



United States Department of Agriculture

Technical Service Provider (TSP) Policies and Procedures



Wisconsin

2016 Training:

Green Bay (June 21), Eau Claire (June 23), Madison (June 30)

Course Agenda



- Section
- 1) Course Title, Purpose, Objectives
 - 2) Policies
 - 3) Definitions
 - 4) NRCS Participant Responsibilities
 - 5) TSP Responsibilities
 - 6) NRCS Responsibilities
 - 7) Summary
 - 8) Questions/Comments



Section 1

Course Title, Purpose, Objectives

At the end of this section you will know the following:

Course Purpose and Objectives

Course Title:

Technical Service Provider (TSP) Policies and Procedures

Purpose:

Educate NRCS employees, TSP applicants, and certified TSP's on the policies and procedures that govern assistance provided through Technical Service Providers.



Objectives:

At the end of the course participants will know the following:

1. TSP Policy Citations
2. TSP Definitions
3. NRCS Participant Responsibilities associated with TSP's
4. TSP Responsibilities
 - a. Who can be a TSP
 - b. How a person becomes a TSP
 - c. TSP's and NPPH
 - d. TSP payments
5. NRCS Responsibilities associated with TSP's
6. Quality Assurance of TSP's

Section 2

Policies

At the end of this section you will know the following:

[TSP Policy Citation Locations](#)





TSP Policy Citations:

- 1) Farm Bill (1985, 2008)

Farm Bill



- The 2008 Farm Bill amended the 1985 Farm Bill, which authorized use of TSPs, by requiring the USDA to allow participants to receive technical assistance by individuals and entities other than NRCS.
- TSPs must be competent to perform technical services in conservation planning, design, layout, installation, and checkout of conservation practices they are certified to perform.
- TSPs are defined as third-party providers under section 1242(e) of the Food, Conservation, and Energy Act of 2008



Public Law 110–246
110th Congress

An Act

To provide for the continuation of agricultural and other programs of the Department of Agriculture through fiscal year 2012, and for other purposes.

June 18, 2008
[H.R. 6124]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE; TABLE OF CONTENTS.

(a) **SHORT TITLE.**—This Act may be cited as the “Food, Conservation, and Energy Act of 2008”.

Food,
Conservation,
and Energy Act
of 2008.
7 USC 8701 note.

SEC. 2706. DELIVERY OF CONSERVATION TECHNICAL ASSISTANCE.

Section 1242 of the Food Security Act of 1985 (16 U.S.C. 3842) is amended to read as follows:

“(e) CERTIFICATION OF THIRD-PARTY PROVIDERS.—

“(1) PURPOSE.—The purpose of the third-party provider program is to increase the availability and range of technical expertise available to eligible participants to plan and implement conservation measures.



TSP Policy Citations:

- 1) Farm Bill (1985, 2008)
- 2) Code of Federal Regulations (7 CFR 652)



DEPARTMENT OF AGRICULTURE

Natural Resources Conservation Service

7 CFR Part 652

RIN 0578-AA48

Technical Service Provider Assistance

AGENCY: Natural Resources Conservation Service, United States Department of Agriculture.

ACTION: Final rule.

7 CFR Part 652 (Interim Final Rule) 1/16/2009

7 CFR Part 652 (Final Rule) 2/12/2010

- Confirmed the 1/16/2019 interim final rule as final and amended Subpart A (General Provisions)

www.ecfr.gov

Rules and Regulations

Federal Register

Vol. 75, No. 29

Friday, February 12, 2010

This section of the FEDERAL REGISTER contains regulatory documents having general applicability and legal effect, most of which are keyed to and codified in the Code of Federal Regulations, which is published under 50 titles pursuant to 44 U.S.C. 1510.

The Code of Federal Regulations is sold by the Superintendent of Documents. Prices of new books are listed in the first FEDERAL REGISTER issue of each week.

DEPARTMENT OF AGRICULTURE

Natural Resources Conservation Service

7 CFR Part 652

RIN 0578-AA48

Technical Service Provider Assistance

AGENCY: Natural Resources Conservation Service, United States Department of Agriculture.

ACTION: Final rule.

SUMMARY: This Final rule amends the Natural Resources Conservation Service (NRCS) regulations for technical service provider (TSP) provisions under the Food Security Act of 1985. The Food, Conservation, and Energy Act of 2008 (2008 Act) amended the TSP provisions, and NRCS published an interim final rule on January 16, 2009, to incorporate these changes. This final rule responds to public comments received to the interim final rule, and confirms the changes made to the TSP regulations, with minor adjustments.

DATES: *Effective date:* This rule is effective February 12, 2010.

FOR FURTHER INFORMATION CONTACT: Barbara Eggers, Acting Team Leader, Technical Service Provider Team, Department of Agriculture, Natural Resources Conservation Service, 1400 Independence Avenue, SW., Room 5236 South Building, Washington, DC 20250; telephone: (202) 720-6731; fax: (202) 720-5334; or e-mail: TSP2008@wdc.usda.gov.

SUPPLEMENTARY INFORMATION:

Regulatory Certifications

Executive Order 12866

Pursuant to Executive Order 12866, the Office of Management and Budget determined that this final rule is not a significant regulatory action. NRCS conducted an economic analysis of the

potential impacts associated with this program when it promulgated the January 16, 2009, interim final rule. A copy of the analysis is available upon request from Barbara Eggers, Acting Team Leader, Technical Service Provider Team, Department of Agriculture, Natural Resources Conservation Service, 1400 Independence Avenue, SW., Room 5236 South Building, Washington, DC 20250.

Regulatory Flexibility Act

NRCS has determined that the Regulatory Flexibility Act is not applicable to this final rule because NRCS is not required by 5 U.S.C. 553, or any other provision of law, to publish a notice of proposed rulemaking with respect to the subject matter of this rule.

Environmental Analysis

The regulations promulgated by this final rule establish a process of using TSPs to provide technical assistance to participants in certain USDA conservation programs. The regulations do not take or authorize any actions that will have any effect on the human environment. Accordingly, a separate analysis for this rulemaking under the National Environmental Policy Act is not required.

Civil Rights Impact Analysis

NRCS has determined through a Civil Rights Impact Analysis that the issuance of this final rule discloses no disproportionately adverse impact for minorities, women, or persons with disabilities. The data presented indicates producers who are members of the historically underserved groups have participated in USDA programs at parity with other producers. Extrapolating from historical participation data, it is reasonable to conclude that USDA programs, including TSPs, will continue to be administered in a non-discriminatory manner. Outreach and communication strategies are in place to ensure all producers will be provided the same information to allow them to make informed compliance decisions regarding the use of their lands that will affect their participation in USDA programs. TSP applies to all persons equally regardless of race, color, national origin, gender, sex, or disability status. Therefore, the TSP rule has no adverse civil rights implications. Copies of the Civil Rights Impact Analysis may

be obtained from Barbara Eggers, Acting Team Leader, Technical Service Provider Team, Department of Agriculture, Natural Resources Conservation Service, 1400 Independence Avenue, SW., Room 5236 South Building, Washington, DC 20250.

Paperwork Reduction Act

Section 2904 of the 2008 Act provides that the promulgation of regulations and the administration of Title II of this Act will be made without regard to chapter 35 of Title 44 of the U.S.C., also known as the Paperwork Reduction Act. Therefore, NRCS is not reporting recordkeeping or estimated paperwork burden associated with this final rule.

Government Paperwork Elimination Act

NRCS is committed to compliance with the Government Paperwork Elimination Act and the Freedom of E-File Act, which require government agencies in general to provide the public the option of submitting information or transacting business electronically to the maximum extent possible. To better accommodate public access, NRCS has developed an online application and information system, TechReg, for use by the public and TSPs.

Executive Order 12988

This final rule has been reviewed in accordance with Executive Order 12988, Civil Justice Reform. The provisions of this final rule are not retroactive. The provisions of this final rule preempt State and local laws to the extent such laws are inconsistent with this final rule. Before an action may be brought in a Federal court of competent jurisdiction, the administrative appeal rights afforded persons at 7 CFR part 614 must be exhausted.

Executive Order 13132

This final rule has been reviewed in accordance with the requirements of Executive Order 13132, Federalism. NRCS has determined that this final rule conforms with the Federalism principles set forth in the Executive Order; would not impose any compliance costs on the States; and would not have substantial direct effects on the States, on the relationship between the Federal Government and the States, or on the distribution of power and responsibilities on the various levels of government. Therefore,



Subpart A—General Provisions

§ 652.1 Applicability.

(b) TSPs may provide technical services to eligible participants in conservation planning, education and outreach, and assistance with design and implementation of conservation practices applied on private land, Indian land, or where allowed by conservation program rules on public land.



§ 652.4 Technical service standards.

(a) All technical services provided by TSPs must meet USDA standards and specifications as set forth in Departmental manuals, handbooks, guides, and other references for soils mapping and natural resources information, conservation planning, conservation practice application, and other areas of technical assistance.



TSP Policy Citations:

- 1) Farm Bill (1985, 2008)
- 2) Code of Federal Regulations (7 CFR 652)
- 3) General Manual Title 180, Part 411

<http://directives.sc.egov.usda.gov/>



General Manual

- +  Title 110 - Management [\[view all\]](#)
- +  Title 120 - Administrative Services [\[view all\]](#)
- +  Title 130 - Agency General [\[view all\]](#)
- +  Title 150 - Basin and Area Planning [\[view all\]](#)
- +  Title 170 - Cartography and Geographic Information Systems [\[view all\]](#)
-  Title 180 - Conservation Planning and Application [\[view all\]](#)
 -  Part 407 - Reserved
 - +  Part 401 - Conservation Partners [\[view all\]](#)
 -  Part 402 - (Cancelled - See GM 340, Part 408) Funds Appropriated by S...
 -  Part 403 - Federal Tax Treatment of Soil and Water Conservation Expenditures und...
 -  Part 404 - MOU Between USDI (BIA) and USDA (NRCS and FSA)
 -  Part 405 - Understanding Between SCS and FMHA
 - +  Part 406 - Limited Resource Farmers and Ranchers [\[view all\]](#)
 -  Part 408 - Conservation Vendors of Services, Supplies, and Equipment
 -  Part 409 - Conservation Planning Policy
 -  Part 410 - Small Farms
 -  Part 411 - Technical Service Provider Assistance Policy



Part 411 – Technical Service Provider Assistance Policy

411.0 Purpose

This part establishes the NRCS national policy for technical service provider (TSP) assistance.

411.1 General

A. NRCS has responsibility for providing conservation planning and technical assistance to clients and participants. Section 1242 of the Food Security Act of 1985, as amended by the Farm Security and Rural Investment Act of 2002 (Public Law 107-171, May 13, 2002, referred to as the 2002 Farm Bill), as amended by the Food, Conservation, and Energy Act of 2008 (Public Law 110-246 (2008 Farm Bill)), greatly expands the availability of technical assistance to participants by encouraging other non-USDA potential providers of technical assistance to assist in the delivery of technical services to implement Farm Bill programs.

B. Title 440, [Conservation Programs Manual, Part 504, "Technical Service Provider Assistance,"](#) provides detailed policy, roles, responsibilities, procedures, and guidance on implementing this policy related to TSP assistance.

C. The Leader, National TSP Team, has functional oversight for this policy.

411.2 Policy

A. The Food Security Act of 1985, as amended, specifically provides for delivering technical assistance to a producer directly or through a payment for an approved third-party vendor or TSP, if available.

B. NRCS defines how a participant acquires technical services from a TSP, sets forth a certification and decertification process, and establishes a method to make payments for technical services.

C. NRCS utilizes agreements or contracts to help provide technical assistance necessary to implement conservation programs.



TSP Policy Citations:

- 1) Farm Bill (1985, 2008)
- 2) Code of Federal Regulations (7 CFR 652)
- 3) General Manual Title 180, Part 411
- 4) Manual Title 440, Part 504

<http://directives.sc.egov.usda.gov/>



Manuals

- +  Title 120 - Administrative Services
- +  Title 170 - Cartography and Geographic Information Systems Manual
- +  Title 180 - Conservation Planning and Application
- +  Title 190 - Ecological Sciences
- +  Title 210 - Engineering
- +  Title 270 - Information Resources Management
- +  Title 310 - Land Use
- +  Title 390 - Project Development & Maintenance
-  Title 440 - Programs
 - +  Part 500 - Locally Led Conservation **[view all]**
 - +  Part 501 - USDA Conservation Program Delivery **[view all]**
 -  Part 502 - Terms and Abbreviations Common to All Programs
 - +  Part 503 - Commodity Credit Corporation (CCC) Procedures **[view all]**
 - +  Part 504 - Technical Service Provider Assistance **[view all]**



Manuals

Title 440 - Programs

Part 504 – Technical Service Provider Assistance

USDA United States Department of Agriculture Natural Resource Conservation Service	Manuals Title 440 - Programs Part 504 – Technical Service Provider Assistance
	<p>(1) The authority for contractual agreements is Section 714 of Public Law 108-357, the 2001 USDA Appropriation Act. NRCS policy and guidance is in Title 120, General Manual (GM), Part 401, "Agreements."</p> <p>(2) NRCS policy and guidance for cooperative agreements are located in the 120-GM, Part 401, "Agreements," and the NRCS Federal Grants and Cooperative Agreements Handbook.</p> <p>(3) Economy Act agreements will be utilized when entering into fund obligating agreements with other with Federal agencies. These agreements must be in accordance with the Economy Act of 1932, as amended, 31 U.S.C. Section 1535, and the Federal Acquisition Regulations and related Office of Management and Budget Circulars.</p> <p>D. Relationship to Other NRCS Policies and Procedures</p> <p>(1) The users of this manual should become familiar with other NRCS policies and procedures, accessible through the NRCS eDirectives System, related to delivery of technical services, such as—</p> <ul style="list-style-type: none">(i) Planning policy found in the 180-GM, Part 409, "National Planning Procedures Handbook."(ii) Technical policies and procedures such as complying with the National Environmental Policy Act (NEPA), Endangered Species Act (ESA), and National Historic Preservation Act (NHPA).(iii) Discipline manuals and handbooks (such as agronomy, biology, cultural resources and procedures, economics, engineering, range and pasture, etc.).(iv) Program manuals including the Conservation Programs Manual. <p>(2) TSP Manual users also should become familiar with technical guides, planning tools, and other technical resources, such as—</p> <ul style="list-style-type: none">(i) The eField Office Technical Guide .(ii) Various approved automated planning tools available through the NRCS Web site. <p>E. Other Authorities</p> <p>Section 2702(b)(1)(A) of Public Law 107-171, the Farm Security and Rural Investment Act of 2002, exempts technical service provider assistance from the Paperwork Reduction Act, 44 U.S.C. Section 35.</p> <p>504.3 Exclusions</p> <p>A. The adjusted gross income limit contained in the 2008 Farm Bill does not apply to services provided by TSPs. Technical assistance payments to technical service providers do not count against the producer's financial assistance aggregate payment limitation or the contract financial assistance payment limitation (see Title 440, Conservation Program Manual (CPM), Part 515, Subpart J, Section 515.92B(6), "Contract Payment Limitations").</p> <p>B. Any person who receives an adverse decision or determination from assistance received for a USDA conservation program must be provided appeals and mediation rights through the appeals process specific to the conservation program being utilized, regardless of the source of the technical service.</p> <ul style="list-style-type: none">(1) For example, participants who use TSP contract funds from one of the applicable title XII conservation programs may, if they have been found in violation of the provisions, become totally liable for payment to the TSP, should a highly erodible land conversion/wetland conversion (HELC/WC) violation revoke their contract-specific funds.(2) Conservation program appeals and mediation and related roles and responsibilities are provided in 440-CPM, Part 510, "Appeals and Mediation" and 230-GM, Part 401, Section 401.45, "Alternative Dispute Resolution." <p>504.4 Definitions</p> <p>Definitions for terms used in relation to TSP assistance are located in 440-CPM, Part 502, Subpart C, "Technical Service Provider Terms."</p> <p>504.5 Ethics</p> <p>A. Partners and Recommending Organizations</p> <p>(1) Memorandums of understanding (MOUs) and associated agreements relating to the TSP Program between NRCS, conservation partners, American Indian Tribes, or Alaska Natives are to be evaluated and modified to avoid conflicts of interest for those that engage in providing assistance as TSPs in accordance with participant acquisition of technical services.</p> <p>(2) MOUs will include a standard ethics clause that outlines employee participation in recommending organizations.</p> <p>B. NRCS employees—</p> <ul style="list-style-type: none">(1) Are required to adhere to NRCS policy contained in 110-GM, Part 405, "Ethics."(2) Are prohibited from—<ul style="list-style-type: none">(i) Providing references for TSP applicants.(ii) Recommending specific TSPs to participants.(iii) Must comply with ethics regulations with regard to employee involvement with TSPs.

TSP's are referenced are cited throughout NRCS policies including (but not limited to):



Browse by Directive

▸ General Manual

▸ Handbooks

▸ Intraoffice Instructions

▸ Manuals

▸ National Bulletins

▸ National Instructions

▸ Technical Notes

▸ Technical Releases

▸ User Guides

General Manual 180, Part 409 (Conservation Planning Policy)

General Manual 190, Part 405 (Comprehensive Nutrient Management Plans)

Manual Title 210, Part 505 (National Engineering Manual)

Manual Title 440, Part 512 (Conservation Program Contracting)

Manual Title 440, Part 515 (Environmental Quality Incentives Program)

Manual Title 440, Part 518 (Conservation Stewardship Program)

Handbook Title 180, Part 600 (National Planning Procedures Handbook)



Section 2 Summary

Q: What are the main TSP Policy Citation Locations?

- 1) Farm Bill (1985, 2008)
- 2) Code of Federal Regulations (7 CFR 652)
- 3) General Manual Title 180, Part 411
- 4) Manual Title 440, Part 504

Section 3

Definitions

At the end of this section you will know the following:

TSP Definition
What is TechReg



Technical Service Provider means an individual, entity, or public agency either:

- (1) Certified by NRCS and placed on the approved list to provide technical services to participants; or
- (2) Selected by the Department to assist the Department in the implementation of conservation programs covered by this part through a procurement contract, contribution agreement, or cooperative agreement with the Department.

Approved list means the list of individuals, private sector entities, or public agencies certified by NRCS to provide technical services to a participant.

Policy: 7 CFR § 652.2

TechReg is the NRCS online tool that provides the public access to the list of certified TSPs.

Policy: Manual 440, Part 504.0 D.





TechReg

Online Tool:

- Provides list of certified TSPs
- Location for TSPs to apply, become certified, and manage their profiles
- Provides information for TSP's, Producers, and Public

USDA Natural Resources Conservation Service
United States Department of Agriculture

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Technical Service Providers

What is a Technical Service Provider or TSP?

Technical Service Providers (TSPs) are individuals or businesses that have technical expertise in conservation planning and design for a variety of conservation activities. TSPs are hired by farmers, ranchers, private businesses, nonprofit organizations, or public agencies to provide these services on behalf of the Natural Resources Conservation Service (NRCS). Each certified TSP is listed on the NRCS TSP online registry, TechReg. The TSP registration and approval process involves required training and verification of essential education, knowledge, skills and abilities.

TechReg - NRC's online TSP Registry

TechReg is the online registry of Technical Service Providers where:

- New and Certified TSPs can [Log into TechReg](#)
- Landowners looking for assistance can [Find a TSP](#)
- Individuals and businesses can [Become a TSP](#)

What kind of work can a TSP do?

TSPs provide conservation technical services to NRCS clients in two broad areas: Conservation Activity Plan (CAP) development and Conservation Practice design, installation and checkout. There are 14 separate CAPs and the conservation practices are grouped into several different categories, each with their own eligibility requirements.

[Technical Service Providers Factbook \(PDF, 477KB\)](#)

Conservation Activity Plans (CAPs)

The Environmental Quality Incentives Program (EQIP) supports payment for practices involving the development of certain plans called "Conservation Activity Plans" or CAPs. Only certified TSPs can be hired to complete these plans.

[TSP Certification Options and Criteria for Fiscal Year 2016-Requirements for eligibility to become certified as a TSP.](#)

[CAPs Also Development Criteria for Fiscal Year 2016-Part 1 requirements for CAP class.](#)

Programs

- ▣ Farm Bill
 - Landscape Initiatives
- ▣ Financial Assistance
- ▣ Technical Assistance
 - Conservation Technical Assistance
 - State Technical Committees
 - Conservation of Private Grazing Land
 - Technical Service Providers
- ▣ Easements
- ▣ Landscape Planning
- ▣ Alphabetical Listing & Archive

TechReg - TSP Registry

- Find a TSP
- Log Into TechReg
- About TechReg
- Become A TSP
- Complete TSP Renewal
- Register A Business

Payment Rates

- CAP Payment Rates-Section I In State FOTG
- Technical Service Payment Rates
- Technical Service Payment Rates Regional Map

Important Contacts

- National TSP Team [\[E\]](#)
- NRCS AgLearn State Training Officers
- TSP State Coordinators
- USDA Service Center Locator
- e-Authentication Help Desk
- AgLearn Helpdesk
- TechReg Helpdesk



Section 3 Definitions

- 1) Where do I find the TSP definition?
- 2) What is the definition of a TSP?
- 3) What is TechReg?

7 CFR 652

TechReg

Online Tool:

- Provides list of certified TSPs.
- Location for TSPs to apply, become certified, and manage their profiles.
- Provides information for TSP's, Producers, and Public

Technical Service Provider means an individual, entity, or public agency either:

- (1) Certified by NRCS and placed on the approved list to provide technical services to participants; or
- (2) Selected by the Department to assist the Department in the implementation of conservation programs covered by this part through a procurement contract, contribution agreement, or cooperative agreement with the Department.



PART 4

NRCS Participant Responsibilities

At the end of this session you will know the following:

[NRCS Participant Responsibilities](#)

NRCS Participant Responsibilities

- Participants may obtain conservation technical assistance directly from the NRCS or, when available, from a TSP.
- Participants must comply with the terms and conditions of the program contract or written agreement, which includes meeting NRCS technical standards and specifications for any technical services provided by the TSP.
- Participants are responsible for selecting, hiring, contracting with and paying the TSP; meeting compliance and regulatory responsibilities; and providing NRCS with documentation that the technical services have been completed.



NRCS Participant Responsibilities

- Participants may receive payment for the technical services provided by a TSP up to the NRCS determined technical service payment rate (TSPR), or the rate determined by the State Conservationist.
- Participants may choose to have NRCS make a payment for technical services directly to the TSP by submitting Form NRCS-CPA-1236, “Assignment of Payment for TSP Services,” to the NRCS.
- Participants must authorize in writing to NRCS the disclosure of their NRCS file records that they wish to make available to specific TSPs by submitting Form NRCS-CPA-70, “Permission to Access Program Participant Information for TSPs.”



Wisconsin Voluntary Authorization for Release of Information

NRCS-CPA-70

U.S. Department of Agriculture
Natural Resources Conservation Service

NRCS-CPA-70
20010

PERMISSION TO ACCESS PROGRAM PARTICIPANT NRCS NATIONAL CONSERVATION PLANNING (NCP) DATABASE INFORMATION FOR TECHNICAL SERVICE PROVIDERS (TSP)

(A copy of this form must be signed by all owners and tenants of land included in the authorized folders and plans.)

Date: _____ USDA Service Center: _____
State: _____ County: _____

I, (print name) _____, hereby grant permission for (print name) _____, Technical Service Provider of (State) _____, to have access to the NRCS National Conservation Planning database folders and plans listed below for the specific purpose(s) of conservation planning related to Farm Bill Program Application/Contract Number _____ with access permission expiring on (Date) _____ or by my written request to NRCS at the above USDA Service Center.

All NRCS NCP folders and plans for the participant:

Participant Name (ex. Jane Doe or Lazy R Farms Inc.)

Only plans in the following NRCS folder(s):

NCP Folder Name (ex. Doe, Jane - 1234)

Only the following conservation plan(s):

Folder Name (ex. Doe, Jane - 1234)	Plan Name (ex. Complete2)

I understand that the TSPs are individuals, private businesses, nonprofit organizations, or public agencies with whom I have an independent contractual agreement and are not an agent or representative of the U.S. Department of Agriculture (USDA). I further understand that this request for access to my records does not constitute any implied reimbursement by NRCS for any resulting plan or design that does not meet the applicable NRCS requirements.

Signature _____ Date _____

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title II, Subtitle J - Miscellaneous Conservation Provisions).

Non-Discrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 725-2900 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-5272 (voice) or (202) 725-8392 (TDD).



Voluntary Authorization for Release of Information

Information that the Natural Resources Conservation Service (NRCS) gathers related your farm or agricultural operation is protected from disclosure to others by Section 1619 of the 2008 Farm Bill. NRCS MUST obtain your permission prior to releasing any information related to your farm/operation. By placing an "X" in the boxes below and signing this form, you authorize NRCS to release the designated information related to your farm. You may revoke this voluntary authorization at any time by providing NRCS a written request to no longer share the information in your NRCS case file.

I, _____ authorize the United States Department of Agriculture to release the following information relating to me, my farm/agricultural operation, and my NRCS case file:

All information contained in my cooperator case file.

The following specific information in my cooperator case file as checked below:

- Conservation Plan (planned/installed conservation practices) and supporting information such as, soil loss calculations and identified resource concerns which could be used by others to implement non-NRCS programs (e.g. Enforcement of Agricultural Performance Standards, Farmland Preservation)
- Schedule of Operations for financial assistance contracts (includes the timing of conservation practice installation and financial assistance records including funding amounts)
- Conservation Practice Designs, Construction Plans, Job sheets (often used to apply for permits)
- Certified and/or official Wetland/Highly Erodible Land determinations and related documentation
- Other specific information listed below:

The above information may only be released to the following individuals or entities:

Public Affairs related release:

() Use of pictures of your conservation practices in NRCS related presentations, public meetings, displays, local trainings, news articles, and on the web.

Full name and contact information of Requestor: _____

Landowners/Producer/Cooperator Signature _____ Date _____

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases apply to all programs and/or employment activities.)

Or other written authorization provided by the NRCS client that clearly states what information can be released



Section 4

NRCS Participant Responsibilities

- 1) The participants decides whether to utilize NRCS assistance or TSP assistance? (true or false)

True. It's the participants choice if want to utilize NRCS assistance or TSP assistance.

- 2) Certified TSP's are automatically entitled to NRCS case file information?

NRCS can provide case file information to a TSP only if the client has provide written authorization.

Section 5

TSP Responsibilities

At the end of this session you will know the following:

Who must be certified

How does one becomes a certified

Who are the State Coordinators

TSP responsibilities



Who must be certified?

TSPs must be registered and certified by NRCS and listed in the TechReg registry in order to provide technical assistance directly to participants who have entered into an agreement or contract with NRCS for TSP services.

Individuals or entities that provide technical services under the provisions of a procurement contract, cooperative agreement, or contribution agreement with the NRCS are not required to be registered and certified in TechReg.

How does a person, entity, or public organization become TSP certified?

Follow TechReg Step-By-Step Guide

- 1) Obtain Level 2 eAuthorization
- 2) Complete AgLearn TSP Orientation and Conservation Planning Training Course
- 3) Complete TechReg Profile and meet all criteria items for the category or CAP being applied for
- 4) Submit application through TechReg

Individuals and businesses can

Become a TSP



Detailed Instructions for Completing TSP Profile Parts 1 and 2

Login to TechReg:

1. Click on the large, green button labeled "Log into TechReg" from the TSP website <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/tsp/>.



- 2a. On the USDA eAuthentication Login screen, enter your eAuthentication User ID and password and click "login." **Skip to Step 10 below.**
- 2b. If you don't have a Level 2 eAuthentication Login, then click on "Create an Account" located in the gray box on the left.



3. Click on "Register for a Level 2 Account" button.



TSP Application Assistance

- e-Authentic Help Desk
- AgLearn Helpdesk
- TechReg Helpdesk

- Wisconsin TSP Coordinators:

Primary: Eric Allness

Backup: Judy Derricks

- Wisconsin AgLearn State Training Officers:

Deb White



Important Contacts

- [National TSP Team](#) 
- NRCS AgLearn State Training Officers
- TSP State Coordinators
- USDA Service Center Locator
- e-Authentication Help Desk
- AgLearn Helpdesk
- TechReg Helpdesk



Technical Service Categories

56 active categories

- All Categories
- AgroForestry
- CAP - Agricultural Energy Management Plan (124) - Landscape Plan Development
- CAP - Agricultural Energy Management Plan (128)
- CAP - Agricultural Energy Mgmt Plan (122) - Headquarters Plan Development
- CAP - CNMP (102)
- CAP - Conservation Plan Supporting Organic Transition (CPSOT) (138)
- CAP - Drainage Water Management Plan (130)
- CAP - Feed Management Plan (108)
- CAP - Fish & Wildlife Habitat Plan (142)
- CAP - Forest Management Plan (106)
- CAP - Grazing Management Plan (110)
- CAP - Integrated Pest Management - Herbicide Resistance Weeds Plan (154)
- CAP - Integrated Pest Management Plan (114)
- CAP - Irrigation Water Management Plan (118)
- CAP - Nutrient Management Plan (104)
- CAP - Pollinator Habitat Plan (146)
- CAP - Prescribed Burning Plan (112)
- CAP - Spill Prevention, Control and Countermeasure (150) – Develop and Approval
- Certified Conservation Planner
- Channel and Streambank Stabilization
- CNMP Plan Approval
- CNMP Plan Development - Feed Management (Expired-02/16/2016)
- CNMP Plan Development - Land Treatment (Expired-02/16/2016)
- CNMP Plan Development - Nutrient Management (Expired-02/16/2016)
- CNMP Plan Development - Total Plan (Expired-02/16/2016)
- Conservation Reserve Program (CRP) Conservation Planning
- Contaminate Reduction Control
- Cultural Resources Compliance Studies
- Energy – Reduce Use
- Feed Management
- Fisheries
- Fisheries Interdisciplinary Biological/Engineering
- Forestry
- Grazing/Forages
- Irrigation (Water Conveyance)
- Irrigation System (Application)
- Irrigation Water Management
- Land Shaping
- Land Treatment - Buffer
- Land Treatment - Surface Water Management
- Land Treatment - Tillage and Erosion
- Land Treatment - Vegetative Land Stabilization
- Manure and Wastewater Handling and Storage
- Non Irrigation Water Conveyance
- Nutrient Management - Organic and Inorganic
- Pest Management
- Prescribed Burning
- Reservoir Sealing
- Soil Stabilization for Access (Roads)
- Surface Water Detention/Retention
- Waste Utilization - Energy Generation (Current)
- Waste Utilization - Feedstock for Livestock (Current)
- Water Management (Drainage)
- Water Supply Facilities
- Water Well
- Well and Shaft Technology
- Wetlands (Interdisciplinary) Biological Components
- Wetlands (Interdisciplinary) Engineering Components
- Wildlife
- Wildlife Interdisciplinary Biological/Engineering



- CAP - Agricultural Energy Management Plan (124) - Landscape Plan Development
- CAP - Agricultural Energy Management Plan (128)
- CAP - Agricultural Energy Management Plan (122) - Headquarters Plan Development
- CAP - CNMP (102)
- CAP - Conservation Plan Supporting Organic Transition (CPSOT) (138)
- CAP - Drainage Water Management Plan (130)
- CAP - Feed Management Plan (108)
- CAP - Fish & Wildlife Habitat Plan (142)
- CAP - Forest Management Plan (106)
- CAP - Grazing Management Plan (110)
- CAP - Integrated Pest Management - Herbicide Resistance Weeds Plan (154)
- CAP - Integrated Pest Management Plan (114)
- CAP - Irrigation Water Management Plan (118)
- CAP - Nutrient Management Plan (104)
- CAP - Pollinator Habitat Plan (146)
- CAP - Prescribed Burning Plan (112)
- CAP - Spill Prevention, Control and Countermeasure (150) - Develop and Approval

CNMP Plan Approval



AgroForestry
Certified Conservation Planner
Channel and Streambank Stabilization
Conservation Reserve Program (CRP) Conservation Planning
Contaminate Reduction Control
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Energy - Reduce Use
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Land Treatment - Vegetative Land Stabilization

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Non Irrigation Water Conveyance
Nutrient Management - Organic and Inorganic
Pest Management
Prescribed Burning
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Waste Utilization - Energy Generation (Current)
Waste Utilization - Feedstock for Livestock (Current)
Water Management (Drainage)
Water Supply Facilities
Water Well
Well and Shaft Technology
Wetlands (Interdisciplinary) Biological Components
Wetlands (Interdisciplinary) Engineering Components
Wildlife
Wildlife Interdisciplinary Biological/Engineering



- CNMP Plan Development - Feed Management (Expired-02/16/2016)
- CNMP Plan Development - Land Treatment (Expired-02/16/2016)
- CNMP Plan Development - Nutrient Management (Expired-02/16/2016)
- CNMP Plan Development - Total Plan (Expired-02/16/2016)
- CNMP Plan Dvlpmnt - Manure & Wastewater Handling & Storage (Expired-02/16/2016)

Name	TSP Number	TSP Status	Category/CAP Name	Application Status	Email	Expiration Date	
[Redacted]	TSP-[Redacted]	Certified	CNMP Plan Dvlpmnt - Manure & Wastewater Handling & Storage (Expired-02/16/2016)	Certified	[Redacted]	8/10/2017	Edit

Wisconsin CNMP Contents and Certification Document (May 2016)

<p>Certified CNMP Planner</p> <p>Name: _____</p> <p>Business Name: _____</p> <p>Print _____</p> <p>Must be TSP TechReg certified for: "CAP - CNMP (102)" or "CNMP Plan Approval"</p> <p>Signature _____ Date _____</p>	<p>CNMP Professional Engineer Name:</p> <p>Business Name: _____</p> <p>Print _____</p> <p>Must possess valid WI PE license</p> <p>Signature _____ Date _____</p>
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Technical Service Categories

Categories

AgroForestry

Criteria

Start Date: 2/1/2006 ; End Date:

Alley Cropping (311); Riparian Forest Buffer (391); Silvopasture Establishment (381);
Windbreak/Shelterbelt Establishment (380); Windbreak/Shelterbelt Renovation (650);



Technical Service Conservation Activity Plans and Criteria Options for Certification

Date report generated: 3/14/2016

Date of last update: 03/14/2016

Note: This document lists all conservation activity plans and the options for certification within each conservation activity plan. You only need to meet the criteria for ONE option group to satisfy the certification requirements for an activity plan. However, you must meet ALL of the criteria within the selected option group.

Conservation Activity Plan	Options	Criteria
CAE - Agricultural Energy Management Plan (128)		<p>Start Date: 12/5/2014; End Date: Amendment for the Treatment of Agricultural Waste (593); Anaerobic Digester (366); Animal Mortality Facility (316); Building Envelope Improvement (672); Combustion System Improvement (372); Composting Facility (317); Conservation Crop Rotation (328); Contour Farming (330); Cover Crop (340); Cross Wind Trap Strips (589C); Farmstead Energy Improvement (374); Forage Harvest Management (511); Forest Stand Improvement (660); Fuel Break (383); Heavy Use Area Protection (361); Herbaceous Wind Barriers (603); Irrigation System, Microirrigation (441); Irrigation Water Management (449); Lighting System Improvement (670); Mulching (484); Nutrient Management (500); No-till (329A); On-farm (328); Pumping Plant (533); Residue and Tillage Management, No-Till (329A); Reforest and Covers (367); Sprinkler System (442); Stripcropping (385); Waste Facility Closure (360); Waste Separation Facility (632); Waste Storage Facility (313); Waste Transfer (634); Waste Treatment (629); Waste Treatment Lagoon (359); Windbreak/Shelterbelt Establishment (380); Windbreak/Shelterbelt Renovation (630); Woody Residue Treatment (384).</p>
	Agricultural Energy Management Plan Development-Sample Plan - Candidates should complete one (1) sample plan that follows: (1) current years Plan Development Criteria for CAE 128-Agricultural Energy Management Plan listed in Section III of the eOTD; (2) National Planning Procedures Handbook title 180, Part 600; and (3) in accordance with Performing On-farm Energy Audits (ANSI/ASABE S612). This process determines and documents current energy usage, over the past annual cycle, and provides cost-effective alternatives and recommendations for energy conservation of each farm enterprise. Plans should be submitted to your resident state TSP Coordinator by email, or send a paper copy by mail.	
	Agricultural Energy Management Plan Educational Degree - Candidates using this option must document in Section D of the TSP profile they possess a bachelors or higher level degree in engineering or architecture.	
	Agricultural Energy Management Plan Energy Audit Experience - Candidates using this option must document in Section II of the TSP profile: (1) three (3) years of experience with energy systems, engineering and management, and (2) completion of five (5) on-farm energy audits.	
	Agricultural Energy Management Plan Energy Audit References - In Section III of TSP profile, provide two (2) professional references needed verifying audit work.	
	Agricultural Energy Management Plan State Required Certification or Licensing - In Section C1 of the TSP profile enter all certifications or licenses required by state or local law or regulation in which service will be provided: (1) Professional Engineering license for this state; and (2) any other state specific required certification, license or registration. Documentation of certification or a license should be emailed to the State TSP Coordinator for all states where certification is being requested.	
	Agricultural Energy Management Plan Training - Candidates must document in Section D of the TSP profile successful completion of the NRCS approved training course Air Quality, Climate Change and Energy. The completion certificate should be emailed to the State TSP Coordinator for all states where certification is being requested.	
	Agricultural Energy Management Plan Development-Sample Plan - Candidates should complete one (1) sample plan that follows: (1) current years Plan Development Criteria for CAE 128-Agricultural Energy Management Plan listed in Section III of the eOTD; (2) National Planning Procedures Handbook title 180, Part 600; and (3) in accordance with Performing On-farm Energy Audits (ANSI/ASABE S612). This process determines and documents current energy usage, over the past annual cycle, and provides cost-effective alternatives and recommendations for energy conservation of each farm enterprise. Plans should be submitted to your resident state TSP Coordinator by email, or send a paper copy by mail.	
	Agricultural Energy Management Plan Energy Audit References - In Section E1 of TSP profile, provide two (2) professional references needed verifying audit work.	
	Agricultural Energy Management Plan Professional Certification - Candidates using this option must have one of the following documented in Section C1 of the TSP profile: (1) Certified Energy Manager (CEM) through the Association of Energy Engineers (AEE); (2) Certified Energy Auditor (CEA) through the Association of Energy Engineers (AEE); or (3)	

Technical Service Categories and Criteria Options for Certification

Date report generated: 3/14/2016

Date of last update: 03/14/2016

Note: This document lists all categories and the options for certification within each category. You only need to meet the criteria for ONE option group to satisfy the certification requirements for a category. However, you must meet ALL of the criteria within the selected option group. Waivers (or exceptions) to the minimum certification criteria may be considered. Contact the National TSP Team for more information.

Category	Options	Criteria
Agroforestry		<p>Start Date: 2/1/2006; End Date: Alley Cropping (311); Riparian Forest Buffer (391); Silvopasture Establishment (381); Windbreak/Shelterbelt Establishment (380); Windbreak/Shelterbelt Renovation (630).</p>
	Agroforestry Option 1 - Certification	<p>Agroforestry Certification: Be a full-member and certified with Consulting Foresters of America, Incorporated (ACFI) or hold a current certification as a Certified Forester by the Society of American Foresters (SAF). State Required Certification or Licensing: In Section C1 of the TSP profile enter all certifications or licenses if required by state or local law or regulation in which service will be provided. Documentation of certification or a license should be provided to the TSP's resident State TSP Coordinator and to the State TSP Coordinator(s) for the states where certification is being requested.</p>
	Agroforestry Option 2 - Experience	<p>Agroforestry Experience: 5 years experience, knowledge, and knowledge in planning, design, layout, inspection, or managing agroforestry practices associated with this category. Additional References: Provide two locations or customer references where technical service has been provided that can verify your experience and proficiency planning, designing, installation/layout and checkout of agroforestry practices. State Required Certification or Licensing: In Section C1 of the TSP profile enter all certifications or licenses if required by state or local law or regulation in which service will be provided. Documentation of certification or a license should be provided to the TSP's resident State TSP Coordinator and to the State TSP Coordinator(s) for the states where certification is being requested.</p>
	Agroforestry Option 3 - Education	<p>Agroforestry Education: Bachelor or higher-level degree in forestry or related plant science and 1 years experience and knowledge successfully planning, design, layout, or managing agroforestry practices associated with this category. Additional References: Provide two locations or customer references where technical service has been provided that can verify your experience and proficiency planning, designing, installation/layout and checkout of agroforestry practices. State Required Certification or Licensing: In Section C1 of the TSP profile enter all certifications or licenses if required by state or local law or regulation in which service will be provided. Documentation of certification or a license should be provided to the TSP's resident State TSP Coordinator and to the State TSP Coordinator(s) for the states where certification is being requested.</p>
Certified Conservation Planner		<p>Start Date: 12/5/2014; End Date: Conservation System Planning (CSP).</p>
	Certified Conservation Planner Option 1 - Knowledge and Training	<p>Additional Training: Candidates must document in Section D of the TSP profile successful completion of: 1) Introduction to the Field Office Technical Guide (AgLearn); 2) Cultural Resources Training Part 1 (AgLearn); 3) Erosion Prediction Software (wind and water erosion) Training; and 4) TSP certified conservation planner candidates must complete a State specific training module for each State where planning will be conducted. TSP's obtaining the National certified conservation planner designation will be certified to contact conservation planning in all States where they have completed the State specific training module. The State Specific Training Modules are located on the TSP Website from the Training Opportunities page or use this direct link to access the page: http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/cid-rrc-apr6403-642 Conservation Planning Knowledge: Possess and demonstrate the following knowledge, skills, and abilities: a) Knowledge of national conservation programs; b) Skill in applying the NRCS 9-step conservation planning process; c) Skill in assessing natural resource concerns; d) Ability to plan and implement conservation practices consistent to the geographic area; e) Knowledge of NRCS RCFD standards and specifications for applicable conservation practices in the State and locality; f) Skill in applying approved erosion prediction technology; g) Skill in using applicable site vulnerability assessment tool; h) Knowledge of Federal, State, territorial, Tribal, and local laws and regulations; i) Ability to accurately complete Form NRCS-CPA-52, "Environmental Evaluation Worksheet"; j) Knowledge of policy and procedures to protect cultural resources and historic properties; and k) Skill in communicating with landowners and operators. Conservation Planning NRCS Training Modules 1-9: Candidates must document in Section D of the TSP profile successful completion of: 1) National NRCS Conservation Planning Course, Part 1, modules 1-5 in AgLearn, or an approved alternative such as the TSP Orientation and Conservation Planning Course; and 2) National NRCS Conservation Planning Course Part 2, modules 6-8 available within a state or equivalent as approved by the National Conservation Technical Assistance (CTA) Program Manager. RMS Sample Plan and Field Review: Candidates must complete one field-reviewed RMS plan for a</p>



Technical Service Category

CAP – CNMP (102) Criteria Example

CAP CNMP (102) Option 1 - Knowledge, Experience and Training.

CAP CNMP (102) Option 2 - Knowledge and Education.

CAP CNMP (102) Option 2 - Knowledge and Education.	Criteria
	<p>Knowledge of fertilizer and manure management to develop nutrient management plans consistent with the current NRCS Conservation Practice Standard 590 Nutrient Management for the states seeking certification; or certification through at least one of the following organizations: 1) CCA-Certified Crop Advisor certification from the American Society of Agronomy (ASA), 2) CPAg- Certified Professional Agronomist certification from the American Society of Agronomy (ASA), 3) CPCSc: Certified Professional Crop Scientist certification from the American Society of Agronomy (ASA), 4) CPSSc: Certified Professional Soil Scientist certification from the American Society of Agronomy (ASA), 5) Crop Certification through the National Alliance of Independent Crop Consultants (NAICC), or 6) Other NRCS approved training program.</p>
	<p>Complete and document in Section D all of the following trainings: a) Conservation Planning NRCS Training Modules 1-9: Complete modules 1 through 9 of NRCS Conservation Planning Course or an equivalent NRCS approved Conservation Planning Training; b) Introduction to the Field Office Technical Guide (AgLearn) c) Current wind and water erosion technologies training coordinated through a State NRCS Office or an equivalent course approved by the Director, CPTAD; d) NRCS Agricultural Waste Management Systems, A Primer (AgLearn); e) NRCS Agricultural Waste Management Systems, Level 2 (AgLearn); f) Air Quality, Climate Change, and Energy (AgLearn); g) Air Quality Resource Concerns (AgLearn); h) Air QualityAssessment Tool Webinar – Dairy, Swine or Poultry (S&T Library); i) Introduction to Water Quality (AgLearn); and j) Nutrient Management, Modules 1-6 (AgLearn).</p>
	<p>Complete each State's Certified Conservation Planner, State Specific Training Module(s) for each State seeking CNMP Certification (TSP Website-Training Opportunities webpage).</p>
	<p>In Section C1 of the TSP profile enter all certifications or licenses if required by state or local law or regulation in which service will be provided. Documentation of certification or a license should be provided to the TSP's resident State TSP Coordinator and to the State TSP Coordinator(s) for the states where certification is being requested.</p>
	<p>Knowledge of CNMP policy contained in GM 190, Part 405 and CNMP Technical Criteria contained in each State Field Office Technical Guide.</p>
	<p>Possess a minimum of a B.S. or Associate degree in Natural Resources or Agricultural Program.</p>
	<p>Possess and demonstrate the following knowledge, skills and abilities: a) Awareness of the specific USDA and local program rules and regulations for conservation programs used to carry out conservation treatment, b) Skill in applying the NRCS conservation planning process, c) Ability to plan and implement conservation practices common to the geographic area, d) Knowledge of Federal, State, tribal, and local laws and regulations; e) Knowledge of livestock and/or poultry animal feeding operations, manure transfer systems, manure treatment systems, and manure/waste storage systems; and f) Proficient in the use of nutrient transport risk assessment tools (including Leaching Index, Phosphorus Index).</p>
	<p>Provide 1 sample plan developed within the last 3 years, their locations, and at least 2 associated customer references where technical service has been provided to document your experience and proficiency in the planning, designing, installation/layout, and checkout of the nutrient management practice and submit the plans by email, or send a paper copy by mail to your resident State TSP Coordinator.</p>

Knowledge of fertilizer and manure management to develop nutrient management plans consistent with the current NRCS Conservation Practice Standard 590 Nutrient Management for the states seeking certification; or certification through at least one of the following organizations: 1) **CCA-Certified Crop Advisor** certification from the American Society of Agronomy (ASA), 2) CPAg- Certified Professional Agronomist certification from the American Society of Agronomy (ASA), 3) CPCSc: Certified Professional Crop Scientist certification from the American Society of Agronomy (ASA), 4) CPSSc: Certified Professional Soil Scientist certification from the American Society of Agronomy (ASA), 5) Crop Certification through the National Alliance of Independent Crop Consultants (NAICC), or 6) Other NRCS approved training program.

Complete and document in Section D all of the following trainings: a) Conservation Planning NRCS Training Modules 1-9: Complete modules 1 through 9 of NRCS Conservation Planning Course or an equivalent NRCS approved Conservation Planning Training; b) Introduction to the Field Office Technical Guide (AgLearn) c) Current wind and water erosion technologies training coordinated through a State NRCS Office or an equivalent course approved by the Director, CPTAD; d) NRCS Agricultural Waste Management Systems, A Primer (AgLearn); e) NRCS Agricultural Waste Management Systems, Level 2 (AgLearn); f) Air Quality, Climate Change, and Energy (AgLearn); g) Air Quality Resource Concerns (AgLearn); h) Air Quality Assessment Tool Webinar – Dairy, Swine or Poultry (S&T Library); i) Introduction to Water Quality (AgLearn); and j) Nutrient Management, Modules 1-6 (AgLearn).



Provide 1 sample plan developed within the last 3 years, their locations, and at least 2 associated customer references where technical service has been provided to document your experience and proficiency in the planning, designing, installation/layout, and checkout of the nutrient management practice and submit the plans by email, or send a paper copy by mail to your resident State TSP Coordinator.

The sample plans must follow the standards, specifications, and plan development criteria established by the resident State for the technical services applied for. The resident State plan review will be used to determine if the TSP applicant has demonstrated the competency, experience, knowledge, and skill required for certification in the technical services for which he or she has applied.

Policy: M 440, Part 504.26 B (2)





TSP Certification Agreement

Certification Terms:

- USDA Standards and Specifications
- Compliance with Applicable Laws and Regulations
- Work Quality
- Liability
- Quality Assurance
- Reporting and Documentation
- Licensing Requirements
- Duration of Certification, Cessation of Services and Renewal Requirements
- Civil Rights
- Disclosure of On-Line Information

Electronically signed by TSP applicant;
and signed by NRCS TSP Regional Coordinator (if approved)

Technical Service Provider Certification Agreement

By signing this Certification Agreement, I (Randall Roland Gilbertson) agree to the terms set forth below, which are required for certification as a Technical Service Provider. I understand that certification by the USDA qualifies me to provide technical services to Title XII of the Food Security Act of 1985 program participants and the USDA. Certification does not constitute federal employment or any other legal relationship with the federal government nor does it entitle me to any special benefits or rights. Further, I understand that I am not a certified Technical Service Provider until the Natural Resources Conservation Service (NRCS): (1) determines that my certification application meets the requirements for certification set forth in 7 CFR Part 652, (2) signs this Certification Agreement, and (3) includes my name on the approved list of technical service providers.

I. Certification Terms.

A. USDA Standards and Specifications: I am familiar with and agree to meet all applicable USDA standards, specifications, and program requirements as set forth in USDA guides, handbooks, and manuals for the technical services I provide.

B. Compliance with Applicable Laws and Regulations: I agree to comply with all applicable Federal, State, Tribal and local laws and requirements for the technical services I provide, including but not limited to, 7 CFR part 652. I further agree that I must be familiar with any unique criteria required at the county level for particular conservation practices or technical services before providing technical services in a particular county. I acknowledge that I must be aware of these local criteria and agree to familiarize myself with any such criteria by contacting the appropriate NRCS State official before providing technical services.

C. Work Quality: I agree to represent in writing on each plan or other technical service document submitted to USDA or the program participant that the technical services rendered: (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 for which the program agreement or contract was entered into by the program participant or USDA, respectively, and (4) incorporate, where appropriate, low-cost alternatives that address the resource issues.

D. Liability: I assume all legal responsibility for the technical services I provide, and I understand that the USDA shall have no responsibility or liability for the technical services I provide.

E. Quality Assurance: I agree to submit to quality assurance reviews by the USDA or its agents of the technical services I provide, including providing any documentation requested by the USDA related to my provision of technical services.

F. Reporting and Documentation: I will develop and maintain documentation of the technical services I provide, including invoices, in accordance with USDA manuals, handbooks, and technical guidance and furnish this documentation to the local USDA Service Center office and the program participant when the particular technical service is completed. I will report technical service accomplishments following the policy outlined in the TSP Manual 440, Part 504.61



TSP Responsibilities

Policy: Manual 440, Part 504.11

- A. TSPs must be registered and certified by NRCS and listed in the TechReg registry in order to provide technical assistance directly to participants who have entered into an agreement or contract with NRCS for TSP services.

Individuals or entities that provide technical services under the provisions of a procurement contract, cooperative agreement, or contribution agreement with the NRCS are not required to be registered and certified in TechReg.

- B. TSPs must submit copies of all transcripts, licensing and certification documentation to NRCS upon request.
- C. TSPs are responsible for obtaining training necessary to become certified as TSPs, for establishing and maintaining training records, and providing training documentation to NRCS or to recommending organizations.
- D. TSPs must sign a certification agreement with NRCS that specifies the terms and conditions of certification.

TSP Responsibilities

- E. TSPs must ensure that assistance provided to participants meets NRCS technical standards and specifications as set forth in NRCS manuals, handbooks, guides, and other references for soils mapping and natural resources information, conservation planning, conservation practice application, and other areas of technical assistance.
- F. Technical services provided must be consistent with the particular conservation program goals and objectives for which the program contract was entered into by the participant.
- G. TSPs must document technical assistance provided in accordance with the appropriate NRCS statement of work (SOW), and report accomplishments in accordance with local NRCS reporting procedures for TSPs.



TSP Responsibilities

- H. TSPs may utilize the services of subcontractors to the extent allowable by State or Tribal law. Subcontractors may be used to provide specific technical services or expertise needed by the TSP, provided that the subcontractors are certified by NRCS for the particular technical services to be provided and the technical services are provided in terms of their certification agreement. Payments will not be made for any technical services provided by uncertified subcontractors, except when such technical services are provided under the provisions of a procurement contract, cooperative agreement, or contribution agreement with the NRCS.

- I. TSPs may help collect or assess data to support processing program applications, but administrative and program responsibility remains with NRCS, including determining eligibility, ranking applications, approving contracts, practice payments, etc.

TSP Responsibilities

- J. TSPs are responsible for providing technical services that comply with all applicable Federal, State, Tribal, and local laws and requirements.
- K. TSPs are to work with participants to help ensure that all approvals, authorities, rights, permits, and easements necessary for the implementation, operation, and maintenance of conservation practices have been obtained prior to conservation practice installation.
- L. TSPs assume all legal responsibility for the technical services provided, including any costs, damages, claims, liabilities, and judgments arising from past, present, and future negligent or wrongful acts or omissions of the TSP in connection with the technical service provided.
- M. TSPs must accept responsibility in writing for the particular technical services provided.





STATEMENT OF WORK

USDA, Natural Resources Conservation Service
Wisconsin
GRASSED WATERWAY (412)

DESIGN (911)

Deliverables:

- 1. Design Survey - The following information should be obtained and recorded in the field notes:
a. Profile and cross-sections along centerline
b. Topography of outlet (if required for a structure)
c. Site soils data
2. Design Data - The following information should be recorded in the design notes:
a. Hydrology of the drainage area
b. Analysis of soil data
c. Hydraulic computations - consider need for methods for discharging low prolonged flows
d. Outlet design (structural - vegetated etc.)
e. Vegetation requirements
f. Seed bed preparations
g. Seeding requirements
h. Quantity computations
i. O&M Plan
j. Cost estimate
k. Quality assurance plan
3. Drawings and Specifications - The conservation practice standard may contain a list of required items for inclusion in the plans and specifications. Typical contents include:
a. Location map
b. A plan view of the layout of the grassed waterway(s)
c. Typical cross sections of the grassed waterway(s)
d. Profile(s) of the grassed waterway(s)
e. Disposal requirements for excess soil material
f. Construction and material specifications
g. Vegetative establishment requirements
h. Quantities
4. Certification that the design meets practice standard criteria and complies with applicable laws and regulations (NEM Part 505, Non-NRCS Engineering Services)

ould be recorded in the field notes:

will dictate the need for compliance checks during be recorded in the field notes. Narratives of ie field notes or the job diary. Compliance checks

INSTALLATION (912)

Deliverables:

- 1. Documentation of pre-construction conference with client and contractor
2. Verification that client has obtained required permits

tion plan
y outlet structure

d of inspections made, testing completed,
current compliance with standards and

n modifications with client, original designer,

ederal, state, tribal, and local laws, regulations and

7. Certification that the installation process and materials meet design and permit requirements

CHECKOUT (913)

Deliverables:

- 1. As-Built Documentation - As-Built documentation shall include:
a. As-built plans showing all significant changes in linear measurements, alignment or design changes
b. The final quantities must be shown on the as-built drawing
c. Signed statement that the installed practice meets NRCS Standards and Specifications
d. Survey field notes
e. Job diary
f. Material compliance data
g. Photo of completed practice and any components
h. Practice location placed on the conservation plan map
2. Provide the following information to the NRCS field office servicing the relevant land unit for entry into the Performance Results System (PRS):
a. Technical Service Provider name
b. Customer name
c. USDA program funding the practice (if known)
d. Location of work (state, county, conservation district, land tract identifier)
e. Land use of field where the practice was installed (cropland, etc.)
f. NRCS practice name and quantity of practice installed in appropriate unit

CERTIFICATION OF COMPLETION

GRASSED WATERWAY (412)

PROGRAM PARTICIPANT INFORMATION

Name (print):

TECHNICAL SERVICE PROVIDER INFORMATION

Name (print):

TSP ID Number: Expiration Date:

TECHNICAL SERVICE PROVIDED

- Design (911)
Installation (912)
Checkout (913)

I hereby certify that the technical services I provided as a Technical Service Provider for this component(s) checked above: (1) comply with all applicable Federal, State, Tribal, and Local laws and requirements, (2) meets applicable USDA NRCS conservation practice standards, specifications, and program requirements, (3) are consistent with and meet the particular conservation program goals and objectives, (4) that I have provided the above named Program Participant the Deliverables in this Statement of Work for this component, and (5) comply with all "Certification Terms" as identified in the Technical Service Provider Certification Agreement.

Technical Service Provider Signature

Date



STATEMENT OF WORK

USDA, Natural Resources Conservation Service

Wisconsin

GRASSED WATERWAY (412)

DESIGN (911)

Deliverables:

1. Design Survey – The following information should be obtained and recorded in the field notes:
 - a. Profile and cross-sections along centerline
 - b. Topography of outlet (if required for a structure)
 - c. Site soils data
2. Design Data – The following information should be recorded in the design notes:
 - a. Hydrology of the drainage area
 - b. Analysis of soil data
 - c. Hydraulic computations - consider need for methods for discharging low prolonged flows
 - d. Outlet design (structural - vegetated etc.)
 - e. Vegetation requirements
 - f. Seed bed preparations
 - g. Seeding requirements
 - h. Quantity computations
 - i. O&M Plan
 - j. Cost estimate
 - k. Quality assurance plan
3. Drawings and Specifications – The conservation practice standard may contain a list of required items for inclusion in the plans and specifications. Typical contents include:
 - a. Location map
 - b. A plan view of the layout of the grassed waterway(s)
 - c. Typical cross sections of the grassed waterway(s)
 - d. Profile(s) of the grassed waterway(s)
 - e. Disposal requirements for excess soil material
 - f. Construction and material specifications
 - g. Vegetative establishment requirements
 - h. Quantities
4. Certification that the design meets practice standard criteria and complies with applicable laws and regulations (NEM Part 505, Non-NRCS Engineering Services)



United States Department of Agriculture

National Planning Procedures Handbook



Purpose of Conservation Planning is to ensure sound management of Soil, Water, Air, Plant, Animal, Energy and Human (SWAPAE+H) Resources. That is to address eligible **Resource Concerns!**

Policy: GM 180, Part 409.1 B

Title 180 - National Planning Procedures Handbook

United States
Department of
Agriculture
Natural
Resources
Conservation
Service

National Planning Procedures Handbook (NPPH), Edition 1



(180-600-H, 1st Ed., Amend. 6, Nov 2014)



United States Department of Agriculture

NPPH & NEPA

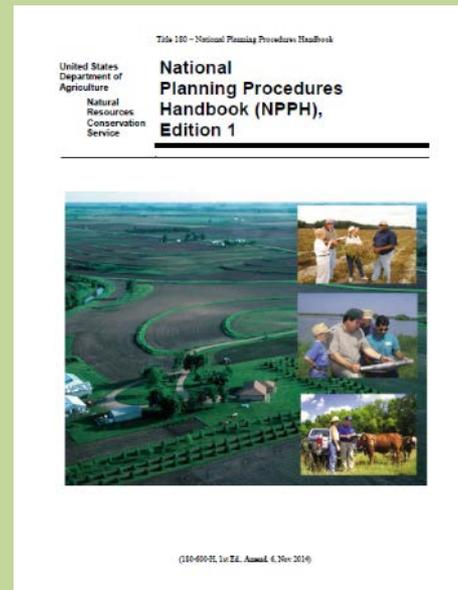


- NRCS will **document the planning process** on the National Environmental Evaluation (EE) Form (CPA-52).

Policy: GM 190, Part 410.5 A

- National Environmental Policy Act (NEPA) requirements will be incorporated into **all steps** of NRCS-assisted planning activities, and will not be considered as a separate process or requirement.

Policy: GM 180, Part 409.2H



Section 1: Project Information		Section 2: Alternatives	
Project Name: _____		Client Name: _____	
ENVIRONMENTAL EVALUATION CHECKSHEET		Client Address: _____	
Client Contact: _____		Program Authority: _____	
Client Address: _____		Client Contact: _____	
Step 1			
No Action		Alternative 1	
Alternative 2		Alternative 3	
Step 2			
Step 3 & 4			
Step 5			
Step 6			



TSP Responsibilities

TSPs are responsible for reporting the technical services they perform.

TSP must provide notified within 30 days of completion of work.

Policy: M 440, Part 504.61 A.

Technical Service Provider Certification of Services Provided

Please submit the completed worksheet to your customer who will provide it to the local NRCS field office. Your input declares that installed practices meet NRCS Standards and Specifications and improves the accuracy of the NRCS reporting system. Any supporting data needs to be attached i.e. as built drawings, plans, photos, etc.

CLIENT INFORMATION

Name: _____ Farm Bill Program: _____
Contract Number: _____ Contract Item Number(s): _____

TECHNICAL SERVICE PROVIDER INFORMATION

Name: _____ TSP Number: _____
Address: _____ TSP Expiration Date: _____
City, State, Zip Code: _____ County of Service: _____
Phone: _____

PRACTICES INSTALLED / COMPLETED

Practice Information			TSP Costs		
Practice Name	Units	Amount	Design	Installation	Checkout

I hereby certify 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-NRCS conservation practice standards, specifications, and program requirements,
3. Are consistent with and meet the particular conservation program goals and objectives,
4. Incorporate, where appropriate, low-cost alternatives that address the resource issues.

Technical Service Provider Signature

Date

To Be Completed By Landowner

I confirm that the practice(s) above have been installed for the identified contract and farm bill program with the assistance of this Technical Service Provider.

Landowner Signature

Date



Payments

Policy: Manual 440, Part 504.04 B.

NRCS may pay a participant with whom NRCS has a program contract or other applicable agreement for conservation technical services if all of the following conditions are met:

- (1) The participant selects an individual, entity, American Indian Tribe, or public agency from the list of certified TSPs.
- (2) The provided technical services meet all legal, technical, and programmatic requirements.
- (3) Funding is available.
- (4) The practice must be obligated in the CPC prior to TSP services being commenced.

Payments



- Certified TSP's are the only ones who can provide service for a Conservation Activity Plan (CAP) obligated through an EQIP contract.
- NRCS obligates Financial Assistance funds to an eligible participant to hire a TSP that is certified for the specific CAP.



Payments

NRCS Wisconsin has not obligated Technical Assistance funds in a EQIP contract for TSP services since 2008.

910	TA Planning
911	TA Design
912	TA Application
913	TA Check-Out

Fields:												
Tract:		Fields: 1, 2, 3; Tract:		Fields: 1, 2;		COMPLETION SCHEDULE AND ESTIMATED COST-SHARE OR PAYMENT BY YEAR						
Contract Item	Planned Conservation Treatment	Planned Amount	Unit Cost	Cost Share Rate/Method	2006	2007	2008					
					\$	\$	\$					
5	TSP (TA) - DESIGN(911)	1 no			588							
5a	TSP (TA) - DESIGN	1 NO	\$588.0000/ NO	100%AM	588							



Section 5

Roles and Responsibilities

- 1) Who must be TSP certified?
- 2) How does a person become certified?
- 3) What are some TSP roles and responsibilities?
- 4) How does NRCS make payments for TSP services?

Section 6

NRCS Roles and Responsibilities

At the end of this session you will know the following:

NRCS responsibilities associated with TSP's
TSP quality assurance checks

NRCS Employees

- Are required to adhere to NRCS policy contained in General Manual 110, Part 405, “Ethics.”
- Are prohibited from:

Providing references for TSP applicants.

Recommending specific TSPs to participants.

- Must comply with ethics regulations with regard to employee involvement with TSPs. Potential ethics issues may arise when an NRCS employee seeks to serve as a TSP, has a financial interest in a TSP, or seeks to work under the auspices of a TSP. Accordingly, NRCS employees should consult with the NRCS Ethics Office before acting in any of these capacities to ensure that they comply with ethics rules (see General Manual Title 110, Part 405, Subpart E, “Prior Approval of Outside Employment or Activity”).



NRCS District Conservationists

- Provide leadership and serve as the agency point of contact regarding technical services provided at the local level by TSPs.
- Receive the TSP's signed technical certification stating that the technical services provided meet NRCS standards and are documented in accordance with agency policy and guidance.
- Ensure that the documentation has been submitted as required by the appropriate NRCS statement of work (SOW)



NRCS District Conservationists

- Report TSP issues and concerns to the State-level TSP coordinator.
- Accept and process requests from TSPs for accessing customer data upon a properly completed Form NRCS-CPA-70, “Permission to Access Program Participant Information for TSPs” (see section 504.97, subpart I, of this manual)
- Accept and process requests for direct payment assignments to TSPs upon receipt of a properly completed Form NRCS-CPA-1236, “Assignment of Payment” (see section 504.103, subpart I, of this manual)

Spot Checks

Policy: General Manual 450, Part 407.20 D. 3.

- No less than the first two plans or practices completed by a certified TSP will be spot checked by NRCS.
- Spot checks will be performed for at least 5 percent of implemented conservation plans and practices annually.

A State Conservationist (STC) may include more stringent quality assurance safeguards as the magnitude or complexity of the technical services provided increases and as the risk increases for environmental damage and negative environmental impacts from practice failure.

Policy: M 440, Part 504.62 E



Section 6

NRCS Roles and Responsibilities

- 1) Can an NRCS employee be a reference for a TSP?
- 2) Can NRCS tell a participant which TSP to hire?
- 3) Can an NRCS employee become a TSP?
- 4) How often are spot checks performed for TSP's.

Section 7 SUMMARY



TRUE OR FALSE?



All technical services provided by a TSP must meet USDA standards and specifications when performing conservation planning?

TRUE

What is name of the on-line tool used to manage TSP profiles, certifications, and provide information to the public?

TechReg

TRUE OR FALSE?



TSPs must submit deliverables as required by the conservation practice Statement of Work (SOW) as documentation of completed work?

TRUE



Section 8

Questions / Comments





In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>; and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.