

# Technical Service Provider (TSP) Program Roles and Responsibilities

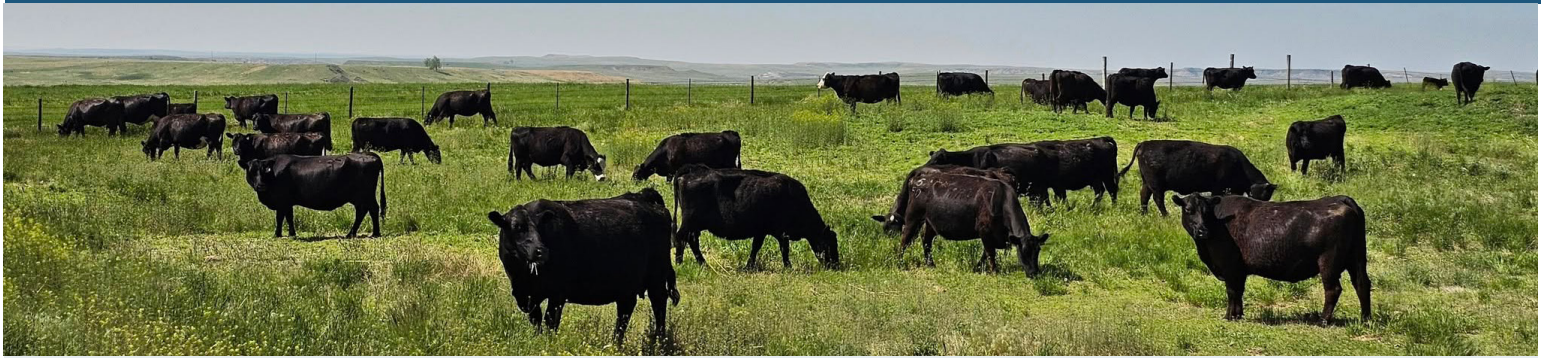
Understanding the roles and responsibilities of each party is critical to a successful project. For more details, refer to the NRCS TSP Certification Agreement and NRCS Directives, available on the TSP Website.

## NRCS Program Participant

- Act as primary point of contact for NRCS and comply with the terms and conditions of the Farm Bill program contract.
  - Request funding for Certified TSP services from NRCS through a Farm Bill application or contract modification.
  - Use the “Find a TSP” website to select and hire a TSP certified by NRCS for the relevant conservation activity and/or practice in the project’s state.
  - Ensure the Certified TSP understands and agrees to the work expectations, including but not limited to, project goals, NRCS deliverables, timelines, and payment arrangements.
  - Confirm that NRCS has obligated technical assistance funding prior to commencing contracted Certified TSP services.
  - Follow any avoidance and minimization measures identified in the National Environmental Policy Act (NEPA) environmental evaluation. Acquire and adhere to state and/or local regulatory permits required to implement the project.
  - Arrange meetings with NRCS and/or the Certified TSP, as needed, to ensure expectations and outcomes are met.
- Manage the Farm Bill contract.
    - \* Communicate relevant details to the Certified TSP to confirm clarity of program and contracting requirements. If utilizing the NRCS-CPA 1270-Information Release Form, the program participant maintains responsibility for meeting USDA technical standards and specifications.
    - \* Ensure all required permits, utility clearance, or property restrictions are incorporated before work begins.
    - \* Request and complete a contract modification prior to implementing any changes to the location or practice scenario.
    - \* Complete scheduled work as outlined in the NRCS CPA-1155 (Schedule of Operations) or 1156 (Schedule of Operations Modification) contract document.
  - Review deliverables and invoice, if applicable, with the Certified TSP prior to submitting to NRCS to confirm intent of the work was met and all requirements were satisfied.
  - Request payment from NRCS for Certified TSP services, which may include the NRCS Form CCC-36 “Assignment of Payment” document, depending on pre-determined arrangements with the TSP.
  - Ensure corrective measures are taken if deficiencies are noted during quality reviews performed by NRCS.

**Scan for TSP Policy  
and Regulations**





## NRCS Staff

- Inform program participants of their option to use a Certified TSP for conservation activities and technical assistance services.
- Respond promptly and within policy to requests to use a Certified TSP, including new Farm Bill applications and contract modifications. TSP utilization is not dependent on staff availability or NRCS preferences.
- Complete, review, and sign environmental evaluation (CPA-52). NRCS is responsible for NEPA compliance and consultation with applicable federal agencies. Certified TSP work products may contribute to the NEPA evaluation, if stated in the deliverables.
- Communicate and clarify project details and considerations.
- Attend meetings with all parties to review timelines, standards and specifications, environmental considerations, and, when preferred by the participant, payment amounts and processes.
- Communicate the status of funding availability for requested services, when those funds have been obligated, and when Certified TSP services can begin.
- Explain outcomes of NEPA evaluation, if implementation considerations are relevant.
- Accept and follow the NRCS-1270 and/or CCC-36 forms,

as requested by the program participant.

- Perform an administrative review of completed work products for payment without duplicating the technical efforts of the Certified TSP.
- Limit requested revisions of work products to only those items listed as deliverables for contracted services.
- Generate payment documentation, provide to client or Certified TSP for signature, and issue payment within 30 days of the request.
- Conduct quality assurance reviews (QARs) as outlined by NRCS policy, to evaluate the technical outcomes of the Certified TSP's work.

## Certified Technical Service Provider (TSP)

- Comply with all terms of the TSP Certification Agreement.
- Respond to inquiries from an NRCS program participant regarding TSP services and accept the engagement when completion of the deliverables within the required time frame and the financial arrangements are feasible.
- Before commencing work, confirm funding for Certified TSP services is obligated in a contract between NRCS and the program participant.
- Arrange and/or attend meetings with NRCS and the program participant, as needed, for optimal project outcomes.
- Follow program guidelines and project requirements, as communicated by the program participant and/or NRCS staff, including compliance with environmental evaluation (NEPA), cultural resource assessments, conservation practice scenarios, quantities, and designated locations.
- Incorporate alternatives or recommendations that are both cost-effective and suitable to address the identified resource issues.
- Notify the program participant if modifications to the contracted practices are necessary. Postpone any associated implementation until such modifications are completed by NRCS.
- Complete all required NRCS deliverables for the services rendered.
- When required, submit an itemized invoice with costs incurred by the TSP for each pertinent item (CIN) within the Farm Bill contract.
- Review deliverables and invoice with program participant to confirm all requirements have been fulfilled and objectives met.
- Engage in quality assurance reviews (QARs) as requested by NRCS, at the mandated intervals outlined in program policy.

