



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

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March 15, 2007

**INDIANA BULLETIN NO. 300-7-19**

**SUBJECT:** LTP – Guidance on the Availability of Technical Assistance Funds for Technical Service Providers on Environmental Quality Incentives Program Contracts

**Purpose:** To provide guidance on using Technical Assistance (TA) Funds for Technical Service Providers (TSP) in Environmental Quality Incentives Program (EQIP) Contracts in Fiscal Year 2007.

**Expiration Date:** September 30, 2007.

**IMPORTANT DATES**

**March 15, 2007:** A statewide conference call will be held to cover this bulletin and attachments – information to follow.

**Present to April 6, 2007:** TSP TA requests for eligible engineering practices from funded 2003 and 2004 EQIP contracts and for any eligible practice from 2005 - ~~2006~~ EQIP contracts which are submitted by the Area Office to the State Office will be approved for funding on a first-come/first-served basis;

**April 13, 2007 until Funds are Exhausted:** TSP TA requests for eligible engineering practices from funded 2003 and 2004 EQIP contracts and for any eligible practice from 2005 - ~~2007~~ EQIP contracts which are submitted by the Area Office to the State Office will be approved for funding on a first-come/first-served basis

For an EQIP participant to be eligible for TSP TA funds, **existing and funded contracts** must be modified to add the appropriate TA funds to the contract, unless applied for and approved through an FY07 application. Contracts are eligible for TSP payments only if the technical assistance has *not* been completed *and* no payments have been made to the producer for the practice. Any practice is eligible for TSP TA, **subject to available funding**, for EQIP contracted practices currently scheduled to be implemented in calendar year 2007, with the following five exceptions:

1. Contracts prior to FY03 are not eligible for any TSP TA funding.
2. FY03 and FY04 contracts are eligible for TSP TA funding for engineering practices only.
3. TSP TA funds for CNMPs are only available for FY05 and FY06 EQIP contracts - See Indiana Bulletin Number 300-7-18 for guidance on FY07 CNMP funding.
4. **Practices 702 (Agrichemical Handling Facility), 592 (Feed Management), 365 & 366 (Anaerobic Digesters), and all Ground & Surface Water Conservation contracts.** Technical assistance for these practices will not be available for FY07 TSP TA funds through TechReg.
5. **Practices exceeding \$100,000 installation cost.** NRCS Indiana TA is only available for practices that have a total estimated installation cost less than \$100,000; therefore, TSP TA is only available where the estimated installation cost is less than \$100,000. See the NRCS Indiana Supplement to Part 502 – Responsibilities, of the National Engineering Manual for related NRCS Indiana policy at [http://www.in.nrcs.usda.gov/intranet/manual\\_supplements.html](http://www.in.nrcs.usda.gov/intranet/manual_supplements.html)

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The following TA activities are eligible for payments to producers:

1. 910 Planning (Comprehensive Nutrient Management Plans and Prescribed Forestry plans **only**)
2. 911 Design (all practices)
3. 912 Installation (all practices)
4. 913 Checkout (all practices)

TA practice code **910 (Planning)** is available only for the development of a Comprehensive Nutrient Management Plan (CNMP – practice code 100) in FY05 and FY06 contracts only, or Prescribed Forestry (practice code 409) scheduled to be implemented in 2007 through EQIP only.

TA practice code **911 (Design)** is available for the development of a Design (Tree Planting Plan, Engineering Design, Pest/Nutrient Management Plan, etc.) for practices scheduled in 2007.

TA practice codes **912 (Installation) and 913 (Checkout)** are available for TA relating to the Installation (Pre-Construction Assistance, Location of Setbacks, Staking and Layout, installation inspection/assistance, permits, compliance with laws/regulations, etc.) and Checkout (records of implementation, certification that the installed practice meets NRCS standards and specifications, etc) of practices scheduled in 2007.

Payments to the producer for 910, 911, 912 or 913 can be made upon delivery of the required documents to NRCS as stated in the Statements of Work for the practice located in Section IV of the Electronic Field Office Technical Guide (eFOTG). The Nutrient Management Plan, Pest Management Plan and CNMP checklists meet these requirements.

**Payments for practices 912 and 913 will only be made at the same time, and should also be processed with the cost-share or incentive payment** since 912 and 913 activities will certify that the practice was installed according to NRCS standards and specifications.

**For All Engineering Practices:** all 3 TA activities (911, 912, and 913) must be scheduled and completed by the TSP. TA practice code 911 will not be scheduled without 912 and 913 for engineering practices.

For all practice codes, the maximum payment available to the EQIP participant will be based on the TSP Not-To-Exceed (NTE) rates published in TechReg - <http://techreg.sc.egov.usda.gov/NTE/TSPNTE2/index.asp>. **Copies of the final TSP NTE rates obtained from TechReg will be filed in the participant's file. All payments will be based on the bill submitted with the request for payment with the TSP NTE rate being the maximum payment.**

If you have participants meeting the requirements listed above, complete the following:

1. **District Conservationist**: Contact participants who are prepared to take advantage of this opportunity.
  - a. Complete the following sections on the '*FY07 TSP Request Form*' (attached).
    - i. Participant's name(s) (as it appears in ProTracts).
    - ii. Contract Number (as it appears in ProTracts).
    - iii. Conservation Practice Code.
    - iv. Practice amount (acres, animal units, numbers, etc.).
    - v. TechReg Not-To-Exceed rates (available only through TechReg).
    - vi. Total \$ amount.
  - b. Ensure the Participant understands they may only use TSPs from TechReg.
  - c. Provide the '*FY07 TSP Request Form*' to the participant with instructions on their responsibilities described below.

2. **Participants**: Complete the 'FY07 TSP Request Form' as follows:
  - a. Contact TSPs who are certified to provide the services and document the following:
    - i. TSP name.
    - ii. TSP TechReg **ID** number.

**NOTE: For CNMPs only in FY05 and FY06 contracts:** EQIP participants may need to contact and document more than 1 TSP on the 'FY07 TSP Request Form' if the TSP is currently not certified in the 'CNMP Plan Development - Total Plan' category. Following are the CNMP TSP certification category options that may be needed:

    1. CNMP Plan Development – Total Plan

**OR**

    1. CNMP Plan Development - Manure and Wastewater Handling and Storage
    2. CNMP Plan Development - Land Treatment
    3. CNMP Plan Development - Nutrient Management
  - b. The Participant must sign the form after verifying that the TSP(s) can **complete** the services prior to **September 1, 2007**.
  - c. The Participant must deliver the signed 'FY07 TSP Request Form' to the DC by the deadline established at the Area Level.
3. **District Conservationist**: Forwards all signed 'FY07 TSP Request Forms' to the Area Office as they are received from the participants.
4. **Area Offices**: Forwards 1 completed 'FY07 TSP Request Spreadsheet' (to be sent to the Area Program Specialist at a later date) per Area Office each Friday until funds are exhausted. (E-mail to Tony Bailey and Jim Dunaway)
5. **State Office**: Makes TSP funding decisions.
  - a. Notifies the Area Offices each Tuesday of funded TSP modification requests until funds are exhausted.
  - b. Transfers funds as needed to the counties with approved modification requests.
6. **Area Offices**: Notifies District Conservationists of State Office funding decisions and to complete the remaining steps on the funded requests.
7. **District Conservationist**: Modifies the contract(s) in ProTracts to schedule the appropriate TSP items by the deadline established at the Area Level.
8. **Area Offices**: Approve the modification(s) in ProTracts.

**Additional Guidance on TSP NTE Rates:**

- 1) **CNMP** (only for FY05 and FY06 contracts)
  - a) The Unit cost per animal unit = **total cost with travel (planning + followup + travel)**. *Note: these instructions are different than instructions found in the '07 EQIP Guidelines.*
  - b) For Beef Operations = use the TSP NTE rates for **Dairy**.
- 2) **Practice 633 (Waste Utilization)**
  - a) Since the CNMP plan includes all of the design necessary for nutrient management and waste utilization as part of the CNMP plan, do not include the design of 590 and 633 if a CNMP is being developed.

**3) Practice 409 (Prescribed Forestry)**

- a) Use practice 'Planning on Forestland' for the 910 TSP NTE rate.
- b) The Unit cost per acre = **total cost with travel (planning + followup + other + travel)**. *Note: these instructions are different than instructions found in the '07 EQIP Guidelines.*

**4) If a practice is not published on TechReg in Indiana, contact Tony Bailey via e-mail ([tony.bailey@in.usda.gov](mailto:tony.bailey@in.usda.gov)).**

**Additional Guidance for Practices with Multiple Years of Incentives:**

911, 912, and 913 are only available **1 time** per contract item (practice). 912 and 913 are only eligible the first year of practice implementation. Incentive practices implemented previously are not eligible for 912 and 913. Practices scheduled in 2007 but not previously implemented are eligible for 912 and 913.

To request TSP TA funds, follow the instructions provided in the attached "*Step By Step Process for fiscal year 2007 Contracts in ProTracts (EQIP)*" within the following deadlines:

For additional information on the use of TSPs or NTE rates, contact Tony Bailey at (317) 290-3200 ext. 345. For questions regarding EQIP policy, contact Harold Thompson ext. 386.

/s/

JANE E. HARDISTY  
State Conservationist

Attachment