

General Manual  
Title 440 - Programs

Part 401 – Providing Services to State and Local Government  
Subpart A - General

KS401.3 Procedure.

(b) The Natural Resources Conservation Service (NRCS) is often requested to provide technical and administrative support to a wide variety of non-NRCS conservation projects. Support requested might include NRCS staff time, equipment, office space, etc. Our commitments to the project sponsor must not exceed our ability to carry out our mandated programs and responsibilities. In order to ensure that NRCS can provide the requested assistance for the project, the project sponsors must clearly identify the expected NRCS assistance required for the life of the project. All requests for significant assistance will be approved prior to any commitment of NRCS technical, financial, and/or administrative resources toward any outside project.

Requests for short-term (one to two day[s]) assistance relating to information/education activities conducted in association with our conservation partners does not require approval under this policy.

Assistance provided under existing or new cooperative agreements established at the state office level such as NRCS providing technical assistance to assist with implementation of the State Conservation Commission cost-share programs also does not require approval under this process.

(d) The request for assistance will be provided to the appropriate assistant state conservationist for field operations (ASTC-FO). The following approval process shall be used:

(1) The project sponsor shall submit a written request for assistance to the local conservation district (CD) for concurrence and priority establishment.

(2) The sponsor, CD, and NRCS District Conservationist (DC) shall complete a "Request for NRCS Assistance." See Subpart B – Exhibits, pages 2-3, and example on page 4. The worksheet will define the type and level of assistance requested.

(3) The primary sponsor, CD, and DC will agree on the appropriate level of assistance requested and sign the request. The sponsor, by signing, also agrees to comply with the guidelines provided on page 2 of the request.

(4) If the primary sponsor is the local CD, the same process will be used to request assistance.

(5) The request for assistance will be forwarded to the ASTC-FO for review and approval.

(6) When the request requires the commitment of state specialists or other resources above the area office approval level, the ASTC-FO will sign indicating concurrence and will forward the request to the State Conservationist for review and approval.

(7) The approved request will be provided to the sponsor for inclusion in the project proposal document. This document will serve as a letter of support from NRCS.

(e) Requests for projects having statewide scope shall be forwarded to the State Conservationist for approval through the ASTC-FO. The ASTC-FO will sign showing concurrence with the project prior to forwarding the request to the State Conservationist.

Sponsors shall be made aware that NRCS's assistance is contingent upon the receipt of sufficient annual appropriations and budgetary constraints. Annually, the DC, ASTC-FO, and the sponsor will formally review the level of assistance that will be available for the project.

General Manual  
Title 440 - Programs

Part 401 – Providing Services to State and Local Government  
Subpart B - Exhibits

KS401.12 Request for Natural Resources Conservation Service Assistance.

**REQUEST FOR NATURAL RESOURCES CONSERVATION SERVICE ASSISTANCE**

**Proposal Name:** \_\_\_\_\_

**Sponsor:** \_\_\_\_\_

**Describe how this project will assist the sponsor  
in addressing local conservation priorities:** \_\_\_\_\_

	20__	20__	20__	20__	20__
<b>Staff Assistance (list specialist or position):</b>					
Field Office Assistance (hours/year)					
Area Office Assistance (hours/year)					
State Office Assistance (hours/year)					
<b>Sub Total</b>					
<b>Office Space (square feet):</b>					
Workstation(s) (Number of employees ____ )					
Miscellaneous Space (storage, computer, filing)					
<b>Sub Total</b>					
<b>Vehicle Use (miles/year):</b>					
Government Vehicle					
Fuel for Government Vehicle					
ATV (if applicable)					
<b>Sub Total</b>					
<b>Equipment Use:</b>					
<b>As a % of Entire Office Use</b>					
Computer System      Yes ___ No ___					
Survey Instruments      Yes ___ No ___					
Office Machines      Yes ___ No ___					
Phones      Yes ___ No ___					
Fax Machine      Yes ___ No ___					
Photocopier      Yes ___ No ___					
Camera(s)      Yes ___ No ___					
GPS Units      Yes ___ No ___					
<b>Other:</b>					
In-Kind Contributions					
<b>Training (year scheduled):</b>					
Identify NRCS courses or activities*:					

\* Based on Availability



General Manual  
Title 440 - Programs

Part 401 – Providing Services to State and Local Government  
Subpart B - Exhibits

KS401.12 Request for Natural Resources Conservation Service Assistance (continued).

**EXAMPLE**

**REQUEST FOR NATURAL RESOURCES CONSERVATION SERVICE ASSISTANCE**

**Proposal Name:** Clean Watershed Proposal

**Sponsor:** Northern Conservation District (CD)

**Describe how this project will assist the sponsor in addressing local conservation priorities:** The Clean Watershed Project is a strategic component of the Northern CD annual plan of operations, Enhance Water Quality in our Communities. Project will provide the resources to install conservation practices.

	2005	2006	2007	2008	2009
<b>Staff Assistance (list specialist or position):</b>					
Field Office Assistance (hours/year)					
<i>District Conservationist</i>	90	75	40	40	40
<i>Soil Conservationist</i>	15	25	25	25	25
<i>Technician</i>	40	40	40	40	40
Area Office Assistance (hours/year)					
<i>Area Engineer</i>	25	25	25	25	25
<i>Agronomist</i>	8	8	8	8	8
State Office Assistance (hours/year)					
<i>Water Quality Specialist</i>	20	8	8	8	8
<b>Sub Total</b>	198	181	146	146	146
<b>Office Space (square feet):</b>					
Workstation(s) (Number of employees - 1 )	120	120	120	120	120
Miscellaneous Space (storage, computer, filing)	35	35	35	35	35
<b>Sub Total</b>	155	155	155	155	155
<b>Vehicle Use (miles/year):</b>					
Government Vehicle	8,000	10,000	12,000	12,000	12,000
Fuel for Government Vehicle	Y	N	N	N	N
ATV (if applicable)	N	N	N	N	N
<b>Sub Total</b>	8,000	10,000	12,000	12,000	12,000
<b>Equipment Use:</b>					
<b>As a % of Entire Office Use</b>					
Computer System      Yes <input checked="" type="checkbox"/> No ___	100	100	100	100	100
Survey Instruments    Yes <input checked="" type="checkbox"/> No ___	10	20	25	25	25
Office Machines        Yes <input checked="" type="checkbox"/> No ___	25	25	25	25	25
Phones                    Yes <input checked="" type="checkbox"/> No ___	100	100	100	100	100
Fax Machine            Yes <input checked="" type="checkbox"/> No ___	10	10	10	10	10
Photocopier            Yes <input checked="" type="checkbox"/> No ___	15	10	10	10	10
Camera(s)              Yes ___ No <input checked="" type="checkbox"/>					
GPS Units                Yes ___ No <input checked="" type="checkbox"/>					
<b>Other:</b>					
In-Kind Contributions					
<b>Training (year scheduled):</b>					
<i>Identify NRCS courses or activities*:</i>					
<i>Conservation Planning Course</i>		X			
<i>Ag Waste Workshop</i>		X			
<i>QJT-Topography Survey</i>	X				

\* Based on Availability

NOTE: NRCS commitments are contingent upon receiving adequate annual appropriations from Congress.