



**Helping People
Help the Land**

New Hampshire Quick Guide for Participants and Technical Service Providers



For more information contact:

USDA Natural Resources
Conservation Service
2 Madbury Road, Federal Building
Durham, New Hampshire 03824

Priscilla Johnston -
603-868-9931 ext. 102 or
Jeffrey White -
603-868-9931 ext. 103



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www.nh.nrcs.usda.gov

Who's Responsible?

Participant Responsibilities if TSP is Chosen:

- Request the use of a TSP to have program contract modified by NRCS to include the costs and services to be completed by TSP.
- Select, hire and pay the TSP. Develop a contract or agreement with TSP to establish services to be provided, costs, payment schedule, etc.
- You are responsible for meeting compliance and regulatory responsibilities, obtaining necessary records, and ensuring payment provisions are included in the conservation program contract or agreement.
- Complete the CCC-36 Assignment of Payment (form attached) and return to the NRCS Office if you want the TSP payment to go directly to the TSP.

TSP Responsibilities:

- Must be certified.
- Must develop and furnish the participant with technical documentation for the technical services provided.
- Complete invoice for technical services provided to the participant.
- Submit a "Performance Reporting System" data entry worksheet to the local District Conservationist.
- Meet applicable NRCS standards, specifications, and program requirements.
- Complete "Warranty of Technical Service Provided" form.

NRCS Responsibilities:

- Participant must receive necessary technical assistance from NRCS or through assistance from a TSP.
- NRCS reimburses participants or makes direct payments to TSPs upon receipt of an "Assignment of Payment" (CCC-36 form) from participant in accordance with policy specific to the conservation program.
- NRCS provides cultural resources reviews.
- NRCS makes technology and tools available for use by TSPs.
- NRCS appeals and mediation policy is used to resolve disputes regarding technical services acquired from TSPs.
- NRCS reporting mechanisms and NRCS policy and procedures are used regarding technical assistance waste, fraud, and abuse.

TSP Step-by-Step Process for Participants

- Step 1** Participant requests TSP assistance. NRCS modifies contract to include TSP services and Not-To-Exceed payment rates. Participant signs Contract Modification for TSP services.
- Step 2** Participants selects a certified/approved TSP from the TechReg website at <http://techreg.usda.gov>, hires the TSP, and develops a contract or agreement with the TSP on services to be provided, payments and schedule of completion.
- Step 3** **OPTIONAL:** The participant completes the form “Authorization for Release of NRCS Case File Information to Technical Service Provider” to release case file information to the selected TSP (form attached).
- Step 4:** Participant works with TSP to complete contracted services.
- Step 5** TSP provides the participant and NRCS all the required documentation for services provided as listed in the “Statement of Work” (SOW), an invoice, and the WARRANTY OF TECHNICAL SERVICES PROVIDED (form attached). TSP certifies completion of work on form CCC-1245.
- Step 6** Participant submits required documentation, the signed CCC-1245 and the invoice to NRCS for payment.
- OPTIONAL:** Participant can sign an “Assignment-for-Payment” to have the TSP payment go directly to theTSP.
- Step 7** NRCS reviews the documentation and if complete, processes and makes payment.

**AUTHORIZATION FOR RELEASE OF NRCS CASE FILE
INFORMATION TO TECHNICAL SERVICE PROVIDER
NEW HAMPSHIRE**

USDA Service Center or
NRCS Address: _____

Participant Name and Address: _____

Participant Telephone Number: _____

Farm Bill Program (Circle): EQIP, WHIP, WRP, GRP, CSP, Other _____

Contract # _____

County: _____

Tract(s) #: _____

Items to Release to TSP: _____

I, _____ (participant name), hereby authorize
TSP _____ (printed name), TechReg ID Number
_____, to have access to my Farm Bill Program Contract and
associated data, for the items listed above for the specific purpose of providing me
technical services related to the conservation program contract.

Participant Signature

Date

Received by (NRCS Employee)

Date

Warranty of Technical Service Provided

I hereby warrant that the technical services I provided as a Technical Service Provider:

- (1) Comply with all applicable Federal, State, Tribal, and local laws and requirements,
- (2) Meet applicable USDA standards, specifications, and program requirements,
- (3) Are consistent with and meet the particular conservation program goals and objectives, and
- (4) Incorporate, where appropriate, low-cost alternatives that address the resource issues.

Program Participant Information:

Name: _____

Conservation Program: _____

Contract #: _____

Technical Service Category: _____

Technical Service: _____

Technical Service Provider Information: _____

Name: _____

TSP ID#: _____

Signature: _____

Date: _____