

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

County	<u>Ashe (New River)</u>	Date of Previous Review/Report	<u>2006</u>
District Staff Name(s)	<u>Andrew Cox, Brenda Garland</u>	Date	<u>01/20-21/2015</u>
NRCS Staff Name(s)	<u>David Tucker</u>		
Division Representative(s)	<u>Ken Parks, Rob Baldwin</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 meeting is held the 1 st Tuesday of the month at 7:30 a.m.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	Notices are posted on the office door and the courthouse and cattleman's association.		X			

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When do you develop a conservation plan for a potential applicant?				X	The applicant signs an application and they see if they meet the eligibility and set a time and date to go to the farm.		X			
How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?				X	The technician does a resource inventory and starts the planning process. He also looks at alternatives.		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes. Looked good.		X			
Are application decisions/motions recorded in the board minutes?				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	The district does not do any of these, but knows the policies.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	N/A		X			
If multiple partners farm together, how does the district track individual applicants as one operation?				X	N/A		X			

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Once applications are approved, how do you develop a contract?				X	The contracts that are ready for approval are entered in CS2 and then taken to the board for approval.		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 explains even with the application that they cannot start until the local board approves the contract and the division approves the contract. This is documented in the 6 notes. Commendation.		X			
What procedures do you follow for notifying the applicant that work can begin?	X				The technician calls them and sends a letter they can start work. Commendation.		X			
What information do you provide the applicant?	X				Copies of all the contract forms and the conservation plan and maps, designs, job sheets, etc. and anything that is signed. It is either mailed or given to them in person. Commendation.		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			

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Describe the district/board's procedure for approving supervisor contracts.				X	They do not vote on their contract and most of the time they leave the meeting.		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>		X			The supervisor abstained from voting, but it was not recorded in the minutes. A recommendation was given to record when a supervisor abstains from voting.	X		We will record in the minutes when a supervisor abstains from Voting.	4/14/2015	Plan of action accepted.
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?	X				The technician makes site visits and assists with the installation of the BMPs to make sure the BMPs are put in to meet the one year district deadline. Commendation.		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 has a calendar reminder to call to check on the work if nothing is done in 6 months. This is also documented in the 6 notes.		X			
Is the district recording 6-month extensions in the board minutes?		X			Yes. Recommend to include "6 month" in front of extension in the minutes.	X		We will record in the minutes "6 months" in front of extension in the minutes, when needed.	4/14/2015	Plan of action accepted.

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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	It is documented in the 6 notes that the BMP meets standard and specifications.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. It is documented in the 6 notes.		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			
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	No. The district has not had any of these, but knows the policy.		X			
Are payment decisions/motions recorded in the board minutes?				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.										
Who participates in annual spot checks? When are they conducted?				X	Usually all supervisors go on the spotchecks in April. The NRCS DC will go sometimes on the spotchecks.		X			

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How does the district select which contracts to spot check?		X			The contracts are selected using the 7 th contract of active contracts. Recommend to use a random number selector on the Excel spreadsheet.	X		We will use a random number generator from the WEB to start selecting contractor number for spot checks.	4/14/2015	Plan of action accepted.
<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	They do not have any of these.		X			
How does the district review five percent of all waste utilization plans?				X	The district technician keeps up with these on his spreadsheet. The county does not have any confined poultry or hogs.		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 technician lets the DC knows of any of these and they work close together.		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 district notifies the cooperator by sending a certified letter. The district has agreed to review the revised non-compliance policy.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	They are notified on spotchecks.		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	A letter is sent after spotchecks are done and the notification letter is kept on file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	The district has not had one where the needed to recover the funds.		X			
<i>Is the district notifying the division of non-compliance and resolutions?</i>				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 uses a spreadsheet to track the contracts and BMP funds. Commendation.		X			
How does the district use the division on-line (website) reports?				X	Yes.		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	Andrew and Brenda do the BMP audit. The last one was done from FY2013-2104 and it was signed 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	TA is handled through the county finance dept.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Andrew Cox and Brenda Garland		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	TA is handled through the county finance dept.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Matching funds are sent to the district.		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	90% or more time goes to the cost share programs. It is tracked through the		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	Yes.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	Yes.		X			
<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>										

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Contract Number: 05-2012-103 Applicant Name: Anthony Farmer BMP: Well, Solar Pump, Tanks, Fencing 				X	The BMP was functioning properly and looked good. The documentation in the file looked good.		X			

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Contract Number: 05-2004-012 Applicant Name: Michael Miller BMP: Tanks, Fencing, Stream Crossing, Spring Development 				X	The BMP was functioning properly and looked good. The only documentation in the file were the maps. All other documentation was missing.		X			

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Contract Number: 05-2008-005 Applicant Name: James Church BMP: Ag. Road Repair/Stabilization 				X	The BMP was functioning properly and looked good. There was no conservation plan, ranking form, field notes, or conservation plan in the fil. All other documentation looked good.		X			

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Contract Number: 05-2010-502 (CCAP) Applicant Name: Derek Goddard BMP: Streambank Restoration 				X	The BMP was functioning properly and looked good. No ranking form, conservation plan, cultural resources or benchmark measures in the file. All other documentation looked good.		X			

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Contract Number: 05-2008-502 (CCAP) Applicant Name: Glendale Springs VFD BMP: Cisterns 				X	The BMP was functioning properly and looked good. No ranking form, conservation plan, cultural resources or benchmark measures in the file. All other documentation looked good.		X			

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Contract Number: 05-2013-002 Applicant Name: Jerry Bare (Supervisor) BMP: Well, Pump, Tanks, Fencing, Stream Crossing 				X	The BMP was functioning properly and looked good. All documentation in the file looked good.		X			

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<p>Contract Number: 05-2010-005 Applicant Name: Steve Goodman BMP: Well, Pump, Tanks, Fencing</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>All documentation in the file looked good.</p>		X			

Field Portion Comments: There was only one general recommendation to always include a copy all documentation including the conservation plan, cultural resources review, ranking form, job sheets or designs, field notes and benchmark measures in the contract files.