

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

County	<u>Montgomery</u>	Date of Previous Review/Report	<u>2001</u>
District Staff Name(s)	<u>Anthony Elkins, Deborah Wallace</u>	Date	<u>10-08-2015</u>
NRCS Staff Name(s)	<u>Nathan Lowder</u>		
Division Representative(s)	<u>Ken Parks, Ralston James</u>		
Additional Participants	<u>Gregory Boon Chesson, Don Thompson (Supervisors)</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			
<b>Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments)</b>										
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 meetings scheduled on the 2nd Wednesday of every month.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?		X			Notice is posted on the door outside the office. <b>Recommend</b> to add another location for the board meeting notice. Yes.	X		An additional notice of SWCD Board Meetings is now posted at the main entrance at least 2 weeks prior to a scheduled meeting date.	Immediately	Plan of action accepted.

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<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	The technician gets the farm/tract number from FSA and goes through the eligibility process. The technician looks at the BMP priorities to determine if the BMP is needed.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	Yes, the technician offers technical assistance like maps, questions, etc.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are application motions/decisions recorded in the board minutes?</i>				X	Yes, looked good.		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 have any incentive BMPs, but tracks the contracts with a spreadsheet and check with other counties also.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	This is tracked with a spreadsheet.		X			
At what point in the application process does the district develop the contract? Describe this process.				X	The application is scored and then the highest ranking one is funded. Cost estimates are done at this time. Then the contract is put together and entered in CS2.		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 hand delivers a letter explaining the approval process and to contact the office once work has started. <b>Commendation.</b>		X			
Describe the district/board's procedure for approving supervisor contracts.	X				The supervisor excuses himself and abstains from voting. <b>Commendation.</b>		X			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes.		X			

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Are contract motions/decisions recorded in the board minutes?				X	Yes, looked good.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, looked good.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	The district hand delivers a letter of when to start work.		X			
What information do you provide the applicant?				X	The cooperators is given a copy of the approved contract, any designs and a list of contractors.		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 technician does a site visit to check on the installation of the BMPs.		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 tells the cooperators to start work within one year.		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	The district had one contract for Larry Chandler that eventually expired and had to get extended by the Commission. Other than the district		X			

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					has not had any 6 month extensions.					
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				NRCS see that the BMP is installed correctly and a copy of the "as-builts" are included in the file. Files looked good with BMP installation documentation. <b>Commendation.</b>		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes.		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, looked good.		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes, looked good.		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										

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<i>Who participates in annual spot checks? When are they conducted?</i>				X	Don Thompson and Gregory Boon usually goes on the spotchecks. These are usually done in May.		X			
How does the district randomly select which contracts to spot check?				X	All the active contracts are put in a spreadsheet and choose 5% and the computer is used to select a random number		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.		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	No, the district has not had any ponds installed.		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	No, the district has not had any of these BMPs installed.		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				X	The district notifies the DC and these are done when NRCS does their spotchecks.		X			

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employee or district supervisor? This includes CPOs, revisions, supplements or repairs.										

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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 notifies the cooperators in person and gets the cooperators to repair or re-implement the BMP.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	At the board meetings. They give them 30 days to fix the BMP.		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	No, the district has not had to request repayment of funds.		X			
<i>Is the district notifying the division of non-compliance and resolutions?</i>		X			Yes, <b>recommend</b> to send all documentation including letters sent to the cooperators.	X		For all future compliance issues, the District will forward documentation to the Division	Immediately	Plan of action accepted.
<b>Section 3: Record Keeping</b> 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 uses a spreadsheet to track the contracts and BMP funds.		X			
In what instances does the district use the division on-line (website & CS <sup>2</sup> ) reports?				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	These are tracked by the county finance dept. They are audited twice a year. The last one was done Sept. 8-9, 2015. A CPA firm (Thompson, Price, Scott and Adams, & Co.) does the county audit and the district does a self-audit by the chairman.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Anthony Elkins		X			
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			

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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	The district technician has JAA for vegetative practices and is working on getting more JAA, but does not have any JAA documentation. The DC signs the JAA.		X			

**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.

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Contract Number: 62-2014-004 Applicant Name: Gregory Boon Chesson, Supervisor BMP: Critical Area Planting 				X	The BMP was functioning and looked good. No concerns.  All the documentation in the file looked good.		X			

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Contract Number: 62-2008-004 Applicant Name: Jeff Maness, Supervisor BMP: Watering Tanks, Fencing 				X	The BMP was functioning and looked good. No concerns.  All the documentation in the file looked good.		X			

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Contract Number: 62-2010-002 Applicant Name: Keith Chriscoe BMP: Composter 				X	The BMP was functioning and looked good. No concerns.  All the documentation in the file looked good.		X			

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Contract Number: Dan Pedersen Applicant Name: 62-2009-025 BMP: Water Supply Well (Drought)  				X	The BMP was functioning and looked good. No concerns.  The documentation in the file looked good with the exception of field notes and job sheet/designs which were missing.		X			

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Contract Number: 62-2009-003, 62 2009-004 Applicant Name: Lanny Thompson BMP: Pasture Renovation (Drought) 				X	The BMP was functioning and looked good. No concerns.  All documentation looked good in the file.		X			

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Contract Number: 62-2009-017, 62-2011-010 Applicant Name: Jimmy Freeman BMP: Pasture Renovation (Drought) 				X	The BMP was functioning and looked good. No concerns.  All documentation in the file looked good.		X			

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Contract Number: 62-2006-004 Applicant Name: Jesse McCaskill BMP: Poultry Drystack 				X	The BMP was functioning and looked good. No concerns.  All documentation in the file looked good.		X			

**Field Section Comments:** A commendation was given for all the contract files being well documented. There were no recommendations or corrective actions in the field section of the review.