



Natural Resources Conservation Service  
P.O. Box 1458  
Bismarck, ND 58502-1458

---

November 24, 2004

### **TECHNICAL GUIDE NOTICE ND-64**

This notice announces a revision to the Field Office Technical (FOTG), Section I, Cost Data effective November 24, 2004.

Fiscal Year 2005 Cost Lists for EQIP, EQIP-LRF and EQIP-BF have been updated and will replace the Cost Lists in eFOTG, Section I, Cost Data. TSP cost data has been added to the list for contracts that utilize technical service providers. These cost lists will be used to develop new contract support documents in toolkit. Instructions for loading the cost lists are attached.

Note: Cost lists include the components most commonly used for each practice. They do not contain all the possible components for each practice. Therefore, if a component for a practice is not currently in the existing list, it can be added to the practice in the cost list by following the instructions for editing cost lists in the toolkit user guide.

Questions regarding cost list data may be directed to Stuart Blotter, Resource Conservationist, at (701) 530-2034 or [stuart.blotter@nd.usda.gov](mailto:stuart.blotter@nd.usda.gov).

/s/

EUGENE F. SCHOCK  
State Resource Conservationist

Attachment

Distribution: FOTG

# **Instructions for Archiving 2004 Cost Lists and Loading 2005 Cost Lists**

The FOTG folder should be updated on the service center server F: drive with new cost lists. The download icon can then be used on each machine to download the updated information from the server to all field office computers.

## ***Archive the 2004 Cost Lists on each machine***

- 1) Using windows explorer go to C:\Field\_Office\_Tech\_Guide\Section\_I
- 2) Two folders named current cost lists and old cost lists should be located in the Section I folder. Click and drag all 2004 cost list files in the current cost lists folder to the old cost lists folder. The current cost list folder is now empty and ready for receiving the 2005 cost lists.

NOTE: Not all Field Offices may have the cost lists in current cost lists and old cost list folders. They may be in folders by FY or another name. The important factor is that you are archiving prior year cost lists and using the 2005 cost lists for new contracts.

## ***Loading the 2005 Cost Lists on the service center server (this only needs to be done by one person in the office)***

- 1) Select the 2005 cost lists from the email message or from the eFOTG website under Section 1, Cost Data.
- 2) Select the cost lists you want to load for your Field Office
- 3) Right click and select copy (or save if on eFOTG site).
- 4) Go to F:\FOTG\Section\_I\Current\_Costs, right click, and select paste (or save if on eFOTG site).

## ***Loading the 2005 Cost Lists on other Field Office Computers***

- 1) Select the download FOTG icon on each computer to load updated information from the server to all field office computers.

If you have questions contact your Area Resource Conservationist or Area Computer Specialist.