



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	The staff discusses with the farmer in person or on phone the they schedule a field visit and check resource concerns to see if a BMP is needed.		X			
Does the district provide technical assistance without cost share funds?				X	Yes.		X			
What type of technical assistance is provided without cost share funds?				X	They complete grazing plans, handle discharges/water issues, and work on stormwater/erosion control.		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	Currently, Stanly SWCD uses a BMP summary tracker to monitor when and how much an incentive BMP is applied for and received. In conjunction with that tracker, the District also utilizes NRCS conservation system records to discern whether a practice has been truly "adopted" on a tract by tract basis.  Yes, the district is using the form.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Stanly SWCD utilizes Farm Service Agency data to determine which producer belongs with what tract. Currently, the district uses an "equipment rule" to discriminate between an entity or individual. For example, the equipment used under an entity name may not also be used to sign up an individual (e.g. different equipment must be used or paid for).		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	Amanda doesn't rank until the board approves the applications. They go to the board first then she ranks them then comes back to board to approve highest ranking.		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			Amanda goes in person to explain contract processes. <b>Recommendation:</b> the district should send a letter explaining when work can begin and explaining deadlines.	X		Create letter that outlines contract approval, 1/3 date, expiration date, and other associated deadlines.	9/30/18	Plan of Action accepted.
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisors are treated the same as other applicants.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Yes, but they are not projected but the board asks questions. They don't print out anything either.		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			
What procedures do you follow for notifying the applicant that work can begin?				X	Amanda had not had one at the time of this review.		X			
What information do you provide the applicant?				X	Contract paperwork, standards, job sheets and maps are given to the cooperator.		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	Staff visits contractor – have pre-construction meeting, they are out when they break ground, they go back when finished to check. They check fencing as it gets started.		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 district is not tracking.  <b>Recommendation:</b> the district should add a column to their spreadsheet to make it easier to 1/3 dates.  <a href="http://www.ncagr.gov/SWC/costshareprograms/documents/interim_performance_milestones_csp_contracts.pdf">http://www.ncagr.gov/SWC/costshareprograms/documents/interim_performance_milestones_csp_contracts.pdf</a>	X		1/3 date has been added to district tracking sheet	Immediately	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	Amanda has not had the issue but is now aware of the process.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	Photos, NRCS checkout sheets, notes are all included in the file.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, and it is documented on check off sheets.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, they are in the files.		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			
<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.										
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			

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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	The NRCS staff take care of this.		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	Yes. I reviewed a copy of a letter.		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 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. A copy is kept in the file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes. They have a recent one that the division should be getting soon.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes.		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.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	No but the district goes over this information with the board.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	Amanda and Rita are bonded.		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	Salary and operating funds go to the county. The county audited the funds through an independent auditor on June 30, 2017 and found to be OK.		X			
Who in the office does work for Cost Share Programs?				X	Amanda, Charles Dunevant, Grayson, Lin Taylor		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These funds are tracked by the district. Money goes into their education line item. Audit completed by the board. Last audit was June 30 of last year.		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	Amanda does not have any JAA. I did not review anyone else's because they were not present for the review.		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: 84-2014-001 Applicant Name: Curtis Furr BMP: drystack 				X	No concerns with contract file. No concerns with BMP.		X			

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<p>Contract Number: 84-2010-009 Applicant Name: Nicholas Sarif BMP: pastureland conversion to trees</p> 				X	<p>No concerns with contract file. No concerns with BMP.</p>		X			
<p>Contract Number: 84-2012-004 Applicant Name: Theodore Huneycutt BMP: drystack</p> 				X	<p>Contract file had no notes and no ranking forms. Drystack was full of litter soon to be spread. Other part of farm was overgrazed – not related to this contract but worth looking into.</p>		X			

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<p>Contract Number: 84-2017-802 Applicant Name: Chris Poulos BMP: agwrap well</p> 				X	<p>No concerns with contract file. No concerns with BMP.</p>		X			
<p>Contract Number: 84-2010-008 Applicant Name: Gary Laton BMP: cropland conversion to trees</p> 				X	<p>No concerns with contract file. No concerns with BMP.</p>		X			

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Contract Number: 84-2013-004 Applicant Name: Preston Pinkston BMP: cropland conversion to grass  				X	Conservation plans should be more in depth than they currently are.  No concerns with BMP.		X			
Contract Number: 84-2015-001 Applicant Name: Shelly Smith BMP: litter spreader  				X	Conservation notes for this contract were poor.  No concerns with BMP.		X			
<b>General Contract Summary</b>		X			<b>Recommendation:</b> Contract files should include ranking forms, conservation notes, conservation plans, how benchmark measures of	X		Required paperwork will be completed for each contract before contract is signed. Paperwork missing from prior contracts are	Immediately	Plan of Action Accepted.

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					effects were calculated, copies of maintenance or non-compliance letters to cooperators.			created retroactively as time permits.		