

TSP Process Guidesheet
(TSP election made prior to signing contract)

STEP	RESP. PERSON	What is Needed to Complete the Step?	What Resources are Available or Needed to Complete the Step?	What is the Result of this Step?
I. Field Office Conservation Planning				
1. Conservation Planner discusses conservation plan alternatives, including the use of a TSP, with producer	<ul style="list-style-type: none"> • District Conservationist (DC) • Staff with job approval authority 	<ul style="list-style-type: none"> • Conservation Plan, • Contract Document(s) • &/or Cost Share Application, CPA-15 • Rhode Island TSP Fact Sheet 	<ul style="list-style-type: none"> • Program Specialists • ARCs • Technical Specialists • TSP Coordinator 	<ul style="list-style-type: none"> • Producer is provided with NRCS Technical Service Provider Assistance Producer Fact Sheet and the Rhode Island TSP Fact Sheet with copies placed in the Producer file • Producer makes decision to use TSP Services
2. Producer notifies NRCS of decision to use TSP to complete practices and DC explains TechReg Website and TSP forms	<ul style="list-style-type: none"> • Producer • Conservation Planner • DC 	<ul style="list-style-type: none"> • Conservation Plan • Contract Document(s) &/or Cost Share Application CPA-15 • TechReg Website sites to discuss: • Not-to-Exceed Rates • EQIP CNMP Engineering Practice Rates • Eligible TSPs list • Forms to discuss: • TSP Quality Assurance Certification of Services Form • TSP Reporting Form • TSP Authorization of Release of Records Form 	<ul style="list-style-type: none"> • TSP Coordinator • ARC 	<ul style="list-style-type: none"> • Producer is given a list of Not-to-Exceed rates, or other rate list as applicable, for the practices where they will be using TSP services and a copy of the list is placed in the producer file • Producer is given a copy of the TSP List containing only TSPs certified in the Categories and practices appropriate for the producer's conservation contract and a copy of the list is placed in the producer file • Signed TSP Notification and Release of Information Form is placed in producer file
3. DC sends producer Notice to Participant Regarding TSP Assistance and a copy of the signed TSP Authorization of Release of Information Form	<ul style="list-style-type: none"> • DC 	<ul style="list-style-type: none"> • Notice to Participant Regarding TSP Assistance 	<ul style="list-style-type: none"> • US Mail 	<ul style="list-style-type: none"> • Document date that Notice to Participant Regarding TSP Assistance was sent to producer on the CPA-15 and place copy in producer file

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4. Producer interviews TSPs and selects a TSP who is certified in the appropriate category and practice to complete contract practice and returns copy of a signed TSP Authorization of Release of Information Form	<ul style="list-style-type: none"> • Producer • Conservation Planner 	<ul style="list-style-type: none"> • NTE rate list by county • TSP Register by Certification Category 	<ul style="list-style-type: none"> • TSP Coordinator 	<ul style="list-style-type: none"> • Producer notifies NRCS Conservation Planner of the name of the TSP • A copy of a signed TSP Authorization of Release of Information Form is placed in the producer file • Conservation Planner documents the information on the CPA-15
5. Conservation Planner develops program contract	<ul style="list-style-type: none"> • DC • Staff with job approval authority • Technical Service Provider (TSP) 	<ul style="list-style-type: none"> • Producer file • Conservation Plan • Contract Document(s) &/or Cost Share Application • RI CPA-15 • RI CPA 52 • Rhode Island Revised AD 1155A 	<ul style="list-style-type: none"> • Program Specialists • ARCs • Technical Specialists 	<ul style="list-style-type: none"> • Conservation Planner places the following documents in the producer file: • AD-1154 Long-Term Agreement Cover Page • Conservation Plan Schedule of Operations AD-1155 • Conservation Plan of Operations Signature Page Rhode Island Revised AD 1155A
6. Producer signs the conservation program contract	<ul style="list-style-type: none"> • DC • Conservation Planner • Producer 	<ul style="list-style-type: none"> • Conservation Plan of Operations Signature Page Rhode Island Revised AD 1155A 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Provide copies of contract documents to producer and file copies of signed contract documents in producer file
7. Producer, Conservation Planner and TSP attend pre-planning meeting to discuss roles and responsibilities	<ul style="list-style-type: none"> • DC • Staff with job approval authority • Technical Service Provider (TSP) 	<ul style="list-style-type: none"> • Technical Studies • Case File Data • TMDL and other Environmental Documents and Evaluations, • NRCS Job Sheets, all resource material needed for design of agronomic practices. 	<ul style="list-style-type: none"> • Technical Specialists • TSP Coordinator 	<ul style="list-style-type: none"> • Document decisions by producer on RI CPA-15 • Provide TSP and Producer with copies of TSP Quality Assurance Certification Form and TSP Reporting Form

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8. Producer notifies DC that the required permits, easements, approvals, authorities, rights as required by law have been obtained	<ul style="list-style-type: none"> • Producer 	<ul style="list-style-type: none"> • Federal, State and local Law 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Document on the RI CPA 15 that the producer has obtained the necessary Permits, easements, approvals, authorities, rights as required by law
9. Conservation Planner performs Cultural Resources review	<ul style="list-style-type: none"> • DC • Conservation Planner 	<ul style="list-style-type: none"> • See the Process Step Table for Cultural Resource Review 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Complete documentation on RI-CPA 15 Conservation Assistance Notes and RI-CPA 52 Environmental Evaluation.
10. TSP begins work to complete practice survey, layout and/or design and Field Office provides oversight assistance to TSP	<ul style="list-style-type: none"> • TSP • Producer • Conservation Planner • DC 	<ul style="list-style-type: none"> • Conservation Plan • Technical Studies • Case File Data • TMDL and other Environmental Documents and Evaluations, • NRCS Job Sheets 	<ul style="list-style-type: none"> • Technical Specialists • TSP Coordinator • Conservation Software • Program Specialists • ARCs 	<ul style="list-style-type: none"> • Completed Conservation practice plans and/or design and notes in CPA-15 in Producer File • Conservation Planner documents assistance provided to TSP on RI-CPA 15
II. Installation of Practice				
11. Producer notifies Conservation Planner that the TSP has begun Installation and FO provides conducts spot checks and oversight as needed.	<ul style="list-style-type: none"> • Producer • TSP • Contractor • Conservation Planner • DC 	<ul style="list-style-type: none"> • Deliverables for installation as shown in the SOW for the appropriate conservation practice • Engineering plans • Modifications • Practice Job Sheets, • RI CPA-4 Seeding Plan, • Practice layout and design, • Practice Job Sheets • Engineering specifications • As-build design plans 	<ul style="list-style-type: none"> • Survey Equipment • Testing Equipment • Contractor/Engineer/ or Other hired by the client • Conservation software 	<ul style="list-style-type: none"> • <i>See: "Practice Application Engineered" and , "Practice Application, Agronomic Process Step Table</i> • Conservation Planner completes documentation on RI-CPA 15 Conservation Assistance Notes

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III. Check-out of Practice				
12. TSP Conducts Checkout	<ul style="list-style-type: none"> • Producer • TSP • Conservation Planner if TSP has completed fewer than 3 projects in the County • 	<ul style="list-style-type: none"> • <i>For Quality Assurance purposes, NRCS Field Offices will review all practices if the TSP has completed fewer than 3 projects in a given county. In addition, 5% of all completed practices are reviewed annually. See your Field Office District Conservationist for details.</i> 		
13. TSP provides producer with documentation of completion of project	<ul style="list-style-type: none"> • TSP • Producer 	<ul style="list-style-type: none"> • TSP Quality Assurance Certification Form • PRS Data Input Form 	<ul style="list-style-type: none"> • DC • Conservation Planner • TSP Coordinator 	<ul style="list-style-type: none"> • Producer is provided with check-out notes, conservation practice plans and drawings, completed PRS Data Form and signed Quality Assurance Certification Form
14. Producer delivers to FO copies of all work products developed during design and installation of practice, TSP Warranty of Services Form, and completed PRS Data Input Form	<ul style="list-style-type: none"> • Producer 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Vehicle • Computer 	<ul style="list-style-type: none"> • Conservation conducts <u>brief</u> review of work products, conservation plans, designs and drawings to ensure that documents are complete and all necessary elements are present to meet SOW deliverables. • Conservation Planner updates producer file • Conservation Planner gathers PRS data
15. IV. Reporting				
16. Conservation Planner enters PRS Data Input form information into PRS	<ul style="list-style-type: none"> • Conservation Planner • DC 	<ul style="list-style-type: none"> • PRS Data Input Form • Producer file 	<ul style="list-style-type: none"> • PRS • TCAS 	<ul style="list-style-type: none"> • Conservation Planner enters PRS Data Input information into PRS • Conservation Planner assembles information needed to process producer payment for TSP services