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NEW MEXICO BULLETIN NO. 130-13-2

SUBJECT: AGN – DELEGATIONS OF AUTHORITY

TO: All Employees

Purpose: To provide additional delegations of authority within New Mexico NRCS

Expiration Date: September 30, 2013

Background: General Manual, Title 130, sets forth delegations of authority for NRCS. This bulletin supplements the General Manual to provide further delegations within New Mexico NRCS.

Farm Bill Programs Contracting. The State Conservationist (STC) has responsibility and authority for implementation of all Farm Bill programs.

1. The following delegations of authority apply to Environmental Quality Incentives Program (EQIP), Agricultural Water Enhancement Program (AWEP), Cooperative Conservation Partnership Initiative (CCPI), and Wildlife Habitat Incentive Program (WHIP). Permissions are established in ProTracts to allow the delegated authorities listed below:
 - a. Authority is delegated to the District Conservationist to manage applications, approve applications for funding, develop and administer contracts, and submit contract modifications to the Area Conservationist.
 - b. District Conservationist may re-delegate authorities when staff is serving as acting District Conservationist.
 - c. Authority is delegated to the Area Conservationist to reallocate funds within their assigned area, obligate funds, cancel/terminate contracts and approve modifications, with the following exception:
 - Modifications which increase the current contract obligation more than \$10,000 or 20 percent of the obligation (whichever is less). In addition, non-compliance agreements will be submitted to the Assistant State Conservationist for Programs (ASTC/P) for final approval.
 - d. Authority is delegated to the Area Conservationist and Area Resource Conservationist to complete second level review. Second level review and obligation of funds must be conducted by two separate employees. Upon implementation of the NM reorganization, the Area Programs Specialist will conduct the second level reviews.
 - e. Area Conservationist may re-delegate authorities when staff is serving as acting Area Conservationist.
 - f. Authority is delegated to the ASTC/P or designee to assign permissions in ProTracts, allocate and reallocate funds within the state, sign/obligate contracts, approve modifications, cancel contracts, terminate contracts, and approve waivers and non-compliance agreements. Authority is further delegated to carry out all other aspects of program implementation in the absence of the State Conservationist or Area Conservationist.
 - g. Authority is delegated to the Financial Officer and Budget Analyst to approve/certify payments upon review of completed payment checklists. In the absence of the above individuals, the State Programs Staff is delegated the authority to approve payments.

2. The following delegations of authority apply to the Conservation Security Program (CSP) and the Conservation Stewardship Program (CStP).
 - a. Authority is delegated to the District Conservationist to determine eligibility and pre-approve applications after concurrence from the State Programs Staff. Once field verifications have been completed, the District Conservationist will move application to “approved” status with concurrence from State Programs Staff. Concurrence from State Programs Staff is necessary to verify ranking scores and to balance funds and acres. The District Conservationist will develop and administer contracts and submit contract modifications to Area Conservationist.
 - b. Authority is delegated to the Area Conservationist and Area Resource Conservationist to complete second level review. Second level review and obligation of funds must be conducted by two separate employees. Upon implementation of the NM reorganization, the Area Programs Specialist will conduct the second level reviews.
 - c. Authority is delegated to the Area Conservationist and State Programs Staff to approve contract modifications up to \$5,000. State Programs Staff may approve modifications greater than \$5,000 with approved waiver from NHQ.
 - d. As with the other financial assistance programs, authority is delegated to the Area Conservationist and State Programs Staff to approve contract cancellation and termination actions.
 - e. Authority is delegated to the ASTC/P or designee to assign permissions in ProTracts, allocate and reallocate funds within the state, sign/obligate contracts, and approve waivers and non-compliance agreements. Authority is further delegated to carry out all other aspects of program implementation in the absence of the State Conservationist or Area Conservationist.
 - f. Authority is delegated to the Financial Officer and Budget Analyst to approve/certify payments upon review of completed payment checklists. In the absence of the above individuals, the State Programs Staff is delegated the authority to approve payments.

3. The following delegations of authority apply to the Wetland Reserve Program (WRP) and the Grassland Reserve Program (GRP).
 - a. Authority is delegated to the ASTC/P or designee to manage applications, develop and administer contracts, submit payments, and submit contract modifications. A team consisting of the State Programs Specialist, State Biologist and/or State Rangeland Management Specialist, State Resource Conservationist, and the ASTC/P will provide guidance in assessing the applications for applicability and conservation plan development.
 - b. The District Conservationist is responsible for developing the conservation plan in Toolkit, obtaining baseline data and assisting the ASTC/P or designee as requested during field visits and program implementation.
 - c. Authority is delegated to the ASTC/P or designee to allocate and reallocate funds within the state, select applications for funding, sign/obligate contracts, cancel contracts, and terminate contracts. Authority is further delegated to carry out all other aspects of program implementation in the absence of the STC.
 - d. For WRP Easements, authority is delegated to the ASTC/P and WRP Program Manager to sign the Agreement for the Purchase of Conservation Easement (APCE), Agreement to Enter Contract for 30-Year Land Use (AECLU), related attachments, and any subsequent documents authorizing adjustments to these obligation amounts, including modifications and payments, as part of a second-level review (Conservation Programs Manual (CPM) 514.31D). Authority to sign Easement Deeds is delegated to the ASTC/P (General Manual 440 Part 400.14).
 - e. For GRP Easements, authority to sign the APCE is delegated to the ASTC/P and State GRP Program Manager (GRP Handbook, Chapter 5 (6)(d)). Authority to sign the Easement Deed is delegated to the ASTC/P (General Manual 440 Part 400.14).

4. The following delegations of authority apply to the Farm and Ranch Lands Protection Program (FRPP).
 - a. In the absence of the State Conservationist, the Acting State Conservationist is delegated authority to sign cooperative agreements (CPM 519.11(C)) and SF-270, Request for Advance or Reimbursement.
 - b. Authority to sign Easement Deeds is delegated to the ASTC/P (CPM 519.64(A)(14) and General Manual 440- 400.14).

Watershed Programs. Authority is delegated to the ASTC/P for implementation of all aspects of the Watershed Programs and the Emergency Watershed Protection program.

Vendor Codes. Authority is delegated to the Financial Technician on the State Administrative Officer's staff to submit vendor code requests to the National Finance Center.

Personal Property. Authority is delegated to the State Administrative Officer to act as Property Management Officer for NRCS New Mexico. Other Leadership Team staff shall act as Accountable Officers for property in their areas of responsibility. All updates, transfers, and dispositions must be forwarded to the PMO for approval.

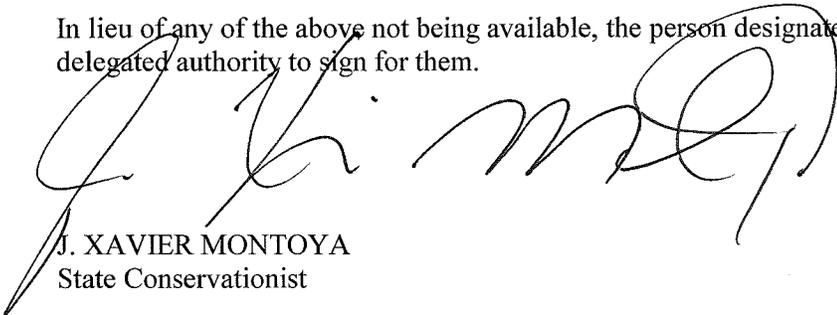
Interagency Agreements. Authority is delegated to the State Administrative Officer to sign interagency agreements with USDA agencies for office and related space. This includes signing FSA-875s.

Cooperative Agreements. In the absence of the State Conservationist, authority is delegated to the Acting State Conservationist to sign cooperative agreements, other than FRPP agreements. Approvals of subsequent statements (i.e., SF-270, Request for Reimbursement) are signed by the agreement liaison designated by the State Conservationist. The ASTC/P is delegated authority to approve payments for CIG projects.

Reimbursable Agreements. In the absence of the State Conservationist, authority is delegated to the Acting State Conservationist to sign reimbursable agreements. Approvals of subsequent statements (i.e., SF-270, Request for Reimbursement) are signed by the agreement liaison designated by the State Conservationist.

Requisitions for Equipment, Supplies, or Services. The State Administrative Officer is delegated authority for approving all requests for equipment, supplies, and services. This includes determining the appropriate fund code to utilize for such acquisitions.

In lieu of any of the above not being available, the person designated as "Acting" for that position is delegated authority to sign for them.



J. XAVIER MONTOYA
State Conservationist