

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

District	<u>Northampton SWCD</u>	Date of Previous Review/Report
District Staff Name(s)	<u>Mike Bennett, Joan Downing</u>	October, 2000
NRCS Staff Name(s)	<u>Paul Boone</u>	Date: September 22, 2014
Division Representative(s)	<u>David Harrison, Eric Pare, Kent Vaughan</u>	
Additional Participants	<u></u>	

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action
	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 th								
When do you schedule your board meetings?				X	Set on the third Monday of the month. Only changed for Holidays		X	
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	Changes posted on front door. Schedule posted there year round.		X	

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<i>When do you develop a conservation plan for a potential applicant?</i>				X	Application is made followed by field visit		X	
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	Resource concerns are determined during the field visit.		X	
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	yes		X	
<i>Are application decisions/motions recorded in the board minutes?</i>				X	Yes		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	District tracks by the ten-year maintenance spreadsheet. Incentives are not a high priority in the Districts.		X	
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	District tracks by the ten-year maintenance spreadsheet.		X	
If multiple partners farm together, how does the district track individual applicants as one operation?				X	One contact applies. District Supervisors know their farmers.		X	
Once applications are approved, how do you develop a contract?				X	The contract is developed from the conservation plan using NRCS standards.		X	

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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	Contract is discussed with the applicant and a district form letter accompanies the contract.		X	
What procedures do you follow for notifying the applicant that work can begin?				X	Phone call followed up with on site meeting with the contractor.		X	
What information do you provide the applicant?				X	Design specifications, seeding recommendations, contractor list, and reminder of 1//3 completed within 12 months.		X	
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes		X	
<i>Are contract decisions/motions recorded in the board minutes?</i>				X	Yes		X	
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor reframes from voting and sent to commission for approval.		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		X	
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	Depending on size of the job or contractor, several site visits as needed.		X	

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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				Really don't have that problem. Initial conference covers expectations and responsibilities. Only serious inquires come in.		X	
Is the district recording 6-month extensions in the board minutes?				X	Maybe one in recent years. Not a problem.		X	
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	Construction checks. Photo of work. Forestry certifies tree plantings.		X	
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. Documented in field books with copies in the file.		X	
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes but rarely done. Bio-solids removal.		X	
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X	
Are payment decisions/motions recorded in the board minutes?				X	Yes. Chairman has authority for out of meeting approvals of payments.		X	

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<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.								
Who participates in annual spot checks? When are they conducted?				X	At least two supervisors with technician and DC. First of May.		X	
How does the district select which contracts to spot check?				X	Random selection with last digit of FY + 20's		X	
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.				X	Very few in the county. Has not been necessary at this time		X	
How does the district review five percent of all waste utilization plans?				X	Very few in the county. Has not been necessary at this time		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	DC makes request on Engineering 26 form for spot checks (EQIP checks)		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				Letters are sent to landowners with results of spot checks. If seen outside of the spot checks, phone calls are made. There is annual letter on maintenance sent to all existing contracts. District has spoken to chemical companies that do contract spraying to be careful of waterways and field borders.		X	
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Discrepancies are discussed at next board meeting.		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	Written letters are sent out within a week of being noticed.		X	
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	No problems with compliance.		X	
Is the district notifying the division of non-compliance and resolutions?				X	Yes, No problems. Supervisors are serious on follow-ups.		X	

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<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.								
How does the district track BMP funds?				X	CS funds primarily. Other funds on an occasion. Spreadsheet maintained.		X	
How does the district use the division on-line (website <u>&amp; CS<sup>2</sup></u> ) reports?				X	On-line reports are used to track funds.		X	
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Daily record, Quarterly reports. Last audit is coming this week. Audit is done by the county.		X	
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Mike Bennett		X	
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Tracked and audited by the county.		X	
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	District Treasurer tracks and performs the audit.		X	
Is proper job approval authority (JAA) documented for each technical and cost share position? <u>Please provide a copy of the latest approved JAA.</u>				X	Yes		X	

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<b>Section 4: Contract Reviews and Site Visits</b> 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 contract number.								
Contract Number: 66-2006-015 Applicant Name: Oscar C. Barnes, Jr. BMP: Field Borders  				X	Looks Good. Just some regular maintenance needed.		X	

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<p>Contract Number: 66-2007-001 Applicant Name: Betsy Phelps (Sumner Est.) BMP: Field Borders and Diversions</p> 				X	Looks good		X	

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Contract Number: 66-2007-004 Applicant Name: Jimmy Collier BMP: Grassed Waterway  				X	Looks good		X	

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<p>Contract Number: 66-2007-018 Applicant Name: Geneva Barrows BMP: Poultry Dry Stack</p> 				X	No Chickens on Property. BMP well maintained		X	

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Contract Number: 66-2009-008 Applicant Name: Bobby Joe Edwards BMP: Grassed Waterway  				X	Some minor maintenance needed		X	

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Contract Number: 66-2009-009 Applicant Name: Bentley Stephenson BMP: Grassed Waterway  				X	Looks good		X	

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<p>Contract Number: 66-2010-009 Applicant Name: Mike Taylor BMP: Grassed Waterway</p> 				X	Supervisor Contract. Looks good		X	

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<p>Contract Number: 66-2011-006 Applicant Name: Gary Martin BMP: Grassed Waterway</p> 				X	Looks good		X	

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Contract Number: 66-2011-010 Applicant Name: John F. Morris BMP: Grassed Waterway  				X	Looks good		X	

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<p>Contract Number: 66-2012-005 Applicant Name: Anthony Futrell BMP: Grassed Waterway</p> 			X		<p>Vegetation on the lower part of the grassed waterway has been destroyed. Applicant has been informed and will reseed in the Fall.</p>	X		<p>District Technician Mike Bennett will contact the operator and have the Grassed Waterway reseeded as soon as possible within 12 months.</p>

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<p>Contract Number: 66-2012-006 Applicant Name: Big D Farms BMP: Grassed Waterway</p> 				X	Looks good		X	

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<p>Contract Number: 66-2012-009 Applicant Name: Bennett Bros. BMP: Grassed Waterway</p> 				X	Supervisor Contract. Minor maintenance needed		X	

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<p>Contract Number: 66-2014-401 Applicant Name: Emma Ransom BMP: Cropland Conversion to Trees/CREP</p> 				X	Looks good		X	