



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

November 10, 2005

TECHNICAL GUIDE NOTICE ND-87

This notice announces revision to the Field Office Technical (FOTG), Section I as follows:

- Fiscal Year 2006 Cost Lists for EQIP, EQIP-LRF, EQIP-BF and CRP have been updated and will replace the Cost Lists in eFOTG, Section I, Cost Data. 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.
- Letter Opinion 2005-L-28 from the Office of Attorney General has been posted to Section I – Laws. This document addresses the status of tree plantings being exempt from North Dakota’s One-Call excavation laws.

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

/s/

TODD A. SCHWAGLER
State Resource Conservationist

Attachment

Distribution: FOTG

Instructions for Archiving 2005 Cost Lists and Loading 2006 Cost Lists

The FOTG folder should be updated on the service center server F: drive with new cost lists. The upload and download Icons that were used to keep your C drive current have been removed. Because of this, I would recommend that you maintain the cost list in your F drive only.

Archive the 2005 Cost Lists

- 1) Using windows explorer go to F:\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 the 2005 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 2006 cost lists. You could also highlight the files and use the cut and paste feature if you wish.

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 2006 cost lists for new contracts.

Loading the 2006 Cost Lists on the service center server (this only needs to be done by one person in the office)

- 1) Select the 2006 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).

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