Steve Troxler
Commissioner

North Carolina Department of Agriculture and Consumer Services

N. David Smith
Chief Deputy Commissioner

March 13, 2026

Mr. Jason Cathey
Gaston Soil & Water Conservation District
1303 Cherryville Highway
Dallas, NC 28034

CONTRACT NUMBER: 25-039-4103
AMENDMENT NUMBER: 01-2026

Dear Mr. Cathey:

On behalf of Commissioner Steve Troxler and the North Carolina Department of Agriculture and Consumer Services, please be advised that your updated Master Agreement contract has been approved. This update adds additional funding for the 2025-2026 fiscal year; the amendment revises the total award amount to **$63,690.00**. Your approved project end date remains June 30, 2028.

Two original contract amendment packets must be completed and returned to the NCDA&CS, making sure that the contracts and certain forms have been signed, dated, and witnessed. Since this is a witness contract, there are two (2) options to complete the contract. It is acceptable to have everyone sign the contract electronically or submit two (2) original signed contracts. Depending on the method you choose, please return as shown below:

Electronic Signed Contract:
Tinesha McNeil
Administrative Specialist
Tinesha.mcneil@ncagr.gov

Original signatures mail:
Tinesha McNeil, Administrative Specialist
N.C. Department of Agriculture & Consumer Services
Division of Soil & Water Conservation
1614 Mail Service Center
Raleigh, NC 27699

By completing these documents, you are agreeing to the specific stipulations, the general terms and conditions and specific reporting requirements. All authorized representative signatures must be in **blue or black** ink. Please use the Contract Check Off List to ensure all attachments are included and are in the correct order for each contract packet.

One fully executed; original amendment will be returned to you for your records. If you have any questions about your amendment or any of the forms contained in your offer packet, please contact Tinesha McNeil at 919.707.3775 or Tinesha.McNeil@ncagr.gov.

I would like to take this opportunity to thank you for participating in the efforts to protect the soil and water resources of our state.

Sincerely,

N. David Smith
Chief Deputy Commissioner

Enclosures

Email: David.Smith@ncagr.gov
1001 Mail Service Center, Raleigh, North Carolina, 27699-1001
(919) 707-3033 • Fax (919) 715-0026
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NORTH CAROLINA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
Steven W. Troxler, Commissioner

CONTRACT AMENDMENT "CHECK OFF LIST" for Grantee

This form must be returned with your completed contract amendment package.

INSTRUCTIONS: Check the YES boxes in the left column for the document titles that are being returned with the two signed, dated and witnessed (for government entities) or notarized (for non-government entities) copies of the contract amendment with signatures in blue ink. Be sure to include all the other documents specified in your contract amendment package. If ☒ NO has been checked off for you, that document is not required for this grant program or project.

GRANTEE ORGANIZATION NAME: **Gaston Soil & Water Conservation District Soil and Water Conservation District**

PROJECT TITLE/NAME: **DSWC-District Matching and Technical Assistance Agreement**

CONTRACT #: **25-039-4103** **AMENDMENT #:** **01-2026**

Check one Box	DOCUMENT TITLE ***ALL SIGNATURES MUST BE IN BLUE INK***	DEPARTMENT USE - DOCUMENTS ATTACHED	GRANTS & CONTRACTS USE - DOCUMENTS ATTACHED
☐ Yes ☐ No	Contract Amendment "Check Off List" for Grantee	☐ Yes ☐ No	☐ Yes ☐ No
☐ Yes ☐ No	Contract Amendment Cover	☐ Yes ☐ No	☐ Yes ☐ No
☐ Yes ☐ No	**Attachment A** – Signature Card	☐ Yes ☐ No	☐ Yes ☐ No
☐ Yes ☐ No	**Attachment B** - Contract Scope of Work and Payment Provisions	☐ Yes ☐ No	☐ Yes ☐ No

Departmental Use Only

ORIGINAL CONTRACT and Amendment 1:
AMU: 101340-1003703
ACCOUNT: 56900140
AMOUNT: $7,200

AMU: 203778-2710
ACCOUNT: 56500164
AMOUNT: $46,490

AMU: 101340-1003791
ACCOUNT: 56400067
AMOUNT: $10,000

AMU: -
ACCOUNT:
AMOUNT: $

AMU: 203704-1001611
PROJECT CODE: 10H00000025
AMOUNT:

STATE OF NORTH CAROLINA
COUNTY OF WAKE

North Carolina Department of Agriculture and Consumer Services

Division of Soil and Water Conservation

DSWC-District Matching and Technical Assistance Agreement - Governmental

Amendment Number: 01-2026
Contract Number: 25-039-4103

This document amends the Contract bearing the effective date of July 1, 2024, between the North Carolina Department of Agriculture and Consumer Services, hereinafter referred to as the "Agency" and the **Gaston Soil & Water Conservation District** Soil and Water Conservation District, hereinafter referred to as the "Grantee."

The Grantee's tax ID number is **xx-xxxxxxx**. The Congressional District Number is **14th**. The District's UEI number is x**xxxxxxxxxxx**.

As provided for under the terms of the original Contract, the Agency and the Grantee agree to amend the contract provisions as outlined below.

I. Section IV.: Agency's Duties:
The previous Section IV is hereby deleted and replaced with the following:

The DSWC hereby agrees to pay the Grantee in the manner and in the amounts specified in the Contract Documents. The total amount paid by the DSWC to the Grantee shall not exceed **$63,690.00.**

This amount consists of: $10,000.00 in federal funds.
This amount consists of: $53,690.00 in State funds

The Grantee's matching requirement is **$53,690.00**, which consists of:

In Kind	$
Cash	$
Cash and In-kind	$
Cash and/or In-kind	$53,690.00
Other/Specify	$

The total Contract amount is **$117,380.00.**

II. Contract Scope of Work and Payment Provisions:
The previous Attachment B: Scope of Work and Payment Provisions is hereby deleted and replaced with the attached Attachment B: Scope of Work and Payment Provisions. The revision is necessary to add funding for the 2025-26 fiscal year.

Also, this amendment shall serve as notification to the Grantee that it shall submit to the Agency the documents outlined below:

1. Signature Card (Attachment A)

All other terms and conditions as set forth in the original Contract document shall remain in effect for the duration of this Amendment.

This Amendment is continued on the next page.

Signature Warranty:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Contract.

IN WITNESS WHEREOF, the Grantee and the Agency execute this Contract as an electronic original, each party will be provided a fully executed copy via electronic mail. It is required that each party retain a fully executed copy of this contract.

Grantee: **Gaston Soil & Water Conservation District Soil and Water Conservation District**

Signature of Authorized Representative Date

Printed Name Title

Witness:

Signature Date

Printed Name Title

North Carolina Department of Agriculture and Consumer Services

Signature of Authorized Representative Date

N. David Smith, Chief Deputy Commissioner

ATTACHMENT B

Scope of Work and Payment Provisions

The Gaston Soil & Water Conservation District will complete the following activities and supply the following deliverables:

1. District Matching Funds – Funds for district operating support are allocated to each county equally, subject to that District's documentation that matching funds equal to or exceeding the allocated amount are available for match. To be eligible to receive matching funds the Grantee shall:

    a. Submit by March 31 of each fiscal year an 'Application for Matching Funds for Soil & Water Conservation Districts' showing the amount of matching funds requested by the Grantee and documenting the source and amount of matching funds provided by the Grantee. The Grantee shall not count as match the funds that were allocated by the Commission for technical assistance cost share nor those local funds pledged to match technical assistance cost share. **Matching Funds not requested by June 15 shall be unencumbered from this Contract.**

    b. Upload to the Agency's SharePoint site:

        i. The approved minutes of all district board meetings held during the period of the Contract.
        ii. Term of office documentation for each board supervisor for their current term
            1. Oath of Office
            2. Employment Certification Form for District Supervisors (Form 201)
            3. Election report for elected seats (Form 200)
        iii. Supervisor Disclosure Form (NC-CSPs-SD) – Due annually for each board supervisor by February 28
        iv. Documentation that an Annual Audit, required by the Local Government Budget and Fiscal Control Act, has been completed for the prior fiscal year. This may be completed by a certified public accountant, or an internal audit conducted in compliance with NC General Statue 139-7.

2. Cost Share Technical Assistance – cost share funds for technical assistance positions are allocated to districts by the Commission and through the Agency in accordance with its rules and procedure, 02 NCAC 59D .0108. To be eligible to receive technical assistance cost share, the Grantee shall:

    a. Submit by June 1 of each fiscal year, the District Strategy Plan for cost share programs for the upcoming fiscal year, including a request for technical assistance funds. The request for technical assistance funds should include the name of each employee who does technical work to support Commission Cost Share Programs and an upload of those employees' Job Approval Authority.

    b. Implement cost share program activities in the District, pursuant to Commission rules and policies.

    c. Submit a Quarterly Cost Share Technical Assistance Request for Payment on the Division's Formsite Page at least annually and no more frequently than quarterly documenting actual

expenditures and match expenditures by the Grantee in support of technical assistance for Commission cost share programs.

d. Work with the technical supervisor to upload an updated Individual Development Plan in AgLearn for each employee performing work on Commission cost share program contracts.

e. Have in place a secondary employment policy consistent with the Commission's Guidelines on Secondary Employment and shall upload to the Agency's SharePoint site an annual Secondary Employment Form for each employee performing work on Commission cost share program contracts. The initial Secondary Employment Form shall be submitted annually on or before October 15 of each year. The Grantee shall submit an updated form along with its quarterly Request for Payment of Technical Assistance if the secondary employment changes or other potential conflicts of interest of a subject employee arise after the initial submission.

3. NRCS Inflation Reduction Act (IRA) Technical Assistance Supplement – supplemental Technical Assistance funds are eligible to claim, up to $10,000 by September 30, 2025, for deliverables provided according to the unit costs below. After September 30, 2025, unclaimed funds will be recalled and added to funding for the next fiscal year, and a new payment cap will be established.

   Deliverables must have been provided between October 1, 2024 - January 20, 2025, and May 15, 2025, to present (or as otherwise required by the Natural Resources Conservation Service).

   Deliverables that exceed the $10,000 cap that were provided during permitted dates, will be eligible to be invoiced in the next funding cycle.

DELIVERABLE COMPONENT	UNIT COST
IRA related Field Visits	$150
IRA related Application Processing	$200
IRA related Application Cost Estimates	$200
IRA related Survey & Design	$1,000
IRA related Contract Development and Management Assistance	$250
IRA related Practice Implementation and Oversight	$500
IRA related Practice Check out	$750

   To be eligible to receive NRCS IRA Technical Assistance Supplement, the Grantee shall:

   a. Submit by September 30, 2026, an invoice request for reimbursement at unit cost amounts above through FormSite.

   b. Upload to the Agency's SharePoint site Conservation Assistance notes (NRCS-CPA-6 notes) for projects invoiced under item 3.a.

CONTRACT BUDGET
The following budget reflects the maximum authorized payment for each activity described in the scope of work.

Activity 1: District Matching Funds

Fiscal Year	Maximum Amount Awarded	District Match Requirement
2024-25	$3,600	$3,600
2025-26	$3,600	$3,600
2026-27		
2027-28		

Activity 2: Cost Share Technical Assistance

Budget Category	Salary/ Benefits	Mileage	Equipment	Travel	Other	Total (Max Award)
2024-25 Award	$23,245					**$23,245**
2024-25 Match						**$23,245**
2025-26 Award	$23,245					**$23,245**
2025-26 Match						**$23,245**
2026-27 Award						**$0**
2026-27 Match						**$0**
2027-28 Award						**$0**
2027-28 Match						**$0**

* Actual expenditures can deviate from the annual budget by up to 10% without requiring a budget adjustment. Deviations exceeding 10% must be approved in advance by the Accounting Technician or Manager for the Agriculture Cost Share Program.

Activity 3: NRCS IRA Technical Assistance Supplement

Fiscal Year	Maximum Amount Awarded	District Match Requirement
2024-25	$10,000	$0.00
2025-26		
2026-27		
2027-28		

CONTRACT and FINANCIAL DOCUMENTS SIGNATURE CARD

INSTRUCTIONS:
Please read and fill in the required information for each field as applicable. Signatures must match the Contract signatures. A revised form must be submitted prior to processing any contractual documents, submitting "Request for Payments," or any other financial documents if the affixed signature(s) are no longer valid. This form may be duplicated if more than two people are signing for the organization.

SECTION I	
Date:	
Legal Applicant Organization/Agency Name:	
Federal Tax Identification Number:	

SECTION II

CERTIFICATION:
By affixing my signature below, I certify that person(s) identified are designated as having legal signing authorization on behalf of the above named organization for the purposes of executing contractual documents as well as preparing, approving, and executing all financial documents to include "*Requests for Payments*." I understand the legal implications of all misrepresentation(s), which include but are not limited to defrauding the State of North Carolina and certify via my signature below, I have full authority to execute this Agreement on behalf of the named organization.

GOVERNMENT ENTITIES ONLY
(Must match Contract signature)

Authorized Government Official	CFO, Controller, or Other Authorized Government Official
Printed Name:	Printed Name:
Title:	Title:
Email Address:	Email Address:
Signature:	Signature: