

**North Carolina Agriculture Cost Share Program Review Summary
(September, 2016)**

County	<u>Wilson</u>	Date of Previous Review/Report	<u>2013</u>
District Staff Name(s)	<u>Sue Glover, Josh Pate, Ricky Hayes</u>	Date	<u>09/26/2016</u>
NRCS Staff Name(s)	<u>David Little</u>		
Division Representative(s)	<u>Ken Parks, Louise Hart</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.										
How/when are the district board meetings scheduled?				X	The meetings are scheduled regularly throughout the year with the exception of July and August when the board does not meet. The June meeting is tentative depending on requirements.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Board meeting date and times are posted in the foyer of the Ag Center, listed on the district website and are		X			

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					sent by email to the county manager's secretary.					
<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	The district staff asks about the resource problem and makes a field visit before an application is received to assess the resource concern. The application is taken to the board for approval and a conservation plan is started.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	Technical assistance is given when the applicant does not want to follow NRCS specifications or has a small erosion issue or drainage problem.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>	X				Yes. Commendation given for a job well done.		X			
<i>Are application motions/decisions recorded in the board minutes?</i>	X				Yes. Commendation given for a job well done.		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			No, the district does not have a tracking mechanism for the incentive contracts. Recommend to use an Excel spreadsheet to track these incentive contracts.	X				

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?		X			No, the district does not have a tracking mechanism for the incentive contracts for multiple partners. Recommend to use an Excel spreadsheet to track these.	X		Office will make a Excel spreadsheet to track incentive contracts to insure that caps are not exceeded	Year 2017	Plan of action accepted.
At what point in the application process does the district develop the contract? Describe this process.				X	After the application process is done a contract is developed. The district goes through and puts all the pieces of the contract together with all the proper forms and documentation.		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 district staff goes over the contract in person with the applicant and makes sure they fully understand the contracting process and when to start work.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor abstains during the application and contract approval.		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, the supervisor was not present at the meeting and abstained from voting.		X			

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What procedures do you follow for notifying the applicant that work can begin?				X	The district staff usually calls and lets the applicant know when to start work or the district staff tells the applicant that the contract is sent to Raleigh for approval and for them to call the district office before they start work.		X			
What information do you provide the applicant?		X			The give a copy of the contract and all the forms to the applicant even though sometimes the applicant refuses to take a copy. Recommend to inform the applicant of the purpose of having a copy of the contract forms and to record the action of the applicant in the 6 notes that they refused a copy of the contract and other forms.		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	The district staff is out on the site to assist with the installation process and to make sure the project is completed on time.		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 district is not tracking this 1/3 rd policy. Recommend to add this to the district's ledger and add this designs as part of the 1/3 rd work as a local board policy.	X		The 1/3 rd policy will include designs and will be stated in the Wilson County strategy plan,	May 2017	Plan of action accepted.

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If 1/3 of the work has not been completed within 12 months and the cooperators request additional time, is the district recording 6-month extensions in the board minutes?				X	No, the district has not had to do one.		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				This is documented in the construction check or data sheet and also recorded in the 6 notes. Commendation given for job well done.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes.		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.		x			
Are payment motions/decisions recorded in the board minutes?				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.										
Who participates in annual spot checks? When are they conducted?	X				All the supervisors participate in the spotchecks and done on the 1 st Monday in March. Commendation given for all board members attending		X			

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					the annual spotchecks and board meetings.					
How does the district randomly select which contracts to spot check?				X	They take the total active contract list and picks a random number based on the 5% number.		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	Yes.		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			
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	The area office is notified through Toolkit that there are contracts in this category to be spotchecked.		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 district staff notifies the applicant through a letter to the landowner and is documented with pictures also.		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			
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.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes.		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 district uses a spreadsheet ledger for each year of the cost share program. Commendation given for a good contract funds tracking ledger system.		X			
In what instances does the district use the division on-line (website & CS ²) reports?				X	Yes.		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	The county finance dept. tracks all the TA and operating funds. Yes, they are audited annually. The last audit was for fiscal year 2015-2016 by Martin and Starnes, CPA firm.		x			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Josh Pate		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The county finance dept. tracks all the matching funds. Yes, they are audited annually. The last audit was for fiscal year 2015-2016 by Martin and Starnes, CPA firm.		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			

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<p>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.</p>										
<p>Contract Number: 98-11-002 Applicant Name: Zack Bisette BMP: Grassed Waterways, Filter strip</p> 		X	X		<p>The grassed waterways were functioning, but need mowing. Recommend to do some mowing and reseeding as part of regular maintenance.</p> <p>The filter strip had soybeans planted in it. A corrective action is given for the filter strip being out of compliance.</p> <p>All the documentation in the file looked good.</p>	X		<p>Grassed Waterways have been mowed and look good.</p> <p>Field border will be put back in place within seeding dates.</p>	<p>Done</p> <p>March 2017</p>	<p>Plan of action accepted.</p> <p>Plan of action accepted. The division staff will do a follow-up to ensure the BMP has been reimplemented.</p>

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<p>Contract Number: 98-09-302 Applicant Name: Harrell's Agri. Enterprises BMP: Pond Sediment Removal (Drought Grant)</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>All the documentation in the file looked good.</p>		X			

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Contract Number: 98-08-010 Applicant Name: Tommy Boyette BMP: Lagoon Closure 				X	The BMP was functioning properly and looked good. All the documentation in the file looked good.		X			

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Contract Number: 98-10-013 Applicant Name: Larry Fulgum BMP: Filter Strips 				X	The BMP was functioning properly and looked good. All the documentation in the file looked good.		X			

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Contract Number: 98-07-022 Applicant Name: Cliff Barnes BMP: Grassed Waterways, Field Borders 				X	The BMP was functioning properly and looked good. All the documentation in the file looked good.		X			

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Contract Number: 98-2014-007 Applicant Name: Gary Dean Scott, Supervisor BMP: Grassed Waterway 		X			The BMP was functioning properly, but needs some mowing and reseeded. Recommend to mow and reseed grass as part of regular maintenance. All the documentation in the file looked good except the division contract approval email was missing.	X		Grassed Waterway mowed, looks better. Grass still needs to be seeded within seed dates. Division approval email added in contract	March 2017 Done	Plan of action accepted. Plan of action accepted.

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Field Portion Comments: There were two BMP recommendations and one corrective action on the field part of the review. **Office Portion Comments:** There were 6 commendations, 4 recommendations and no corrective actions on the office part of the review. A general commendation was given for a very good job on contract file documentation.