



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			
					It is posted enough in advance to meet Open Meetings Law.					
<i>When do you develop a conservation plan for a potential applicant?</i>				X	Most applicants come in to the office then Stuart schedules a visit to farm then develops the estimate and gets them to sign.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	Most of their practices are to protect water from pasture waste and erosion. Stuart determines the best and cheapest option to solve the water quality issue.		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.		X			
<i>Are application decisions/motions recorded in the board minutes?</i>		X			Yes, <b>recommendation</b> – add application number to minutes.	X		Application numbers will be added to the minutes	The next SWCD meeting that applications will be ranked	Plan of Action accepted.
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.				X	Does not do many incentives or have many applications for incentives. Made Stuart aware of self-certification form.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	Not an issue here in this county. Not many applications for incentives. Stuart knows everyone who farms in this county. He was made aware of 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?				X	Stuart knows all the farmers in the county and most of the families. Does not feel the need to track them.		X			
Once applications are approved, how do you develop a contract?				X	Stuart goes out to the farm after application and creates the contract. May take multiple trips. Sometimes there are applications that don't meet contract status.		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				Stuart gets division approval then gives the cooperator a packet of information sometimes with a cover letter with timelines on it. Copy obtained during review. <b>Commendation:</b> the district is commended for having this cover sheet to emphasize what is required and timelines that need to be met.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Stuart takes the packet to them in person with the cover letter.		X			
What information do you provide the applicant?				X	Cover letter, copy of contract, maps, design, standards and specs, job sheets are all provided to cooperator.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes, contracts are reviewed and approved by the board as a separate action item. <b>NOTE:</b> include contract number in minutes.		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 contract decisions/motions recorded in the board minutes?				X	Yes, the motions and decisions were recorded in the minutes.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisors are treated like any other applicant. No points are added or taken away for being a supervisor.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?	X				Yes, there was evidence that a supervisor abstained from voting on a contract that had an interest in. <b>Commendation:</b> the district is commended for the details, organization and completeness of their board minutes as it relates to cost share items.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	It's on a case by case basis. Stuart maintains contact with landowner and depending on what the farmer wants how much contact he has. He tries to be on site and sometimes helps but mostly is on site as per requested by farmer.		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			Stuart monitors the cover letters and puts a note on his calendar when dates are approaching. <b>Recommendation:</b> add a column for the 1/3 date so it is easy to track.	X		Added column for 1/3 date to spreadsheet	Immediate	Plan of Action accepted.
Is the district recording 6-month extensions in the board minutes?				X	It has been several years since Stuart can remember doing a 6-month extension. If cooperators want an extension it was presented to the		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			
					board and voted on and then Stuart sent them a letter. Stuart is aware it has to be in the minutes.					
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	Stuart records it in the conservation notes. Job approval from engineer is included in file.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Stuart goes out to measure fence or pipe or gets receipts for pipe and items like that. He puts it in the conservation notes.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, receipts are received and reviewed for actual cost items and other items as well like gravel.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes, payments are reviewed and approved as separate action items.		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	Yes, currently they do not sign RFPs outside of board meetings. The payments motions and decisions are recorded in the minutes.		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			
<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.										
Who participates in annual spot checks? When are they conducted?				X	Stuart and at least 2 supervisors go on the spot checks. Usually done in spring – April or May.		X			
How does the district select which contracts to spot check?	X				Stuart writes active contract numbers on paper and pulls out of a hat. Pulls extra to look at. If they pick one this year that they did last year they will check it again. <b>Commendation:</b> the district is commended for their totally random selection process.		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 DWQ.				X	Yes, they do go to all waste management systems and if they aren't pulled randomly then they are added. Waste systems mainly on horse farms now.		X			
How does the district review five percent of all waste utilization plans?				X	Stuart does not do waste plans for anyone who does not have a cost share plan. He would send to someone else if it was ever requested. Davis and I made Stuart aware of Sam Bingham for nutrient management plans.		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			X		<b>Corrective Action:</b> The district has not been notifying NRCS to spot check these contracts. Mike Sigmon will be contacted to review these contracts	X		Mike Sigmon has been notified & agreed to review supervisor contracts	Program year 2016 Mike (NRCS) will schedule	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			
employee or district supervisor? This includes CPOs, revisions, supplements or repairs.					within a year of completion.					
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			Stuart does a visit then he contacts them in person. Most of the time it has been corrected.  <b>Recommendation:</b> the district shall write a letter to the cooperators signed by the chairman notifying the cooperators that they must come back in to compliance or repay the state. A copy of this notification should be sent to the division cost share specialist.	X		The district will follow recommendation & write letter of notification when need arises	When required	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	Stuart notifies the board during a 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	Stuart works with the farmer to get them to do it. Stuart hasn't written one in a while.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Stuart has never done a refund.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Stuart stated that he sends copies of letters to the office. However, no copies of these letters could be located		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			
					in the division's cost share files.					
<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	Stuart maintains a spreadsheet for each program – ACSP, AgWRAP, and CCAP.		X			
How does the district use the division on-line (website & CS <sup>2</sup> ) reports?				X	Uses the reports to check payments and complete BMP certification form.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County Finance Officer tracks all of Stuart's funds. They are audited annually by the county. June 30, 2014. Prepared by the Finance Department Finance Director, Sandra Hughes.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Stuart Walker		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County Finance Officer tracks all of Stuart's funds same as TA above.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Sandra keeps track of what the expenditures are and receipts. July 29, 2014 notarized. Internal audit.		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			
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, JAA for Stuart was reviewed during the program review.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract? Do we still need this? Dottie/Helen are now monitoring this				X	All supervisors filled out the disclosure forms and they were sent to Raleigh.		X			
<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.										
Contract Number: 75-2006-215 Applicant Name: Arthur Covil BMP: stream crossings  				X	No concerns with contract file.  No concerns with BMPs.		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: 75-2008-222 Applicant Name: Robert Barber, Jr. BMP: pasture renovation 				X	No concerns with contract file. No concerns with BMP.		X			
Contract Number: 75-2012-260 Applicant Name: Randy Smith BMP: prescribed grazing, well, tanks, fencing				X	No concerns with contract file. No concerns with BMPs.		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: 75-2012-502                      Applicant Name: Troy Norman                      BMP: stream restoration</p> 				X	No concerns with contract file. No concerns with BMPs.		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: 75-2013-801 Applicant Name: William Davis BMP: new pond 				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 75-2014-267 Applicant Name: Randy Smith BMP: tank				X	No concerns with contract file. No concerns with BMPs.		X			