

TSP Progress Report Instructions:

1. TSPs report work completion to the landowner by completing a ***TSP Progress Report*** and providing documentation as outlined in the Statement of Work (SOW). The ***TSP Progress Report*** provides the following information: Forester's Name; Customer Name; Program Name; Location of Work – State, County, Conservation District, Land Tract Identifier; Land Use; Practice Name (includes Amount and Units); Service Types (includes Planning, Design, Installation or Checkout), and certification statement with signature block.
2. The TSP prints off a copy of the completed ***TSP Progress Report***, signs and dates the form, and provides a copy to the client along with any required SOW documentation.

Payment Process:

Landowner notifies local NRCS Field Office (FO) that the TSP has completed the contracted task(s) and requests a payment. Producer delivers required documentation outlined in practice SOW and other general administrative information about the contracted practice, such as a copy of ***TSP Progress Report*** filled out and signed by TSP, to FO staff.

The NRCS official authorizes payment and payment is made to the landowner or TSP (if Assignment of Payment is authorized by landowner and Direct Deposit form SF-1199a is received from TSP)