

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

County	<u>Yancey</u>	Date of Previous Review/Report	<u>2006</u>
District Staff Name(s)	<u>Scott Thomas, Heather Dale</u>	Date	<u>September 9-10</u>
NRCS Staff Name(s)	<u>Fred Alexander</u>		
Division Representative(s)	<u>Ken Parks, Davis Ferguson</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 1 st Tuesday in every month.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	Bulletin board at the courthouse and the office.		X			

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<i>When do you develop a conservation plan for a potential applicant?</i>				X	The technician does a conservation plan when an applicant comes in the office with a resource concern.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	An application is taken and it is ranked and the technician looks at the BMP needed after a site visit. A determination is made if the BMP is needed or just wanted.		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			Recommend to include the contract numbers, amount and BMP.	X		All future board meetings will include contract numbers, amount, and bmps.	Immediately	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	The district does not have any incentive BMPs. The district does know of the self-certification form.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	Same as above.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation?				X	There are none in the county, but would know if there any.		X			
Once applications are approved, how do you develop a contract?	X				The technician develops the contract after the application is ranked and put in toolkit as a conservation plan with all the proper forms. Commendation		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 goes over each form of the contract with the cooperator and discusses it thoroughly and that the work cannot begin until approved by the division. Commendation		X			
What procedures do you follow for notifying the applicant that work can begin?		X			The technician calls the cooperator and tells them they can begin work. Recommend to send an approval letter and explains the 1/3 rd rule.	X		1/3 rule has been added to letter that accompanies cpo copies to landowner.	Immediately	Plan of action accepted.
What information do you provide the applicant?				X	A copy of all the forms of the contract and conservation plan, job sheets, etc. and is mailed to the cooperator.		X			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes.		X			

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Are contract decisions/motions recorded in the board minutes?		X			Yes, but not consistent. Recommend to be consistent in recording in the minutes the person who made the motion and second it. Recommend to also include the contract numbers, amounts and BMPs.	X		Will be consistent at all future board meetings in recording motions, amounts, and bmps.	Immediately	Plan of action accepted.
Describe the district/board's procedure for approving supervisor contracts.				X	They are ranked the same as everyone else and they abstain from voting.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	There are none at this time.		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 does site visits and checks on the progress of the BMP being installed periodically.		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 tracks it on the spreadsheet with a color code.		X			
Is the district recording 6-month extensions in the board minutes?				X	There are not any at this time, but the technician knows the policy.		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 technician puts in a copy of the "as built" and puts it in the 6 notes. Commendation		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?	X				An "as built map" is put in the file and documented in the 6 notes. Commendation		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. Recommend to include the contract, numbers and the BMPs.	X		Rfps to be recorded with bmps and contract numbers in all future board meetings.	Immediately	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	They have not had any, but the technician knows the procedure.		X			
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	N/A					
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	They are done in early May and they have 1 to 2 supervisors.		X			

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How does the district select which contracts to spot check?	X				The technician pulls the active contracts and picks a random number by alphabetical order. Commendation		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 at this time, but knows the procedure.		X			
How does the district review five percent of all waste utilization plans?				X	N/A. They do not have any of these.		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	They don't have any, but NRCS will ask if the district has any of these.		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 technician sends the cooperator a certified letter.		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 at the board meetings.		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				Yes, a letter is kept in the file. Commendation		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	No payment was requested since the BMP was put back in compliance.		X			
Is the district notifying the division of non-compliance and resolutions?	X				Yes. Commendation		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 technician uses a spreadsheet to track the 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	The technician and the chairman do an internal audit. The last audit was done 7/17/13. Yes, it was completed and notarized. A full audit is done every 5 years by a CPA.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Same as above.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Scott Thomas		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Same as above.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Same as above.		X			

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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			

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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: 00-09-019-05 Applicant Name: James Young BMP: Well, Tank, Pasture Renovation 				X	The BMPs were functioning properly and looked good. Good documentation in the file.		X			

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Contract Number: 00-10-003-05 Applicant Name: Paul Kardulis BMP: Manure Spreader 				X	The BMP was functioning properly and looked good. Good documentation in the file.		X			

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<p>Contract Number: 00-05-009-05 Applicant Name: Hal Young BMP: Feed/Waste Structure, Tank, HUA</p> 				X	<p>The BMPs were functioning properly and looked good.</p> <p>Good documentation in the file.</p>		X			

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Contract Number: 00-10-008-05 Applicant Name: Donnie Silver BMP: Spring Development, Tanks, Pasture Renovation 				X	The BMPs were functioning properly and looked good. Good documentation in the file.		X			

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Contract Number: 00-08-501-05 (CCAP) Applicant Name: West Yancey Fire Dept. BMP: Cisterns 				X	The BMP was functioning properly and looked good. Good documentation in the file.		X			

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Contract Number: 00-2013-007 Applicant Name: Dale England BMP: Feed/Waste Structure 				X	The BMP was functioning properly and looked good. Good documentation in the file.		X			

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Contract Number: 00-11-003-05 Applicant Name: Jimmy Ayers BMP: Well, Tanks, Pasture Renovation 				X	The BMPs were functioning properly and looked good. Good documentation in the file.		X			