

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

County	<u>Edgecombe</u>	Date of Previous Review/Report	<u>October 2010</u>
District Staff Name(s)	<u>Scott Kiser</u>	Date	<u>September 22, 2015</u>
NRCS Staff Name(s)	<u>Dallas Shackelford</u>		
Division Representative(s)	<u>David Harrison, Eric Pare, Kelly Hedgepeth</u>		
Additional Participants	<u></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.										
How/when are the district board meetings scheduled?				X	2 nd Tuesday of every month, 7PM		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted at the District office, Cooperative Extension and on District's Facebook page		X			

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<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>				X	The district identifies concerns and schedules field visit, discusses options, develops a recommendation, NRCS-52 form, and helps landowner make a decision. Technical assistance is equally distributed by district initiated contacts and landowner concerns.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	Provides information and guidance. Talks with landowners for renters. Providing technical services where possible. Trying to promote in-line water control structures.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are application motions/decisions recorded in the board minutes?</i>				X	Yes		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice? Is your district using the self-certification for incentives form provided by the division?				X	Uses Excel spread sheet of practices. The district is using the self-certification form.		X			
<i>If multiple partners farm together, how does the district track individual applicants as one operation or entity?</i>				X	The District uses local knowledge of the operations and maintains a good working relationship with FSA.		X			

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At what point in the application process does the district develop the contract? Describe this process.				X	Contract development begins with the application to determine needs and BMP design criteria to develop estimated costs. When the application is approved the staff develop the contract details. If additional technical assistance is needed, it is requested through NRCS.		X			
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?				X	Staff Make sure everything is included that the applicant needs. The contract is reviewed with the applicant in person. Signatures are collected at the time of the review.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor abstains from discussion and voting.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are contract motions/decisions recorded in the board minutes?</i>				X	Yes		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				X	Yes		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Letter is sent and phone call to the applicant.		X			

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What information do you provide the applicant?				X	Approval and contract information, designs and practice specifications.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Layout and construction supervision as needed by the applicant. Field visits as necessary.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	Progress is on every district meeting agenda. Track on database		X			
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?				X	Depending on the practice, there will be engineering notes and as built plans. Non-structural will have notes and photos.					
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, documented in the notes.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes		X			

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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.										
Who participates in annual spot checks? When are they conducted?				X	Usually done in late Spring. Participation varies according to Supervisor's schedules.		X			
How does the district randomly select which contracts to spot check?				X	Random selection out of the contract data base.		X			
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 DWR.				X	Yes		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	The district does not have contracts for these practices at this time.		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	The district does not have contracts for these practices at this time.		X			
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.				X	Provide NRCS with request form.		X			

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<p>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."</p> <p>How does your district notify individuals that have destroyed or mismanaged a BMP?</p>				X	The District sends a Certified letter with return receipt requested.		X			
<p>How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?</p>				X	Phone call unless close to a board meeting.		X			
<p>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 in the contract file?</p>				X	The District sends a Certified letter with return receipt requested.		X			
<p>If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.</p>				X	Yes		X			
<p>Is the district notifying the division of non-compliance and resolutions?</p>				X	Yes		X			

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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?				X	Through CS2 system		X			
In what instances does the district use the division on-line (website & CS ²) reports?				X	The District has been using the forms available on the division website for required reports.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Audited by the county annually and tracked by a district spreadsheet.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Scott Kiser		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The District has received NC Foundation for Soil and Water Conservation funds. . Outside Funds are tracked on provided forms in the district account and audited through the county.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	Yes. Always looking for advancing knowledge and capability. Can request some CCAP JAA.		X			

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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: 33-2006-007 Applicant Name: John R. Grimes BMP: Forested Riparian Buffer 			X		Trees look good. Buffer width being maintained.		X			

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Contract Number: 33-2006-014 Applicant Name: Paul Drake BMP: Tree Planting – Loblolly/Hardwoods 				X	Trees look good.		X			

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<p>Contract Number: 33-2007-006 Applicant Name: Thomas Braswell BMP: Gasifier</p> 				X	No birds/animals currently on the farm. All equipment appears in good condition.		X			

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<p>Contract Number: 33-2007-015/029 (repair) Applicant Name: Betty Edwards/Paul Drake BMP: Grassed Waterway/Field Border</p> 				X	Grassed Waterways needed some repair work during the first year. Good vegetation.		X			

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<p>Contract Number: 33-2009-024 Applicant Name: Richard Anderson BMP: Well</p> 			X		<p>Well installed with Drought Assistance funds. Location map needs to be corrected. Well located in adjoining field. Discussed use of "As-Built" maps for practices. Need to add "As-Built" map to the contract.</p>	X		<p>Scott Kiser has corrected map and placed an As-Built map in the contract folder.</p>	<p>Completed March 3, 2016</p>	<p>March 15, 2016</p>