

# FY 2008 Quality Assurance Plan for NRCS in North Carolina

<b>Section Number</b>	<b>Section Description</b>
1	Field Office Quality Assurance Activities
2	Area Office Quality Assurance Activities
3	State Office Quality Assurance Activities

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**Section Number 1      *Field Office Quality Assurance Activities***

Outcome	1.1	Quality Assurance reviews are completed on practices installed and conservation plans and contracts developed by field office technical employees.	<u>End Date</u>	<u>% Complete</u> 0.00%	<u>Comments</u>
		<u>Actions</u>	<u>Responsible Person(s)</u>		
1.101		Complete the NC-QA-1 and send it to the Area Office	District Conservationists	10/31/2007	0%
1.102		For EQIP, verify 5% of the Limited Resource Farmer and Beginning Farmers certifications as per policy contained in the CPM Part 515.113. Reviews are documented on the NC-QA-2 form.	District Conservationists	6 /30/2008	0%
1.103		Review the technical adequacy and program compliance of 5% or a minimum of 3, (whichever is greater), of the current year conservation plans and program contracts developed by technical employees in the field office. The NC-QA-2 is used to conduct and document each review.	District Conservationists	6 /30/2008	0%
1.104		Review 5% of each practice installed by each technical person in the field office. The NC-QA-2 is used to document the review.	District Conservationists	6 /30/2008	0%
1.105		When technical or program deficiencies are found, documents actions taken to correct deficiency, including employee training if applicable.	District Conservationists	6 /30/2008	0%
1.106		Prepare an annual summary report of practice, plan and contract reviews conducted by the DC, deficiencies found, and actions taken to correct the deficiencies. Send summary report to the ASTC-FO.	District Conservationists	7 /31/2008	0%

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1.107	Job approval authority is reviewed for each technical employee in the office. Recommendations for changes in job approval authority are sent to the Area Office for concurrence.	District Conservationists	9 /30/2008	0%
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<b>Outcome</b>	1.2 Status and compliance reviews are performed as required for Farm Bill programs.	<u>End Date</u>	<u>% Complete</u>	<u>Comments</u>
			0.00%	

<u>Actions</u>	<u>Responsible Person(s)</u>
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1.201	Contract reviews and status reviews are completed per policy for all active EQIP (CPM Part 515.113), WHIP (CPM Part 517.45), WRP (CPM Part 514.46b) and CSP (CPM Part 518.101) contracts.	District Conservationists	12/31/2007	0%
1.202	Status reviews are completed per policy for CRP contracts.	District Conservationists	9 /30/2008	0%
1.203	All land enrolled in a WRP (CPM 514.47f) and GRP easement is inspected annually according to policy.	District Conservationists	9 /30/2008	0%
1.204	Land enrolled in a FRPP easement is reviewed annually to ensure the conservation plan is being followed and practices are maintained.	District Conservationists	9 /30/2008	0%
1.205	Required HELC/WC compliance reviews are completed per policy contained in the NFSAM Part 518.	District Conservationists	10/31/2008	0%
1.206	Field verify CSP eligibility as determined by applicant self-certification prior to making the second payment on all new CSP contracts.	District Conservationists	12/31/2008	0%

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**Section Number 2      Area Office Quality Assurance Activities**

Outcome	2.1	Area Office Staff will conduct quality assurance reviews within each county on all programs utilized in the county.	<u>End Date</u>	<u>% Complete</u> 0.00%	<u>Comments</u>
		<u>Actions</u>	<u>Responsible Person(s)</u>		
2.101		Spot checking of conservation practices is completed in accordance with GM 450, Part 407 and NC Bulletin 210-7-1.	ARCs Area Engineer Team	3 /31/2008	0%
2.102		Conduct quality assurance on all CSP contracts before contracts are signed by the participant and/or before modifications on previously approved contracts are finalized to insure program policy is met. All aspects of contract requirements are checked for accuracy.	ASTC-FOS ARCs	9 /1 /2008	0%
2.103		Review 5% of the prior year conservation plans and contracts for each program in the area. Every office will be reviewed at least once every 5 years. Additional reviews will be conducted on plans and contracts developed by District Conservationists with less than 2 years of experience and by District Conservationists who had deficiencies noted in the prior year review. Reviews are documented on the NC-QA-2. Timely follow-up will occur on any noted deficiencies.	ARCs	9 /30/2008	0%
2.104		Send a annual summary report of quality assurance findings, including both engineering and non-engineering spot checks, to the State Conservationist, with a copy to the respective Program Manager and ASTC-Operations.	ASTC-FOS	9 /30/2008	0%

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2.105	Conduct reviews of practice installation and payments received on any land in which an NRCS employee has a vested interest.	ASTC-FOS	9 /30/2008	0%
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<u>Outcome</u>	2.2 Area Staff will perform compliance checks per policy.	<u>End Date</u>	<u>% Complete</u>	<u>Comments</u>
			0.00%	

<u>Actions</u>	<u>Responsible Person(s)</u>
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2.201	Quality reviews are conducted on 5% of the HELC/WC status reviews in each area in accordance with policy contained in the NFSAM Part 519.	ARCs	9 /30/2008	0%
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<u>Outcome</u>	2.3 Area Staff will conduct general oversight and evaluation of field offices.	<u>End Date</u>	<u>% Complete</u>	<u>Comments</u>
			0.00%	

<u>Actions</u>	<u>Responsible Person(s)</u>
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2.301	Field Office appraisals are conducted in 20% of the field offices in each area. The Guide for Appraising Field Offices in North Carolina is used.	ASTC-FOS	9 /30/2008	0%
2.302	Civil Rights appraisals are conducted in 20% of the field offices in each area and 20% of the RC&D offices in the state. The Civil Rights Appraisal Guide is used.	Jacob Crandall ASTC-FOS	9 /30/2008	0%
2.303	Implement the new Job Approval Authority policy according to NC Bulletin 210-7-1.	ASTC-FOS	9 /30/2008	0%
2.304	On a quarterly basis, review the Late Rate report as generated from ProTracts for each county. Follow-up as needed to ensure contracts remain on schedule.	ASTC-FOS	9 /30/2008	0%
2.305	Ensure all DCs become Certified Conservation Planners and all CCPs acquire the minimum annual continuing education credits as required by CCP policy and NC Supplement.	ASTC-FOS	9 /30/2008	0%

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2.306 Ensure that each CCP has a conservation plan reviewed periodically as per NC CCP policy.

ASTC-FOS

9 /30/2008

0%

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**Section Number 3 State Office Quality Assurance Activities**

Outcome	3.1	The State Office will provide general oversight and evaluation of NRCS activities.	<u>End Date</u>	<u>% Complete</u> 0.00%	<u>Comments</u>
		<u>Actions</u>	<u>Responsible Person(s)</u>		
3.101		Program Managers review Quality Assurance summary reports from the Areas to determine training needs, clarifications, etc.	SO Program Managers	11/30/2008	0%
3.102		Work with the areas to develop and deliver training needed to address quality assurance deficiencies.	SO Program Managers	9 /30/2008	0%
3.103		Conduct an area appraisal using the Area Appraisal Guide.	SO Program Managers	8 /31/2008	0%
Outcome	3.2	State Office staff perform quality assurance on Technical Service Providers	<u>End Date</u>	<u>% Complete</u> 0.00%	<u>Comments</u>
		<u>Actions</u>	<u>Responsible Person(s)</u>		
3.201		TSP products will be evaluated for compliance with NRCS policy, per NRCS TSP Quality Assurance procedures.	Lane Price	9 /30/2008	0%