

NRCS / District Technical Service Provider Task Orders

1. Identify Opportunities:

- District Conservationist (DC) determines workload by program
- DC identifies work that exceeds staff capacity; or might be more economically or efficiently performed by a Conservation District (CD)
- DC proposes task opportunities to CD

2. Capable CD Staff Available:

- DC and CD develop Task Order
 - Specific Tasks (attach eFOTG Statements of Work; non-eFOTG tasks adequately described in narrative statements of work)
 - DC identifies reportable PRS accomplishments anticipated
 - Specific commencement and completion dates are identified
 - CD develops estimate of time, cost and includes overhead not exceeding 10%; reviewed and refined with DC
 - If a contractor is utilized by the conservation district, the NRCS must concur with the selection of the contractor based on technical expertise.
- DC develops surveillance plan to monitor task force accomplishment and assure quality control.

3. Task Order Request Process:

- Task Order is signed at Field Level (Attachment D)
 - Show Names of Signatory individuals under Title.
 - Includes CD costs (WSSC share & direct fee & NRCS share)
 - Authorized CD employee approves
 - CD "Area" Engineer signs, if applicable
 - DC signs for NRCS
 - NRCS employee with appropriate technical approval authority signs
 - Task Order routed to Area Conservationist (AC) for approval

4. Task Order is forwarded to AC:

- Task Order is forwarded to AC
 - AC assigns NRCS reference number (Format: E (East), C (Central), or W (West) area designator followed by sequential number assigned by AC)
 - AC approves
 - Original is sent to WSSC, concurrently

- Original is mailed back to State Administrative Officer (SAO)

5. Task Order Approval Process:

- NRCS SAO reviews & approves Task order and forwards to WSSC
- WSSC confirms appropriated funds are available.
- WSSC attaches grant number used for tracking and inquiries
- WSSC approves Task Order and routes (hard copy & scan) to: CD, AC, DC, SAO

6. CD Starts Work

7. After Funding is Awarded - Tracking Accomplishments & Requesting Payment

- CD technician completes Accomplishment forms monthly within timeframe of task order
- CD Admin staff reference grant number for billing
- CD Admin mails originals and includes summary & detail pages, timesheets & A-20 equaling costs reported on Accomplishment Forms
- Admin Staff mails originals to DC
 - Narrative statement should be included if the CD is submitting partial completion
 - Narrative statement is required if the quantity accomplished is less than agreed to when the task order is submitted as final.
- DC approves costs reported on Accomplishment Form
- DC signs & mails originals to WSSC
- Repeat steps until task order is complete
- Close Out form must be received for final payment

8. WSSC Payment to CD & Reimbursement to WSSC by NRCS

- WSSC reimburses CD for 100% of approved costs after all originals for task order has been received until completion of task order
- WSSC submits quarterly reimbursement request (SF-270) to SAO
 - Original Accomplishment Form provided as documentation
- NRCS reimburses WSSC
 - SAO provides a listing of task orders paid to AC and DC

Implementation of Task Order

Each Month

1. Regular Timesheets – signed by employee & supervisor
2. District technician completes and signs Report of Accomplishments - Attachments E & F
3. Secure signatures on Report of Accomplishments from NRCS DC
4. NRCS DC maintains budget level detail for each program and monitors' spending to ensure it is within allotted amount on task order.
5. CD then submits reimbursement request by email (sccgrants@scc.wa.gov) and mail originals to WSCC by the 10th of each month. (P.O. Box 47721 Olympia, WA 98504-7721)

At completion of Task Order

6. Grant/Task Order Close out form signed by CD supervisor
7. Report of Accomplishments completed and signed by CD technician and forwarded to NRCS DC for signature.
8. Final voucher, Grant Close Out Form and Report of Accomplishments are submitted to sccgrants@scc.wa.gov. and mail all originals to WSCC.

****ALL ORIGINALS SIGNED BY BOTH CD TECHNICIAN AND DC MUST BE RECEIVED BY WSCC BEFORE PAYMENT WILL BE DISBURSED***