



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 monthly meeting notice. They do follow the Open Meetings Law.					
<i>When do you develop a conservation plan for a potential applicant?</i>				X	Usually folks walk in first and apply for cost share. Then the district sees if they are still interested when the time comes to write the contract due to their batching system. The site visit is done to develop the Conservation Plan and then the cost share plans are developed from those.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	The district assesses whether or not the application qualifies based on the ranking form, they conduct the initial field visit or the farmer brings in the cropping history.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>	X				Yes, applications are reviewed as separate action items.  <b>Commendation:</b> the division commends the district for its' minute taking and recording of cost share actions.		X			
<i>Are application decisions/motions recorded in the board minutes?</i>				X	Yes, the motions and decisions are recorded in the minutes.		X			
<i>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</i>				X	Jamie has a list on a clipboard that he uses and a spreadsheet to track incentives. Yes, the district is using 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			
division to track incentive BMPs.										
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	Jamie has his clipboard list and the district spreadsheet. He also knows the farmers since he is a long term employee. He used to call or visit FSA to check. They also use the self certification form now too.		X			
If multiple partners farm together, how the district tracks individual applicants as one operation?				X	The district mostly has individual applicants. Jamie knows the farmers or asks them and checks with FSA registrations to avoid double dipping.		X			
Once applications are approved, how do you develop a contract?				X	The applications and contracts are usually done at the same time using ranking forms, batching periods and Conservation Plans to develop 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	Jamie talks to the cooperator at the time of application and gives them the requirements (word of mouth in person) and goes over the paperwork. Yes, he explains that work cannot begin before division approval.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Jamie calls them and mails their folder with their copies of everything and a note about when work can begin.		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?					The applicant is provided a copy of the contracts forms 1, 2, 11, 11A, maps, standards, specs, design info, soils information.					
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes, contracts are reviewed as separate action items.		X			
<i>Are contract decisions/motions recorded in the board minutes?</i>				X	Yes motions and decisions are recorded in the minutes.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisors are treated the same as everyone else. No points are given or taken away for being a supervisor.		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, it is recorded in the minutes that supervisors abstained from voting on contracts that they may have an interest in.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	Jamie or Brian is on site for engineering practices for most of the installation. For cropland conversion they are not always on site but go out to check out progress unless they are specifically asked by the cooperators to come out. The district has a contractors list that they provide for equipment operators and vegetation companies but they don't recommend any one company.		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			
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			A couple times a year Jamie looks through the contract files and calls if the cooperator is falling behind and documents it in the "6" notes. <b>Recommendation:</b> the district should add a column to their spreadsheet for the 1/3 date so that they know when it is approaching for all contracts.	X		A new line item will be added to the district NCACSP spreadsheet to address the 1/3 date.	Beginning with PY 2015 contracts.	Plan of Action Accepted.
Is the district recording 6-month extensions in the board minutes?				X	Yes, they had some where they voted and recorded it in the minutes.		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				It is noted on the "6" notes. Sometimes there are engineering letters, they cross reference to the EQIP folder for check out notes. A note is made on the NC11 form as well. <b>Commendation:</b> the district is commended for documentation that BMPs were field checked and certified.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	For whole fields they use the FSA maps, for partial fields they GPS the field. They go to the field first then measure or use GPS to measure. It is noted on the 6 notes or the NC 11 form.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, receipts are reviewed for actual cost items and kept in contract files.		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 request for payments reviewed and approved by the board as a separate action item?				X	Yes, RFPs are reviewed and approved as separate action items by the board.		X			
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?				X	Jamie can only remember one of these. They are aware of the process for applying for an extension.		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	Yes, these motions and decisions are recorded in the minutes.		X			
<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.										
<i>Who participates in annual spot checks? When are they conducted?</i>				X	The district tries to get all supervisor to go but usually at least 4 go at various times to different locations because they have so many to see. Usually one staff and one supervisor go out. There is not a set time each year to go but usually early spring – February or March.		X			
How does the district select which contracts to spot check?				X	The district determines the number of active contracts and what 5 % of that will be then they pick every nth folder starting randomly in the drawer or reverse order.		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 DWQ.</i>		X			Yes, the waste projects not picked randomly are added to the ones that need to be checked. <b>Recommendation:</b> if you pick the same ones from last year then go back	X		Beginning with the PY15 spot checks, we will spot check any BMP that ma ynot have been picked during the PY14 random pull. This will insure that the plans	Implement at the PY 15 spot check.	Plan of Action Accepted.

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			
					and do it again because if you don't it isn't a random system. Document the process so you won't be seen as "picking" on any one cooperator.			pulled are indeed completely random.		
How does the district review five percent of all waste utilization plans?				X	The district does not review 5 % of all the waste plans. Eddie writes waste plans for non- cost share farmers but they are not reviewed. I believe this question was pertinent during 0200 but is not now. Only waste management plans related to active contracts are reviewed.		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	Jamie gives Brian a list and Brian asks the Area Office to do the reviews.		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			The district writes a letter to the cooperator.  <b>Recommendation:</b> Jamie can write the letter but have chairman sign it and copy the division on all maintenance and non-compliance letters.	X		Beginning immediately, all compliance letters will be signed by the chairman of the Johnston SWCD Board. A copy will be sent to the Division as well.	Immediately	Plan of Action Accepted.
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The board is notified during the board meeting.		X			
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?				X	The letters are written and get mailed after the next board meeting. I received a copy of a letter during the program review. Yes, a copy is kept in the contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.		X			The division cost share staff was unable to locate one here in the Raleigh office. <b>Recommendation:</b> If the district can locate documentation then it should forward to the cost share specialist.	X		Letters are always sent to the applicant when a repayment is required. Copies are sent to the Division. Repayment checks are sent directly to the Division.	Will check back and send copies of repayment request letters.	Plan of Action Accepted.
Is the district notifying the division of non-compliance and resolutions?		X			The division cost share staff could not locate documentation from the district. <b>Recommendation:</b> the district shall copy the division cost share staff on	X		Non compliance and maintenance letters are always sent to the applicant if a situation arises. Copies are sent to the Division.	Immediately	Plan of Action Accepted.

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			
					any maintenance or non-compliance letters that are sent to cooperators.			Letters will be signed by Chairman		
<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	Jamie maintains a master spreadsheet and a clipboard for his most current items on it.		X			
How does the district use the division on-line (website) reports?				X	Yes, to compare to spreadsheets and clipboard for spot checks and balances.		X			
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?				X	The board audits the BMP funds using the BMP Certification form and it is notarized as required. Was sent when strategy plan items are due.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The TA is tracked on a spreadsheet. There is an internal audit by the board. Last one was July 9, 2013. The district gets the money and writes a check back to the county.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Jamie Massey and Eddie Humphrey		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The operating funds are done the same as TA – 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			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The matching funds are tracked the same as the TA and operating funds are. The district keeps the matching funds in their account and they are audited by the board. The county does their own audit and it is published online on how the audit went. There were no issues with state funds for cost share programs.		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	Jamie spends more than 50% of his time on cost share programs. It's more like 65-70% and at least 50% for Eddie.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	Yes, for Eddie and Jamie.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	Yes, I review all of them during the program review.		X			
<p><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.</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			
Contract Number: 51-2004-040 Applicant Name: Polly Johnson BMP: cropland conversion to grass				X	No concerns. Contract file complete.		X			
Contract Number: 51-2010-016 Applicant Name: Hubert Worthington BMP: cropland conversion to trees  				X	No concerns. Contract file complete.		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: 51-2006-012 Applicant Name: Jerry McLamb BMP: cropland conversion to grass				X	No concerns. Contract file complete.		X			
Contract Number: 51-2012-801 Applicant Name: Jerry McLamb BMP: pond sediment removal				X	No concerns. Contract file complete.		X			
Contract Number: 51-2011-001 Applicant Name: Elizabeth Wilson BMP: pasture renovation				X	No concerns. Contract file complete.		X			
Contract Number: 51-2010-004 Applicant Name: Westbrook Brothers BMP: drystack			X		Items found under the drystack that should not be stored there – fans, equipment not related to litter management. <b>Corrective Action</b> – these items must be removed and nothing unrelated to litter management can be stored under the drystack while the maintenance period is still in effect.	X		Letter will be sent to Westbrook Brothers addressing the compliance issue noted. Letter will remind Westbrook Brothers that items not directly related to litter storage cannot be housed under the dry stack. Letter will be signed by the Johnston SWCD chairman.	Letter will be sent by May 31, 2014.	District staff should provide follow-up to division cost share staff on the status of the corrective action.

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: 51-2006-045 Applicant Name: James Upchurch BMP: critical area planting, grassed waterway			X		The critical area planting needs mowed and reseeded in places. The grassed waterway needs reshaped and reseeded. <b>Corrective Action:</b> the district should contact the cooperators about the required corrections and follow-up with the division on corrections.  Contract file complete.	X		Letter will be sent to James Upchurch concerning the maintenance issues noted. Letter will be signed by the Johnston SWCD chairman. Mr. Upchurch will receive technical assistance and be given one year to complete the repairs noted.	Letter will be sent by May 31, 2014.	District staff should provide follow-up to division cost share staff on the status of the corrective action.

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: 51-2012-501/51-2011-501 Applicant Name: Johnston Community College BMP: 2 cisterns		X			The cisterns need maintenance per Jamie's previous letter about surface water drainage. <b>Recommendation:</b> the district should resend a letter to the appropriate college representative or their supervisor about maintenance.	X		Letter will be sent to Johnston Community College relating to the maintenance issues noted. Letter will be signed by the Johnston SWCD chairman. Technical assistance will be provided to complete repair.	Letter will be sent by May 31, 2014.	District staff should provide follow-up to division cost share staff on the status of the recommendation.

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: 51-2012-023 Applicant Name: Linwood Jones BMP: cropland conversion to grass				X	No concerns. Contract file complete.		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: 51-2009-043 Applicant Name: Linwood Jones BMP: cropland conversion to grass 			X		Part of this cropland conversion is now a soccer/football field and parking lot. Once the cost share contract is signed and the payment is made the practices must remain in place for the entire maintenance period which is 10 years for this practice. The practice area cannot be used for purposes not intended at the time of the contract implementation especially non-agriculture purposes.  <b>Corrective Action</b> – the district should determine when this field was installed (Pop Warner football sign was faded) and determine the amount to repay the state or repair the cropland conversion.	X		Another field visit will be completed to determine the portion of the field being used for soccer. A letter will be sent to Linwood Jones asking for a prorated repayment on this portion of the field if soccer is going to continue. If not, the field should be returned to agriculture usage only. Letter will be signed by the Johnston SWCD chairman.	Letter will be sent by May 31, 2014.	District staff should provide follow-up to division cost share staff on the status of the corrective action.

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: 51-2007-016 (s) to 51-2005-017 Applicant Name: John Langdon BMP:				X	No concerns. Contract file complete.		X			
Contract Number: 51-2009-031 Applicant Name: John Langdon BMP: 				X	No concerns with practice. Contract file missing some documentation.		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: 51-2011-002 Applicant Name: John Langdon BMP:				X	No concerns. Contract file complete.		X			