

**North Carolina Agriculture Cost Share Program Review Summary
(March, 2017)**

County	<u>Northampton</u>	Date of Previous Review/Report	<u>2014</u>
District Staff Name(s)	<u>Joan Downing, Reed Felts</u>	Date	<u>3/9/2017</u>
NRCS Staff Name(s)	<u>Paul Boone</u>		
Division Representative(s)	<u>Ken Parks, Eric Pare</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 meetings are held on the 3 rd Mondays of each month.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Front window of the office and clerk of court office.		X			

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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 district staff does a site visit and brings an application if the concern can be cost shared on. They have an application package to assist in the farmers and landowners. The district staff collects data upfront and works closely with the applicants.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	The district staff does offer technical assistance if cost share is not an option.		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			
<i>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?</i>				X	The district does not have many incentive BMPs, but the district does track the contracts using a spreadsheet and highlight the incentive		X			

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Is your district using the self-certification for incentives form provided by the division?				X	practices. The technician is aware of when to use the incentive self-certification form.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	It is tracked using an Excel spreadsheet.		X			
At what point in the application process does the district develop the contract? Describe this process.				X	The district staff develops the contract before the contract is approved by the division and is done when the applicant is ready to move forward with the project. The contract is put together with all the components for the board.		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 contract is printed and a meeting is held with the producer pending board approval. The technician goes through the cost and maintenance of the contract before the contract is approved by the board.		X			

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Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor abstains from voting on their contract. The request goes to the Commission for approval. The district staff does encourage supervisor to plan early if wanting to apply for cost share assistance.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes.		X			
<i>Are contract motions/decisions recorded in the board minutes?</i>				X	Yes, looked good.		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				X	Yes, looked good.		X			
What procedures do you follow for notifying the applicant that work can begin?	X				After the division sends a confirmation email that the contract is approved, the district staff sends a letter to the applicant that the can start work and the 1/3 rd policy is explained in the letter. A phone call also done as a follow-up also.		X			

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What information do you provide the applicant?				X	The applicant gets a copy of all contract forms including seeding information, job sheets, conservation plan, etc.		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 works and does hands-on construction and site visits to ensure the BMP is being implemented correctly and on time. The district staff meets with the contractor and cooperators before construction begins.		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 district staff tracks this on the spreadsheet and goes through to check what cooperators are falling behind on the 1/3 rd date.		X			
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, 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	The certification is documented in the field book and job sheets are included in the file. A copy of the field book is kept in the contract file.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, the BMPs are remeasured before payment is made.		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			
<i>Are payment motions/decisions 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	Reed and Paul attend with 1 supervisor, but more supervisors are encouraged to attend. They are usually done in the Spring around April or May.		X			

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How does the district randomly select which contracts to spot check?				X	The technician goes through the ones under active maintenance. The year number is the starting number of random 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 DWR.</i>				X	There are none beyond the 5 years.		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	No ponds to check.		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	No road repair BMPs.		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 NRCS staff checks with the district to see if there any contracts to check in this category.		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 cooperators are contacted with a letter about a maintenance issue on a BMP and it is repaired or re-implemented.		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.		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	The district has not had a BMP out of compliance and funds were requested to be repaid.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes.		X			
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 technician keeps track of the BMP funds by using an Excel spreadsheet.		X			
In what instances does the district use the division on-line (website & CS ²) reports?				X	The technician uses the funds transaction report the most.		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 being tracked by the county finance dept. The county has an audit done annually. The audit was done in March 2016 and done by Martin, Starnes & Associates.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Reed Felts		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These are being tracked by the county finance.		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	Paul has the JAA in the office and Reed is currently obtaining his 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: 66-2007-018 Applicant Name: Geneva Barron BMP: Poultry Drystack 				X	The BMP looked good and was functioning properly. The ranking form was missing in the file.		X			

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Contract Number: 66-2008-015 Applicant Name: Mush Island Farms BMP: Grassed Waterways 				X	The BMP looked good and was functioning properly. There was no ranking form in the file.		X			

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<p>Contract Number: 66-2011-003 Applicant Name: Allen Bros., LLC BMP: Grassed Waterway, Diversion</p> 		X			<p>The BMPs were functioning, but a recommendation is given to reshape and reseed the waterway as part of normal maintenance.</p> <p>The documentation in the file looked good.</p>	X		The farmer has been contacted and will redo the waterway.	Immediately	Plan of action accepted.

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Contract Number: 66-2008-005 Applicant Name: Severn Peanut Co. BMP: Field Border 			X		The BMP was functioning, but about .3 acres of the field border was missing due to construction over the field border. A corrective action is given for the non-compliance of the BMP. The documentation in the file looked good.	X		The farmer has been contacted about the non-compliance and a check for repayment has been mailed.	Immediately	Plan of action accepted.

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<p>Contract Number: 66-2009-001 Applicant Name: Bryce Simmons BMP: Grassed Waterway</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>The documentation in the file looked good.</p>		X			

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<p>Contract Number: 66-2007-007 Applicant Name: Jeanie Watson BMP: Cropland Conversion to Trees</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>The documentation in the file looked good.</p>		X			

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<p>Contract Number: 66-2012-001 Applicant Name: Kenneth Vann BMP: Grassed Waterway</p> 		X			<p>The BMP was functioning properly, but a recommendation is given to reseed the waterway to the proper width based on NRCS standards and specifications.</p> <p>The documentation in the file looked good.</p>	X		<p>The farmer has been contacted and will redo the waterway.</p>	<p>Immediately</p>	<p>Plan of action accepted.</p>

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Contract Number: 66-2012-009 Applicant Name: Bennett Brothers Partnership, (Supervisor) BMP: Grassed Waterway 				X	The BMP was functioning properly and looked good. The documentation in the file looked good.		X			

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Contract Number: 66-2010-011 Applicant Name: Elliott Stephenson BMP: Grassed Waterway 				X	The BMP was functioning properly and looked good. The documentation in the file looked good.		X			

<p>Contract Number: 66-2009-008 Applicant Name: Bobby Joe Edwards BMP: Grassed Waterway</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>The documentation in the file looked good.</p>			
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Additional Comments: