

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

County Lee Date of Previous Review/Report August 2012

District Staff Name(s) Ryan Faulk, Teresa Nicholson Date May 30, 2017

NRCS Staff Name(s) Darryl E. Harrington

Division Representative(s) David Harrison, 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	Meet every 2 <sup>nd</sup> Tuesday of the month. Time varies by season. Nov-Mar 8AM Apr-Sept 7 PM		X				
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?			X	Posted on the door and door of the center and at the government center, newspaper and e-mailed to the county sunshine committee (County department heads and local municipalities)		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	Local application for basic information followed by a farm visit. Discussion with the applicant about <del>WQ</del> water quality problems and preliminary field data.		X			
In what instances does the district provide technical assistance without cost share funds?				X	Done on several instances for temporary assistance, homeowner calls, drain tile, etc.		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	Spreadsheet and talking with adjacent districts. The only incentives <del>are</del> currently <del>the</del> used is long-term no-till-		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	Local knowledge. There is only one operation that falls under this category in the county.		X			
At what point in the application process does the district develop the contract? Describe this process.				X	The contract is developed as part of the application process so the District board can know the cost of the contract and work involved.		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	District staff go through all the processes and procedures with the applicant and emphasis that no work is to be done before approval		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor abstains from discussion and voting.		X			
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			

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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	X				
What procedures do you follow for notifying the applicant that work can begin?				X	Phone call/text message	X				
What information do you provide the applicant?				X	Copy of the contract along with information on the practices involved.	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	Field layout and construction oversight.	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	District considers contacting the contractor and setting a schedule to count. Effort counts.	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	<u>Not a concern at this time; 1/3 policy is being followed.</u>	X				

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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	Survey details as needed. All checkout notes and receipts in the file.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Conservation Technician measures, DC certifies		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 – Chair is designated as signatory		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.										
Who participates in annual spot checks? When are they conducted?				X	Done in January – Supervisors meet to discuss the contracts before the field visit		X			

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How does the district randomly select which contracts to spot check?				X	Random selection from spreadsheet		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	<del>None recently.</del> <u>The district does not have any current contracts that fall into this category.</u>		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	<del>Not in this county.</del> <u>The district does not currently have any of the BMP under contract.</u>		X			
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	Request is made through the DC for the NRCS Area Office.		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	Damage is documented and landowner is notified by phone. Followed by certified mail. Options are documented in letter.		X			
<p>How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?</p>				X	Chairman contacted for letter and remaining supervisors notified at the next board 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	yes		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes, repayment is calculated and sent along with the letter.		X			
Is the district notifying the division of non-compliance and resolutions?		X			<u>The district has not had any recent contracts with non-compliance.</u> District will be following Commission policy.		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.										
How does the district track BMP funds?				X	Spreadsheet – board gets a copy every month		X			
In what instances does the district use the division on-line (website & CS <sup>2</sup> ) reports?				X	Staff uses the reports to double check on spreadsheet.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the				X	Technical assistance is handled and audited through the county / operating funds are through the		X			

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date of the last audit? Who performed the audit?					district accounts – audit done by supervisors last June.					
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Ryan Faulk		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	No matching funds		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			Tech has no JAA, DC only – JAA request has been submitted. District is encouraged to continue to pursue contacting NRCS Area Office to inquire on the status of JAA for Ryan Faulk.		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: 53-2007-011 Applicant Name: Craig Buchanan BMP: Roof Runoff Management 			X		BMP in good condition and functioning as planned.		X			
Contract Number: 53-2008-005 Applicant Name: Thomas Yarborough BMP: Terraces			X		BMP in good condition and functioning as planned.		X			

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Contract Number: 53-2008-009 Applicant Name: William Godfrey BMP: Well, Fencing, Tank 				X	BMP in good condition and functioning as planned.		X			
Contract Number: 53-2009-011 Applicant Name: Johnny Howard BMP: Well, Fencing				X	BMP in good condition and functioning as planned.		X			

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Contract Number: 53-2011-003 Applicant Name: Tony Ragan BMP: Stock Trail				X	BMP in good condition and functioning as planned.		X			

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Contract Number: 53-2012-005 Applicant Name: Lynn Poe BMP: HUAP, Fencing Tank				X	BMP in good condition and functioning as planned.		X			

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<p>Contract Number: 53-2012-007 Applicant Name: Kent Yarborough BMP: Field Border, Grassed Waterway, Terrace</p> 				X	BMP in good condition and functioning as planned.		X			

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Contract Number: 53-2012-015 Applicant Name: John Gross BMP: Grassed Waterway, Terrace 				X	BMP in good condition and functioning as planned.		X			
Contract Number: 53-2013-005 Applicant Name: John Gross BMP: Grassed Waterway 				X	BMP in good condition and functioning as planned.		X			

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Contract Number: 53-2013-015 Applicant Name: John Gross BMP: Grassed Waterway 				X	BMP in good condition and functioning as planned. Supplement Contract #53-2014-001 also.		X			
Contract Number: 53-2014-002 Applicant Name: Tommy Dalrymple BMP: Grassed Waterway, Diversion 				X	BMP in good condition and functioning as planned.		X			

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Contract Number: 53-2014-003 Applicant Name: John Gross BMP: Grassed Waterway 				X	BMP in good condition and functioning as planned.		X			
Contract Number: 53-2014-004 Applicant Name: John Gross BMP: Grassed Waterway, Diversion, Terrace 				X	BMP in good condition and functioning as planned.		X			

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Contract Number: 53-2015-011 Applicant Name: John Gross BMP: Diversion 				X	BMP in good condition and functioning as planned.		X			
Contract Number: 53-2015-013 Applicant Name: Tommy Dalrymple BMP: Grassed Waterway 				X	BMP in good condition and functioning as planned.		X			

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Contract Number: 53-2016-801 Applicant Name: Jimmy Dickens BMP: AgWRAP Pond 				X	BMP in excellent condition		X			