

## Notice to Participant Regarding TSP Assistance

(Participant Name) [insert date]  
Address

RE: Authorization for Technical Service Provider Assistance File Code: [insert]

Dear \_\_\_\_\_:

You have selected to use a certified Technical Service Provider (TSP) to provide technical services regarding (*spell out services to be provided, reference applicable agreement, contract, contract items, etc*).

You are responsible for selecting a TSP from the NRCS approved list of those that have been certified to provide the assistance for the above-listed practices. You can obtain a list of certified TSPs by accessing the TSP Web site at <http://techreg.usda.gov>. You can also review résumés of the TSPs by:

1. Selecting technical service provider on the left side of the screen,
2. Click on the State map,
3. Click on the county map, and
4. Check the resume of the TSP.

It is your responsibility to ensure that the work performed by your TSP is in accordance with all Federal, State, Tribal, and local laws and ordinances. Concerns that may be identified during the application of the individual practices or other technical service must be brought to the attention of NRCS before proceeding with the installation. Some examples are: The National Historic Preservation Act, National Environmental Policy Act, Threatened and Endangered Species Act, and Clean Water Act (404 permits).

The enclosed Statement(s) of Work identifies the necessary documentation your TSP will need to provide you, along with an invoice for services provided. Please submit this documentation to NRCS before payment of services is made.

You are responsible for payment to the TSP for the contracted technical service. You may authorize NRCS to make payment directly to the TSP by signing Form CCC-36, Assignment of Payment. The form can be obtained at any USDA Service Center. To receive reimbursement, the technical service must be complete and documentation must be submitted to the NRCS office by the end of the fiscal year of which the work was performed (i.e., September 30, [insert year]).

NRCS personnel are held to strict standards concerning the confidentiality of our client's records. We will only be able to provide information concerning your conservation plan and/or financial assistance contract to you or by written authorization from you. At the same time, your TSP is not bound by the same statutes as NRCS employees. As such, you should discuss and reach a level of understanding concerning confidentiality with the TSP you hire.

If I can be of any assistance, feel free to contact me at (phone #), or (e-mail address).

Sincerely,

NAME  
District Conservationist (and equivalent)