FOR03	Forestry Tree Planning Wildlife Planting	Hours
FOR04	Forestry Tree Planning Mitigation Planting	Hours
FOR05	Forestry Tree Planning Field Windbreak	Hours
FOR06	Forestry Site Preparation	Hours
FOR07	Forestry Tree Ordering/Preparation	Hours
FOR08	Forestry Tree Sales	Hours
FOR09	Forestry Tree Planting Windbreak Renovation	Feet
FOR10	Forestry Tree Planting Farmstead Planting	Feet
FOR11	Forestry Tree Planting Wildlife Planting	Feet
FOR12	Forestry Tree Planting Mitigation Planting	Feet
FOR13	Forestry Tree Planting Field Windbreak	Feet
FOR14	Forestry Weed Barrier Installation	Feet
FOR15	Forestry Handplanting	Trees
FOR16	Forestry Chemical Application (Casoron)	Acres
FOR17	Forestry Grass Seeding (between row)	Acres
FOR18	Forestry Equipment Maintenance	Hours
FOR19	Forestry Cost-Share Management	Hours
FOR20	Forestry Check-Out Windbreak Renovation	Hours
FOR21	Forestry Check-Out Farmstead Planting	Hours
FOR22	Forestry Check-Out Wildlife Planting	Hours
FOR23	Forestry Check-Out Mitigation Planting	Hours
FOR24	Forestry Check-Out Field Windbreak	Hours
FOR25	Forestry Arboretum	Hours
FOR26	Forestry Conservation Technical Assistance	Hours
COV01	Cover Crops Seed Mix Design	Hours
COV02	Cover Crops Seeding	Acres
COV03	Cover Crops Cost-Share Management	Hours
COV04	Cover Crops Check-Out	Hours
COV05	Cover Crops Conservation Technical Assistance	Hours

DART - SCD Activities

LIV01	Livestock & Grazing Management Grazing Plan Development	Hours
LIV02	Livestock & Grazing Management Range Inventory	Hours
LIV03	Livestock & Grazing Management Cost-Share Management	Hours
LIV04	Livestock & Grazing Management Check-Out	Hours
LIV05	Livestock & Grazing Management NUTBAL Sampling	Hours
LIV06	Livestock & Grazing Management Manure Management Planning	Hours
LIV07	Livestock & Grazing Management Containment systems	Hours
LIV08	Livestock & Grazing Management Conservation Technical Assistance	Hours
GRA01	Grass & Prairie Management Seed Mix Design	Hours
GRA02	Grass & Prairie Management Seeding	Acres
GRA03	Grass & Prairie Management Pasture Seeding Native Prairie	Acres
GRA04	Grass & Prairie Management Pasture Seeding Native Grass	Acres
GRA05	Grass & Prairie Management Pasture Seeding Hayland	Acres
GRA06	Grass & Prairie Management Pasture Seeding Pasture	Acres
GRA07	Grass & Prairie Management Cost-Share Management	Hours
GRA08	Grass & Prairie Management Check-Out Native Prairie	Hours
GRA09	Grass & Prairie Management Check-Out Native Grass	Hours
GRA10	Grass & Prairie Management Check-Out Hayland	Hours
GRA11	Grass & Prairie Management Check-Out Pasture	Hours
GRA12	Grass & Prairie Management Pollinator Technical Assistance	Hours
GRA13	Grass & Prairie Management Conservation Technical Assistance	Hours
SOI01	Soils Soil Testing	Hours
SOI02	Soils Mapping	Hours
SOI03	Soils Residue Management	Hours

DART - SCD Activities

URB01	Urban Conservation Practice Planning	Hours
URB02	Urban Conservation Outreach	Hours
URB03	Urban Conservation Installation	Hours
URB04	Urban Conservation Workshops	Hours
URB05	Urban Conservation Cost-Share Management	Hours
URB06	Urban Conservation Check-Out	Hours
URB07	Urban Conservation Technical Assistance	Hours
MAN01	Management Accounting processes	Hours
MAN02	Management Payroll	Hours
MAN03	Management Cost-Share Payment Processing	Hours
MAN04	Management Mill Levy Request	Hours
MAN05	Management Budgeting	Hours
MAN06	Management Board Meetings	Hours
MAN07	Management Annual Reporting	Hours
MAN08	Management Billing	Hours
MAN09	Management Grant Administration	Hours
MAN10	Management Human Resources	Hours
MAN11	Management Filing	Hours
EDU01	Education/Outreach School Education (K-12)	Attendees
EDU02	Education/Outreach School Education (College)	Attendees
EDU03	Education/Outreach Adult Education	Attendees
EDU04	Education/Outreach Workshops	Attendees
EDU05	Education/Outreach Field Days	Attendees
EDU06	Education/Outreach Newsletters	Hours
EDU07	Education/Outreach Website	Hours
EDU08	Education/Outreach Professional Development/Training	Hours
EDU09	Education/Outreach Ag Programs	Attendees
EDU10	Education/Outreach Events	Attendees
EDU11	Education/Outreach Media Outreach	Hours
NRC01	NRCS Assistance Toolkit Planning	Hours
NRC02	NRCS Assistance Toolkit Mapping	Hours
NRC03	NRCS Assistance Practice Check-out	Hours
NRC04	NRCS Assistance Field Visits	Hours
NRC05	NRCS Assistance Technical Assistance	Hours
NRC06	NRCS Assistance EQIP	Hours
NRC07	NRCS Assistance CSP	Hours

DART - SCD Activities

Code	Description	Unit
WAT01	Water Quality Water Testing/Sampling	Samples
WAT02	Water Quality Practice Planning Pipeline	Feet
WAT03	Water Quality Practice Planning Grass Waterway	Acres
WAT04	Water Quality Practice Planning Filter Strips	Acres
WAT05	Water Quality Practice Planning Wetland Creation	Acres
WAT06	Water Quality Practice Planning Wetland Restoration	Acres
WAT07	Water Quality Irrigation Technical Assistance	Hours
WAT08	Water Quality Residue Rain Barrels	Barrels
WAT09	Water Quality Check-Out Pipeline	Hours
WAT10	Water Quality Check-Out Grass Waterway	Hours
WAT11	Water Quality Check-Out Filter Strips	Hours
WAT12	Water Quality Check-Out Wetland Creation	Hours
WAT13	Water Quality Check-Out Wetland Restoration	Hours
WAT14	Water Quality Cost-Share Management	Hours
WAT15	Water Quality Conservation Technical Assistance	Hours
WSH01	319 Watershed Projects Water Sampling	Samples
WSH02	319 Watershed Projects Septic Programs	Hours
WSH03	319 Watershed Projects Planning	Hours
WSH04	319 Watershed Projects Practice Design Pipeline	Hours
WSH05	319 Watershed Projects Practice Design Fencing	Hours
WSH06	319 Watershed Projects Practice Design Tank & Trough	Hours
WSH07	319 Watershed Projects Practice Design Grassland/Hayland Seeding	Hours
WSH08	319 Watershed Projects Practice Design Cover Crops	Hours
WSH09	319 Watershed Projects Practice Design Rotational Grazing Systems	Hours
WSH10	319 Watershed Projects Practice Check-Out Pipeline	Hours
WSH11	319 Watershed Projects Practice Check-Out Fencing	Hours
WSH12	319 Watershed Projects Practice Check-Out Tank & Trough	Hours
WSH13	319 Watershed Projects Practice Check-Out Grassland/Hayland Seeding	Hours
WSH14	319 Watershed Projects Practice Check-Out Cover Crops	Hours
WSH15	319 Watershed Projects Practice Check-Out Rotational Grazing Systems	Hours
WSH16	319 Watershed Projects Technical Assistance	Hours
WSH17	319 Watershed Projects Cost-Share Management	Hours
WSH18	319 Watershed Projects Accounting/Administration	Hours
WSH19	319 Watershed Projects Well-Sealing Program	Wells
WSH20	319 Watershed Projects Outreach/Education	Hours

Quarterly Reporting Information - DART

SCDAP – DART Quarterly Activity Report

The State Soil Conservation Committee requests **all** Soil Conservation Districts participating in the SCDAP to report accomplishments. These accomplishments must be reported quarterly. The DART Quarterly Activity Report must be returned to the State Soil Conservation Committee to remain eligible for future funding. Failure to return accomplishment reports could jeopardize funding.

NDCDEA District Activity Reporting Tool (DART)

Tasks Reports Help Contact Log Off

NDSU Extension Service Activity Report for Quarter 3, 2019 - Add record
2019-2021 Biennium - (Jul, Aug, Sept)

Use this form to track your quarterly activities against the goals you have set. This form is set as a "Draft" to allow you to log activities in multiple sessions. To commit your activity log at the end of the quarter, select Final then click the Save button at the bottom of the form.

Cover Crops				
Activity	Number	Goal	Progress	Units
Seeding	<input type="text" value="0"/>	100	-100	Acres

Grass & Prairie Management				
Activity	Number	Goal	Progress	Units
Seeding	<input type="text" value="0"/>	1000	-1000	Acres

Soils				
Activity	Number	Goal	Progress	Units
Soil Testing	<input type="text" value="0"/>	25	-25	Hours

Management				
Activity	Number	Goal	Progress	Units
Human Resources	<input type="text" value="0"/>	100	-100	Hours

Education/Outreach				
Activity	Number	Goal	Progress	Units
Website	<input type="text" value="0"/>	50	-50	Hours

Please note that **DRAFT** allows you to continue editing the information on this page.
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Data Form Status Draft Final

TASKS | REPORTS | HELP | CONTACT | LOGOFF

Please note that **DRAFT** allows you to continue editing the information on this page.

FINAL commits this information and verifies that the wages or salaries paid to District employees during this quarter **exceeded** the SCDAP quarterly funding and submits this form to Administration.