

**North Carolina Agriculture Cost Share Program Review Summary
(November, 2013)**

County	<u>Rockingham</u>	Date of Previous Review/Report	<u>2000</u>
District Staff Name(s)	<u>Cyd Overby, Kevin Moore, Jason Byrd</u>	Date	<u>November 13-14, 2013</u>
NRCS Staff Name(s)	<u>Gary Cox</u>		
Division Representative(s)	<u>Ken Parks, Ralston James, Kim Livingston</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	Every third Monday of the month, unless a change in schedule.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?		X			The county website. Recommend to have other places to post the meeting notice like outside the office, etc.	X		Post notice on board room door of all scheduled meetings.	March 2014	Plan of action accepted.

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<i>When do you develop a conservation plan for a potential applicant?</i>		X			Conservation plans are not really being done, but the district addresses the resource concerns individually. These are done after meeting the applicant and doing a site visit. Recommend to do conservation planning when addressing resource concerns.	X		The district will start doing a basic conservation plan when addressing resource concerns.		Sent district a copy of the 2007 Conservation Planning Memo as a guide to go by when developing a conservation plan.
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>				X	The technician looks at just the issues they have at the moment. Problem areas only. They do remind them about other resource concerns though.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes, looked good.		X			
<i>Are application decisions/motions recorded in the board minutes?</i>				X	Yes, looked good.		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	The district does very little incentive BMPs. The district knows the applicants for incentive BMPs. A spreadsheet is used to track these. The district does not offer cost share on the no-till BMP.		X			

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Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	The district tracks this with their applicants and their spreadsheet.		X			
If multiple partners farm together, how does the district track individual applicants as one operation?				X	The district tracks this with their applicants and their spreadsheet.		X			
Once applications are approved, how do you develop a contract?				X	All the information from the field visits are put together in a contract and entered in IBEAM. This is printed out and sent to the board.		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 contract is reviewed with the applicant before the contract is completed and are explained that work cannot start before the contract is approved.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	The contract and designs are taken to the cooperators in person.		X			
What information do you provide the applicant?				X	The contract, designs, maps and all information needed to put the practice in and maintain.		X			

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Are contracts reviewed and approved by the Board as a separate action item?				X	Yes, looked good.		X			
Are contract decisions/motions recorded in the board minutes?				X	Yes, looked good.		X			
Describe the district/board's procedure for approving supervisor contracts.	X				The supervisor abstains from voting from his/her own contract.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?	X				Yes, looked good.		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 calls and does site visits and checks on the progress.		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 works closely with the cooperators and knows when 1/3 rd of the work is done. Recommend to add a 1/3 rd column on the tracking spreadsheet.	X		The District will add a 1/3 rd column on the tracking spreadsheet.		Plan of action accepted.
Is the district recording 6-month extensions in the board minutes?				X	There hasn't been a need for these, but the district is aware of the procedure.		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				All documentation is put in the contract file and uses the 6 notes. This is all documented in the field books also.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?	X				This is done and documented in the field books. The technician uses a measuring wheel, GPS, etc.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Copies are in the file.		X			
Are request for payments reviewed and approved by the board as a separate action item?	X				Yes, looked.		x			
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	See Harry Rakestraw contract. A letter of request is sent to the division.		x			
<i>Are payment decisions/motions recorded in the board minutes?</i>				X	Yes, looked good.		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	Spotchecks are schedule in May. Jason and supervisors are the ones to do the spotchecks.		X			

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How does the district select which contracts to spot check?				X	Cyd has a computer generator by number for the 5%.		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	Yes.		X			
How does the district review five percent of all waste utilization plans?				X	The district does not have contracts for this category.		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 have not been any of these, but the district knows the procedure.		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	See contract 79-06-19-12. A certified letter is sent to the cooperator.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	They are informed 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, in the contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	They have not had to do this.		x			
<i>Is the district notifying the division of non-compliance and resolutions?</i>		X			Yes, the division was notified in the spotchecks that were submitted, but the district did not send a copy of the certified non-compliance letter. Recommend to send a copy of the	X		The district will send a copy of the letter.		Plan of action accepted.

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					letter to the division in the future.					
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 use 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 BMP certification form was done by Cyd and signed by the chairman on May 20, 2013 and it was notarized.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				x	This is done through the county finance dept. They are audited by Martin, Starnes & Associates, CPA. The last audit was 6/30/13.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Kevin Moore and Jason Byrd.		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	This is done by the county finance dept. They are audited by Martin, Starnes & Associates, CPA. The last audit was 6/30/13.		X			

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How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	This is also done by the county finance dept. They are audited by Martin, Starnes & Associates, CPA. The last audit was 6/30/13.		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	The technician's time is done as a percentage. Jason is about 80%, Kevin is about 20% and Cyd about 40%. This is tracked on the technical assistance spreadsheet.		X			
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			
<p>Office review comments: The Rockingham District staff is doing a good job implementing the ACSP and the Division gives 5 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.</p>										

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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: 79-05-012-02 Applicant Name: Keith Price BMP: Heavy Use Area 				X	The BMP was functioning properly and looked good. There was no cultural resource review in the file. There was no conservation plan in the file.		X			

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<p>Contract Number: 79-06-022-02, 79-04-020-02 Applicant Name: Michael Reid BMP: Stream Crossing, Fencing</p> 			X		<p>The BMP had only a gate at one end of the stream crossing to exclude the cows. There wasn't a gate or wire at the other end, therefore the BMP is out of compliance and is considered a corrective action.</p> <p>There were no benchmark measures in the file.</p> <p>There was no conservation plan in the file.</p>	X		Contact cooperators and advise to install a gate/wire to prevent livestock from lounging in this area.	March 2014	<p>Plan of action accepted.</p> <p>The division will do a follow up on the BMP to ensure compliance is met.</p>

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Contract Number: 79-04-020-02 Applicant Name: Karen Smith BMP: Cropland Conversion to Grass 				X	The BMP was functioning properly and looked good. There was no conservation plan in the file.		X			

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<p>Contract Number: 79-11-014-12 Applicant Name: Bar O Cattle Co. BMP: Well, Tanks, Fencing</p> 		X			<p>The BMP was functioning properly and looked okay. Recommend to add some gravel to the heavy use area around the tank based on the technician's specifications.</p> <p>There was no conservation plan in the file.</p>	X		Contact cooperater and advise on need to add gravel as needed.	March 2014	Plan of action accepted.

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<p>Contract Number: 79-09-039-12 Applicant Name: Jerry Dickerson BMP: Tanks, Fencing</p> 				X	<p>The BMPs were functioning properly and looked good.</p> <p>There was no conservation plan in the file.</p>		X			

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<p>Contract Number: 79-09-015-12 Applicant Name: Leonard Moore BMP: Pasture Renovation</p> 		X			<p>The BMP had some bare areas of grass. Recommend to do some reseeded of the pasture based on the technician's specifications.</p> <p>There were no benchmark measures in the file.</p> <p>There was no conservation plan in the file.</p>	X		Contact landowner to advise on need to reseed bare areas	March 2014	Plan of action accepted.

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Contract Number: 79-09-026-12 Applicant Name: George Hill BMP: Pond Restoration/Repair 				X	The BMPs were functioning properly and looked good.		X			

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Contract Number: 79-03-021-12 Applicant Name: Jimmie Foster BMP: Watering Tank 				X	The BMPs were functioning properly and looked good.		X			

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Contract Number: 79-10-502-02 Applicant Name: Rockingham Co. Schools BMP: Critical Area Planting (CCAP) 		X			The BMPs were functioning properly and looked good. Recommend to do some reseeding on the bank by the fence.	X		Contact cooperater and recommend reseeding area on bank by fence.	March 2014	Plan of action accepted.

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Contract Number: 79-06-025-02 Applicant Name: Cecil Isley BMP: Fencing, Tanks, Heavy Use Area, Ag. Road Stabilization 				X	The BMPs were functioning properly and looked good.		X			

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Field site and contract file comments: There was one BMP site with a corrective action and three BMP sites with 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.