

**North Carolina Agriculture Cost Share Program Review Summary
(March 2017)**

County	<u>Duplin</u>	Date of Previous Review/Report	<u>2011</u>
District Staff Name(s)	<u>Vickie Baker, Billy Ivey, Angie Quinn</u>	Date	<u>3/30/2017</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Lisa Fine, Kristina Fischer</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.										
How/when are the district board meetings scheduled?				X	The first Monday of the month unless falls on a holiday then it will be a Tuesday. Hardly ever changes. 7:00 p.m. Set and board does not change it.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted in newspaper each month. In county finance office and district office. If it changes, it's posted at finance office.		X			

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					Posted at least 2 weeks ahead. Yes, it adheres to Open Meetings Law.					
<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	Word of mouth. More applicants than money. Site visits after application to determine if BMP is needed and feasible. FSA newsletter gets applicants in to office as well. Continual signup.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	Drainage tile, watershed management, beaver control done by staff. Works with Cooperative Extension to help citizens.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	OK.		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				Haven't had an incentive contract for a long time. Angie has a running list since 1987 to show how much they have had. A farmer database includes addresses etc... Staff is aware of the self-certification form. Commendation on maintaining the all-inclusive list for 30 years.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Staff tracks FSA numbers and parcel ids to see who owns the property, uses tax ids to make sure. Staff uses the running list spreadsheet mentioned above to track applicants.		X			
At what point in the application process does the district develop the contract? Describe this process.				X	Staff goes out to visit when applications come in and go see site, take pictures, take applications to board and they approve then applicant who rank highest get contract developed until money is gone.		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				Applicant comes in to sign paperwork or staff visit in person and go over when work can begin. Letter stating work can begin, and for cooperator to let them know when they are ready to start, have contractor meeting including NRCS, engineering etc.. on site. Commendation on communication with the applicant about timelines.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor abstains from comments and voting, no points for or against on ranking form. Treated like everyone else at ranking. Some board members don't get cost share if there are a lot of applications. Supervisors sign disclosure form.		X			

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Are contracts reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes		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 stated in the board minutes of abstention.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	District makes personal contact and give landowner folder containing all information needed. Letter for some contracts stating they can begin work.		X			
What information do you provide the applicant?				X	I landowner folder -copy of contract, job sheets, conservation plan, maps.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Staff is on site during installation, sometimes help install practices.		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			Look at the spreadsheet based on when contract was approved. Recommendation: add 1/3 column to the spreadsheet to better indicate when the date is approaching.	X		1/3 Install column has been added to spreadsheet	Immediately-5/3/17	Plan of Action accepted.
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			Haven't had any. Staff should follow through on this more and document that it has been checked.	X		Follow up with cooperators to insure 1/3 of work (materials purchased, plans, designs, etc.)	Immediately and going forward	Plan of Action accepted.

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								has begun during first 12 months. Document in 6-notes.		
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 are in the 6 notes and copies of field books and photos to document BMPs.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Staff measures and uses GPS to quantify size of BMPs. Documented in field books and notes.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, evidence of receipts was found in contract files.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
Are payment motions/decisions recorded in the board minutes?				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.										
Who participates in annual spot checks? When are they conducted?				X	As many supervisors as can will participate, 2 cost share technicians, Area Coordinators or anyone else wants to go, sometimes NRCS staff goes but they are stretched right now.		X			

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					No DC right now. Done in May.					
How does the district randomly select which contracts to spot check?	X				Put all active contract numbers in an Excel program, in a hat, spreadsheet with random number – every nth one, staff has gone back if picked in prior year, sometimes they add another to bottom of pile since they have already seen the one from last year but still see the one from last year. Commendation for having a completely random system for spot check selection.		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	Yes, hardly any waste management contracts left but staff has been doing this.		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	Yes, they have been being spot checked.		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	None here.		X			

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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	NRCS does an annual spot check and they ask Angie who the supervisors are and they are reviewed.		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	Contact landowner by certified letter and then farmer will call. Farmers always call them back. Have had 2 refunds. Farmer has sent checks in or came in to pay and the staff attaches the refund calculator info. Vicky has a recent one that needed to pay.		X			
<p>How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?</p>				X	It is brought up 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	If the farmer doesn't come in on his own a letter is provided to explain that with the refund calculator. Have had farmers come in with checks to repay on their own.		X			
<p>If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.</p>				X	Yes, refund checks have been received. Got documentation.		X			
<p><i>Is the district notifying the division of non-compliance and resolutions?</i></p>				X	Yes, refund checks have been sent in to the division. Cooperators found needing maintenance are sent letters. Letters will go to those farmers visited during the program review to let them know how things looked.		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	The staff uses a spreadsheet to track funds. Copy obtained.		X			
In what instances does the district use the division on-line (website & CS ²) reports?				X	To compare to district spreadsheet, to look at for contract status, track funds		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Angie has a spreadsheet from the division for hours and her own for tracking TA and operating funds. Obtained copy of form during review. Included in county audit.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Billy and Vicky currently		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Angie keeps a spreadsheet to track those.		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	Vicky and Billy do not have JAA currently. Vicky talked to Jacob Giddens yesterday. Usually can get JAA signed off on in their office. Sam Warren will sign off on most AgWRAP projects. The division encourages districts to obtain as much JAA as they can		X			

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					themselves.					
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: 31-2005-007 Applicant Name: O. R. Blizzard BMP: cropland conversion to grass, grassed waterway 		X			Contract file OK. No grass was found on the field. It had been disced up since the day before probably to replant for animals. Angie/Vickie to check on replant.	X		Field has been made ready to replant. Cooperator intends to replant after the impending rain in the next few days.	5/3/17	Photos were received at the division that show the replant of this field. Completed.

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Contract Number: 31-2006-001 Applicant Name: Louis Howard BMP: riparian buffer, cropland conversion to grass 				X	No concerns with contract file. No concerns with BMPs.		X			

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Contract Number: 31-2007-005 Applicant Name: Frances Walker BMP: cropland conversion to trees 				X	No concerns with contract file. Trees had a disease and some were lost but remainder look good. Still a good stand of trees.		X			

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Contract Number: 31-2007-010 Applicant Name: Jerry Brown BMP: cropland conversion to grass 				X	No concerns with contract file. No concerns with BMPs.		X			
Contract Number: 31-2008-001 Applicant Name: Gordon Cavanaugh BMP: drystack				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 31-2010-004 Applicant Name: Neil Barwick BMP: cropland conversion to grass				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 31-2010-016 Applicant Name: Rouse Ivey BMP: cropland conversion to grass		X			Maps in file and in division file are not what was actually installed. Please provide new maps of actual installed acreage.	X		Correct contract maps sent to the Division	5/2/17	Maps received. Completed.

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Contract Number: 31-2011-009 Applicant Name: Roger Davis BMP: cropland conversion to grass, tanks, heavy use area, well				X	No concerns with contract file. No concerns with BMP.		X			

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<p>Contract Number: 31-2013-012 Applicant Name: Billy Kilpatrick BMP: cropland conversion to grass</p> 		X			No concerns with contract file. BMP needs weed maintenance	X		Letter with recommendation sent to cooperator.	5/3/17	Plan of Action accepted. Follow up with farmer on progress.

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Contract Number: 31-2013-020 Applicant Name: Odom Farms BMP: well 				X	No concerns with contract file. No concerns with BMP.		X			
Contract Number: 31-2014-805 Applicant Name: Randy Patterson BMP: AgWRAP pond				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 31-2015-011 Applicant Name: Dan Kier BMP: field border				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 31-2015-806 Applicant Name: Rouse Brothers Produce BMP: AgWRAP well				X	No concerns with contract file. No concerns with BMP.		X			

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