

Steps for Implementing a Contract with Forestry Practices using  
a TechReg TSP Forester  
6/18/09

1. A signed financial assistance (FA) contract has practices such as Forest Stand Improvement (666), Tree/Shrub Pruning (660) or other forestry practices needing a Technical Service Provider (TSP) ready for implementation.
2. Landowner selects from the TSPs listed on [NRCS TechReg - Customer>Locate Technical Service Provider](#), and NRCS confirms that TSP is TechReg certified. The TSP certifies their work on the [TSP Progress Report and Certification Form](#) (attached or from <http://www.me.nrcs.usda.gov/TSPInfo.html> ). **NOTE: MFS is not involved.**

NOTE: If Landowner decides to pick a MFS-TSP Stewardship Forester, see *Steps for Implementing a Contract with Forestry Practices using a MFS – TSP Stewardship Forester* to use this process.

3. Client may grant property 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 “(see [ftp://ftp-fc.sc.egov.usda.gov/ME/GMAmendments/GM120\\_ME-11\\_408\\_C.pdf](ftp://ftp-fc.sc.egov.usda.gov/ME/GMAmendments/GM120_ME-11_408_C.pdf)). 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).
4. NRCS FO computes the Technical Service Provider Rates (TSPR) from the Web Site [TechReg TSP Rates](#) and determines the rates as being “fair and reasonable” for the job. If not “fair and reasonable”, NRCS FO contacts John Long, State Economist, to develop a “fair and reasonable” rate. Then NRCS modifies the existing contract in Protracts, adding funding for needed technical services (TA = design, installation and checkout) on forestry conservation practices (ex. 666, 660) scheduled for the current fiscal year.
5. NRCS completes the Statement of Work (SOW) for each practice using a TSP in the contract and conducts a pre-implementation conference with the landowner and TechReg TSP to review the practice standards and specifications, the practice location and acreage, and required practice components as indicated on the SOW. TechReg TSPs may do any or all of the TA on these practices, including design, installation and checkout and will be paid through the TA task items in the contract.
6. Landowner indicates to NRCS that the Contract practice and/or TA components of the practice are completed.
7. Contract Practice Completion documentation needed for payment:
  - a. TechReg TSP will provide a completed and signed [TSP Progress Report and Certification Form](#) (attached to these instructions or from Maine NRCS TSP web site) indicating what has been completed (i.e. design, installation, and checkout), certifying that the work has been completed to NRCS Standards and Specifications, and attach the documentation indicated in the SOW to the landowner.

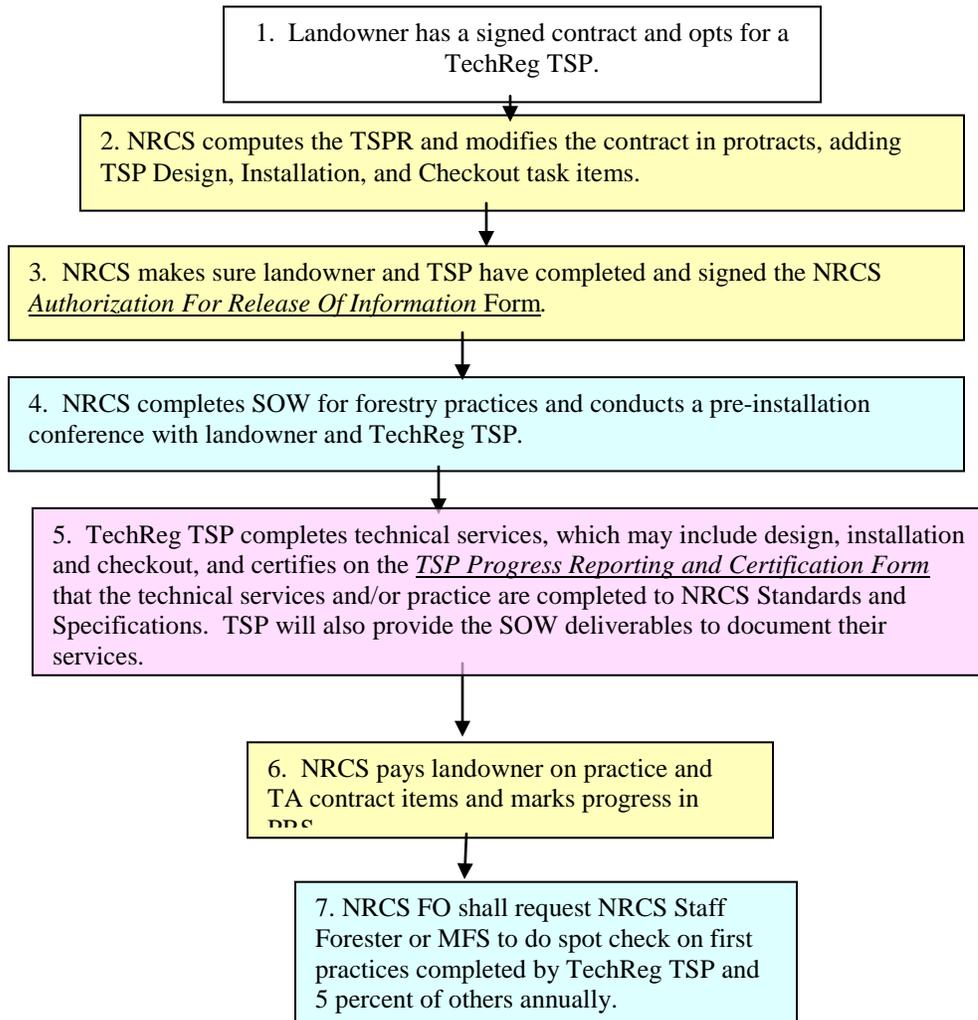
b. Landowner provides NRCS with the signed NRCS-CPA-1245, the TSP Progress Report form signed by the TechReg TSP, and the SOW deliverables. SOW deliverables may include, but are not limited to, design or job sheets for Design TA, and As-Built Design or Job Sheets for Installation and Checkout TA.

8. NRCS FO will process NRCS-CPA-1245 in ProTracts and make payment to the landowner, or will contact landowner about practice deficiencies outlined. Payment may be made directly to the TechReg TSP with "Assignment of Payment" form signed by the landowner and a SF 1199a Direct Deposit form from the TechReg TSP.

9. Steps 6 through 8 are repeated until practice meets standard and payment can be made. NRCS FO will mark completed practices as applied in Progress Reporting System (PRS) to capture progress for completed work.

10. NRCS FO shall request that spot checks be conducted by NRCS Staff Forester or MFS on the first practice completed for any new TechReg TSPs and 5 percent annually on all others. [NOTE: MFS staff may be compensated for this service in accordance with the contribution agreement.]

**Forest Technical Assistance Flow Chart**  
**TechReg TSP Implementation Assistance**



Note: Flowchart item numbers may not coordinate with instruction item numbers.

**TSP Progress Report and Certification Form (ver. 6-9-09)**

<b>Service Date :</b>		<b>State:</b>	
<b>TSP Name and ID # :</b>		<b>County:</b>	
<b>Customer Name :</b>			
<b>Contract Number :</b>			
<b>Program Name :</b>			
<b>Conservation District :</b>			
<b>FSA Tract Number :</b>			

Practice Code	Units	Amount	Plan	Design	Installation	Checkout	Land Use	Land Affected

**TSP Certification**

**Check off:**

<b>Plan</b>
<b>Design</b>
<b>Installation</b>
<b>Checkout</b>

I assume responsibility for the above stated technical services provided. The technical services provided; (1) comply with all applicable Federal, State, Tribal and local laws and requirements; (2) meet applicable Department standards, specifications, statements of work and program requirements; (3) are consistent with the particular conservation program goals and objectives for which the program contract was entered into by the Department and the participant; and (4) incorporate alternatives that are both cost effective and appropriate to address the resource issue. Conservation alternatives will meet the objectives for the program and participant to whom assistance is provided.

Signature

Date

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