

**North Carolina Agriculture Cost Share Program Review Summary
(November, 2015)**

County	<u>Madison</u>	Date of Previous Review/Report	<u>July 2006</u>
District Staff Name(s)	<u>Sara Nichols, Brandon Young</u>	Date	<u>November 12, 2015</u>
NRCS Staff Name(s)	<u>John Ottinger</u>		
Division Representative(s)	<u>Kelly Hedgepeth, Davis Ferguson</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.										
When do you schedule your board meetings?				X	The board meetings are the third Tuesday of the month at 1pm.					
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	The district posts the meeting at the office and at the county court house. The district board members get a letter					

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					mailed as a reminder a week prior and a call the day before.					
<i>When do you develop a conservation plan for a potential applicant?</i>				X	The district staff develops a plan before or during the process of taking the application/ making a field visit. They decide if a contract is required, sometimes the plan is developed before the contract and sometimes with the contract.					
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	The staff does a site visit and fills out a cpa-52 looking for water quality and natural resource concerns.					
<i>Are applications reviewed and approved by the Board as a separate action item?</i>			X		Sometimes, They were not aware of this rule until recently.			Since we were made aware of this rule, we have been treating them as separate action items	Already implemented	Accepted
<i>Are application decisions/motions recorded in the board minutes?</i>			X		No			We now separately review and approve applications and is recorded in board minutes	Already implemented	Accepted
<i>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.</i>				X	The district does not use incentives, if they do they will use the incentive certification form.					
<i>Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.</i>				X	N/A					

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If multiple partners farm together, how does the district track individual applicants as one operation?				X	They track this based on staff knowledge of the county and who is farming together. The district will keep both the individual names or track it by the farm ID. Do not have many operations that fall into this category.					
Once applications are approved, how do you develop a contract?				X	Contracts are usually developed once an applicant ranks eligible. They are taken to the board together usually unless there is not enough funding.					
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 staff will take the conservation plan, job sheet and contract documents. They tell the applicant what is expected and let them know not to begin work until they formally let them know the contract is approved.					
What procedures do you follow for notifying the applicant that work can begin?				X	The staff calls/email the applicant to let them know that work can begin.					
What information do you provide the applicant?				X	The staff provides the conservation plan, job sheets and contract documents to the applicant.					
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>			X		No			Since we were made aware of this rule, we have been treating them as separate action items		Accepted
<i>Are contract decisions/motions recorded in the board minutes?</i>			X		No			We now separately review and approve applications and is recorded in board minutes		Accepted

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Describe the district/board's procedure for approving supervisor contracts.			X		The board member abstains from voting on the contract. But it is not noted in the minutes.			This will now be recorded in board minutes	Will implement next time supervisor contract is approved	Accepted
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>			X		No			This will now be recorded in board minutes	Will implement next time supervisor contract is approved	Accepted
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?	X				Depending on the producer the staff provides as much technical assistance as needed. They visit all sites when they begin work and check in as needed until project is completed.					
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	They track this on the spreadsheet with all the contracts. They also know they can see it in CS2.					
Is the district recording 6-month extensions in the board minutes?				X	The board hasn't done any 6 month extensions. The staff checks up on projects to be sure they are on track.					

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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 includes the conservation notes, job sheets with check out notes, or as built from engineer if that is available.					
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, documented in the contract file.					
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, the staff in the past year have been tracking the receipts for actual cost items.					
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes, they do a group of RFPs together with the exception of board member contracts. The board member RFPs are voted on separately with the board member abstaining from voting.					
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	Yes					
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 spot checks are conducted Spring of the year, the board chair always participates and usually one or two other board members.					

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How does the district select which contracts to spot check?				X	They now have a spreadsheet with the contracts. All supervisor and nutrient management ones are spot checked. The others contracts to spot check are selected at random.					
<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					
How does the district review five percent of all waste utilization plans?				X	They pull all of those contracts separately and they are on the spreadsheet as waste plans.					
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 NRCS person is at the board meeting. They will let John or Jeff know in the future if this occurs to be sure it the CPOs are spot checked according to policy.					

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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 district hasn't had any CPOs out of compliance. If they did they would verbally contact the applicant and send them a letter. They will refer to the compliance policy if they have any out of compliance issues in the future.					
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The staff notifies the board at the next board meeting.					
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	If they had a CPO out of compliance they would send written notice immediately after verbally contacting the landowner.					
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	N/A					
<i>Is the district notifying the division of non-compliance and resolutions?</i>				X	N/A					
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.										

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How does the district track BMP funds?				X	The district tracks their BMP funds on their spreadsheet and in CS2.					
How does the district use the division on-line (website & CS ²) reports?				X	They have used the fund balance report and contract report.					
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All funds go through the county and are in the county audit done in June annually. They have a separate income line item.					
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Technically both employees are being split. In the strategy plan it is designated as S. Nichols.					
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All funds go through the county and are in the county audit done in June annually. They have a separate line items in the budget for expenditures and travel.					
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	All funds go through the county and are in the county audit done in June annually. They turn the funds back to the county for the board to control.					

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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. It is documented by NRCS.					
Contract reviews and recommendations			X		Staff was unable to locate many of the projects. The division has recommended the staff begin contacting all land owners under active maintenance.			Will continue to contact all land owners under active maintenance.	Already implemented. This fall will spend more time on contacting land owners	Accepted

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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>										
Contract Number: 57-2012-112 Applicant Name: Harold Hunter BMP: Cropland Conversion <i>Insert Picture</i> Weren't able to find										
Contract Number: 57-2009-301 Applicant Name: Clifford Swaney BMP: Livestock Exclusion <i>Insert Picture</i>										
Contract Number: 57-2015-012 Applicant Name: Brent Stills BMP: Livestock Exclusion <i>Insert Picture</i>										
Contract Number: 57-2006-109 Applicant Name: Rob Kraft BMP: Livestock Exclusion/Watering Tanks/Spring Development <i>Insert Picture</i>										

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Contract Number: 57-2006-111 Applicant Name: Richard Matusewicz BMP: Livestock Exclusion <i>Insert Picture</i>										
Contract Number:57-2012-108 Applicant Name: Jeff Owen BMP: Drystack/ Ag Road Repair <i>Insert Picture</i>										
Contract Number:57-2013-501 Applicant Name: Town of Mars Hill BMP: Critical Area <i>Insert Picture</i>										
Contract Number:57-2013-012 Applicant Name: Jeremy Fox BMP: Watering Tank <i>Insert Picture</i>										
Contract Number:57-2012-801 Applicant Name: Blake Ray BMP: AgWRAP Well <i>Insert Picture</i>										

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Contract Number:57-2006-102 Applicant Name: Evin Payne BMP: Rock Lined Outlet/ Heavy Use Area <i>Could Not locate</i>										