

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			
<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>				X	Field visit to farm, gather resource data, document using proper forms. Good documentation in contract folders.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>	X				The district offers technical assistance to all prior to cost share contracts. The district provides reviews for compliance with animal waste operations. Performs sludge surveys, etc. Work with NRCS closely, performing EQIP contracts (all of them since January). Calibration. Work closely with other agencies; also work on urban drainage calls, etc. District is part of emergency assistance with the county after natural disasters. Oceanview farm work. Three years ago had vector and aquatic weed control. EQIP has increased \$100,000 this year where the district picked up this effort.		X			

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Are applications reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are application motions/decisions recorded in the board minutes?				X	Yes		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	Spreadsheet. Onslow IT has set up a spreadsheet online that can be accessed by all employees. Question from Onslow staff: Can CS2 provide help with incentive payments across county lines? Can some alert be provided with same name/SSN? Answer, unlikely at this point though if we get an opportunity to upgrade CS2 we will ask for this capability.		X			
Is your district using the self-certification for incentives form provided by the division?				X	Yes, and now using the new form.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Bill's form! A spreadsheet, now on the Onslow system.		X			

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At what point in the application process does the district develop the contract? Describe this process.				X	After field visit and getting resource needs and providing technical assistance, determining resource concerns.		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	Goes over plan with operator and explains repeatedly about the contract approval process. Goes over the 1/3 rule.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor abstains from the vote. Noted in the minutes that they abstained.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are contract motions/decisions recorded in the board minutes?</i>				X	Yes		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 procedures do you follow for notifying the applicant that work can begin?		X			Phone call or site visit. The contract is not given to the operator until it is approved. Consider documenting on Conservation 6 notes or in a letter. No action required but we would like to		X	We ask that you take action on this item, but it isn't necessary, you may choose not to.		

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					make you aware that a letter is the best method for this and/or noting on the Conservation 6 notes. We would also like you to address this in the Plan of Action, but it isn't a necessity.					
What information do you provide the applicant?				X	Conservation plan, job sheets, soils, aerials,		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?	X				Site visits, job sheets, construction supervision, gps fields. Use AgWRAP technology grant for gps unit. Well done! Commendation for using the AgWRAP technology grant to increase district capacity.		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			Use CS2 now. Consider adding a column to the existing spreadsheet that goes to Board every meeting. No action required, however we do recommend using an additional column on the existing spreadsheet to track this along with a query of CS2.		X	We ask that you take action on this item, but it isn't necessary, you may choose not to		
If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?				X	Not an issue with the district.		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	On the Con 6, job sheets checkout notes, survey books.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, gps, maps, Conservation 6 notes, receipts. Well done.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes. They are asked for on most contracts, not just those that are required.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes		X			
<i>Are payment motions/decisions recorded in the board minutes?</i>				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	At least one supervisor, many times two, and district staff.		X			
<i>How does the district randomly select which contracts to spot check?</i>				X	All contract numbers go into a hat and hand-picked		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 DWR.</i>			X		No, most are above threshold, but not all. Incinerators and litter spreaders are most of the practices cost shared. Biosecurity concerns are addressed during spotchecks and are also having some effect on this. Most BMPs are on confined animal operations.	X		This item is one that the Board must take action on.		

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Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	Not an issue at this point. Will be performed.		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	Not an issue in this district, N/A		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	NRCS asks and procedure followed.		X			

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<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 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."</p> <p>How does your district notify individuals that have destroyed or mismanaged a BMP?</p>				X	By letter and phone call. Follow up visit in the field.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Board meeting, discussion with them.		X			
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 in the contract file?				X	Yes, and very few circumstances		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes, it has been many years back.		X			
<i>Is the district notifying the division of non-compliance and resolutions?</i>				X	Yes		X			
<p>Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper</p>										

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design and job approval authority, as well as disclosure forms.										
How does the district track BMP funds?				X	With a spreadsheet which is now available via Onslow IT.		X			
In what instances does the district use the division on-line (website & CS ²) reports?				X	Online no longer available, CS2 used. Onslow, and others, would like to have the ability to run reports		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Through the county budget with County Finance department. County audit process handles the audit		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Donna Wallace		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	County finance, their CPA performs the audits.		X			

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Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.		X			Yes. New employee does not have a formal training plan. It is recommended that the new employee receive a training plan from NRCS. A plan of action is not required but we would be interested in the Board addressing this issue. We also encourage employees to get the Certified Conservation Planner (CCP) certification. It may be a bit difficult at this time due to limited training opportunities, but this should expand soon.		X			
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.					These will be provided on separate forms.					