

**North Carolina Agriculture Cost Share Program Review Summary
(November, 2013)**

County	<u>Lincoln</u>	Date of Previous Review/Report	<u>2000</u>
District Staff Name(s)	<u>Rick McSwain, Patty Dellinger</u>	Date	<u>11/25-26/2013</u>
NRCS Staff Name(s)	<u>Elton Barber</u>		
Division Representative(s)	<u>Ken Parks, Rob Baldwin, Davis Ferguson</u>		
Additional Participants	<u>Tommy Houser, Board Chairman Pam Stroupe, Supervisor</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.										
When do you schedule your board meetings?				X	Every second Tuesday of the month at 5:00 p.m. Except for January and August and during Spring and Fall meetings.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?		X			A notice is posted on the poster board at the county building. Recommend to post also on the county website.	X		A notice will be posted on the County Web site and in the local Lincoln Times News.	Started as of 2-11-14	Plan of action accepted.

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<i>When do you develop a conservation plan for a potential applicant?</i>				X	The technician meets with the applicant on-site to look at the problems and lets them know what is required and they sign an application.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	Assessing the whole site and see what the problems are and how to address them.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes, looked good.		X			
<i>Are application decisions/motions recorded in the board minutes?</i>				X	Yes, looked good.		X			
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	The technician keeps a spreadsheet in a book with the cooperators and the detailed incentive information. The technician also knows the cooperators in the county. The only incentive done was the no-till vegetables BMP.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	The technician refers to the list of cooperators.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation?				X	There are none of these operations, but the technician tracks these by referring to the spreadsheet.		X			
Once applications are approved, how do you develop a contract?				X	A handwritten contract is developed and then entered in IBEAM.		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				The technician takes a copy of the contract to the applicant and explains the whole contract after the contract is approved at the division. The technician also keeps notes on the applicant that do not qualify for cost share assistance.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	The technician explains the 1/3 rd rule and notifies the applicant with a phone call or tells them personally.		X			
What information do you provide the applicant?				X	The applicant gets a folder with the contract and all the supporting documentation.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes, looked good.		X			

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Are contract decisions/motions recorded in the board minutes?				X	Yes, looked		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor abstains from voting and the district has had two of these recently.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?	X				The technician provides assistance on-site checks the progress of BMP installation and sometimes help the cooperators with the BMP.		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				The technician keeps up with the contract and the 1/3 rd date each quarter before the 12 months runs out. All of this is documented in the technician's spreadsheet.		X			
Is the district recording 6-month extensions in the board minutes?	X				Yes.		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 and specifications?				X	Checks out notes are done after the BMP is installed and the BMP is certified.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?	X				The technician measures the BMP before RFP is approved.		x			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?	X				Yes.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.		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	The district has not had one of these, but knows the procedure.		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	N/A		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	The spotchecks are usually done in the Spring and board members, the technician and the NRCS DC goes on the spotchecks.		X			

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How does the district select which contracts to spot check?				X	The technician lets the board members choose a number that is related to a contract randomly from a list of the numbers.		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.		X			
How does the district review five percent of all waste utilization plans?				X	Yes.		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	The technician lets the DC know when the spotchecks are done and if there is anyone that applies to this list.		X			

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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	Yes. See contracts 55-06-260-03 and 55-08-295-03.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The technician informs the board from the spotchecks of a BMP that has been destroyed or mismanaged and the process to correct it.		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	A letter was sent to the cooperator.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes.		X			
<i>Is the district notifying the division of non-compliance and resolutions?</i>		X			Recommend to send the division a copy of the letter.	X		A copy of the letter that is sent to the applicant that has been found out of compliance with NCACSP, CCAP and AgWRAP will be sent to the Division.	Start as of 2-11-14	This step is now step 2 in the draft non-compliance policy. Plan of action accepted.

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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 technician uses a spreadsheet.		X			
How does the district use the division on-line (website) reports?				X	Yes, to compare contracts.		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 technician does this audit and fills it out. The last one was done May 28, 2103. The chairman signs and Patty notarizes.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The county finance dept. has an audit done by Martin, Starnes & Assoc. The audit is done by random line items. The last one was done 6/30/13.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Rick McSwain.		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Same as above. Patty keeps a record of the operating expenses from the county budget break down.		X			

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How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These are tracked by the county finance dept.		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	Approx. 75% of time is used for cost share implementation and it is tracked on his timesheet in detail on what he has worked on.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	Yes, 1/22/2010.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	Yes.		X			
<p>Office review comments: The Lincoln District staff is doing a good job implementing the ACSP and the Division gives 7 commendations on several items the staff is doing really well. The Division gives 2 recommendations for improvement for the District. There were no corrective actions on the office review.</p>										

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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: 55-11-340-01 Applicant Name: Jack Boyles BMP: Grassed Waterway</p> 			X		<p>The BMP is not functioning properly and is need of repairs due to weather related damage to the waterway.</p> <p>File looked good.</p>	X		<p>A Repair contract has been written and approved to make repairs to the waterway that was damaged due to heavy rains before grass was established. This site has been repaired and a photo attached.</p>	<p>Repaired as of 3-7-14</p>	<p>Plan of action accepted. The technician sent a photo of the grassed waterway repaired and looks good and is functioning properly (see photo below).</p>

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Contract Number: 55-11-340-01 Applicant Name: Jack Boyles BMP: Grassed Waterway (Repair) 				X	This is a photo taken after the grassed waterway was repaired. The BMP appears to be functioning properly.		X			

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Contract Number: 55-09-316-03 Applicant Name: Tommy Houser, Supervisor BMP: Micro-irrigation 				X	The BMP was functioning properly and looked good. There was no conservation plan in the file.		X			

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Contract Number: 55-12-802-03 (AgWRAP) Applicant Name: Tommy Houser, Supervisor BMP: Ag. Water Supply Pond 				X	The BMP was functioning properly and looked good. File looked good.		X			

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Contract Number: 55-10-501-03 (CCAP) Applicant Name: Lincoln Co. Government BMP: Pet Waste Receptacles 				X	The BMP was functioning properly and looked good. There was no conservation plan in the file.		X			

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<p>Contract Number: 55-05-244-03 Applicant Name: Valedale Angus BMP: Stream crossing, Fencing</p> 				X	<p>The BMPs looked good and were functioning properly.</p> <p>There was no cultural resources review in the file.</p> <p>There was no conservation plan in the file.</p>		X			

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Contract Number: 55-07-265-01 Applicant Name: Brent Brown BMP: Ag. Road Stabilization 				X	The BMP was functioning properly and looked good. File looked good.		X			

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Contract Number: 55-10-332-01 Applicant Name: Jeff Carpenter BMP: Fencing, Well, Tanks 				X	The BMPs were functioning properly and looked good. There was no conservation plan in the file.		X			

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<p>Contract Number: 55-08-274-03 Applicant Name: Jack Huss (Supervisor) BMP: Pasture Renovation</p> 		X			<p>The BMP was functioning properly. Recommend to do some weed control based on the technician's specifications.</p> <p>There were no job sheets, designs, etc. in the file.</p>		X			

Field site and contract file comments: There was one BMP site with a corrective action and one BMP site with a recommendation. The division recommends providing any culture resources review forms as needed per BMP, any job sheets/technical forms, conservation plans and also the benchmark measures calculations* in the future contract files. * Please note that as of program year 2012 benchmark measures calculations are required by commission policy in the contract files. All the ACSP files are kept in a lockable room for security purposes.