



ROLES AND RESPONSIBILITIES FOR TECHNICAL ASSISTANCE TO USDA PROGRAM PARTICIPANTS

102 CNMP Plan Approval - Conservation Activity Plan (CAP)

Technical Services Provider (TSP) must be a certified TSP through TechReg (USDA Technical Services Provider Registry) in the CNMP Plan Approval, Conservation Activity Plan (CAP) Category.

The USDA program participant hires a certified TSP and pays the TSP using EQIP funds at the Technical Service Payment Rate (TSPR) as determined in their USDA program contract (also known as Participant Selection Process).

102 CNMP CONSERVATION ACTIVITY PLAN (CAP) – This practice is a one-time payment to the producer to hire a TSP to develop a Comprehensive Nutrient Management Plan (CNMP). The CNMP will provide practices to address the following:

- a. manure and wastewater handling and storage (including site plan and cost estimate)
- b. land treatment practices (including residue management and conservation crop rotation)
- c. nutrient management
- d. feed management (if applicable)
- e. other utilization activities

See NRCS EFOTG, *Section I, Reference Subjects, Agronomy, CNMP* for more information.

USDA PROGRAM PARTICIPANT - ROLES AND RESPONSIBILITIES

1. Notify the local NRCS office that a TSP will be used prior to employing their services.
2. Select a TSP from the certified list found at the following Web site: <http://techreg.usda.gov/>.
3. **Sign the NRCS-CPA-70 form authorizing the TSP access to case file information for planning or implementing the conservation practice.**
4. Provide a copy of the TSP roles and responsibilities to the selected TSP.
5. **Participate in at least one planning meeting with the NRCS representative and TSP to determine the resource concerns and the program participant's goals.**
6. Allow Natural Resources Conservation Service (NRCS) employees and TSP access to the planned production and land treatment areas.
7. Provide necessary inventory information to the TSP for development of the CNMP to NRCS standards and specifications. This includes, but is not limited to current soil nutrient tests, manure nutrient tests, planned crop rotations, etc.
8. Ensure that the CNMP satisfies the participant's production objectives.
9. Accept full responsibility to negotiate and reach agreement on cost and terms of assistance with the TSP, including:
 - a. Full responsibility for timely payment to the TSP and
 - b. Full responsibility for any TSP costs, including costs for any plan revisions, which exceed the TSPR in the USDA program contract.
10. Be prepared to obtain and comply with all permits required for CNMP implementation.
11. Provide, or have the TSP provide the servicing NRCS office, a copy of the applicable documentation required in the CNMP template.
12. Provide the servicing NRCS office copies of invoices received from TSP (including their TechReg Identification Number) for their services.
13. Ensure corrective measures are taken if deficiencies are noted during quality reviews performed by NRCS.
14. The producer is under no obligation to contract with the TSP retained for CNMP CAP, if he or she desires to implement any proposed design provided with the CNMP.

I have read and understand the responsibilities indicated above. Initial and date.

Program Participant	Date	TSP	Date	Designated Conservationist	Date



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TECHNICAL SERVICE PROVIDER - ROLES AND RESPONSIBILITIES

1. **Participate in at least one planning meeting with the program participant and the NRCS representative to determine the resource concerns and the program participant’s goals.**
2. **Sign the NRCS-CPA-70 form authorizing the TSP access to case file information for planning or implementing the conservation practice.**
3. Conduct inventory and investigations necessary to develop the CNMP.
4. Prepare the CNMP in accordance with NRCS standards and specifications.
5. Develop a list of practices needed for implementation of the CNMP, including the practice(s) unit and extent.
6. Provide the program participant a cost estimate based on the implementation of the proposed CNMP and associated practices.
7. Provide information on necessary permits that may be required by the USDA program participant to meet all local, state or federal regulations.
8. Provide electronic and paper copies of approved project documentation to the program participant and servicing NRCS office.
9. **TSPs are not to provide any estimate of EQIP payments in the CNMP or cost documentation.**

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NRCS FIELD OFFICE - ROLES AND RESPONSIBILITIES

1. Participate in the initial planning meeting with the TSP and program participant.
2. **Sign the NRCS-CPA-70 form authorizing the TSP access to case file information for planning or implementing the conservation practice.**
3. Provide and review the Role and Responsibilities documents with the program participant and TSP.
4. Complete the Environmental Evaluation (NRCS-CPA-52). The document will be reviewed and signed by a responsible federal official (RFO), as determined by NRCS.
5. Maintain the Conservation Assistance Notes (NRCS-CPA-6) through process.
6. Maintain the program participant's case file, include technical service documentation provided by the TSP.
7. Provide the program participant copies of any existing case file records relevant to the technical assistance being provided by the TSP.
8. NRCS will bring any concerns regarding the CNMP development to the attention of the TSP and the program participant.
9. The NRCS will not participate in the surveys, investigations or certification.
10. Recognize that the NRCS has a contractual relationship with the program participant. **NRCS will not direct the work of the TSP.**
11. Report progress in the Performance Results System and indicate TSP assistance was utilized.

FIELD OFFICE OR AREA OFFICE

1. Provide the USDA program participant and/or TSP access to copies of the NRCS standards, specifications, standard drawings, software, and other design aids used by the NRCS. Costs for reproduction of these materials are the responsibility of person making the request.
2. Conduct quality reviews, as appropriate, of the technical services provided by the TSP after the services are reported and all documentation is received from the USDA program participant.

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Program Participant	Date	TSP	Date	Designated Conservationist	Date