

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 notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted sign on district door, newsletter		X			
<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 made, resource data pulled, discussion with farmers, alternatives provided.		X	Good work by staff on working with landowners.		
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	Drainage issues (both home and larger scale) along with the farm community		X	This can involve a fair amount of time, good work by staff.		
<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	Camden uses the self-certification form and they have a spreadsheet.		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	They know the farmers generally in the county and adjoining counties and track the payments by name. These are also the districts that make up the Albemarle district so they communicate more than most		X	Again, good work by staff in knowing the landowners/operators		
At what point in the application process does the district develop the contract? Describe this process.				X	The staff meets with the farmer/applicant, goes over the resource concerns, then develops the contracts.		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 goes over the plan with the applicant and writes letter (and calls) after receiving word from the division.		X	Good follow up provided.		
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor does not vote on their own contract.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes, absolutely!		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			

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 procedures do you follow for notifying the applicant that work can begin?				X	Phone call with letter, often a field visit		X			
What information do you provide the applicant?	X				The conservation plan along with the contract (soils, etc)		X	Plans are in 6-part folders and are organized very well. Good information that is shared well with cooperators.		
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Construction checks provided prior to final checkout.		X	Good service provided		
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	Using CS2, no specific spreadsheet but do look at the plans/contracts on occasion.		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	Limited issue here.		
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	Notes and worksheets, see above		X	See commendation above, files are well organized.		
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, see above		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 receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes		X	Not much actual work performed here.		
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X	Well documented		
<i>Are payment motions/decisions recorded in the board minutes?</i>				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.										
<i>Who participates in annual spot checks? When are they conducted?</i>	X				All supervisors and one staff. Conducted March to May		X	Commendation for all supervisors attending. Great way to show support in the community and to keep in touch with what's going on in the field.		
How does the district randomly select which contracts to spot check?				X	Picks a random number		X			
<i>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.</i>				X	N/A		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	Yes		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 all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	N/A		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	Verbally		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			
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?				X	Send a letter and comply with policy		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Discussion at Board meetings, few situations		X			
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?				X	N/A, all applicants have complied		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	N/A		X			
<i>Is the district notifying the division of non-compliance and resolutions?</i>				X	That point hasn't been reached		X			
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.										

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 does the district track BMP funds?				X	Spreadsheet in addition to CS2		X			
In what instances does the district use the division on-line (website & CS ²) reports?				X	Not too much, the old system is better.		X	Hoping the upgrades will improve the reporting abilities of the districts		
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All through the county and audited through their budget dept.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?	X	X			Bryan Lannon		X	I am giving both a Commendation and a Recommendation for this position. The Commendation has to do with Brian taking significant action on obtaining training necessary to fulfill the requirements of the job and going above and beyond those expectations. Additionally Brian has been involved with workgroups and advisory committees and has been a significant contributor in helping shape policy. The recommendation is a generic one that the Division will make during all program reviews and that is to obtain the necessary JAA (which Brian is doing and has completed) along with the Certified Conservation Planner (CCP). It must be noted however that at this		

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			
								point in time, the CCP process is not implemented by NRCS and Division staff to the degree that it can be "rolled out" to those wanting and needing to obtain this. Should the CCP process become functional, we recommend all staff that does not have this obtain it in a timely manner.		
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	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		X			
<p>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.</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: 15-2012-501 Applicant Name: Camden County BMP: Pet waste receptacle</p> <p><i>Insert Picture</i></p> 				X	<p>PWR installed on the major trail leading through the Great Dismal Swamp. This trail gets major traffic, including international sailors that stop at the Welcome Center. It is highly trafficked. Nice location.</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:15-2013-010 Applicant Name: David Temple BMP: Land smoothing/LTNT <i>Insert Picture</i> 				X	Practice in decent shape and largely maintained. The crop residue is a bit light due to the soils, but the necessary cover is there. Note differences in photo based on the previous crops.		X			
Contract Number: 15-2015-002 Applicant Name: Albertson Farms BMP: Crop residue <i>Insert Picture No photo as this was a 2015 practice</i>				X	As this was a crop residue practice and a 2015 contract the maintenance was over. We looked at the conservation plan information and drove by the farm, but did not take a photo.					
Contract Number: 15-2015-005 Applicant Name: Mel Cuthrell BMP: Crop residue				X	See above comments		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>Insert Picture</i>										
Contract Number: 15-2014-004 Applicant Name: Scott Leary BMP: Crop residue <i>Insert Picture no photo, see above comments</i>				X	See above comments, looked at file folders and drove by farm, but a crop residue practice. Folders in excellent shape and very well organized		X			
Contract Number: 15-2015-004 Applicant Name: Chad Williams BMP: Crop residue <i>Insert Picture no photo, see above</i>				X	See above comments, same conditions apply		X			
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										