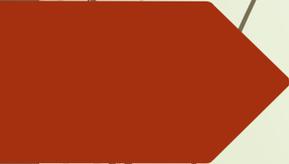




TSP Task Orders Funded by NRCS & WSCC



NRCS & Conservation Commission & Conservation Districts

Welcome & Logistics

- Ray Ledgerwood – Moderator
- Peter Bautista – NRCS
- Aquila Bernard - WSCC

Join the audio at:

- 1 (951) 266-6126
- access code: 522-710-625
- Join on the web at:
 - www.joingotowebinar.com
- webinar ID: 128-889-801

Logistics

- ▶ All muted lines except presenters during background portion
- ▶ Questions
 - ▶ via web – use dashboard on your computer
- ▶ Will get to as many questions as we can
- ▶ Presentation recorded
- ▶ Feedback welcome – kudos, comments, etc – email ray.ledgerwood@scc.wa.gov



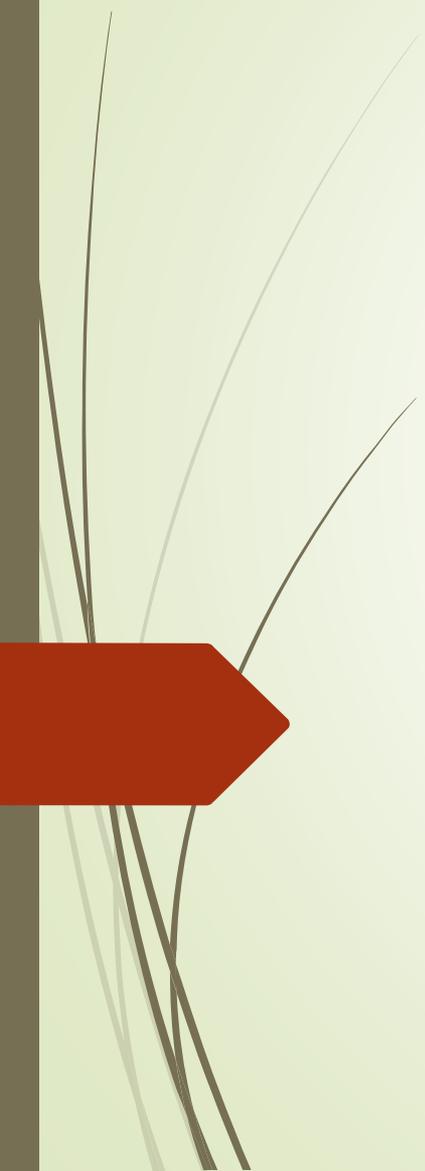
Session Purpose

- ▶ The purpose of this webinar is to provide procedural basics of the task order implementation including focus on the requests, task order development, budgeting, implementation, vouchering and reporting steps for TSP Task Orders for Farm Bill Conservation Program Delivery. Questions are invited.
- 



Agenda

- ▶ Opening Comments, Session Purpose & Agenda
 - ▶ Technical Service Provider Task Orders Background
 - ▶ Task Order Procedural Basics
- 

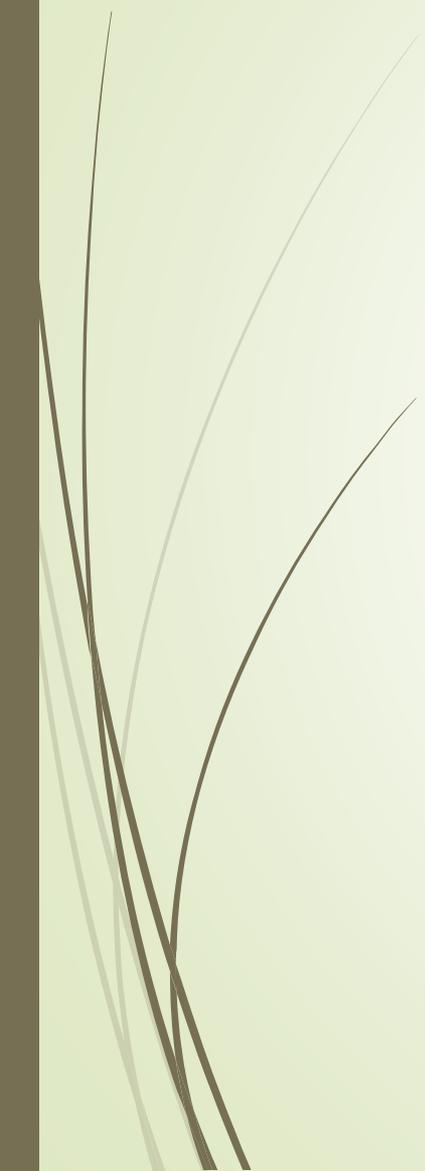


TSP Task Orders Background

Presented by Peter Bautista & Ray Ledgerwood



TSP Task Orders background

- Contribution Agreement – NRCS & WSCC
 - 50% Federal – 50% State
 - Work on Farm Bill Conservation Activities
 - Program Funding Utilized and Limited
 - Matching NRCS Needs with Conservation District Expertise
- 



Two Rounds of Task Orders

- ▶ First round issued before end of fiscal year – September 2014
 - ▶ Second round issued at beginning of next federal fiscal year – October 2014
 - ▶ All task orders completed by May 2015 – end of state fiscal year and biennium
- 



Examples of Successful Conservation Work Completed via Task Orders

- EQIP Signups
- Engineering
- Cultural Resources
- CRP Field Checks
- CSP Assistance
- Distance Services



Task Order Form - Essential Requirements

- ▶ Task Order # normally assigned by NRCS Liaison (ex. West Area WA-13-## chronological)
- ▶ CD and staff to perform services – provide info
- ▶ Task Order Expiration Date –provide info
- ▶ Provide Items of Work Deliverables – Be specific with Items, Units, Costs and Quantity
- ▶ Task Order Template Equations – Please maintain integrity of equations
 - ▶ Totals and C/S Costs
- ▶ Fund Distribution Entry and AC Initial of approval (Mid-section of Form)
- ▶ Signatures: DM, DC, Technical Concurrence, AC, NRCS Liaison, WSCC Liaison (@ bottom section of form)



Task Order Supporting Documentation Requirements

Statement of Work:

1. Provide Items of Work/Deliverable specifics; including, practice standards applicable, quantities, associated work involved and estimated performance times.
 - a. Recommend using TSP performance times for practice (planning, design, check out) or past performance info.
2. Producer Names, Contract Numbers and practice lists for work to be performed.
3. Staff to perform work – provide specific names, projects/practice and milestones (dates) and estimated performance times.



Task Order Supporting Documentation Requirements

Budget Breakdown:

1. Categories of Costs:
 - a. Salaries and Benefits – Composite Rates of Staff performing work and Estimate times used
 - b. Travel and Per Diem Costs – # of Days
 - c. Supplies or Equipment (if applicable)
 - d. District Indirect Costs no more than 10% (if applicable)
2. Cost Share breakdown matrix of Budget summary



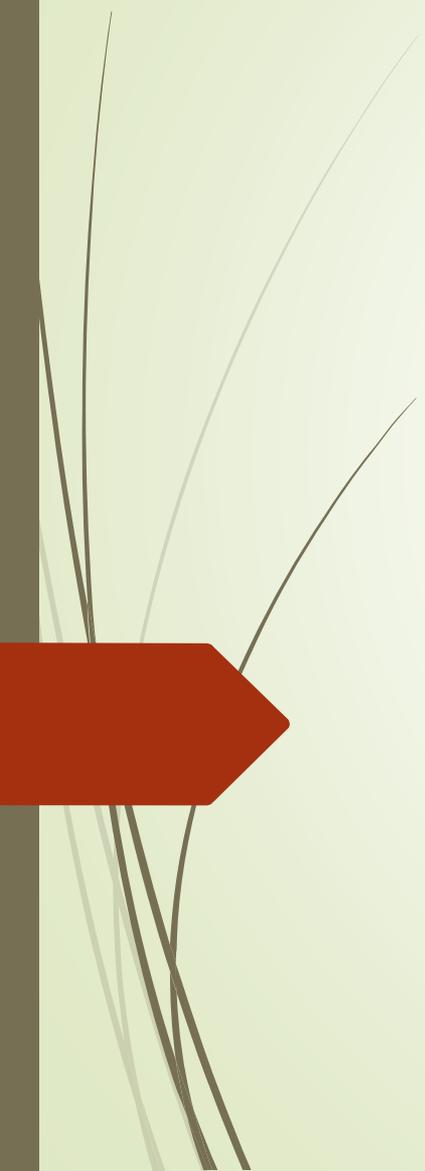
Task Order Supporting Documentation Requirements

Surveillance Plan

1. Provide a surveillance plan of Quality Controls to communicate and monitor progress of task order activities, including the following considerations:
 - a. Meeting to commence work
 - b. Schedule and process of routine meetings to check with Task Order activity progress
 - c. Process of Access to producer information to ensure Privacy-PII info, if applicable for contractors and CDs that are not allowed unescorted access.
2. G – Acknowledgement of 1619 for all Contractors (& Sub-Contractors) that are performing work for CDs.

Task Order Modifications:

- ❖ **Modifications entail minor changes to the original Task Order previously approved.**
 - Extension of expiration dates.
 - Increase or decrease to made to items of work, that doesn't change SOW or overall budget.
 - Other minor changes can be considered, however for all proposed modification recommend that all parties are informed and supportive before modification sent up to NRCS Liaison.
- ❖ **Any proposed that will change the SOW Scope and / or Increase Budgets will not be considered for a Modification / Amendment.**
- ❖ **Review requirements:**
 - Pen and ink change to a scanned approved copy of original with initials and dates of signing parties.
 - Proposed Modifications need to be submitted for review approvals before expired dates of TOs, preferably no less than 6 weeks of expiring TO (completion dates).



Task Order Steps

Presented by Peter Bautista & Ray Ledgerwood



Task Order Steps

1. Identify Opportunities
2. Capable CD Staff Available
3. Task Order Request Process
4. Task Order is Forward to AC
5. Task Order Approval Process
6. CD Starts Work
7. After Funding is Awarded – Tracking Accomplishments & Requesting Payment
8. WSCC Payment to CD & Reimbursement to WSCC by NRCS

Presented by Aquila Bernard

TSP VOUCHERING PROCESS

TSP ONE PAGER



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 DC 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 WSSC 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 WSSC.

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

TSP TASK ORDER: ATTACHMENT D

WASHINGTON NRCS/CONSERVATION DISTRICT TASK ORDER FOR TSP SERVICES	
District Name: _____	District Task Order Reference No. _____
AC Assigned Reference No.: _____	Task Order No. (WSCC assigns): _____
_____	Commission/NRCS Agreement No.: _____
_____	Task Order Expiration Date: _____
Property/Participant or See Attached List: _____	NRCS Program: (If multiple show distribution) _____
County: _____	Local NRCS Contact Name: _____
_____	Contact Phone No: _____
Description: _____	
NRCS Practice Codes: (Attach eFOTG SOW, or narrative for other work)	

Estimated PRS accomplishments, by practice code:	

CONTINUED.....

Task No	Task Item & Benefiting NRCS Program	Unit Cost (See attachment)	Number of Units	Units/Description	Hrs Needed to Complete	Task Item Total \$
	<i>One Program per Line.</i>					
1		\$ -				\$ -
2		\$ -				\$ -
3		\$ -				\$ -
4		\$ -				\$ -
5		\$ -				\$ -
6		\$ -				\$ -
7		\$ -				\$ -
8		\$ -				\$ -
9		\$ -				\$ -
Subtotal CD						\$ -
WSCC Direct Charge Support to Task Orders (10%)						\$ -
NRCS Share NTE 50% of actual cost CD, plus 10% WSCC on CD Actual		\$ -		WSCC Share	\$ -	
					Total Task Order:	0.00 \$ -

THINGS TO CONSIDER WHEN NEGOTIATING

- ✘ Have a financial staff member apart of budget planning
- ✘ Include all details that may apply (per diem, goods & services, etc.)
- ✘ Make sure you have an overhead line item

REMINDERS....

- ✘ Task Order budgets are negotiated between CD & NRCS
- ✘ SCC cannot amend TSP contract
- ✘ Direct Fee to WSCC is based on total billed by CD – this is not CD's allowable overhead

NRCS REQUIRED DOCUMENTS

TSP TRACKER/NRCS RECEIPT

TSP Tracker 14-XX-TB
Sample CONSERVATION DISTRICT
Task Order EA/CA/WA-14-XX

**NRCS Task Order totals assigned to a task cannot be moved between tasks.

Task No.	Task Item & Benefiting NRCS Program	Unit Cost	No. of Units	Units Description	Total	SCC Financial Services					Date		Balance
						Aug Payment Request	Sep Payment Request	Oct Payment Request	Nov Payment request	Dec Payment Request			
1				Salaries & Benefits									\$0.00
				Overhead									\$0.00
				Travel									\$0.00
				Total for Task No. 1:	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
2				Salaries & Benefits									\$0.00
				Overhead									\$0.00
				Travel		\$0.00							\$0.00
				Total for Task No. 2:	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
3				Salaries & Benefits									\$ -
				Overhead									\$ -
				Travel									\$ -
				Total for Task No. 3:	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$ -
4				Salaries & Benefits		\$0.00							\$0.00
				Overhead									\$0.00
				Travel									\$0.00
				Total for Task No. 4:	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
				Max CD Subtotal:	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
				Max WSCC Direct Fee:	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
				Total Task Order:	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
				Attachment E & F receive date:									
				NRCS Share:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
				WSCC Share:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00

WSCC REQUIRED DOCUMENTS

SUMMARY PAGE

WASHINGTON STATE CONSERVATION COMMISSION
FY 14-15 GRANTS PROGRAM
INVOICE VOUCHER SUPPORT FORM - SUMMARY PAGE

Payment Request #	District Name	Grant #	Payment Period

Instructions: Use this detail page to individually list all grant expenses. No Activity

EXPENSES

TSP Order No. _____

1. Outcome # 1 - Federal 50%
Salaries & Benefits _____
Travel _____
Overhead _____

2. Outcome # 2 - State 50%
Salaries & Benefits _____
Travel _____
Overhead _____

TSP Order No. _____

3. Outcome # 1 - Federal 50%
Salaries & Benefits _____
Travel _____
Overhead _____

4. Outcome # 2 - State 50%
Salaries & Benefits _____
Travel _____
Overhead _____

5. Total Expenses \$ _____

6. Less Initial Payment _____

7. PAYMENT REQUEST \$ _____

8. SIGNATURE _____

9. DATE _____

NOTE: Signature must be by a district authorized signatory authorized to sign invoice vouchers.

ITEMS THAT MUST BE INCLUDED.....

- ✘ Timesheets – must be signed & dated by employee & supervisor
- ✘ A-20 travel voucher per person
- ✘ Vehicle mileage log
- ✘ All other receipts for any reimbursement claims

QUESTIONS
