

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

County	<u>Anson (Brown Creek SWCD)</u>	Date of Previous Review/Report	<u>July 2012</u>
District Staff Name(s)	<u>Jake Barbee, Tina Rowell</u>	Date	<u>December 13, 2016</u>
NRCS Staff Name(s)	<u>Shauntae Britt</u>		
Division Representative(s)	<u>Lisa Fine, Ralston James</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 every 4 th Tuesday of the month at 10:00 unless a change is needed. Posted in Express County paper every month. Changes posted on door. No county bulletin board.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted in County paper. Notice of changes does meet Open Meeting Law.		X			

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<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	A lot of cooperators know to come in the office and sometimes Jake gets a referral or sees issues. Integrators tell cooperators. Jake advertises on Facebook. After application Jake does site assessment and ranks them. If they rank high enough he does a conservation plan.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	The district assists with peach orchard drainage problems and gullies in pastures where cooperator asking if it's worth cost share.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes, there is evidence in the minutes of the applications being done as separate action items.		X			
<i>Are application motions/decisions recorded in the board minutes?</i>				X	Yes, these are recorded in the minutes.		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 incentives in district since Jake has been here. Jake is aware of the self-certification form.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The district tracks on a spreadsheet or board members may know everyone that farms to know if they are one operation.		X			
At what point in the application process does the district develop the contract? Describe this process.				X	If they rank high enough a District makes sure the cooperator still wants to do contract and is aware of the requirements. At this point contract is created.		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				Jake goes in person to go over contract and give them a copy of everything in a packet. He explains the deadlines and 1/3 of the work. It's a reimbursement program – the quicker it's done the quicker you get your money back. Commendation		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisors do not get points or take points away for being a supervisor.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes, there is evidence in the minutes of contracts being done as separate action items.		X			
<i>Are contract motions/decisions recorded in the board minutes?</i>				X	Yes, these are recorded in the minutes.		X			

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Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes, it is noted in the minutes that supervisors abstained from voting on his or her own contracts.		X			
What procedures do you follow for notifying the applicant that work can begin?		X			Jake calls them and tells them it's time to begin and they can come by and get their info or he goes to their farm and goes over everything. Jakes puts notes in 6 notes of his contact with farmers. Recommendation: the division recommends the district send a letter to the cooperator so there is documentation.	X		The District will go with the Recommendation and start sending out letters with the start of the new program year.	July 1 st , 2017	Plan of Action accepted.
What information do you provide the applicant?				X	All designs, job sheets, contract NC2, NC11 and NC11A, maps are all given to 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	NRCS has a checksheet for various stages of installation, takes photos, measures, when the cooperator calls, preconstruction meetings, does not actually physically do the work.		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			Jake makes a note on computer after checking spreadsheet to see who is coming up for a 1/3 check. Not many active contracts to keep up with. Recommendation: the district should add 1/3 date column to spreadsheet.	X		CS2 tells the technician when 1/3 installation dates are coming up and notifications can be set so they will remind ahead of time of the installation date. District will not add a column to their spreadsheet but will use calendar and CS2 to keep up with the 1/3 date.	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	Yes, there is evidence that a cooperator requested a 6 month extension. There is also evidence of the district using the NC18 form to cancel a contract after 1/3 of the work was not completed in the allotted 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	Jake takes pictures with tape measures, records in 6 notes or writes on paper and puts in the file. Mostly BMPs are incinerators and drystack and fencing. Hole depths and concrete a lot so he takes a lot of pictures. Keeps pics in contract file.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, photos and notes and recorded in 6 notes.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, and receipts are in contract files.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes, RFPs are received and reviewed as separate action items.		X			
Are payment motions/decisions recorded in the board minutes?				X	Yes, these are recorded in the minutes.		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.										

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Who participates in annual spot checks? When are they conducted?				X	Jake, Shauntae, as many board members as they can get will go out on spot checks. At least one supervisor and sometimes all. Try to do them in March or April. Does on day of board meeting.		X			
How does the district randomly select which contracts to spot check?	X				Determines who is in compliance period. Puts numbers in a hat and someone randomly picks them. Would go to someone picked last year if it comes up again. Commendation: the district is commended for having a completely random system for selecting contracts.		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	Yes, labeled as waste projects on spreadsheet. Jake puts the ones that he knows needs to be selected and puts them on the list. They end up with more than 5% checked.		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	None in county.		X			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	None in county.		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	Haven't had one here since Jake got here. This area is on a rotation for NRCS reviews and they did not get picked recently. Not done last year at all. Shauntae stated that the supervisor contracts were reviewed when they last had one a few years ago.		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	Jakes sends a letter for documentation and also gives them a call because he finds they don't read their letters. I received a copy of a letter during the program review.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Staff brings it up at board meetings. If found during spot checks then board knows because of the report. Board and staff discuss what is found during spot checks.		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 district provided a letter to the cooperator in the most recent spot check issue. It was corrected. Yes, a copy of the letter is kept in the contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	No refunds since Jake has been here.		X			
<i>Is the district notifying the division of non-compliance and resolutions?</i>		X			Jake has not had any until their last spot check. The documentation was not sent to division. Staff was unaware of requirement. Recommendation: staff should copy the division cost	X		Recommendation will be accepted and copies will be sent to Division from now on.	Immediately	Plan of Action accepted.

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					share specialist on any documentation sent to the cooperators regarding cost share contracts.					
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	District uses a spreadsheet to track BMP funds. A copy of spreadsheets was received during program review.		X			
In what instances does the district use the division on-line (website & CS ²) reports?				X	Jake has looked at them to check allocations and to do BMP certification form.		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 gets the TA and operating funds. County is still working on the last audit. The county gets an outside agency to conduct the audit. Tina tracks their records here too.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Jake Barbee		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The county gets the funds into an account for the district. Money doesn't go into county budget. Goes into a reserve account when not used in a year. Tina has to do an accounts payable sheet to get a check from county.		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	Jake does not have any JAA yet. Working with Shauntae on getting some JAA for incinerators and wells.		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>										
Contract Number: 04-2008-242 Applicant Name: Jeremy McSwain BMP: drystack 				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 04-2009-246 Applicant Name: Eddie Edwards BMP: well				X	Well was located in a different spot than planned but within a few feet of planned location. No concerns with contract file.		X			
Contract Number: 04-2009-249 Applicant Name: Chad Horne BMP: pasture renovation 				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 04-2010-268 Applicant Name: Travis Lookabil BMP: heavy use area, tank 				X	No concerns with contract file. No concerns with BMP.		X			
Contract Number: 04-2012-272 Applicant Name: Irvin Thompson BMP: fence, tank, well				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 04-2012-279 Applicant Name: Lannie Allen, LA Farms BMP: well				X	No concerns with contract file. No concerns with BMP.		X			

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