

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

County	Randolph	Date of Previous Review/Report	2013
District Staff Name(s)	Jenny Parks, Kaitlyn Johnson, Randy Freeman	Date	April 3, 2018
NRCS Staff Name(s)	None		
Division Representative(s)	Ken Parks, 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			
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 district board meetings are scheduled and held on the 3 rd Thursday of the month.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				x	Board meeting notices posted on the office door, county website and the district's Facebook page.		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	The district staff checks to see if the resource concern is something they can help with and if so, the district staff schedules a field visit and then provides the farmer or landowner an application. If not, they will just offer technical assistance.		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	Stormwater help, French drains, waste plans etc.		X			
Are applications reviewed and approved by the Board as a separate action item?	X				Yes, looked good.		X			
Are application motions/decisions recorded in the board minutes?	X				Yes, looked good.		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 district typically does not have any incentive BMPs, but knows the process on how to track the incentive BMPs and use the incentive BMP 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 staff uses a GIS layer on their maps to track these multiple operations.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	Applications are accepted and approved by the board and then ranked. If an application does not rank high enough, it does not go to contracting. Any applications received after May 1 st are ranked in the next fiscal year.		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 district staff explains that the contract is not approved until a BMP design is completed and the contract is approved by the division.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor abstains from voting 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	Yes.		X			

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Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	The district staff shows the board the maps and contract information and explains this to the board members.		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			
What procedures do you follow for notifying the applicant that work can begin?				X	The district staff meets with the applicant and gives him/her the design packet and lets them know they can start work.		X			
What information do you provide the applicant?				X	The packet has the complete designs, job sheets, drawings etc.		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 district staff does several site visits during the installation period and goes over deadline dates.		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 1/3 rd work is tracked on whiteboards in the district office and the work is also written on the contract file folder.		X			

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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	The district works close enough with the cooperators to ensure that 1/3 rd of the work is done. The board did cancel a contract for a cooperator where he did not complete the 1/3 rd work in 12 months and it was documented in the minutes.		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 as-builts are done in red ink verifying that the BMPs met the standards and specifications.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes, on the as-builts and 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.		X			
Are payment motions/decisions recorded in the board minutes?	X				Yes, looked good.		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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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			
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 district staff notifies the division. Tom Hill visited the district last year.		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	The district sends the cooperator a certified letter for the non-compliance.		X			
<p>How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?</p>				X	The district's chairman is notified initially if it is a big issue and then the rest of the board is notified.		X			
<p>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?</p>	X				Yes. Documentation looked good.		X			
<p>If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.</p>				X	Yes, looked good.		X			
<p>Is the district notifying the division of non-compliance and resolutions?</p>				X	Yes.		X			
<p>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.</p>										

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Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Yes, the district staff compares the CS2 reports with their spreadsheets and tells the board the remaining funds, etc.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	Yes.		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	These are tracked by the county finance dept. Yes, these funds are audited. The last audit was on June 30, 2017 by Cherry Bekaert, CPAs & Advisors.		X			
Who in the office does work for Cost Share Programs?				X	Randy Freeman		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	These are tracked by the county finance dept. The district does get budget sheets from the county. Yes, these funds are audited. The last audit was on June 30, 2017 by Cherry Bekaert, CPAs & Advisors.		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	Kaitlyn does not have any JAA and Randy Freeman is a Professional Engineer.		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>										
<p>Contract Number: 76-2010-502 and 76-2011-504 Applicant Name: Asheboro/Randolph Chamber of Commerce BMP: Impervious Surface</p> 			X	<p>The BMP was functioning properly and looked good. All the documentation in the contract file looked good.</p>		X				

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Contract Number: 76-2017-004 Applicant Name: Michael Moss BMP: Heavy Use Area 				X	The BMP was functioning properly and looked good. All the documentation in the contract file looked good.		X			

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<p>Contract Number: 76-2009-003 Applicant Name: Boyd Langley BMP: Composter/Drystack</p> 			X		<p>The BMP was functioning properly but was not being used for its intended use. There were some poultry house parts and other items stored in the composter bins which results in a non-compliance BMP. A corrective action is given to remove the items. The composter should only have compost in them or be empty. Please refer to the non-compliance policy. http://www.ncagr.gov/SWC/costshare/programs/documents/noncompliance_jan2014.pdf</p> <p>All the documentation in the contract file looked good.</p>	X		<p>Letter was prepared and sent to Mr. Langley on 5/21/2018 informing him of the non-compliant items. Structure will be rechecked for compliance once the 30 day period has passed. If not found in compliance producer will be informed on the options or repayment of funds.</p>	<p>Letter sent 5/21/18</p> <p>Recheck site on 6/21/18 for compliance</p> <p>Further action if required 6/22/18</p>	<p>Plan of action accepted. The division has followed up with the district after the site visit and the BMP is now back in compliance. No further action is required.</p>

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Contract Number: 76-2012-804 Applicant Name: Whitaker Farms BMP: Drought Pond 				X	The BMP was functioning properly and looked good. All the documentation in the contract file looked good.		X			

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Contract Number: 76-2015-802 Applicant Name: Jeff Swartz BMP: Micro-irrigation System 				X	The BMP was functioning properly and looked good. All the documentation in the contract file looked good.		X			

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Contract Number: 76-2009-704 Applicant Name: Whitaker Farms BMP: Drought Irrigation Wells 				X	The BMP was functioning properly and looked good. All the documentation in the contract file looked good.		X			

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Contract Number: 76-2010-715 Applicant Name: Whitaker Farms BMP: Micro-irrigation System 				X	The BMP was functioning properly and looked good. All the documentation in the contract file looked good.		X			

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Contract Number: 76-2010-706 and 76-2010-716 Applicant Name: Tom's Creek Nursery BMP: Pond Renovation and Irrigation Well 				X	The BMP was functioning properly and looked good. All the documentation in the contract file looked good.		X			

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<p>Contract Number: 76-2011-005 Applicant Name: Bobby Earnhardt BMP: Fencing, Watering Tanks, Well and Stream Crossing</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>All the documentation in the contract file looked good.</p>		X			