

**North Carolina Agriculture Cost Share Program Review Summary  
(June 2017)**

County	<u>Jackson</u>	Date of Previous Review/Report	<u>September 2012</u>
District Staff Name(s)	<u>Barry Stevens, Jane Fitzgerald</u>	Date	<u>June 20, 2017</u>
NRCS Staff Name(s)	<u>Kayla Hudson, Amanda Buchanan</u>		
Division Representative(s)	<u>David Harrison, Davis Ferguson</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			
<b>Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments)</b>										
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	First Wednesdays of each month.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted at the entrance of the Jackson Count Community Services Building		X			

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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.				X	District staff explains the program to the applicant with a field visit to identify the resource concerns.		X			
In what instances does the district provide technical assistance without cost share funds?				X	Urban/suburban erosion control, pond maintenance, vegetative planting suggestions.		X			
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	None in the District. District staff do know about the self-certification form.		X			

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Is your district using the self-certification for incentives form provided by the division?										
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	None in the District		X			
At what point in the application process does the district develop the contract? Describe this process.				X	The contract is developed along with the initial farm visit to determine needs.		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. District staff warn the applicant that they cannot start without Division approval.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	No Supervisor contracts so far. The District staff are familiar with the procedure for Supervisors to abstain from discussing or voting on their contracts.		X			

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Are contracts reviewed and approved by the Board as a separate action item?				X	Yes		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	N/A		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Phone Call and site visit to do field layout.		X			
What information do you provide the applicant?				X	Job Sheets and copy of contract		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	District staff are on-site during installation.		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	Using CS2 to track – staff had been using a spreadsheet		X			

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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 problem with work being on time.		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	Conservation notes – red ink on original plan if any changes are made (As-Built plans).		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, documented in Conservation Notes		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes – Watering tanks		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			

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<b>Section 2: Spot Checks and Compliance Issues</b>										
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	Done in May and at least one Supervisor as work allows		X			
How does the district randomly select which contracts to spot check?				X	Computer generated random number.		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 DWR.				X	Nonet at this time		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	Yes		X			

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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	Not needed at this. When needed, the request will be forwarded through the District Conservationist.		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		None at this point.		X			
<p>How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?</p>			X		At the next meeting		X			

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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	None needed		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	None needed		X			
Is the district notifying the division of non-compliance and resolutions?				X	None needed		X			

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<b>Section 3: Record Keeping</b>										
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.										
Does the district use the division on-line (website & CS <sup>2</sup> ) 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	County Finance Office. Audited after the end of the fiscal year (June 30 <sup>th</sup> )		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Barry Stevens		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	There have been some grant funds for special projects. These were self-audited by the Supervisors at the end of the projects.		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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<b>Section 4: Contract Reviews and Site Visits</b> 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: 50-2008-001 Applicant Name: Jack Boggs BMP: Tank, Spring Development 				X	BMPs are in good condition and functioning as designed.		X			

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Contract Number: 50-2009-009 Applicant Name: Ricky Buchanan BMP: Well, Tank, Fencing  				X	BMPs are in good condition and functioning as designed.		X			

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Contract Number: 50-2009-018 Applicant Name: Barbara Mock BMP: Stream Restoration  				X	BMP is in good condition and functioning as designed.		X			

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Contract Number: 50-2010-501 Applicant Name: Jackson Co. Parks & Recreation BMP: CCAP-Cistern 				X	BMP is in good condition and functioning as designed.		X			

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Contract Number: 50-2012-003 Applicant Name: Calvin Maye BMP: CAT, Tank, Fencing  				X	BMPs are in good condition and functioning as designed.		X			

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Contract Number: 50-2012-501 Applicant Name: Jackson Co. Parks & Recreation BMP: CCAP-Pet Waste Receptacle 				X	BMPs are in good condition and functioning as designed.		X			

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Contract Number: 50-2014-801 Applicant Name: Jerry Parker BMP: Base Flow Interceptor  				X	BMP is in good condition and functioning as designed. Base Flow Interceptor has been protected by fencing.		X			

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Contract Number: 50-2016-501 Applicant Name: Jackson Co. Parks & Recreation BMP: CCAP-Pet Waste Receptacle  				X	BMPs are in good condition and functioning as designed.		X			