

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

County	<u>Craven</u>	Date of Previous Review/Report	<u>2003</u>
District Staff Name(s)	<u>Patrick Baker, Pam Hawkins</u>	Date	<u>3/27/2014</u>
NRCS Staff Name(s)	<u>Rodney Woolard</u>		
Division Representative(s)	<u>Ken Parks, Kristina Fisher, Charles Bowden</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 district board meetings are held the 2 nd Tuesday of every month.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	The district post notices on the bulletin board outside the office and the clerk of commissioner's office.		X			

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<i>When do you develop a conservation plan for a potential applicant?</i>	X				The technician discusses the practice and gets information from the client like FSA maps, soil samples, etc. (preliminary documentation) to start the application process. Plan to do pre-applications next program year.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>	X				The technician then discusses the BMP the client wants to implement and then the technician goes to do a site visit to determine the BMP feasibility. This is done between doing an application and contract.		X			Check on getting the boards involved in the conservation planning process. Future training is being looked at for supervisors to help be more active in the districts.
<i>Are applications reviewed and approved by the Board as a separate action item?</i>			X		The district was not consistent in separating the actions on the board minutes.	X		The Board will review the applications and approve them as a separate action item at each meeting. The minutes will reflect this as a separate action item.	Immediately	Plan of action accepted.
<i>Are application decisions/motions recorded in the board minutes?</i>				X	Yes.					
<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</i>				X	The district technician uses the self certification form and keeps track of these applicants in a folder.		X			

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division to track incentive BMPs.										
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	The technician uses a ledger to track these.		X			
If multiple partners farm together, how does the district track individual applicants as one operation?				X	The technician uses a ledger to track the individuals as one operation.		X			
Once applications are approved, how do you develop a contract?				X	The technician gets all the information from the application and other supporting documentation and enters this in IBEAM as a contract.		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 discusses this with the client upfront and then will send out a copy of the contract and a letter.		x			
What procedures do you follow for notifying the applicant that work can begin?		X			The technician tells the client or sends a letter that the work is ready to be started. Recommend to include when the division approved the contract and work can begin.	X		The technician will notify everyone involved of contract approval and the dates work can begin.	Immediately	Plan of action accepted.

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What information do you provide the applicant?				X	A copy of the contract that is applicable to the BMP and a letter that work can begin or tells the client in person.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>			X		The district was not consistent in separating the actions on the board minutes. Corrective action given.	X		The Board will review and approve the contracts as a separate action item at each board meeting. The minutes will reflect this as a separate action item.	Immediately	Plan of action accepted.
<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	The supervisor abstains from voting or doesn't attend 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	Yes.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	The technician helps install the BMP on an as needed basis depending on the practice. If a visit is needed the technician goes out to the site.		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 uses the ledger to track The 1/3 rd date.		X			The new CS ² online contracting system has this date built in the program.

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Is the district recording 6-month extensions in the board minutes?				X	Yes, looked good.		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				The technician documents this in the district notes. Notes looked very good.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?	X				The technician does re-measure the BMP and has documented this in the notes.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, looked good.		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	Yes. The district sends a letter of request to the division and appears before the commission to get approval.		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.

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<i>Who participates in annual spot checks? When are they conducted?</i>				X	The spotchecks are usually done with the technician and 1 or 2 supervisors. The spotchecks are usually done in April or May.		X			
How does the district select which contracts to spot check?				X	The technician uses an Excel spreadsheet random number selection. That random number is used when selecting the 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 DWQ.</i>				X	They do not have any in this category.		X			
How does the district review five percent of all waste utilization plans?				X	They do not have any in this category.		X			The district technician would like better clarification. The cost share specialist will work with the district technician for better explanation.
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 DC asks for a list of these contracts to spotchecks.		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 sends a certified letter to the cooperator of the non-compliance.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The technician notifies the supervisors at 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	A written notice is sent out usually within a week or two.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes, looked good.		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 uses a ledger to track BMP funds.		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			Patrick Baker does the audit form using his ledger and the database reports. The audit form was completed on the old form and then the technician started using the new form. Recommend to start using the new BMP certification form.		X	The District will start using the new BMP certification form.	Immediately	Plan of action accepted.
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These funds are all handled by the county finance dept. They are audited annually by McGladrey accounting firm. The last audit was June 30, 2013.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Patrick Baker		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These funds are all handled by the county finance dept. They are audited annually by McGladrey accounting firm. The last audit was June 30, 2013.		X			

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How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These funds are all handled by the county finance dept. They are audited annually by McGladrey accounting firm. The last audit was June 30, 2013.		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	90-95% of his term is spent implementing the cost share programs.		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			
Office review comments: The Craven District staff is doing a good job implementing the ACSP and the Division gives 4 commendations on several items the staff is doing really well. The Division gives 2 recommendations for improvement for the District. There were 2 corrective actions on the office review.										

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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.										
Contract Number: 25-2004-002 Applicant Name: James Holton, III BMP: Water Control Structure 			X		There were some boards missing on the water control structure to make it function properly. Corrective action. There was no conservation plan in the file.	X		Technician made personal contact with cooperator about the situation and gave him a letter listing required corrective actions and the deadline to complete.	Immediately	Plan of action accepted.

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<p>Contract Number: 25-2008-503 Applicant Name: City of New Bern BMP: Pet Waste Receptacle</p> 			X		<p>The BMP was functioning properly and looked good.</p> <p>There were no benchmark measures and conservation plan in the file.</p>		X			

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Contract Number: 25-2009-502 Applicant Name: City of Vanceboro BMP: Pet Waste Receptacle (missing) 			X		The BMP was missing. Corrective action. There were no benchmark measures and conservation plan in the file.	X		Technician made personal contact with cooperater to discuss the situation. He gave them a letter listing the corrective actions and the date to complete.	Immediately	Plan of action accepted.

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Contract Number: 25-2007-004 Applicant Name: Elizabeth Keen BMP: Cropland Conversion to Trees 				X	The BMP was functioning and looked good. All the documentation in the file looked good.		X			

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<p>Contract Number: 25-2005-003 Applicant Name: Debra Tyndall BMP: Cropland Conversion to Trees (CREP)</p> 		X			<p>The BMP was functioning properly, but there was a small portion along the ditch that was being mowed. Recommend to consult with Kim Livingston, the CREP manager, on the details of what is required from FSA.</p> <p>All the documentation in the file looked good.</p>	X		<p>CREP representative Charles Bowden was present during this program review and is aware of this particular issue. This issue is becoming a common occurrence and there are some differing opinions between agencies/program staff as how to properly address it. We feel that it should be addressed at the state level between ACSP, CREP, and FSA to get an official ruling on how to handle it.</p>	Immediately	<p>The cost share specialist will coordinate with the CREP staff on how to proceed with addressing this particular issue. The division staff has advised the district on this particular issue.</p>

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Contract Number: 25-2009-001 Applicant Name: Larry Ipock BMP: Pond Sediment Clean-Out 				X	The BMP was functioning properly and looks good. There was no cultural resource review and conservation plan in the file.		X			

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Contract Number: 25-2009-007 Applicant Name: Larry Ipock BMP: Irrigation Well 				X	The BMP was functioning properly and looked good. There were no benchmark measures and conservation plan in the file.		X			

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<p>Contract Number: Applicant Name: Donald Heath (Supervisor) BMP: Sod Based Rotation</p> 			X	<p>The BMP was functioning properly and looked good.</p> <p>There was no conservation plan in the file.</p>		X				

Field site and contract file comments: There was one BMP site with a corrective action and one BMP site with a recommendation. The division recommends providing any culture resources review forms as needed per BMP, any job sheets/technical forms, conservation plans and also the benchmark measures calculations* in the future contract files. * Please note that as of program year 2012 benchmark measures calculations are required by commission policy in the contract files. All the ACSP files are kept in a lockable room for security purposes.