

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

County	<u>Wake</u>	Date of Previous Review/Report	<u>2003</u>
District Staff Name(s)	<u>Teresa Hice, Teresa Furr, Joshua Vetter, Dale Threatt-Taylor</u>	Date	<u>March 24-25, 2014</u>
NRCS Staff Name(s)	<u>Matt Kinane</u>		
Division Representative(s)	<u>Ken Parks, Steve Bennett, Kelly Ibrahim</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 every 2nd Tuesday of the month.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	Regular scheduled notices of meeting are posted on the district office door, and a several county buildings by an email sent to Peggy the secretary of		X			

					the county commissioners. They are also posted on the districts' website.					
<i>When do you develop a conservation plan for a potential applicant?</i>	X				A client calls and the technician sets up a site visit and in the meantime information is gathered with maps and pulls the case folder and see the history of the property.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>	X				An inventory planning form is filled out to see the resource concerns and benchmarks are determined. This is supporting documentation which includes the farming rotation. See cultural resources, CPA-52, CPA-3, job sheets, etc.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>		X			The technician has a spreadsheet list of the applications. Recommend making the agenda items broken out and more clear in the board minutes.	X		The Wake District has broken out the Cost Share items on the District Board Agenda to include approvals for 1. Applications 2. Contracts 3. Request for Payments	Implemented at the April 8, 2014 District Board Meeting. Example Attached	Plan of action accepted.
<i>Are application decisions/motions recorded in the board minutes?</i>		X			Same as above. It is recorded as a consent item in the board minutes.	X		The Wake District has broken out the Cost Share items on the District Board Agenda to include approvals for 1. Applications 2. Contracts 3. Request for Payments	Implemented at the April 8, 2014 District Board Meeting. Example Attached	Plan of action accepted.
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	There have not been any incentive contracts. The technician is familiar with the self-certification form.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	The district has not had any, but is aware of how to track this.		X			

If multiple partners farm together, how does the district track individual applicants as one operation?				X	The district has not had any, but is aware of how to track this.		X			
Once applications are approved, how do you develop a contract?	X				The technician takes all the supporting documentation and asks the client if they want cost share assistance and then they fill out an application and then the applications are ranked. Good ranking sheets.		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 gets the client to sign the application and/or contract in person and explains the forms individually. Then it is explained that work cannot begin until division. A copy is given to the client after the board approves the contract.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	The technician notifies the client by phone after division		X			Sent examples of approval letters.
What information do you provide the applicant?	X				A copy of all the contract forms, maps, etc. in folder.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>		X			The technician has a spreadsheet list of the contracts. Recommend making the agenda items broken out and more clear in the board minutes.	X		The Wake District has broken out the Cost Share items on the District Board Agenda to include approvals for 1. Applications 2. Contracts 3. Request for Payments	Implemented at the April 8, 2014 District Board Meeting. Example Attached	Plan of action accepted.
<i>Are contract decisions/motions recorded in the board minutes?</i>		X			Same as above. It is recorded as a consent item in the board minutes.	X		The Wake District has broken out the Cost Share items on the District Board Agenda to include approvals for 1. Applications 2. Contracts 3. Request for Payments	Implemented at the April 8, 2014 District Board Meeting. Example Attached	Plan of action accepted.
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor abstains from voting on their own contract and the same ranking form is used.		X			

Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, it was recorded in the minutes were Thomas Dean, a supervisor, abstained from voting on his contract. See minutes from 8/27/2013.		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 goes on site visits during BMP installations. The person with JAA goes out with the technician.		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 a spreadsheet that tracks the 1/3 rd deadline and makes sure the client is implementing the BMP.		X			
Is the district recording 6-month extensions in the board minutes?				X	The district has not had any of these recently, but knows the procedure.		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 documentation is done the conservation 6 notes and in the engineering field book. Good notes.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?	X				Yes, It is documented on the NRCS job sheets and 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			The technician has a spreadsheet list of the payments. Recommend making the agenda items broken out and more clear in the board minutes.	X		The Wake District has broken out the Cost Share items on the District Board Agenda to include approvals for 1. Applications 2. Contracts 3. Request for Payments	Implemented at the April 8, 2014 District Board Meeting. Example Attached	Plan of action accepted.
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	There have not had any of these, but the technician knows the process.		X			

<p><i>Are payment decisions/motions recorded in the board minutes?</i></p>		X		<p>Same as above. It is recorded as a consent item in the board minutes.</p>	x		<p>The Wake District has broken out the Cost Share items on the District Board Agenda to include approvals for 1. Applications 2. Contracts 3. Request for Payments</p>	<p>Implemented at the April 8, 2014 District Board Meeting. Example Attached</p>	<p>Plan of action accepted.</p>
<p>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.</p>									
<p><i>Who participates in annual spot checks? When are they conducted?</i></p>			X	<p>Spotchecks have been done June, but have now been done in May. All board members participate in the spotchecks. A commission member also joined the last spotchecks.</p>		X			
<p>How does the district select which contracts to spot check?</p>			X	<p>The technician does a random selection from other staff members with 2 numbers. Count in reverse and includes non-0200 which are not already selected.</p>		X			
<p><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></p>			X	<p>Yes, and this is tracked on a maintenance log. The district has on 2 non-0200 operations.</p>		X			
<p>How does the district review five percent of all waste utilization plans?</p>			X	<p>The district does these as part of the 5 percent.</p>		X			
<p>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.</p>			X	<p>The DC asks the technician for a list of any of these annually and sent to Jill at the NRCS area office. These are included in the NRCS spotchecks.</p>		X			
<p>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</p>			X	<p>See contract 92-2006-010 These have been found on the 2012 spotchecks. A contract was found out</p>		X			

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?					of compliance due to a subdivision built and the trees were destroyed. A certified letter of non-compliance was sent to the cooperator to repay the funds.				
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	They are notified at a board meeting and recorded in minutes.		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				The district technician sends a letter immediately when the BMP is found out of compliance.		X		
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes.		X		
<i>Is the district notifying the division of non-compliance and resolutions?</i>				X	Yes, a letter is sent to the division.		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.									
How does the district track BMP funds?				X	The technician uses a spreadsheet to track BMP allocations and contracts.		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			Teresa Furr does the BMP funds audit. The date of the last audit was June 30, 2013 for each cost share program. They were using the old audit and were being notarized. Recommendation to use the new BMP certification.		X		

How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Dale Threatt-Taylor tracks the TA funds using Quickbooks. The last one was done on July 9, 2013.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Teresa Furr		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Operating funds are sent to the district account. Dale Threatt-Taylor tracks the operating funds using Quickbooks. The last one was done on July 9, 2013.		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. Dale Threatt-Taylor tracks the matching funds using Quickbooks. The last one was done on July 9, 2013.		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	The time is tracked on the district timesheet form. Teresa Hice, Teresa Furr and Josh Vetter's time is tracked by Teresa Furr. 80% of cost share time is spent by Teresa Furr.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	Yes, for each technical position.		x			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	They were in the division files.		X			

Office review comments: The Wake District staff is doing a good job implementing the ACSP and the Division gives 8 commendations on several items the staff is doing really well. The Division gives 4 recommendations for improvement for the District. There were no corrective actions on the office review.

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>Contract Number: 92-2013-008 Applicant Name: Dean Agri Products, Thomas Dean (supervisor) BMP: Cropland Conversion to Trees (Longleaf)</p> 				X	<p>The trees were recently planted and were coming slowly. The BMP was functioning properly. The forest service plans to do another survival check on the trees again.</p> <p>All documentation in the file looked good.</p>		X			

<p>Contract Number: 92-2011-004, 92-2011-005 Applicant Name: Dean Agri Products, Thomas Dean (supervisor) BMP: Grassed Waterways</p> 		X			<p>The grassed waterways were still functioning, but maintenance is needed to keep the BMP in compliance. Recommend to do some reseeding where needed based on the technician's specifications.</p> <p>There were no job sheets, benchmark measures, field notes and cultural resource review or conservation plan in the cost share file, but are kept in the conservation plan files.</p>	X		<p>Sent letter to cooperators with reseeding and maintenance recommendations for the grass-waterways. See attached letter.</p>	<p>Sent letter in May 2014</p>	<p>Plan of action accepted.</p>

Contract Number: 92-2010-513 (CCAP)
Applicant Name: Patrick Heinske
BMP: Critical Area Planting



The BMP was functioning properly and looked good.

There were no job sheets, benchmark measures, field notes and cultural resource review or conservation plan in the cost share file, but are kept in the conservation plan files.

Contract Number: 92-2012-009, 92-2013-007
Applicant Name: Patrick Johnson (supervisor)
BMP: Livestock Feeding Area



The BMP was functioning properly and looked good.

All documentation in the file looked good.

Contract Number: 92-2008-006, 92-2004-015
Applicant Name: Dennis Perry
BMP: Cropland Conversion to Grass, Grassed
Waterway



The BMP was functioning properly and looked good.

All documentation in the file looked good in the 2008 file.

There were no benchmark measures, field notes or cultural resource review in the 2004 cost share file, but are kept in the conservation plan files.

Contract Number: 92-2010-502
Applicant Name: Town of Wake Forest
BMP: Cisterns



X

The cisterns were functioning properly and looked good.

There were no job sheets, benchmark measures or conservation plan in the cost share file, but are kept in the conservation plan files.

X

<p>Contract Number:92-2009-506 Applicant Name: Town of Wake Forest BMP: Cistern and Stormwater Treatment</p> 			X	<p>The cisterns were functioning properly and looked good. The critical area was found out of compliance due to the cars, equipment, etc. were causing the BMP to not function properly. A corrective action is needed to contact the cooperator and remove these items and restore the critical area behind the property.</p> <p>There were no field notes and conservation plan in the cost share file, but are kept in the conservation plan files.</p>	X		<p>Sent letter to cooperator asking them to remove all items that are on the Critical Area Planting. See attached letter.</p>	<p>Letter sent on March 26, 2014</p>	<p>Plan of action accepted.</p>

<p>Contract Number: 92-2006-019 Applicant Name: Michael Hopkins BMP: Field Border</p> 		X			<p>The field border was no longer there and is out of compliance. A corrective action is needed to restore the field border.</p> <p>There were no job sheets, benchmark measures and field notes in the cost share file, but are kept in the conservation plan files.</p>			<p>Sent Letter to cooperators telling them that they have 1 year to reestablish the field border for Contract 92-2006-019-09 or they must repay a prorated portion of the cost share payment received. See copy of attached letter.</p>	<p>September 1, 2014 through October 31, 2014</p>	<p>Plan of action accepted.</p>
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<p>Contract Number: 92-2007-006 Applicant Name: Michael Hopkins BMP: Sod-Based Rotation, Field Borders, Grassed Waterways</p> 		X			<p>All the BMPs were functioning properly and looked good except the field borders. Recommend to do some reseeding on the field borders based on the technician's specifications.</p> <p>There were no job sheets, benchmark measures, field notes and cultural resource review or conservation plan in the cost share file, but are kept in the conservation plan files.</p>			<p>Sent Letter to cooperators telling them that they have 1 year to reestablish the field borders for Contract 92-2006-019-09 or they must repay a prorated portion of the cost share payment received. See copy of attached letter.</p>	<p>September 1, 2014 through October 31, 2014</p>	<p>Plan of action accepted.</p>
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<p>Contract Number: 92-2005-025, 92-2009-002 Applicant Name: New Light Farm, LLC BMP: Livestock Feeding Area and Fencing, Pasture Renovation</p>				<p>X</p>	<p>The BMP was functioning properly, but recommend doing some scraping of the HUA based on the technician's specifications.</p> <p>There were no benchmark measure, field notes and conservation plan in the 2005 cost share file, but are kept in the conservation plan files.</p> <p>There were no job sheets, benchmark measures, field notes and cultural resource review or conservation plan in the 2009 cost share file, but are kept in the conservation plan files.</p>		<p>X</p>	<p>Sent letter to cooperators with specifications on scraping the heavy use area and basic maintenance requirements for maintaining the heavy use area. See copy of letter.</p>	<p>August 15, 2014</p>	<p>Plan of action accepted.</p>
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Contract Number: 92-2009-200 (DG)
Applicant Name: William Washburn
BMP: Pond Sediment Cleanout



The BMP was functioning properly and looked good.

There were no job sheets, benchmark measures, field notes and cultural resource review or conservation plan in the cost share file, but are kept in the conservation plan files.

<p>Contract Number: 92-2003-013 Applicant Name: Rae Williams BMP: Manure Spreader, Drystack, Stocktrail</p> 					<p>The BMP was functioning properly and looked good.</p> <p>There were no maps, job sheets, benchmark measures, field notes and cultural resource review or conservation plan in the cost share file, but are kept in the conservation plan files.</p>					
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Field site and contract file comments: There was one BMP site with a corrective action and four BMP sites with a recommendations. 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.