

For: State Offices

ECP Technical Assistance (TA) Payments

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

When administering ECP in a State, technical expertise is needed to implement certain ECP practices. State Offices may establish a reserve of up to 10 percent of the ECP funds allocated to a State. TA reserves shall be established and paid at the rate agreed to by FSA and NRCS in the State Memorandum of Understanding (MOU), according to 1-ECP, paragraph 76.

Note: TA MOU must be in effect **before** TA payments are issued.

NRCS State Offices shall bill the FSA State Office for services **after** ECP services are performed. These billings may not exceed 10 percent of the amount of funds allocated to the counties.

B Purpose

This notice:

- informs State Offices of the process for issuing TA payments for ECP and program code ECPHGM
- provides instructions for:
 - establishing a TA reserve
 - issuing TA payments
 - recording TA payments on the conservation ledger on System 36
- requires State Offices with MOU's to submit a copy to the National Office.

Disposal Date	Distribution
October 1, 2007	State Offices

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1 Overview (Continued)

C Contact

State Offices may direct questions about:

- ECP TA payments to Ilka Gray, CEPD, Program Analysis Branch (PAB), by either of the following:
 - e-mail to **ilka.gray@wdc.usda.gov**
 - memorandum to CEPD, Attn: PAB
- ECP MOU policy to Clayton Furukawa, CEPD, by either of the following:
 - e-mail to **clayton.furukawa@wdc.usda.gov**
 - memorandum to CEPD.

2 Action

A State Office Action

State FSA Offices should:

- establish MOU for ECP if one does not already exist
- issue TA payments when all conditions in this paragraph and paragraphs 3 and 4 are met
- record TA payments according to paragraph 4.

Note: Only **State FSA Offices** have the authority to establish MOU's.

B Establishing MOU

Each State should develop an ECP MOU if one does not already exist according to 1-ECP, paragraph 76. Send a copy of ECP MOU to the ECP Program Manager by **COB on January 31, 2007**. FAX or e-mail a copy of MOU to Clayton Furukawa at **clayton.furukawa@wdc.usda.gov**. Negative reports are required.

3 Preparing for ECP TA Payments

A Establishing Reserves

Establish TA reserves for ECP and ECPHGM according to 1-CONSV, subparagraphs 582 A and B. TA reserves are needed **before** TA payments are issued.

B Actual Costs

Follow 1-ECP, paragraph 77, which requires that NRCS, or technical service provider (TSP) bill FSA for the **actual** cost of ECP services performed.

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3 Preparing for ECP TA Payments (Continued)

C Rounding Payments

State FSA Offices shall issue payments for technical services in whole dollars only. Standard rounding principles apply.

D eFunds Processing

State Offices shall ensure that funds are available in eFunds in the corresponding TA code before issuing an ECP TA payment.

Program	eFunds TA Code	Program Payment Code
ECP	4600	ECPSCS
ECPHGM	4830	ECPGTA

State Offices shall move the funds in eFunds from other ECP account codes by contacting Ilka Gray and requesting funds be moved. Requests shall be submitted by the following methods:

- e-mail to ilka.gray@wdc.usda.gov
- FAX to 202-720-4619.

4 Issuing ECP TA Payments

A Issuing TA Payments in State Offices

Follow 1-FI, paragraph 161 and Exhibit 5 to issue ECP TA Payments. No other payment processing method is currently authorized for issuing ECP or ECPHGM TA payments.

B State Office

Only State Offices may issue TA payments for ECP and ECPHGM.

Note: TA payments for ECPHGM practice EC7-F, Forestry, will be issued at the National Office.

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4 Issuing ECP TA Payments (Continued)

C Recording ECP TA Payments

Since TA payments are issued through the nonintegrated program payments system, payments shall be recorded separately on the conservation ledger's System 36 to be properly recorded in conservation reports. Follow 1-CONSV, subparagraph 582 D to record TA payments on the conservation ledger System 36.

Note: Once State Offices record the TA payments, no further action is necessary. TA payments will "roll off" during end of FY conservation program ledger processing.

D National Office Recording of ECP TA Payments

The National Office will issue FSA-357 at the beginning of the subsequent FY showing the TA payments issued.