

**North Carolina Cost Share Programs Review Summary
(October, 2017)**

County	<u>Iredell</u>	Date of Previous Review/Report	<u>2013</u>
District Staff Name(s)	<u>Louise Wooten, Jonathan Creason, James Summers</u>	Date	<u>10/30/2017</u>
NRCS Staff Name(s)	<u>Jim Probst</u>		
Division Representative(s)	<u>Ken Parks, Ralston James</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 board meets the second Tuesday of each month and are regularly scheduled meetings.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	The meeting notices are posted on the district's office and website. It is also posted in the local paper once a year.		X			

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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.				X	The district staff schedules an onsite visit and then starts the conservation planning process and then ranks the application.		X			
Does the district provide technical assistance without cost share funds?				X	Yes.		X			
What type of technical assistance is provided without cost share funds?	X				Technical assistance is offered when the applicant is not eligible for financial assistance. The district staff offers this assistance with CCAP concerns also.		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are application motions/decisions recorded in the board minutes?	X				Yes. The minutes looked good and accurate.		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	The district does not do incentive BMPs. The district board has voted not to use cost share funds for incentive BMPs. No, the district does use the self-certification for incentives form due to the reason above.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The district tracks these under one contract as one entity.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	If the application ranks high enough, then the contract is developed and the district covers all of what is needed in the contract with the applicant.		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				Yes, the district staff goes over the contract with the applicant and is sent a packet of all the contract forms. The district staff lets the cooperator know what is required of the applicant of when to start work, etc. The staff also does a pre-construction meeting with the cooperator and sometimes the contractors depending on the BMP type.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor contracts are brought up separately and the supervisor abstains from voting.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Yes.		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. The minutes looked good and were accurate.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	The district staff notifies the applicant by phone call after the division sends an approval email. A contract packet is also sent to the applicant.		X			
What information do you provide the applicant?				X	All signed documents of the contract and technical sheets are provided to the applicant.		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	The district staff does site visits during the installation and they ask the applicant if there is anything that they do not understand so it is taken care of in at that time.		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. Are you using CS2?				X	It is tracked by asking the applicant what work has been done according to the months into the contract and this is noted in the contract.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes, this has been done in the past, but have not had any request recently.		X			

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	The documentation includes the 6 notes and survey/construction notes that shows that the BMP was inspected and meets standards and certifications. Engineering projects have as-built maps as part of the documentation.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. It is documented in the contract notes in the file.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes. These were in the district files and uploaded in CS2 also.		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.										
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.				X	Yes.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside				X	The district notifies NRCS that there are supervisor contracts that need to be checked by the NRCS office.		X			

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of the district? (See Spot Check Policies for each program)										
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 sends the farmer or landowner a letter that the BMP is out of compliance. The district also gives the farmer a phone call if maintenance is needed on a BMP.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The supervisors are notified at a board meeting of any non-compliance or maintenance issues.		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	Yes.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes, payment was requested and it is documented in the file.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes.		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.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Yes, the district staff uses an annual spreadsheet and keeps a tally of the funds. The district also uses the CS2 reports to help track the BMP funds.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	Yes.		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	The district is not required to do a full audit, but a financial review is done by a CPA, Alan Rutherford. The last one was done October 2017. This district is a stand alone district and does not fall under the county.		X			
Who in the office does work for Cost Share Programs?				X	Jonathan Creason		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The district is not required to do a full audit, but a financial review is done by a CPA, Alan Rutherford. The last one was done October 2017. This district is a standalone district and does not fall under 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. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes, the JAA documentation for Jonathan and Jim is from 2011. An updated JAA form is being developed.		X			

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<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>										
<p>Contract Number: 49-2011-001 Applicant Name: Mark Johnson BMP: Fencing, Watering Tanks</p> 				X	<p>The BMPs were functioning properly and looked good.</p> <p>All the supporting documentation was in the file except for the benchmark measures and looked good.</p>		X			

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<p>Contract Number: 49-2012-002 Applicant Name: Reggie Weisner BMP: Fencing, Watering Tanks, Heavy Use Area</p> 				X	<p>The BMPs were functioning properly and looked good.</p> <p>All the supporting documentation was in the file except for the benchmark measures and looked good.</p>		X			

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<p>Contract Number: 49-2009-018 Applicant Name: Ronald Sharpe BMP: Pasture Renovation</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>All the supporting documentation was in the file and looked good.</p>		X			

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<p>Contract Number: 49-2010-009 Applicant Name: Larry Galliher BMP: Fencing, Stock Trail</p> 				X	<p>The BMPs were functioning properly and looked good.</p> <p>All the supporting documentation was in the file except for the benchmark measures and looked good.</p>		X			

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Contract Number: 49-2007-005 Applicant Name: Knox Farms BMP: Grassed Waterway 				X	The BMP was functioning properly and looked good. All the supporting documentation was in the file and looked good.		X			