

**Steps for Using EQIP – FA incentive to fund Agricultural Energy Management Plan (AgEMP) Component 1 – Landscape Plan Development - Conservation Activity Plan (CAP) development using client-hired Technical Service Providers (TSPs)**

**May 21, 2010**

1. **(Field Office)** - A client is interested in EQIP-FA initiative to fund AgEMP – Component 1 – Landscape Plan Development - CAP using client-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 Program Payment Rate from Program Payment Schedule for situation that will be covered by the AgEMP – Landscape Plan Development - CAP.
    - 2) Review with client the AgEMP initiative payment rate and the TSP hiring process that she/he must use to hire a TSP certified in TechReg for a CAP-Agricultural Energy Management-Component 1 – Landscape Plan Development.
  - b. If the client wishes to proceed the Field Office (FO) will:
    - 1) Develop EQIP - AgEMP – Landscape Plan Development - CAP contract for client.
    - 2) Provide client copy of the Agricultural Energy Management Plan Criteria Practice/Activity Code (122) (No.) document from Section III of eFOTG which lists required deliverables.
    - 3) Notify client to hire TSP certified in Maine for appropriate component AgEMP – Landscape Plan Development - CAP from TechReg at: <http://techreg.usda.gov/CustLocateTSP.aspx>
    - 4) 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 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 and one for TSP.
    - 5) Provide client and/or TSP with signed permission copies of Common Land Units (CLU) 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 appropriate sections (Headquarters/Landscape) of Agricultural Energy Management Plan Criteria Practice/Activity Code (122) (No.) which details the deliverables. If client decided to have contract with TSP, contract is signed.

- b. TSP will send contract to client.
  - c. Client will sign the contract and return to TSP including a copy of the Authorization and Release of Information from step 1 (c) (4). This assumes that the client will have a contract with a TSP and signed the Authorization and Release of Information.
  - d. If client agrees to the Assignment of Payment:
    - 1) All parties (participant, assignee, and NRCS) complete the Assignment of Payment Form NRCS-CPA-1236 (available in ProTracts).
    - 2) NRCS files completed form in the case file and loads information into ProTracts.
3. **(TSP)** – TSP and /or TSP representative will visit property.
- a. TSP and/ or TSP representative will complete necessary inventory and gathers other information to complete the CAP. 4. The TSP completes the CAP.
4. **(TSP/Client)** – TSP signs certification statement on cover sheet of CAP.
- a. TSP and/or representative, per deliverables, produces two hard copies of CAP and reviews it with the client. TSP and/or representative obtains client's signature on cover page of both copies and leaves both copies with the client.
  - b. TSP and /or representative per deliverables, also produces two digital copies of CAP and leaves both copies with client.
  - c. TSP and/or representative provides invoice to client for CAP.
5. **(Client)** – Delivers CAP to FO:
- a. The client delivers one hard and one electronic copy of CAP.
6. **(Client and Field Office)** – Payment request.
- a. The client completes their portion of Form CPA-1245, 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.
7. **(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 AgEMP digital file is placed into C:/Customer Files Toolkit/Customer File/CAP-AgEMP.
  - c. District Conservationist informs ASTC for Operations that CAP has been delivered and may need a Quality Assurance check.
8. **(State Office)** – Performs Quality Assurance on reported CAP per policy.