

**North Carolina Cost Share Programs Review Summary  
(November 2018)**

County	Cabarrus	Date of Previous Review/Report	
District Staff Name(s)	Daniel McClellan, Clint Brooks, Tami Remsburg	Date	11/7/2018
NRCS Staff Name(s)			
Division Representative(s)	Lisa Fine, Ralston James		
Additional Participants			

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	The meetings are the first Tuesday of the month at 5:30. Scheduled for the same day every month unless it interferes with the Annual Meeting.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Notice is posted on the front of the district building, in the elevators of the government building and on the website county calendar. Yes, it adheres to the Open Meeting Law.		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	Blend of people coming in to the office to ask for cost share and sometimes district has to beat the bush to get applicants. Staff visit Cattlemen's Association and Rotary Club meetings to discuss the district programs. Then once someone asks for assistance they go to assess the farm and conduct field visits for resource concerns. A conservation plan can then be written.		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	Erosion control, drainage and pond work is done without providing cost share. Urban work without cost share is also a big thing now.		X			
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?				X	Yes.		X			
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?				X	Yes, at the April or May meeting. The chair and vice-chair were delegated signature authority. Vicky is the primary and Jeff is the alternate. This was included in the strategy plan local policy approval and not specifically		X			

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					listed in the minutes.					
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	Sod-based rotation is the only practice used often. District uses spreadsheets from the beginning of cost share program to look back on to check on applicants.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	District staff knows the farmers and go over to FSA to check if they are in the same farming entity.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	Staff goes out to the farm to do an assessment first then they are ranked if it is deemed they would be eligible for cost share. A conservation plan is written and then it's taken to the board as an application and the contract for approval.		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	Staff delivers contract, plan, maps etc... to the person. Staff talks about deadlines. Staff currently has not had a use for giving them timeline documentation because they are still waiting on design approval for most of their projects.		X			

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What procedures do you follow for notifying the applicant that work can begin?				X	The staff takes the contract and information out to farmer once they have been given division approval. When they go out to give them the info they give them verbal approval.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Nothing is taken away or given to them for being supervisors. After the board meeting, it is sent to the SWCC for approval.		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	Staff brings the folders for each contract to the board and there is discussion depending on the practice/farmer. The district does not project CS2. They do project plans, maps, etc.. for meetings.		X			
What information do you provide the applicant?				X	Conservation plan, contract, maps, standards, job sheets, and planting dates are all 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	District staff checks in at times during installation after farmer calls to let them know they have begun. When they reach a certain milestone in installation they have staff come out to look at it.		X			

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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 spreadsheet has the approval date. <b>Recommendation</b> the district should add a column to spreadsheet to include the 1/3 date so it is easier to locate. The district uses their spreadsheet and is aware of the CS2 page.	X		Column has been added to our spreadsheet to indicate the 1/3 <sup>rd</sup> date.	12/20/18	Plan of Action accepted.
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, the district records the 6 months extension. It has been a couple of years since this was done.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?				X	The 6 notes and "as built" drawings are in the folders. The district uses the job sheet check-off sheets to record what was done in the field.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, the district uses the check off sheets and signs off on designs after check-out.		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, staff has a list of all the waste management plans to track to make sure they are spot checked.		X			
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? (Refer to <a href="#">Spot Check Policy</a> )			X		District notifies the NRCS staff that a contract needs to be reviewed. These spot checks do not have to be a part of an official NRCS review.	X		District will send a letter to the NRCS Area engineer to make sure we have documented that we have made a request for a review for a	12/20/18	Plan of Action accepted.

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					Documentation of these requests must be kept on file. District requested division inspection of supervisor's CCAP contract but there is no official paper trail through the technical services database. Anyone from the division can conduct this spot check but a record of request must be kept on file. <b>Corrective Action:</b> district shall provide documentation that the ACSP supervisor contracts are reviewed by NRCS and that the district's future repair of the supervisor's cistern is reviewed by someone from the division. The need for this was documented on the last program review in 2013 as well.			supervisor. This will be sent once final rfp has been made. Also, a letter will be sent requesting that someone from the Division reviews the CCAP bmps installed by a supervisor. A letter will be sent after final rfp has been submitted. Sending letters for these reviews will document that a request was made.		

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How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to <a href="#">Non-Compliance Policy</a> )		X			District calls the cooperators if the BMP needed maintenance after a spot check. District checks back if it hasn't been fixed during a month or so. Its' been a few years since there was a refund for non-compliance. <b>Recommendation:</b> the district should send the cooperators a letter if they are found to have a BMP needing maintenance <b>OR</b> that is out-of-compliance. A timeline for repair or repayment should be included. A copy of this letter should be forwarded to the division cost share staff.	X		Send the cooperators a letter if they are found to have a BMP needing maintenance <b>OR</b> that is out-of-compliance. A timeline for repair or repayment should be included. A copy of this letter will be forwarded to the division cost share staff.	12/20/18	Plan of Action accepted.
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	Some supervisors attend spot checks and then the results are presented to the entire board at an upcoming meeting.		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	District calls the cooperators to let them know. Daniel said that they have not had one in a few years. No recent out of compliance contracts. This most recent phone call they had to make was for gravel around a tank. See above about sending letter. A follow-up letter to an official out-of-compliance letter was found.		X			

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If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	It was repaired. Once, years ago, Daniel had one that had to repay when they pulled up trees to plant grass. This was more than 10 years ago.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes, Ken has information regarding these maintenance and noncompliance issues.		X			
<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	The staff does not use CS2 but they do present staff notes to the board to show these records at every board meeting. They get the information from their own spreadsheets. I received a copy to review.		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	All funds go straight to the county. They are audited by the county. Last done in June by an outside CPA agency.		X			
Who in the office does work for Cost Share Programs?				X	Daniel McClellan, Clint Brooks and Tami is starting to learn. Daniel gets the cost share TA.		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	Clint's last day – he is no longer with the partnership. I have Daniels list.		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: 13-2014-002 Applicant Name: William Robinson BMP: cropland conversion to grass  				X	No concerns with contract file. No concerns with BMP.		X			
Contract Number: 13-2010-010 Applicant Name: Howard Boger BMP: pasture renovation				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 13-2011-003 Applicant Name: Vicky Porter BMP: cropland conversion to grass				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 13-2015-003 Applicant Name: Vicky Porter BMP: drystack				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 13-2015-001 Applicant Name: Vicky Porter BMP: litter spreader				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 13-2016-801 Applicant Name: Barrier Dairy BMP: AgWRAP well				X	No concerns with contract file. No concerns with BMP.		X			

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Contract Number: 13-2016-502 Applicant Name: Jeff Goforth BMP: cisterns			X		No concerns with BMP.  BMP was destroyed during Hurricane Matthew. <b>Corrective Action</b> – BMP must be repaired, or funds repaid to the state. Cooperator is interested in repairing. There are CCAP repair funds available if qualified.	X		District has requested ccap repair funds and contract will be sent to March SWCC meeting for approval	3/1/19	Plan of Action accepted.  The district should have someone from the division spot check the

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										repaired BMP after completion.
<p>Contract Number: 13-2016-003/13-2017-001(Sup) Applicant Name: Vicky Porter BMP: Heavy use area, fencing</p>				X	<p>No concerns with contract file.</p> <p>District is aware BMP needs routine maintenance. No animals on site at the time.</p>		X			

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