

## North Carolina Agriculture Cost Share Program Review Summary (April 2016)

County Alamance Date of Previous Review/Report July 2006

District Staff Name(s) Brad Moore, Monique McKinney, Wally Walker, Gary Cox Date April 7, 2016

NRCS Staff Name(s) Brent Bogue, Angela Dobbins

Division Representative(s) David Harrison, Ralston James

Additional Participants \_\_\_\_\_

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			
<b>Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments)</b>										
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	First Monday night, with adjustments		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted in Newspaper 2 weeks in advance, changes are also posted in the paper and on the main door. Not able to put on website because of county web-administrator		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	Applicants present their problem. Field visit confirms resource need. Take application and ranked. Batching is monthly. High ranking applications have contracts prepared for the board		X			
<b>In what instances does the district provide technical assistance without cost share funds?</b>	X				<b>Pond questions and drainage problems, row patterns, work over and beyond what is available through cost-share.</b>		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			
<b>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?</b>  <b>Is your district using the self-certification for incentives form provided by the division?</b>		X			<b>Have relied on local knowledge in the past. Looking for better options. Do use the self-certification for incentives form.</b>  <b>Division recommends using CS2 to query applicant's past contracts.</b>		X			
<i>If multiple partners farm together, how does the district track individual applicants as one operation or entity?</i>				X	Local knowledge and good working relationship with surrounding counties.		X			

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At what point in the application process does the district develop the contract? Describe this process.				X	For high ranking applicants, the contract is developed during the field assessment		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	Depends on familiarity of applicant with the program. Details and work sheets.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Never had any. District Staff know the procedure to follow.		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	Phone call and mail copy of the contract with letter including 1/3 requirement. Personal contact with the applicant on site.		X			
What information do you provide the applicant?				X	A copy of the contract with the signed documents and work sheets for the BMP s		X			
What technical assistance do you provide during the BMP installation				X	Depends on level of experience of the applicant. On-site at the start and as needed till		X			

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process to ensure the BMP is installed correctly and by the contract deadline?					checkout.					
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	Notify the applicant at start. Follow-up and review contracts in the Spring.		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. Most have been weather related. Notation is in the contract file.		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	Inspected, measured and produce an as-built map/plan		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. As-built plans.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes. With copies in the contract.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes. Chairman has signatory authority.		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes		X			

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<b>Section 2: Spot Checks and Compliance Issues</b>										
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				Done in February/early March, 2 staff/2 board members over 2 days with different board members each day		X			
How does the district randomly select which contracts to spot check?				X	Randomly pick a number and make adjustments as needed.		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	Yes, not many in the district because of difficulty with engineering assistance.		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	Not done here.		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	Never had any – Would request spot check through the District Conservationist when needed.		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	Physical visit with official letter from the Board to notify the individual of the discrepancies. Recorded in the District Minutes.		X			
<p>How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?</p>				X	Brought up at the next 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	Yes		X			
<p>If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.</p>				X	Yes. Most do the repairs and re-implement BMP		X			
<p>Is the district notifying the division of non-compliance and resolutions?</p>				X	Yes		X			

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<b>Section 3: Record Keeping</b>										
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	Spreadsheet and CS2		X			
In what instances does the district use the division on-line (website & CS <sup>2</sup> ) reports?				X	Some old forms are still being used to initiate applications for documentation.		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	District budget is administered through the County Finance Office. County does the audit every June and is available on-line.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Brad Moore is on TA funds		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	District budget is administered through the County Finance Office. County does the audit every June and is available on-line.		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	JAA is suitable for the district between all the staff. Staff is working on advancing individual JAAs.		X			

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<b>Section 4: Contract Reviews and Site Visits</b> 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: 01-2007-040 Applicant Name: Larry Anderson BMP: Grass Waterways, Field Borders  			X		Field Borders on either side of the Road (fields 2 & 3) have been damaged and need to be repaired	X				

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Contract Number: 01-2010-016 Applicant Name: Darryl Pennington BMP: Livestock Exclusion, Well, Pump, Heavy Use Area 				X	BMPs look good and are well maintained.		X			

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Contract Number: 01-2012-005 Applicant Name: Robert Sanders BMP: Grassed Waterway, Field Borders, Land Smoothing 				X	BMPs look good and are well maintained.		X			

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Contract Number: 01-2012-015 Applicant Name: Mary Warren BMP: Cropland Conversion to Trees 				X	BMP looks good and is well maintained.		X			

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Contract Number: 01-2013-008 Applicant Name: James Hadley BMP: Lagoon Closure 				X	Area looks good and is well maintained.		X			

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Contract Number: 01-2013-013 Applicant Name: Adam Swaney BMP: Waste Application Equipment 				X	Equipment looks good and is well maintained.		X			