

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

County Warren Date of Previous Review/Report July 2006

District Staff Name(s) Gary Holtzmann, Kaye Bales Date April 13, 2016

NRCS Staff Name(s) William Byrum

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	Board meetings are 2 nd Tues of the month except for January and July at 7 PM except for Daylight Savings Time, then 7:30 PM (10 meetings)		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Meetings are noticed at the courthouse bulletin board.		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	Staff sits down with the applicant and discusses their resource needs, then they make a field visit to address the specific needs		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	Drainage work and other similar resource concerns.		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	Spreadsheet and self-certification sheet for applicants that farm in multiple counties. Also check with adjoining counties. Yes		X			
<i>If multiple partners farm together, how does the district track individual applicants as one operation or entity?</i>				X	Spreadsheet and self-certification sheet for applicants that farm in multiple counties. Also check with adjoining counties.		X			

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At what point in the application process does the district develop the contract? Describe this process.				X	The contract is developed as the applicant's needs are discussed. Final determinations are done during the field review.		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	Contract details are discussed and the applicant is reminded that the work is not to begin until division approval is obtained.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The Supervisor abstains from 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	A letter is sent to the applicant		X			
What information do you provide the applicant?				X	A copy of the contract and the design specifications are provided		X			

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What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Field layout and repeat visits are made to insure proper installation.		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	Staff do on-site visits.		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	Contracts are usually completed during the first year.		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	Construction checks, as-built map and acreage measurements are recorded in the contract file.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. Construction checks, as-built map and acreage measurements are recorded in the contract file.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes. Receipts are reviewed. The district does not have that many contracts with actual cost components or BMPs.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
<i>Are payment motions/decisions recorded in the board minutes?</i>				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	At least one Supervisor participates. Spot Checks are done in March or April.		X			
How does the district randomly select which contracts to spot check?				X	There is a random selection of contracts		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	None in the county		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	None in the county		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	None in the county		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	The NRCS Area Office is contacted through the District Conservationist.		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	Out-of-Compliance individuals are sent a written letter.		X			
<p>How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?</p>				X	Supervisors are notified 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. Out-of-Compliance individuals are sent a written letter.		X			
<p>If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.</p>				X	Yes. No problems recently.		X			
<p><i>Is the district notifying the division of non-compliance and resolutions?</i></p>				X	Yes. No problems recently.		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	Spreadsheet		X			
In what instances does the district use the division on-line CS ² reports?				X	Track funds through CS2. Using forms available.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?		X			Technical Assistance Funds are handled by the county. The county has not been sharing the audits with the district.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Gary Holtzmann		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?		X			Operating funds are handled by the county. The county has not been sharing the audits with the district.		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 work load. Staff are continually working on expanding their expertise.		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: 93-2007-012 Applicant Name: Herman Collier BMP: Grassed Waterway 				X	Supervisor Contract. Looks Good. Just needs some normal maintenance (reseeding some bare areas) (Describe what needs to be done)		X			
Contract Number: 93-2007-031 Applicant Name: Herman Collier BMP: Grassed Waterway / Field Border 				X	Supervisor Contract. Looks Good. Just needs some normal maintenance (reseeding some bare areas). Describe what needs to be done		X			

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Contract Number: 93-2007-109 Applicant Name: Thomas Traylor BMP: Heavy Use Protection Area 				X	Looks Good		X			
Contract Number: 93-2007-114 Applicant Name: Randy Martin BMP: Cropland Conversion – Grass 				X	Looks Good		X			

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Contract Number: 93-2007-115 Applicant Name: Danny Bolton BMP: Cropland Conversion – Grass 				X	Looks Good		X			
Contract Number: 93-2008-013 Applicant Name: David Hight BMP: CAT/GWW/FB 				X	Supervisor Contract. Looks Good. Just needs some normal maintenance (Reseeding some bare areas)		X			

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Contract Number: 93-2008-024 Applicant Name: Herman Collier BMP: Tank / HUAP 				X	Supervisor Contract. Working Well.		X			
Contract Number: 93-2008-204 Applicant Name: Herman Collier BMP: Pasture Renovation 				X	Supervisor Contract. Drought Contract. Looks Good.		X			

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Contract Number: 93-2008-207 Applicant Name: David Hight BMP: Pasture Renovation 				X	Supervisor Contract. Drought Contract. Looks Good.		X			
Contract Number: 93-2009-409 Applicant Name: Richard Braves BMP: Pasture Renovation 				X	Drought Contract. Looks Good.		X			

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Contract Number: 93-2009-419 Applicant Name: Herman Collier BMP: Pasture Renovation 				X	Supervisor Contract. Drought Contract. Looks Good.		X			
Contract Number: 93-2009-422 Applicant Name: Herman Collier BMP: Irrigation Well (DG) 				X	Supervisor Contract. Drought Contract. Looks Good.		X			

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Contract Number: 93-2011-019 Applicant Name: Herman Collier BMP: Grassed Waterway 				X	Supervisor Contract. Looks Good.		X			
Contract Number: 93-2011-020 Applicant Name: Herman Collier BMP: GWW / FB 				X	Supervisor Contract. Looks Good.		X			

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Contract Number: 93-2012-008 Applicant Name: Herman Collier BMP: GWW / FB 				X	Supervisor Contract. Grassed Waterway Looks Good. Field Border needs a little normal maintenance (reseeding some bare areas).		X			
Contract Number: 93-2012-017 Applicant Name: Herman Collier BMP: Watering Tank 				X	Supervisor Contract. Looks Good.		X			

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Contract Number: 93-2012-018 Applicant Name: David Hight BMP: GWW / FB 			X		Supervisor Contract. Needs some minor repair work (smoothing ruts and washes then reseeding).	X				
Contract Number: 93-2013-002 Applicant Name: David Hight BMP: GWW / FB 			X		Supervisor Contract. Field Border #2 needs additional seeding.	X				

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Contract Number: 93-2013-011 Applicant Name: Arthur King BMP: Lagoon Closure 				X	Looks Good		X			
Contract Number: 93-2014-008 Applicant Name: David Hight BMP: GWW / FB 				X	Supervisor Contract. Looks Good.		X			

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Contract Number: 93-2014-014 Applicant Name: Herman Collier BMP: Field Border 				X	Supervisor Contract. Looks Good.		X			
Contract Number: 93-2014-501 Applicant Name: Town of Warrenton BMP: Pet Waste Receptacle 				X	Looks Good		X			

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Contract Number: 93-2015-012 Applicant Name: Herman Collier BMP: Heavy Use Area Protection 				X	Supervisor Contract. Looks Good.		X			
Contract Number: 93-2015-014 Applicant Name: Charles Lynch BMP: Cropland Conversion – Grass 				X	Looks Good.		X			

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Contract Number: 93-2016-011 Applicant Name: Gregory Holtzmann BMP: 3-year Sod-Based Rotation 				X	Looks Good.		X			