

North Carolina Agriculture Cost Share Program Review Summary
(month December, year 2014)

County	<u>Pitt</u>	Date of Previous Review/Report	<u>2006</u>
District Staff Name(s)	<u>Elizabeth Hamm, Bryan Evans</u>	Date	<u>December 11, 2014</u>
NRCS Staff Name(s)	_____		
Division Representative(s)	<u>Lisa Fine, Eric Pare</u>		
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)
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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?				<input checked="" type="checkbox"/>	<u>Meetings are held the first Tuesday of every month. Annual meeting month may get cancelled. Occasionally will call a special meeting.</u>		<input checked="" type="checkbox"/>			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				<input checked="" type="checkbox"/>	<u>Notice is posted on district's building window, posted on website, and in the county manager's office. Yes, it meets the Open Meetings Law.</u>		<input checked="" type="checkbox"/>			

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When do you develop a conservation plan for a potential applicant?				X	<u>Potential applicants call then staff makes date for site visit and begins conservation planning.</u>		X			
How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?				X	<u>When staff is on site they do surveying and engineering work. Staff determines feasibility of practices based on conservation needs.</u>		X			
Are applications reviewed and approved by the Board as a separate action item?	X				<u>Yes, applications are presented as separate action items and voted on. The district is commended for the quality of the board minutes as they pertain to the cost share programs.</u>		X			
Are application decisions/motions recorded in the board minutes?				X	<u>Yes, the motions and decisions are recorded in the minutes.</u>		X			
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	<u>The district has started an ARCGIS layer of all contracts. Right now they use spreadsheets that were started from beginning of the cost share program. When they get an application they check the spreadsheet for practices with caps. Yes they use the self- certification form.</u>		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	<u>The district checks their spreadsheets and uses the self-certification form.</u>		X			

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If multiple partners farm together, how does the district track individual applicants as one operation?				X	<u>The staff knows most farmers in the county. They can check with FSA. Can also check fed tax id's to make sure the applicants are different operations.</u>		X			
Once applications are approved, how do you develop a contract?				X	<u>District has all information at the time they check out the application. The information is already gathered and if it proceeds to contract phase they already have the information needed to develop the contract.</u>		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	<u>District has a special sheet that they developed to make sure the cooperator knows that work cannot begin before division approval. Cooperators come into office to sign paperwork and staff goes over all the information and requirements.</u>		X			
What procedures do you follow for notifying the applicant that work can begin?		X			<u>Staff calls cooperator and tells them work can begin. The division recommends that the district provide written documentation to the farmer that work can begin.</u>	X		<u>The district will now provide a letter of documentation to the applicant that work can begin.</u>	<u>Implemented immediately.</u>	<u>Plan of Action accepted.</u>
What information do you provide the applicant?				X	<u>The district provides the scope of work, amount of cost share received, standards, specs, maps, seeding recommendations. Requirements and timelines are given the same day the applicant signs the paperwork.</u>		X			

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Are contracts reviewed and approved by the Board as a separate action item?				X	<u>Yes, contracts are reviewed as separate action items and voted on.</u>		X			
Are contract decisions/motions recorded in the board minutes?				X	<u>Yes, motions and decisions are recorded in the minutes.</u>		X			
Describe the district/board's procedure for approving supervisor contracts.				X	<u>Nothing is given or taken away for them being a supervisor. Supervisors are treated exactly the same as other applicants.</u>		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	<u>Yes, it is documented that supervisors abstain from discussing and voting on any item related to them.</u>		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?	X				<u>Staff does construction checks during all phases of construction. Sometimes staff assists with construction with WCS, pipe blow outs. Commendation: the division commends the amount of time staff spends checking on progress and assisting cooperators to make sure the work is done according to timelines.</u>		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			<u>Staff checks spreadsheet monthly then if a 6 month extension is needed, they request one at the board meeting. Depends on the season as to how many are needed –especially in wet years. The division recommends that the district add a column to their spreadsheet for the 1/3 date to make it</u>	X		<u>Our district has now added a column to our spreadsheets to now better track the 1/3 work completed in case we need extensions.</u>	<u>Implemented immediately.</u>	<u>Plan of Action accepted.</u>

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					<u>easier to know when to request extensions.</u>					
Is the district recording 6-month extensions in the board minutes?				X	<u>Yes, 6 month extensions are recorded in the board minutes. PJ has a spreadsheet he can check as well.</u>		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	<u>Staff records notes in their field books. Sometimes they use 6 notes to record field checks.</u>		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	<u>Yes, measured in field book and listed as a field check.</u>		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	<u>Yes, receipts are reviewed and kept in CPO files.</u>		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	<u>Yes, RFPs are reviewed and approved as separate action items.</u>		X			
<u>Are payment decisions/motions recorded in the board minutes? 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?</u>				X	<u>Yes, RFP motions and decisions are recorded in the minutes.</u>		X			
<u>Are payment decisions/motions recorded in the board minutes?</u>										

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<u>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?</u>										
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.										
Who participates in annual spot checks? When are they conducted?				X	<u>Staff splits county in half and at least one supervisor goes with each staff. Sometimes more supervisors attend. Conduct the spot checks in February since it's a slow time of year for supervisors.</u>		X			
How does the district select which contracts to spot check?				X	<u>PJ uses EXCEL with all active contracts and a program pulls 5% random. He tells it how many to select and it selects the contracts randomly.</u>		X			
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.				X	<u>Yes, if not picked randomly then they are added in to be spot checked.</u>		X			
How does the district review five percent of all waste utilization plans?				X	<u>Bryan writes it in the staff work plans to review at least 20 a year. They have about 64 active hog farms and 10-12 chicken waste plans.</u>		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	<u>Anything reported in toolkit is reviewed. Supervisors get pulled and reviewed. NRCS does their spot checks every year in this district including these.</u>		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	<u>PJ compiles a letter to the cooperator.</u>		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	<u>It is reported to the board at the board meeting.</u>		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	<u>As soon as an issue is found a letter is written to the farmer. Yes a copy is kept in the CPO.</u>		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	<u>Yes, Bryan remembers that one time someone may have paid back but nothing recent. Most of their noncompliance is unintentional and is repaired.</u>		X			
Is the district notifying the division of non-compliance and resolutions?	X				<u>No evidence was found in the history file here in Raleigh office. Copies were obtained during the review. Recommendation: the district should copy the division on all noncompliance</u>	X		<u>We will send all needed documentation when someone is found out of compliance.</u>	<u>Implemented immediately.</u>	<u>Plan of Action accepted.</u>

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					<u>issues and resolutions.</u>					
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	<u>The staff has a spreadsheet to track all BMP funds.</u>		X			
How does the district use the division on-line (website & CS ²) reports?				X	<u>Staff uses reports to see what has been approved and to check dates for extensions. Also uses them for end of year balancing.</u>		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? (do we need this now that we require them to upload?)										
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	<u>Carolyn tracks funds on a spreadsheet. County pays bills but Carolyn keeps track. Funds are audited by the county. Last audit was after the fiscal year – after June 30. Outside CPA firm did the audit. All funds were OK. I received a copy of the letter from the County Financial Officer.</u>		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	<u>Elizabeth Hamm</u>		X			

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How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	<u>Same as TA.</u>		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	<u>Same as TA. County gets funds.</u>		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?										
Is proper job approval authority (JAA) documented for each technical and cost share position? <u>Please provide a copy of the latest approved JAA.</u>				X	<u>Yes. Each person has the forms in office.</u>		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract? <u>Do we still need this? Dottie/Helen are now monitoring this</u>				X	<u>Carolyn has everyone's copy ready for the February meeting for approval.</u>		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: 74-2006-008 Applicant Name: Eric Pierce BMP: drystack 				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			
Contract Number: 74-2006-018 Applicant Name: Eric Pierce BMP: inline water control structure <i>Insert Picture</i>				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			

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<u>Contract Number: 74-2009-028</u> <u>Applicant Name: Billy Haddock</u> <u>BMP: cropland conversion to grass</u>				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			
<u>Contract Number: 74-2010-003</u> <u>Applicant Name: Steve Sutton</u> <u>BMP: grassed waterway</u> 				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			
<u>Contract Number: 74-2010-006</u> <u>Applicant Name: Charles Davenport</u> <u>BMP: in line water control structure</u>				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			

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<u>Contract Number: 74-2010-007</u> <u>Applicant Name: Thurston James (James & James)</u> <u>BMP: in line water control structure</u>				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			
<u>Contract Number: 74-2010-010</u> <u>Applicant Name: Steve Sutton</u> <u>BMP: grassed waterway</u>				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			

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<u>Contract Number: 74-2011-002</u> <u>Applicant Name: Sam's Farm</u> <u>BMP: grassed waterway</u>				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			
<u>Contract Number: 74-2012-014</u> <u>Applicant Name: Steve Sutton</u> <u>BMP: field border</u>				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			

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Contract Number: 74-2012-805 Applicant Name: Steve Tyson Farms BMP: irrigation well <i>Insert Picture</i>				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			
Contract Number: 74-2013-502 Applicant Name: Pitt County School System BMP: grassed swale				X	<u>No concerns with contract file.</u> <u>No concerns with BMP.</u>		X			

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 <p><i>Insert Picture</i></p>										
<p>Contract Number: <u>74-2014-005</u> Applicant Name: <u>Barbara James</u> BMP: <u>grade stabilization structure, grassed ww</u></p> <p><i>Insert Picture</i></p>				X	<p><u>No concerns with contract file.</u></p> <p><u>No concerns with BMP.</u></p>		X			
<p>Contract Number: Applicant Name: BMP:</p> <p><i>Insert Picture</i></p>										

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Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										
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