

## District Supervisors Requirements for Cost Share Programs

The North Carolina Soil and Water Conservation Commission has responsibility for implementing cost share programs at the state level but **local implementation is the responsibility of the local soil and water conservation district**. The commission has stated that, "The charge for supervisors as local administrators is to execute cost share programs to satisfy a recognized nonpoint source or water quantity problem, not to spread the money out to the most landowners or to buy the easiest BMP that can be installed."

Supervisors are required to do the following:

1. Supervisors must comply with the "Open Meetings Law" for district board meetings. Supervisors must ensure that the district board meets often enough to properly execute and oversee cost share programs in the district. The division recommends the board meet at least six times per year.
2. Each district must advertise the availability of local cost share programs each program year.
3. Supervisors must develop a district strategy plan annually. Refer to strategy plan policy for more information.
4. Supervisors must work with local government officials to secure the required match for cost share technical assistance before requesting funds in the annual strategy plan.
5. After receiving an allocation, districts must review applications and decide which application will be funded for BMP installation.
6. Supervisors must take careful steps to avoid any conflict of interest or the appearance of conflict of interest.
  - a. Supervisors must abstain from voting on contracts or decisions in which they have a personal interest or potential to benefit to avoid an actual or perceived conflict of interest.
  - b. Supervisors must monitor secondary employment of staff to ensure no actual or apparent conflict of interest. Refer to commission advisory to districts on secondary employment for more information.
7. Ensure that the district has a process in place to track annual and lifetime caps on practices.
8. District Supervisors must review and approve each contract. Every contract must document a water quality or quantity benefit resulting from BMP implementation. Final contract approval is given by the division.
9. Supervisors should follow-up with staff and program participants to ensure that they are being given the information necessary to ensure successful contract implementation (e.g., copy of contract, conservation plan, technical specifications

## Commission Cost Share Programs

or standards) and that communication is effective between the district and the cooperator.

10. Ensure district staff has the appropriate level of design and job approval authority for the particular practices being implemented.
11. When BMPs are installed, district supervisors must certify installation meets standards and specifications for the particular practice and request payment from the Division of Soil and Water Conservation. The Department of Agriculture & Consumer Services in accordance with State law distributes this payment to the recipient. The district office receives a monthly list of payments for administrative purposes. The notification to the district that payment has been made allows district supervisors to promote cost share programs in the community.
12. Supervisors shall be responsible for conducting annual spot checks of a percentage of all active contracts to ensure program compliance. Refer to the spot check policy for more information.
13. Supervisors must ensure that cooperators adhere to the maintenance agreement. For contracts with BMPs found to be out of compliance, cooperators must be notified pursuant to rules 02 NCAC 59D .0107 and 02 NCAC 59H .0107. Documentation of the noncompliance and resolution becomes a part of the district files. Supervisors must also ensure that the division receives notification of noncompliance and the subsequent resolution. Refer to non-compliance policy for more information.