

Steps for Implementing a Contract with Forestry Practices using a MFS – TSP
Stewardship Forester
6/18/09

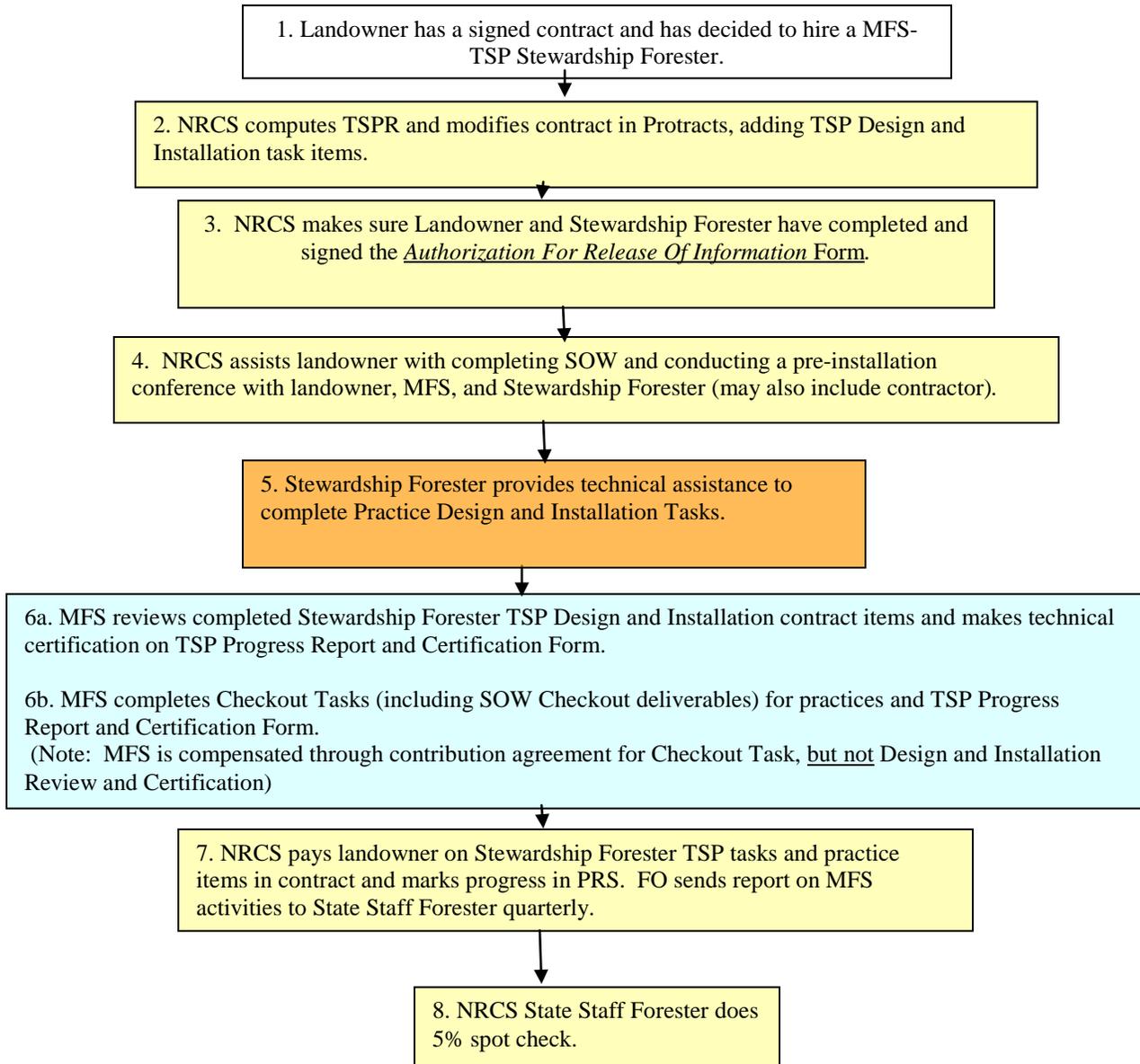
1. A signed financial assistance (FA) contract has practices such as Forest Stand Improvement (666), Tree/Shrub Pruning (660) or other forestry practices needing a Technical Service Provider (TSP) ready for implementation.
2. Landowner selects a Maine Forest Service (MFS) - TSP Stewardship Forester. The MFS is a TSP through a contribution agreement. According to the contribution agreement, the MFS may subcontract the technical assistance (TA) out to Licensed Foresters that have been trained and certified according to our standards (Stewardship Foresters). A landowner may contact the MFS for a listing of Stewardship Foresters to complete this work. The MFS will always certify the work of the Stewardship Foresters by completing the TSP Progress Report and Certification Form (attached or from <http://www.me.nrcs.usda.gov/TSPInfo.html>). **NRCS Field Office (FO) is required to inform the MFS District Forester of the scheduled work from the beginning of the contract.**

NOTE: If Landowner decides to pick a TSP listed on the TechReg web site (TechReg TSP), see *Steps for Implementing a Contract with Forestry Practices using a TechReg TSP* to use this process.

3. Client may grant property information to MFS-TSP Stewardship Forester directly, or may grant permission for release of information to them 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). On the form, print MFS-TSP Stewardship Forester's name and their Maine Forester's License Number XXXX. Place original signed copy in file and provide three copies to Client (one for MFS-TSP Stewardship Forester, one for MFS District Forester).
4. NRCS FO computes Technical Service Provider Rates (TSPR) from web site [TechReg TSP Rates](#) and determines the rates **for Design and Installation only**, as being "fair and reasonable" for the situation. If not, NRCS FO contacts John Long, State Economist, to develop a "fair and reasonable" rate. NRCS then modifies the existing contract, adding funding for needed technical services (TA = design and installation) on forestry conservation practices scheduled for the **current** fiscal year.
5. NRCS FO completes the Statement of Work (SOW) for each forestry practice using a MFS-TSP Stewardship Forester in the contract and conducts a pre-implementation conference with the landowner, MFS and Stewardship Forester (and contractor, if different than landowner) to review the practice standards and specifications, the practice location and acreage, and required practice components as indicated on the SOW. NRCS **FO will make sure everyone involved understands who will complete and be paid for each technical service (design, installation, checkout) during implementation.** The Stewardship Forester may do either or both of the TA, design and installation, on these practices, and will be paid through the TA task items in the contract. **MFS will do the checkout task** and will be paid through the contribution agreement.

6. Landowner indicates to NRCS that the Contract practice item and/or TA task components of the practice item are completed.
7. NRCS FO shall request MFS, as TSP, to certify the work of the Stewardship Forester in the design and installation task items and complete the Checkout Task for the practice, including the completion and signing of the TSP Progress Report and Certification Form that certifies the TSP tasks and practice have been completed according to NRCS standards and specifications. MFS will also provide documentation as indicated by the SOW deliverables. This should include design and as-built notes with an actual amount completed if different from design. NOTE: FO is required to notify State Staff Forester at least quarterly how many requests are made to MFS in order to properly reimburse them for this service.
8. Contract Item completion documentation needed for payment:
 - a. MFS staff will provide a completed and signed TSP Progress Report and Certification Form (attached to these instructions) indicating what has been completed (i.e. design, installation, and checkout), certifying that the work was completed according 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 and Certification Form signed by the MFS staff and the SOW deliverables. SOW deliverables may include, but are not limited to, design or job sheets for Design TA and modification requests of Design or Job Sheets for Installation TA, and as-built notes with actual amount completed for Checkout TA.
 - c. NRCS FO will accept the SOW deliverables and TSP Progress Report and Certification Form signed by MFS staff as meeting the standard and specifications.
9. NRCS FO will process NRCS-CPA-1245 in ProTracts and make payment to the landowner, or will contact landowner about practice deficiencies outlined by MFS. Payment may be made directly to the Stewardship Forester with "Assignment of Payment" form signed by the landowner and a SF 1199a Direct Deposit form from the Stewardship Forester.
10. Steps 6 through 9 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.
11. NRCS FO shall request that spot checks be conducted by NRCS Staff Forester per State Quality Assurance Plan.

Forest Technical Assistance Flow Chart
MFS –TSP Implementation Assistance



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

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

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

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

TSP Certification

Check off:

Plan
Design
Installation
Checkout

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
