

Roles and Responsibilities for Engineering Technical Assistance to USDA Program Participants Using a Technical Service Provider (TSP)

The United States Department of Agriculture (USDA) program participant hires a certified Technical Service Provider (TSP) and pays the TSP using Technical Assistance (TA) funds (Technical Service Payment Rate (TSPR)) in their USDA program contract. This document is intended for the implementation of conservation practices and not planning activities such as CPA, DIA, or CEMA.

USDA Farm Bill Program Participant – Roles And Responsibilities

1. Notify the local NRCS office that a TSP will be used prior to employing their services.
2. Select a TSP from the list found at the NRCS Registry of Technical Service Providers website: <https://nrcs-sites.secure.force.com/FindaTSP>.
3. Sign the **NRCS-CPA-1270 Consent to Release or Receive Information for NRCS Program Participation** form authorizing the TSP engineer access to case file information for designing or implementing the conservation practice. Return the completed document to the USDA Service Center.
4. Provide a copy of the **TSP Roles and Responsibilities** to the selected TSP.
5. Allow access to the project site by the Natural Resources Conservation Service (NRCS) and the TSP staff.
6. Provide necessary information to the TSP to perform the contracted services to meet NRCS implementation requirements, standards, and specifications.
7. Assist in any design investigations and subsurface investigations as needed to complete the design.
8. The design will be based on the size and location information for the conservation practices included in the conservation plan, Comprehensive Nutrient Management Plan (CNMP), Wetlands Reserve Program (WRP) Plan of Operations (PO), or other document upon which the USDA conservation program contract was based.
9. Accept full responsibility to negotiate and reach agreement on cost and terms of assistance with the TSP.
10. Accept full responsibility for timely payment to the TSP. Accept full responsibility for any TSP costs, including costs for any design revisions, which exceed the Technical Service Payment Rates (TSPR) in the USDA program contract.
11. Agree that construction will not begin until the TSP approves final design/construction drawings.
12. Obtain and comply with all laws, ordinances, zoning, and permits.
13. Hire a construction contractor to install the conservation practice(s) in accordance with the approved implementation requirements, construction drawings and specifications.
14. Provide anticipated construction dates to the TSP.
15. Participate in the pre-design and preconstruction meeting with the TSP, NRCS representative, and construction contractor.
16. Provide, or have the TSP provide, the As-Built drawings, a copy of the applicable documentation required in the Statement of Work(s) (SOW), a copy of the construction documentation required in the inspection (quality assurance) plan, and their TSP Number, along with copies of invoices received from TSP for their services to the servicing NRCS office.
17. Make timely payments to the construction contractor for practice installation.
18. Ensure corrective measures are taken if deficiencies are noted during quality reviews performed by NRCS.
19. Sign Section 2 “Participant Certification and Signature” on the NRCS-CPA-1245, Practice Approval and Payment Application form.
20. Follow the operation and maintenance (O&M) plan for the practice(s) included in the construction plans and drawings.