

**Steps for Using EQIP – FA incentive to fund Fish and Wildlife Habitat Plan (FWHP)  
– Conservation Activity Plan (CAP) development using producer-hired Technical  
Service Providers (TSPs)**

**July 26, 2010**

1. **(Field Office)** - A producer is interested in EQIP-FA initiative to fund FWHP-CAP development using producer-hired TSP, and completes application for program participation (CCC-1200).
  - a. NRCS field staff completes all program eligibility determinations. If client is eligible for program participation then proceed to the following steps:
    - 1) Determine payment rate for FWHP-CAP from the Program Payment Schedule.
    - 2) Review with producer the FWHP-CAP initiative payment rate and the TSP hiring process that she/he must use to hire a TSP certified in “Tech Reg” for a FWHP-CAP.
  - b. If the producer wishes to proceed, Field Office (FO) will:
    - 1) Develop EQIP FWHP-CAP contract for producer.
    - 2) Provide Producer copy of the “Fish and Wildlife Habitat Plan Criteria Practice/Activity Code (142) (No.)” document from Section III of eFOTG which lists required deliverables.
    - 3) Notify client to hire TSP certified in Maine for “Fish and Wildlife Habitat Plan – CAP” from TechReg at:  
<http://techreg.usda.gov/CustLocateTSP.aspx>
    - 4) Client may grant farm information to TSP directly, or may grant permission for release of information to TSP by NRCS. If client agrees to release information, assist client to fill out and sign “Authorization and Release of Information” at:  
<http://directives.sc.egov.usda.gov/OpenNonWebContent.aspx?content=26871.wba> On the form, print TSP name and their TechReg ID Number TSP-X-XX-XXX. Place original signed copy in file and provide two copies to client (one for TSP).
    - 5) Provide client and/or TSP with signed permission copies of Common Land Units (CLUs) and “At-Risk” Wildlife maps covering CLUs.
2. **(Client, TSP and Field Office)** - Client contacts TSP and considers using the Assignment of Payment.
  - a. Client and TSP agree on terms. It is suggested that client have a contract with the TSP that refers to the “Fish and Wildlife Habitat Plan Criteria Practice/Activity Code 142) (No.)” which details the deliverables.
3. **(TSP)** – TSP will visit property.
  - a. TSP will make “farm” visit, and get contract signed, and a copy of the “Authorization and Release of Information” from step 1(b)(4).
  - b. TSP completes necessary walk-over of land and gathers other information to complete the CAP.

4. **(TSP)** – TSP completes the CAP.
5. **(TSP/Client)** – TSP certification statement on cover sheet of CAP.
  - a. TSP, per deliverables, produces two hard copies of CAP and reviews it with the client. TSP obtains client's signature on cover page of both copies and leaves both copies with the client.
  - b. TSP, per deliverables, also produces two digital copies of CAP and leaves both copies with producer.
  - c. Provides invoice to client for CAP.
6. **(Client)** – Delivers to FO:
  - a. One hard and one electronic copy of CAP.
7. **(Client and Field Office)** – Payment request.
  - a. The client completes their portion of CPA-1245 Form, Request for Payment.
  - b. NRCS employee reviews deliverables. If acceptable, signs acceptance line on cover of CAP.
  - c. FO staff prepares NRCS-CPA-1245 and processes payment.
8. **(Field Office)** – CAP processing.
  - a. One hard copy of the signed CAP is placed in NRCS/SWCD official files.
  - b. The Toolkit customer folder is checked out from the NCP Database and the FWHP-CAP digital file is placed into C:/Customer Files Toolkit/Customer File/CAP-FWHP.
  - c. District Conservationist informs ASTC for Operations that FWHP-CAP has been delivered and may need a Quality Assurance check.
9. **(State Office)** – Performs Quality Assurance on reported CAP per policy.