



SECTION II
ROLE OF COST SHARE PARTNERS
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NORTH CAROLINA COMMUNITY CONSERVATION ASSISTANCE PROGRAM

WHAT IS REQUIRED OF SUPERVISORS?

The Soil and Water Conservation Commission has responsibility for implementing the N.C. Community Conservation Assistance Program (CCAP) at the state level but **local implementation is the responsibility of the local soil and water conservation districts**. The commission has stated that “The charge for district boards . . . is to execute the program to satisfy a recognized nonpoint source problem, not to spread the money out to the most landowners or to ‘buy’ the easiest best management practice that can be installed.” District boards are to place the highest priority on water quality protection.

1. Supervisors must comply with the Open Meetings Law (Chapter 143, Article 33A of the N.C. General Statutes) for district board meetings. Supervisors must ensure that the district board meets often enough to properly execute and oversee the Community Conservation Assistance Program in the district. The division recommends the board meet at least six times per year.
2. Each district that chooses to participate in the Community Conservation Assistance Program must advertise locally preceding the start of each program year.
3. Supervisors must develop strategy plans that:
 - a. Determine what needs to be done to decrease residential, suburban and urban nonpoint source pollution.
 - b. Prioritize areas most critically needing attention.
 - c. Determine how much money it would require to install the BMPs needed to solve the problem.

The strategy plans that are currently required by the Agriculture Cost Share Program will include a section on Community Conservation Assistance Program needs for districts that choose to participate. These plans are submitted to the commission who in turn allocates funds to the districts based on their proportional needs.

4. After receiving an allocation, districts must review applications from landowners and decide who will be funded for BMP installation.
5. When the contract has been completed, soil and water conservation district supervisors must review and approve it. The division gives final contract approval.



6. When BMPs are installed, supervisors must certify installation meets the N.C. DENR's Division of Water Quality "Updated Draft Manual of Stormwater Best Management Practices", the N.C. Natural Resources Conservation Service Technical Guide, or Soil and Water Conservation Commission standards and specifications, depending on the particular BMP. After certification, supervisors may request payment from the Division of Soil and Water Conservation. N.C. DENR, in accordance with state law, mails this payment to the cooperator.
7. Supervisors shall be responsible for making an annual spot check of 25 percent (25%) of all the active contracts to ensure proper maintenance.
8. The commission encourages the participation of all the supervisors in the spot check process. The division recommends that no less than two supervisors participate in site visits of the operations being spot-checked. It is the division's policy that all supervisors participating in the site visits inspect the selected operations together and that a district technician accompany the supervisors to provide technical expertise.
9. Districts are to document the number and names of all persons participating in the spot check process. The Open Meetings Law requirements must be met if a quorum of supervisors participates in the spot check process (see Section III of this manual).
10. Supervisors must ensure that landowners adhere to the maintenance agreement, that all landowners with BMPs found to be out of compliance are notified pursuant to the guidelines found in Section IV of this manual, and that documentation of the noncompliance and resolution becomes a part of the district files. Supervisors must also insure that the division receives notification of noncompliance and the subsequent resolution.
11. Supervisors must abstain from voting on contracts or decisions in which they have a personal interest to avoid a conflict of interest (see Section III of this manual).



NORTH CAROLINA SOIL AND WATER CONSERVATION COMMISSION

Role of the Commission

The N.C. Community Conservation Assistance Program shall be created, implemented, and supervised by the N.C. Commission of Soil and Water Conservation.

The commission shall retain the authority to allocate program funds.

Membership of the Commission

1. The president, first vice-president and immediate past president of the N.C. Association of Soil and Water Conservation Districts. The governor, upon the nomination by the executive committee of the association, shall fill vacancies arising in any of these positions through appointment;
2. Three supervisor members nominated by the association from its own membership representing the three major geographical regions of the state and appointed by the governor;
3. One member appointed at-large by the governor; the chair is named by the governor from among the members of the commission and serves at the pleasure of the governor.



THE ROLE OF LOCAL DISTRICTS AND THE DIVISION OF SOIL AND WATER CONSERVATION IN THE N.C. COMMUNITY CONSERVATION ASSISTANCE PROGRAM

The purpose of the program is to reduce the flow of nonpoint source pollution into the watercourses of the state. The districts are charged with the responsibility of protecting the soil and water resources of North Carolina. The districts (and the five elected and appointed supervisors in each district) have performed these duties since 1937. Their commitment to the Agriculture Cost Share Program and Community Conservation Assistance Program has been tremendous in providing personnel and financial resources and in developing public support.

The districts are statutorily tied to the N.C. Soil and Water Conservation Commission and the N.C. Department of Environment and Natural Resources. The districts have aligned much of their local programs to meet the water quality programs delegated to the division and the department.

The division staffs the commission and approves Community Conservation Assistance Program contracts according to program rules and commission policies. The division provides technical assistance to districts about the program in general and about requirements of new legislation that may impact districts' responsibilities (see Section IV of this manual). The division develops and recommends changes to the average costs for best management practices (not applicable for changes that fall within the 20 percent increase/decrease policy) for adoption by the commission every three years.

The division, under authority of the commission, conducts program reviews of at least 24 districts each year. These reviews address the district's administration of both the Agriculture Cost Share Program and the Community Conservation Assistance Program with one visit. The district's compliance with the program rules, policies and procedures is reviewed. Districts may volunteer to be reviewed by notifying the division director in writing. In the absence of volunteers, the division will select the districts that will be reviewed each year.

Districts will be notified in writing 30 days prior to the scheduled review and will receive a copy of the program review. The district will receive written results of the review along with recommendations and corrective actions, if applicable, within 60 days of the review. All commission members will receive a copy of the results of the program review. The district must respond in writing to the division within 60 days of the receipt of the review to address results of any corrective actions taken.



TECHNICAL REVIEW COMMITTEE

The division created the Technical Review Committee (TRC), and General Statute 143-215.74 requires it to meet quarterly to review the progress of the cost share programs. The TRC was designed to provide technical advice to the commission on best management practices (BMPs) and to assist the Nonpoint Source Pollution Section in developing average costs for the division's cost share programs.

The TRC is provided administrative assistance by division staff. District involvement and participation is very important to the TRC. The TRC often solicits input by the districts on various issues including types of BMPs, BMP specifications and average costs. Supervisors, district staff and NRCS personnel have a standing invitation to attend TRC meetings and participate in the discussions.

The TRC meets the first Thursday of the months of February, May, August and November. The TRC holds at least two of its four yearly meetings outside Raleigh.

The TRC membership is composed mainly of technical positions while also including the major agricultural agencies. Membership currently consists of:

1. N.C. State University, Cooperative Extension Service representative
2. N.C. Dept. of Agriculture & Consumer Services representative
3. Farm Service Agency representative
4. N.C. Farm Bureau Federation representative
5. N.C. State Grange representative
6. Assistant State Conservationist, NRCS
7. State Conservation Engineer, NRCS
8. Director, Division of Soil and Water Conservation
9. Regional Coordinator Representative, Division of Soil and Water Conservation
10. Nonpoint Source Section Chief, Division of Soil and Water Conservation
11. Division of Marine Fisheries representative
12. Wildlife Resources Commission representative
13. N.C. A&T State University, School of Agriculture representative
14. District Technical Employees representative
15. District Supervisors representative

The Community Conservation Assistance Program currently uses the TRC to review BMPs. Now that the program receives state appropriations, the Community Conservation Assistance Program Advisory Committee also reviews BMPs, and makes recommendations to the TRC. The Advisory Committee consists of the following members:

1. The Director of the Division of Soil and Water Conservation or the Director's designee, who shall serve as the Chair of the Advisory Committee.
2. The President of the North Carolina Association of Soil and Water Conservation Districts or the President's designee.
3. The Director of the Cooperative Extension Service at North Carolina State University or the Director's designee.
4. The Executive Director of the North Carolina Association of County Commissioners or the Executive Director's designee.



5. The Executive Director of the North Carolina League of Municipalities or the Executive Director's designee.
6. The State Conservationist of the Natural Resources Conservation Service of the United States Department of Agriculture or the State Conservationist's designee.
7. The Executive Director of the Wildlife Resources Commission or the Executive Director's designee.
8. The President of the North Carolina Conservation District Employees Association or the President's designee.
9. The President of the North Carolina Association of Resource Conservation and Development Councils or the President's designee.
10. The Director of the Division of Water Quality or the Director's designee.
11. The Director of the Division of Forest Resources or the Director's designee.
12. The Director of the Division of Land Resources or the Director's designee.
13. The Director of the Division of Coastal Management or the Director's designee.
14. The Director of the Division of Water Resources or the Director's designee.
15. The President of the Carolinas Land Improvement Contractors Association or the President's designee.