

**North Carolina Cost Share Programs Review Summary
(April, 2018)**

County	<u>Cumberland</u>	Date of Previous Review/Report	<u>May 15, 1998</u>
District Staff Name(s)	<u>Donna Foster, Mitch Miller</u>	Date	<u>April 5, 2018</u>
NRCS Staff Name(s)	<u>NA</u>		
Division Representative(s)	<u>Louise Hart, Kelly Hedgepeth</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 board meeting is scheduled for the second Friday of every month, 8:30am, Except Jan (annual Meeting), July		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	The notice is posted outside door, posted at elevator downstairs, and at the board at the court house		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			
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	An applicant calls or comes in the office of a list of projects. The staff will go assess the resource concern and see what practices apply. At that point they begin the application process and rank the application. The project moves forward if feasible.		X			
Does the district provide technical assistance without cost share funds?				X	Yes, the staff does drainage projects for citizens of the county.		X			
What type of technical assistance is provided without cost share funds?				X	The staff does mostly drainage projects.		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? Is your district using the self-certification for incentives form provided by the division?				X	The staff emails counties they may be farming in and verify if they have cost share in those counties. They also check previous records 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			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The staff have knowledge of producers in the county.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	The staff develops a contract after ranking to be sure the ranking is high enough.		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 staff let the cooperators know at the signing of application, and at the signing of contract. The staff meets in person with the cooperator to review the application and contract.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor steps out of the room and abstain from voting or discussion on the contract.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	This is documented in the minutes.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	The contract is review verbally at each board meeting. The staff doesn't normally project but would consider it in the future. The staff puts information on a spreadsheet to show the board remaining funds.		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 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			
What procedures do you follow for notifying the applicant that work can begin?				X	The staff send the producer a letter letting them know work can begin.		X			
What information do you provide the applicant?				X	The staff provides the following to the producer: contract number, amount, practice, and 12 months rule for work, copy of contract, job sheets, maps, conservation plan, conservation effects, yield data, soils maps.		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 staff is on site for large projects.		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. Are you using CS2?				X	The staff notify the producer of 1/3 rule. The review the contract with the board if a producer is getting close to not completing the 1/3 of the project. The cooperators are notified in the letter if they are granted an extension.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators 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?				X	The staff includes as built maps, red ink and that it meets NRCS standards. The also include surveys and field notes.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, documented in the tech notes.		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, the district currently does outside signatures, but designated authority is not well understood. Currently the chair has been signing RFPs.	X		Please follow the following policy for delegated authority. http://www.ncagr.gov/SWC/costshareprograms/documents/approval_contracts_applic_rfps_jan2014.pdf		
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.										
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	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			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	NRCS has traditionally pulled the contracts. The DC would pull the needed contracts or staff would notify the DC.		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			
<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	<p>Non-compliance issues are usually caught in spot checks, or in field. The staff will send a letter to the producer and put the policy in the letter. They then notify the division.</p> <p>Please be sure to follow the compliance timeline http://www.ncagr.gov/SWC/costshareprograms/documents/noncompliance_jan2014.pdf</p>		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The staff will notify supervisors at 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, the letter is sent certified.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes, staff went and picked up the check from the producer and mailed it to the division.		X			
Is the district notifying the division of non-compliance and resolutions?				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			
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.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	The staff uses both CS2 and their spreadsheet.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	All funds go through county		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			They go through the county, TA report would be generated in house and taken to the finance department for reimbursement from the division. The county has an outside audit. The district should request a copy of the audit for their records.	X				
Who in the office does work for Cost Share Programs?				X	Mitch Miller		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The funds run through the county. They have a separate line item in the budget.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes, copy provided.		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			
General Contract Summary				X	Most of the contracts are put together well and contain most of the required information. Please remember conservation plans need to be signed by all parties. We were not able to visit 26-2015-003 due to a cooperators illness, but this will be done later.		X			

Date Apr 5, 2018	District Cumberland	Contract Number 26-2011-002
Cooperator's Name Tyson	Contract Number 26-2011-002	Best Management Practice Cropland Conversion- Grass
If additional BMPs or TA is needed please explain. Land is no longer in Bermuda fields 3 & 4 field 5 partially in grass but not Bermuda	Is the BMP in compliance? out of compliance	Notes We were not able to locate any Bermuda grass. Some fields are in wheat.
Division Findings Corrective Action- District Response Required	District Response	Date Response Accepted

Photo



Date Apr 5, 2018	District Cumberland	Contract Number 26-2013-008
Cooperator's Name Cashwell	Contract Number 26-2013-008	Best Management Practice Long Term No-till
If additional BMPs or TA is needed please explain.	Is the BMP in compliance? in-compliance	Notes
Division Findings No Concern/Not Applicable	District Response	Date Response Accepted

Photo



Date Apr 5, 2018	District Cumberland	Contract Number 26-2012-007
Cooperator's Name Dunlap	Contract Number 26-2012-007	Best Management Practice Cropland Conversion
If additional BMPs or TA is needed please explain.	Is the BMP in compliance? in-compliance	Notes
Division Findings No Concern/Not Applicable	District Response	Date Response Accepted

Photo

