

**North Carolina Agriculture Cost Share Program Review Summary
(month, year)**

County	Perquimans SWCD	Date of Previous Review/Report	
District Staff Name(s)	Janet Stallings, Scott Alons	Date	4/15/2016
NRCS Staff Name(s)			
Division Representative(s)	Tom Hill		
Additional Participants			

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.										
How/when are the district board meetings scheduled?	X				On an as needed basis they are scheduled. Notices are posted on the doors, complying with the open meetings law.			Commendation given to the Albemarle Districts for their overall Board meeting(s). They have informative meetings with good partnerships attending and good information exchange along with good comradery. This note and commendation will be given to all 5 participating districts.		

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			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Yes, notices are posted on the door.		X			
<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 is made and discussion with the landowner on operations is made. Resource concerns are assessed and these are reviewed with the landowner. The conservation plan is developed at this point and the cost share contract is made at this point.		X	Perquimans does a good job with in the field discussions with landowners.		
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	As requests are made. As much or more assistance is provided for non-cost share items as cost share projects.		X	This is important, along with the cost share programs, in providing excellent customer service. Perquimans does a good job with servicing their cooperators.		
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are application motions/decisions recorded in the board minutes?</i>				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? Is your district using the self-certification for incentives form provided by the division?				X	Staff has two ledgers, one for administrative staff and one by the field staff. One in book ledger form and one in Excel spreadsheet. The district is using the self-certification form.		X	Another good, well organized job by staff. Staff also knows their cooperators well.		

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			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Yes, through the FSA office and general knowledge. Staff knows what color tractor the operators drive!		X	This is very helpful in keeping the overages from occurring.		
At what point in the application process does the district develop the contract? Describe this process.				X	After field visits and resource concerns are addressed along with potential alternatives. The contract comes after this process.		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	Yes, when the contract is signed the policy is explained. A note is sent along with the contract which is mailed after the field visit where the contract is explained.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor recuses himself from the vote.		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	Staff does a good job in documenting.		

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			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Contract is mailed. Incentive practices are all mailed. Structural practices may have a field visit or phone call at the time the contract is mailed.		X	Well done by staff. Smooth operation.		
What information do you provide the applicant?	X				The contract along with the conservation plan including work sheets, specifications, and especially with structural practices.		X	We have found that all the Albemarle districts do an excellent job in organizing the conservation plans and administering them to the cooperators. A commendation is worthy here!		
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Staff is on-site with survey and structural practices providing construction checks. With cover crop the worksheets and specifications are gone over with the operator prior to installation.		X	Again, staff does a great job in ensuring time well spent with the cooperator.		
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	Not a problem for the vast majority of contracts. Some landsmoothing contracts have a small window of time when the work can be performed and may get extended on occasion, but is followed up on. These are taken to the Board.		X	Well done in getting the practices on the ground in a timely manner.		
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	Yes.		X			

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			
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	Conservation 6 notes and field book for water control structures. A copy of the field book pages are placed in the file.		X	Again, note the commendation given above. Well documented.		
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. Documented in the 6 notes, field book, and as noted above.		X	Note the overall commendation to all Albemarle districts.		
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Little work performed that is receipt based but if so goes in with the RFP and now uploaded into CS2		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.										
<i>Who participates in annual spot checks? When are they conducted?</i>	X				All supervisors attend. Conducted in late winter early spring before planting season usually.		X	Commendation for all supervisors attending the spot checks.		
How does the district randomly select which contracts to spot check?				X	Staff picks a number between 1 and 10 and then selected		X			

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			
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.				X	N/A but in years past had several. These were spotchecked, following policy.		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	Yes		X	Those we saw in the field were installed very well.		
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	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	There are not many supervisor contracts. A list is provided to NRCS for all contracts performed for the year and the supervisor contracts are identified.		X	Ensure follow up with NRCS staff		

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			
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	Follows Commission policy if there are any issues but there have not been any issues with non-compliance in quite some time. Not applicable.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Policy will be followed should this become an issue.		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	No issues lately (last 20 years), policy would be followed.		X	Excellent record. This indicates the field visits and follow through are conducted.		
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Not applicable		X			
Is the district notifying the division of non-compliance and resolutions?				X	Not applicable		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.										

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			
How does the district track BMP funds?				X	Ledger and spreadsheet and uses CS2		X			
In what instances does the district use the division on-line (website & CS ²) reports?				X	For general purposes, it is hoped that CS2 will have the capacity to give reports that the old system does.		X	Hopefully the update to CS2 will provide the ability for the districts to check this as before.		
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, the county performs the audit. It was performed at the end of the fiscal year (beginning of the fiscal year).		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Janet Stallings and a portion (Scott's position is an agreement with Perquimans and Chowan).		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Through the County and the county performed the audit.		X			
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.		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.

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			
Contract Number: 72-2011-002 Applicant Name: Wayne Hurdle BMP: Land smoothing <i>Insert Picture</i> 				X	Practice installed well and properly maintained		X			

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			
Contract Number: 72-2008-501 Applicant Name: Perquimans County BMP: CAP, SW wetland, shoreline stabilization <i>Insert Picture</i> 	X				Excellent design and installation. This photo very effective a showing the design depth, breakers, etc. Very well done!		X			

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			
Contract Number: 72-2012-001 Applicant Name: Jeff Williams BMP: Land smoothing <i>Insert Picture</i> 				X	Practice well maintained		X			
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										

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			
Contract Number: 72-2015-101 Applicant Name: Wayne Hurdle BMP: Precision ag chemical, well <i>Insert Picture</i> 				X	Cooperator knows how to use the equipment!		X			
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										

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			
Contract Number: 72-2012-801 Applicant Name: Ashley Williams BMP: Ag pond, drop nozzles <i>Insert Picture</i> 				X	Both practices installed properly and well maintained.		X			
Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										