

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

County Granville Date of Previous Review/Report December 2010

District Staff Name(s) Warren Daniel, Jessie Fields Date April 25, 2016

NRCS Staff Name(s) Diana Lewis

Division Representative(s) David Harrison, Louise Hart

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			
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	Second Monday of every month. Usually night meetings except during the winter when there will be a day meeting.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?	X				Notices on County website and calendar. County Commissioner Liaison comes on occasion.		X			

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			
<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	Field visit to review problem and potential solutions. Explain available programs. Take application. Provide maps and provide ranking.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>	X				More than half of the technical assistance is provided for services outside of contracts including Laying out guide rows for contouring and locating low spots in the field; beaver control and aquatic plant control; and no-till planter rental.		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	The district uses the self-certification form.		X			

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			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Local knowledge		X			
At what point in the application process does the district develop the contract? Describe this process.				X	Contract is developed during the application process. Resource problem is reviewed, solutions are developed and programs considered.		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	Work is explained with maps and directions. Yes, applicant is notified that work cannot begin before Division approval		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor abstains from voting and discussion		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 or e-mail		X			

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			
What information do you provide the applicant?				X	Applicant is provide with the conservation plan and specifics for the practices		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				On-site visit with job sheets given to contractor and daily visits until checkout. District Board allows flexible hours for the technician to meet applicant/contractor on their schedule.		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	Ledger for follow-up. Most contracts are completed within a year. Some practices take longer (pond clean outs)		X			
If 1/3 of the work has not been completed within 12 months and the cooperater 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	Field notes and measurements		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. Field notes		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Receipts for most practices are reviewed to ensure use of fertilizer and seed.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes. Chairman and one other supervisor are designated signatory.		X			

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			
Are payment motions/decisions recorded in the board minutes?				X	Yes		X			
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	2-3 Supervisors in May		X			
How does the district randomly select which contracts to spot check?				X	Random selection (ex. - every 7 th or 8 th)		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. None recently		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	Yes. None recently		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	Yes. None recently		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	Contacted through the District Conservationist.		X			

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			
<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	District writes a letter and staff visits the applicant.		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 before the board at their next 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. Full co-operation at this time.		X			
<p><i>Is the district notifying the division of non-compliance and resolutions?</i></p>				X	Yes. Not needed at this time.		X			

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 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	Ledger with contract details and CS2.		X			
In what instances does the district use the division on-line CS ² reports?				X	Tracking BMP funds and contracts.		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 handles funds and does audit. July 1 st by the District Chair. The District Treasurer notarized and forwarded to the County.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Warren Daniels.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	District handles funds and does audit. July 1 st by the District Chair. The District Treasurer notarized and forwarded to 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	JAA is appropriate for the county's work load.		X			

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 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: 39-2008-023 Applicant Name: Ruben Blackwell BMP: Cropland Conversion to Trees 				X	BMP looks Good		X			
Contract Number: 39-2009-024 Applicant Name: Richard Currin BMP: Pasture Renovation 				X	Drought Response. BMP looks Good		X			

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			
<p>Contract Number: 39-2009-037 Applicant Name: Randall Guthrie BMP: Pasture Renovation</p> 				X	District Supervisor. Drought Response. BMP looks Good		X			
<p>Contract Number: 39-2009-040 Applicant Name: Gary Fuller BMP: Pond Sediment Removal</p> 			X		<p>Drought Response. BMP Location Map was not accurate.</p> <p>Update BMP Location Map.</p>	X		<p>April 26, 2016, Warren Daniels informed me by e-mail that the updated BMP Location Maps had been added to the contract.</p>	<p>April 26, 2016,</p>	<p>Acceptable and will verify at May 9th District Board Meeting.</p>

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			
<p>Contract Number: 39-2009-105 Applicant Name: Ronnie Burnette BMP: Pasture Renovation</p> 				X	<p>Supervisor Contract. Drought Response. BMP looks Good.</p> <p>Field was 12.73 acres. Contract paid for 12.0 acres. 0.5 acres were converted to a house lot.</p>		X			
<p>Contract Number: 39-2009-128 Applicant Name: Billy Adcock BMP: Pond Sediment Removal</p> 				X	<p>Drought Response. BMP looks Good</p>		X			

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			
Contract Number: 39-2010-015 Applicant Name: Ronnie Barnette BMP: Heavy Use Area Protection 				X	District Supervisor. BMP looks Good		X			
Contract Number: 39-2010-103 Applicant Name: Lavonne Meads BMP: Pasture Renovation 				X	Drought Response. BMP looks Good		X			

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			
Contract Number: 39-2011-018 Applicant Name: Daniel Williams BMP: Field Borders 				X	BMP looks Good		X			
Contract Number: 39-2012-013 Applicant Name: Ronnie Burnette BMP: Pond Sediment Removal 				X	BMP looks Good		X			

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			
Contract Number: 39-2013-024 Applicant Name: Ann Clements BMP: Pond Sediment Removal 				X	BMP looks Good		X			
Contract Number: 39-2013-025 Applicant Name: Belcher of Granville BMP: Pond Sediment Removal 				X	BMP looks Good. Some maintenance is needed on the Field Borders along the edges.		X			

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			
Contract Number: 39-2014-023 Applicant Name: Belcher of Granville BMP: Pond Sediment Removal 				X	BMP looks Good. Some maintenance is needed on the Field Borders along the edges.		X			