

**North Carolina Agriculture Cost Share Program Review Summary
(October, 2013)**

County	<u>Bertie SWCD</u>	Date of Previous Review/Report	<u>January 2003</u>
District Staff Name(s)	<u>Vic Thompson</u>	Date	<u>October 28-29, 2013</u>
NRCS Staff Name(s)	<u>Michael Champion</u>		
Division Representative(s)	<u>David Harrison, Kelly Ibrahim, Eric Pare</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.										
When do you schedule your board meetings?				Y	Second Monday of each month with the exception of the area meetings and spring planting (April) – 8 am.		N			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				Y	Meeting notices are posted 24 hours ahead of time on public notice boards.		N			

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>When do you develop a conservation plan for a potential applicant?</i>				Y	A preliminary assessment is done with the applicant before application approval.		N			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				Y	On-site visits are done during the preliminary assessment.		N			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				Y	Yes. Applications are ranked and approved.		N			
<i>Are application decisions/motions recorded in the board minutes?</i>				Y	Yes.		N			
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	Ledgers are kept according to applicant.		N			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				Y	Ledgers are kept according to applicant.		N			
If multiple partners farm together, how does the district track individual applicants as one operation?				Y	Ledgers are kept according to applicant.		N			
Once applications are approved, how do you develop a contract?				Y	The preliminary assessment is used as a base for the contract using the NRCS toolkit.		N			

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			
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	The applicant reviews the contract in person and is informed that work can't proceed until approved by the division.		N			
What procedures do you follow for notifying the applicant that work can begin?				Y	Applicant is notified by letter.		N			
What information do you provide the applicant?				Y	They receive a copy of the contract, seeding recommendations and engineering designs. Locations are staked out in the field.		N			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				Y	Yes		N			
<i>Are contract decisions/motions recorded in the board minutes?</i>				Y	Yes		N			
Describe the district/board's procedure for approving supervisor contracts.	Y				Supervisor abstains from voting. Supervisor steps out of the meeting during discussion and voting.		N			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				Y	Yes		N			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				Y	Onsite supervision of BMP installation except for incentive practices. Checkout of Incentive practice after installation		N			

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			
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 and checking on assistance notes		N			
Is the district recording 6-month extensions in the board minutes?				Y	Haven't had to at this time.		N			
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	As-built plans are included in the contracts. Notes are made in the assistance notes.		N			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				Y	BMPs are measured and noted in the plan and contract.		N			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				Y	Yes. Drop structure on one contract.		N			
Are request for payments reviewed and approved by the board as a separate action item?				Y	Yes		N			
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	Nothing recent (1999). A letter is sent to the commission detailing the circumstances. Supervisor presents request to the Commission		N			
<i>Are payment decisions/motions recorded in the board minutes?</i>				Y	Yes		N			

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 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?	Y				Usually one or two supervisors participate. Supervisors will call in if they see any questionable circumstances.		N			
How does the district select which contracts to spot check?				Y	Annually do 5% at random within the last ten years and any animal waste contract in the last 5 years		N			
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.				Y	Yes		N			
How does the district review five percent of all waste utilization plans?				Y	None recently. Will be done randomly when needed.		N			
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	NRCS area office does those spot checks. Notified by the District Conservationist.		N			

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			
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	The district sends a letter to the applicant with the discrepancy and a timeline for repair or replacement		N			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				Y	Discrepancies are discussed at the district meetings and letter is signed		N			
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 district meeting		N			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				Y	None recently. Repayment is pro-rated.		N			
<i>Is the district notifying the division of non-compliance and resolutions?</i>				Y	When necessary		N			

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?				Y	Ledger and running total in BEAM		N			
How does the district use the division on-line (website) reports?				Y	Yes, as needed.		N			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?				Y	Supervisors do that audit		N			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				Y	County handles the audits		N			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				Y	Vic Thompson		N			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				Y	County audits annually.		N			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				Y	County audits annually.		N			

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			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				Y	75% minimum. Tracked on the timesheet.		N			
Is proper job approval authority (JAA) documented for each technical and cost share position?				Y	JAA meets the needs of the district.		N			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				Y	Yes. Done annually.		N			

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: 08-2005-001 (Supervisor) Applicant Name: Griffin Farming Partnership BMP: Field Border 				Y	Field Borders look good		N			

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: 08-2005-005 Applicant Name: Ted Winslow BMP: CAT, GWW, FB 				Y	All BMPs look good		N			

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: 08-2006-081 Applicant Name: Carole Slayton BMP: CC-Trees (CE) 				Y	CREP Trees look good		N			

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: 08-2007-009 / 2008-003 Applicant Name: Arthur Askew BMP: Field Border 				Y	Field border needs some maintenance from farm traffic		N			

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: 08-2008-009 Applicant Name: Perry Bros. Farm BMP: CAT, GWW 				Y	BMP looks good and is well maintained.		N			

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: 08-2008-014 (Supervisor) Applicant Name: Griffin Farming Partnership BMP: Field Border 			Y		Field Borders have been destroyed and sage has been planted up to the ditch.	Y				

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: 08-2010-111 (DG) Applicant Name: Ted Winslow BMP: Cons. Irrig. Retrofit 				Y	BMP looks good		N			

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: 08-2011-003 / 2012-002 Applicant Name: Matt Arvis BMP: LS, FB 			Y		Field Borders have been planted to soybeans.	Y				