

**North Carolina Agriculture Cost Share Program Review Summary
(January, 2015)**

County	<u>Wayne</u>	Date of Previous Review/Report	<u>November, 2001</u>
District Staff Name(s)	<u>Ashley Smith, Katie Stevens</u>	Date	<u>January 29-30, 2015</u>
NRCS Staff Name(s)	<u>Keith Jackson</u>		
Division Representative(s)	<u>David Harrison, Kristina Fischer</u>		
Additional Participants	<u>Donna Mills (Supervisor)</u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments)										
Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?				Y	Every fourth Wednesday of the month except for June, July					
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				Y	On the website, posted in the office and the Courthouse					

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When do you develop a conservation plan for a potential applicant?				Y	Conservation plans were done by the DC. Technician is in training.					
How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?				Y	Field Review of needs.					
Are applications reviewed and approved by the Board as a separate action item?				Y	Yes					
Are application decisions/motions recorded in the board minutes?				Y	Yes					
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs.	Y				Side notes and spread sheets (back to the '80s). Yes, self-certifications used					
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.	Y				Side notes and spread sheet (back to the '80s). Yes, self-certifications used					
If multiple partners farm together, how does the district track individual applicants as one operation?	Y				Side notes and spread sheet (back to the '80s). Yes, self-certifications used					
Once applications are approved, how do you develop a contract?				Y	Meet with the farmer to collect additional information and explain limitations					
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				Y	Contract is reviewed with the applicant and cautioned to not start work until the district delivers specifics and is approved by the Division					
What procedures do you follow for notifying the applicant that work can begin?				Y	Applicant is notified by letter and phone.					

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What information do you provide the applicant?				Y	Letter of approval of contract, copy of the contract, deadlines, maps, designs and field layout.					
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				Y	yes					
<i>Are contract decisions/motions recorded in the board minutes?</i>				Y	yes					
Describe the district/board's procedure for approving supervisor contracts.				Y	Supervisor abstains from voting					
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				Y	yes					
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				Y	Field visits and checks, pre-construction meetings and layouts, construction checks					
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				Y	Follow up with applicant. Complex designs would count as 1/3 of the work.					
Is the district recording 6-month extensions in the board minutes?				Y	Not normally a problem					

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				Y	BMP is reviewed in the field and noted in the form-6. Vegetative practices have a good stand					
Are BMPs measured then certified before the request for payment is approved? How is this documented?				Y	Yes. Using GPS for field acreage.					
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				Y	Yes					
Are request for payments reviewed and approved by the board as a separate action item?				Y	yes					
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				Y	None needed					
Are payment decisions/motions recorded in the board minutes?				Y	Yes					

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Section 2: Spot Checks and Compliance Issues										
Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
<i>Who participates in annual spot checks? When are they conducted?</i>				Y	Done in February or March. Usually done on the same day as the Board meeting. At least one Supervisor as well as staff.					
How does the district select which contracts to spot check?				Y	Random selection of contracts during the last 10 years					
<i>Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.</i>				Y	None at this time					
How does the district review five percent of all waste utilization plans?				Y	None at this time					
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				Y	Handled by the DC.					

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				Y	Phone call and instructions followed by letter.					
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				Y	Phone call and information at the next board meeting.					
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				Y	After the phone call					
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				Y	Yes. Once or twice in the last 7 years					
Is the district notifying the division of non-compliance and resolutions?				Y	Yes					

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Section 3: Record Keeping										
Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
How does the district track BMP funds?	Y				Quicken program and Excel spreadsheets tracking BMPs / funds.					
How does the district use the division on-line (website) reports?				Y	Not available in CS2					
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed / notarized?				Y	Secretary does that.					
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				Y	County Finance Office					
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				Y	Secretary and Technician position (vacant)					
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				Y	County Finance Office					
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				Y	County Finance Office					
How much time is spent on cost share program (ACSP, CCAP, and AgWRAP) contracts and BMP implementation? How is that tracked?				Y	75%					
Is proper job approval authority (JAA) documented for each technical and cost share position?				Y	Yes – Additional training is needed for practices					
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				Y	Yes					

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 96-2006-015 Applicant Name: Ronald Parks BMP: Cropland Conversion to Grass 				Y	BMP looks good					

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Contract Number: 96-2006-018 Applicant Name: James T. Smith BMP: Grassed Waterway 				Y	BMP looks good. Only needs normal maintenance.					

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Contract Number: 96-2007-006 Applicant Name: Jason Jackson BMP: Cropland Conversion to Grass 				Y	BMP looks good.					

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Contract Number: 96-2007-008 Applicant Name: Max Futrell BMP: Cropland Conversion to Grass 				Y	BMP looks good.					

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Contract Number: 96-2007-014 Applicant Name: Russell Vinson BMP: Waste Application System 				Y	Equipment in good condition.					

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Contract Number: 96-2008-002 Applicant Name: Shawn Mitchell BMP: Dry Stack 				Y	Facility in good condition.					

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Contract Number: 96-2009-013 Applicant Name: Claro Grantham BMP: Well 				Y	Facility in good condition.					

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Contract Number: 96-2009-017 Applicant Name: H. Andrew Ballance BMP: Composter 				Y	Facility in good condition.					

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<p>Contract Number: 96-2009-024 Applicant Name: Ronald Parks BMP: Cropland Conversion to Grass</p> 				Y	BMP looks good.					

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Contract Number: 96-2009-031 Applicant Name: Ronald Parks BMP: Pasture Renovation 				Y	BMP looks good.					

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Contract Number: 96-2009-033 Applicant Name: Claro Grantham BMP: Pasture Renovation 				Y	BMP looks good.					

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Contract Number: 96-2009-065 Applicant Name: Ronald Parks BMP: In-Line Water Control Structure 				Y	Structure is in good condition.					

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Contract Number: 96-2009-068 Applicant Name: Gary Lee Rollins BMP: Pond Sediment Removal 				Y	BMP looks good.					

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Contract Number: 96-2010-016 Applicant Name: Shawn Mitchell BMP: Litter Spreader 				Y	Equipment id in good condition					

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Contract Number: 96-2011-003 Applicant Name: Owen Jackson BMP: Watering Tanks and Fencing 				Y	BMPs are in good condition					

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Contract Number: 96-2011-009 Applicant Name: Reed Aycok BMP: Well 				Y	BMP is in good condition					

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Contract Number: 96-2012-003 Applicant Name: Donna Mills BMP: Waste Application System 				Y	Equipment is in good condition.					

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Contract Number: 96-2014-008 Applicant Name: John "Phil" Yelverton BMP: Waste Application System 				Y	Equipment is in good condition.					