

Part 505 – Non-NRCS Engineering Services

Subpart A – Introduction

Sample Letter When Landowner Uses a TSP

Dear Landowner:

You have requested assistance from the U. S. Department of Agriculture for a (insert conservation practice(s) **example: livestock manure management system**). Our objective is to help you implement an environmentally sound solution for your resource concerns.

You have elected to hire (insert name of TSP), a certified Technical Service Provider (TSP) to provide technical assistance for implementation of your conservation practices. The TSP will be required to provide designs and documentation consistent with Natural Resources Conservation Service (NRCS) standards and specifications and for certifying the work that is installed. There are certain items that must be submitted to NRCS to meet these requirements. The items required are detailed below and in the attached Statement of Work. We hope this will clarify expectations for all parties involved and prevent any possible misunderstanding.

Prior to Construction (Statement of Work Design Phase)

- (1) An approved conservation plan must be developed. This plan must include all practices that you plan to install with federal cost share assistance. We can assist you in developing the required plan. Please contact me to obtain this information.
- (2) You must submit the following items prepared by the TSP to NRCS:
All documentation required in the appropriate Statement of Work.
- (3) You are responsible for obtaining all permits and contacting all utility companies with facilities in the work area.

During Construction (Statement of Work Installation Phase)

- (1) Provide all documentation as required in the appropriate Statement of Work.
- (2) You are responsible for hiring the contractor and ensuring that the inspection plan is carried out and the practice(s) is completed according to the approved construction drawings and specifications.
- (3) You need to notify this office before construction is scheduled to begin.
- (4) Changes made during construction will need to be approved by the TSP and noted on “As-Built” drawings.

After Construction (Statement of Work Checkout Phase)

- (1) After construction is complete and prior to the practice being certified for payment, you will need to provide NRCS with all documentation required in the appropriate Statement of Work.
- (2) The “As Built” construction drawings shall show dimensions, lines and grades of the installed practices and any changes that were made to the original set of plans. All components of construction shall be documented and certified on the “As Built” construction drawings. The “As Built” construction drawings shall have a signature and seal of the Virginia Registered Professional Engineer on the cover sheet along with the following statement and accompanying signature:

To the best of my professional knowledge, judgment and belief, these practices are installed in accordance with the construction drawings (as shown on these “As Built” drawings) and specifications and meet NRCS standards.

Registered Engineer, P.E.

Date

- (3) NRCS may conduct a review of the function of the practices based on “As Built” drawings and construction documentation; conduct spot checks of the installation during and/or after construction, as necessary; notify you if there are any deficiencies that require corrective action; and certify installation for USDA cost-share when review is satisfactory.
- (4) You will need to follow the Operations and Maintenance Plan for the system.
- (5) Before manure is applied to the land, a Comprehensive Nutrient Management Plan shall be developed for your operation.

We look forward to working with you and your TSP. If you have any questions, please call me at _____.

Sincerely,

District Conservationist