

**North Carolina Agriculture Cost Share Program Review Summary
(May, 2014)**

County Macon Date of Previous Review/Report May 4 & 5, 2000

District Staff Name(s) Mike Breedlove, Doug Johnson Date May 28, 2014

NRCS Staff Name(s) _____

Division Representative(s) Davis Ferguson, Kelly Ibrahim _____

Additional Participants _____

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	The Macon board meeting is the third Monday each month at 6pm.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	The district post the board meeting by a sign on the door and it is also posted on the county website. The posting stays posted year round. If they have		X			

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					a special meeting, the notice is posted on the door at least 48hours in advance of the meeting.					
<i>When do you develop a conservation plan for a potential applicant?</i>				X	The district develops a conservation plan when the client requests technical assistance.		XX			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	The district staff makes a site visit to the area of concern/farm.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes they are acted on as separate action items, applications are typically taken to separate board meeting from the contacts		X			
<i>Are application decisions/motions recorded in the board minutes?</i>				X	Yes, they are recorded in the board meeting minutes for the past year.		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 district staff knows cooperators, do not have many incentive contracts, will use the certification form if needed in the future.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	The district staff knows cooperators, do not have many incentive contracts, will use the certification form if needed in the future.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation?				X	The district staff have knowledge of the producers and family members, there aren't many multiple cooperators farming together. This is not a concern.		X			
Once applications are approved, how do you develop a contract?				X	The district staff visits the farm. They determine the client's objectives, take measurements and surveys, and then write the contract. They make notes in field notebooks for measurements when it applies.		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				Contracts are hand delivered to clients. They are verbally reviewed with the producer. Staff highlights on the contract that they can't begin work until the contract is approved. The division commends the Macon SWCD employees for their communication and assistance to producers.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Staff typically visits or calls the producer and to let them know work can begin work.		X			
What information do you provide the applicant?				X	The contract paperwork, conservation plan and designs.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Contracts are typically taken to the board for approval a month apart from the applications.		X			

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Are contract decisions/motions recorded in the board minutes?				X	Yes, this is documented in the meeting minutes.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The board member would be ranked like other applicants and the board member abstains from voting. Supervisors typically do not apply for the cost share program		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	NA		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	The district staff tells the client to call when they are ready to begin installing practice. The staff lays out where the tank/fencing or other practice should be located. The staff knows most of the contractors that do the work.		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 staff uses the contract spreadsheet to track contract deadlines. CS ² now provides a way of tracking the milestone deadlines for all contracts.		X			
Is the district recording 6-month extensions in the board minutes?				X	This is not needed very often, but it is recorded in the board meeting minutes if considered.		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	The staff makes notes in field books and document check outs in the construction check or use conservation field notes.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, certification is documented in the field notes.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	The district installs mainly wells and watering tanks that are actual cost. They do collect receipts for those practices.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes the board approves payments separately. Melinda Davis does have delegated authority for RFPs between board meetings.		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	Yes, they sent letter to the division requesting the extension.		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>				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.										
<i>Who participates in annual spot checks? When are they conducted?</i>				X	The staff and one to five members of the board attend spot-checks. They are typically conducted in May.		X			

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How does the district select which contracts to spot check?				X	They use a random number generator to assign numbers to contracts.		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 district has waste application equipment and two feed/waste storage. They are spot checked every year for the first five years.		X			
How does the district review five percent of all waste utilization plans?				X	They pull 5% of the contracts to review each year.		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	Jeff Young typically checks the contracts if needed. The district does not have any active supervisor contracts currently.		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		The staff is aware of this happening once. The producer sold the land, and the cooperator repaid the contract.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?			X		The supervisors would be notified at the next monthly meeting if this occurs.		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		They have not had to do this, but they would follow the policy set forth by the commission if needed.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.			X		Yes, The staff is aware of this happening once. The producer sold the land, and the cooperator repaid the contract.		X			
Is the district notifying the division of non-compliance and resolutions?			X		Yes, The staff is aware of this happening once. The producer sold the land, and the cooperator repaid the contract.		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 district uses a spreadsheet and the online reports.		X			
How does the district use the division on-line (website) reports?				X	The district uses the online reports when available.		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 audit was completed for 2013 program year and was board approved May 19 th and notarized.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All funds are sent to the county. The county last audited in April 2014.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Mike Breedlove		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All funds are sent to the county. The county last audited in April 2014.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All funds are sent to the county. The county last audited in April 2014.		X			

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How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	Staff time is tracked on the time tracking form for the division.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	Yes, a copy of JAA for all employees is kept in the office and updated as needed.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?		X			Supervisors need to fill out the form every year by February. As of 6/16/14 the forms for 2014 had not been received. The division recommends the district add these forms to the district annual plan of work to be completed each January and submitted to the division no later than the last day of February.	X		Completed. As a rule board members are not involved financially with any eligible landowners.	Completed	Plan of action accepted. 9/19/14

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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: 56-2010-002 Applicant Name: Jim Ledford BMP: Manure Spreader 	X				The division recommends the district spot check the spreader again once the hay field has been mowed.	X		Manure spreader is in like new condition. Will be moved back to home farm before winter months.	N/A	Plan of action accepted. 9/19/14

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Contract Number: 56-2012-003 Applicant Name: David M. Billingsley BMP: 3 yr Conservation Tillage 			X		Over all fields look good and had the correct amount of cover required.		X			

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<p>Contract Number: 56-2012-501 Applicant Name: Macon Early College BMP: Cistern</p> 	X				The cistern and bioretention looked excellent. The district did a great job with this practice.		X			
<p>Contract Number: 56-2013-501 Applicant Name: Macon Early College BMP: Bioretention Area</p> <p><i>See 56-2012-501 for Photo</i></p>				X			X			

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Contract Number: 56-2004-007 Applicant Name: Larry Sheffield BMP: Feed Waste Storage Facility 			X		Waste storage facility looked good and was working as intended.		X			