

**PRS Data Entry Worksheet and Payment Ticket for Technical Service Providers**  
 (See Instructions on Page 2)

Please submit the completed worksheet to your customer who will provide it to the local NRCS field office. Your input improves the accuracy of the NRCS reporting system, and is a requirement of the Certification Agreement. NRCS is to complete Part A, TSPs complete Part B, and the program participant signs where indicated, in that order.

**Part A (to be completed by NRCS)**

|   |                         |
|---|-------------------------|
| <b>Landowner Name:</b>                              | <b>Project Name:</b>    |
| <b>USDA Program (EQIP, WHIP, etc.):</b>             | <b>Contract Number:</b> |
| <b>Contract Item Number (CIN) for TSP Services:</b> | <b>Field Number:</b>    |

**Part B (to be completed by TSP)**

TSP Number: **T** **S** **P** -   -     TSP Name: \_\_\_\_\_

County Name: \_\_\_\_\_ TSP Signature and Date \_\_\_\_\_

Land Use (irrigated crop, non-irrigated pasture, etc.): \_\_\_\_\_

**Practices Completed:**

| Practice Completion Details |                                 |                                 | Invoice Amount |                    |                |
|-----------------------------|---------------------------------|---------------------------------|----------------|--------------------|----------------|
| CIN and Practice Name       | Units<br>(acres,<br>feet, etc.) | Amount<br>(number or<br>extent) | \$<br>Design   | \$<br>Installation | \$<br>Checkout |
|                             |                                 |                                 |                |                    |                |
|                             |                                 |                                 |                |                    |                |
|                             |                                 |                                 |                |                    |                |
|                             |                                 |                                 |                |                    |                |
|                             |                                 |                                 |                |                    |                |
|                             |                                 |                                 |                |                    |                |
|                             |                                 |                                 |                |                    |                |

**Part C (to be completed by program participant)**

Confirmation of Completion: \_\_\_\_\_  
 Program Participant's Signature Date

## **INSTRUCTIONS for Form MT-CPA-TSP-1.**

MT-CPA-TSP-1 is to be used by participants and TSPs to provide practice completion information to NRCS staff for entry into PRS. One form can be used for each Contract Item Number (CIN), or group of CINs, within a specific project that are expected to be completed as a system or unit.

MT-CPA-TSP-1 is to be provided to the participant/TSP at the time that the TSP services are contracted, along with other appropriate materials such as applicable standards, specifications, job sheets, statement of work, etc. Part A is to be completed by NRCS.

The TSP is to complete Part B as indicated on the form following completion of the service(s). Information on the form may be used in lieu of the invoice that TSPs have agreed to provide to NRCS under provisions of the TSP Certification Agreement they signed. Enter the appropriate information. If more than one practice is entered, indicate the appropriate CIN number for each practice name, i.e., CIN 2/Irr. System- Sprinkler.

If a system approach was used for the TSP services, please enter the appropriate information as follows:

- 1) The CIN(s) for the TSP services and the system name (e.g., CIN 14/Open Channel) and the respective TSP charge for Design, Installation, and/or Checkout services, and
- 2) The “system CIN” and all NRCS conservation practices that were installed comprising the system (e.g., CIN 14-Structure for Water Control, CIN-14 Stream Habitat Improvement and Management). These entries should be made immediately below on successive lines, with no dollar amounts listed in the Design, Installation, and Checkout columns since the cost is already captured in the “system entry” above. NRCS needs to know the practices that comprised the system for TSP quality assurance review purposes.

In either case (system or individually contracted practices), enter the actual amount or extent that meets NRCS standards and the full invoice amount, even if exceeding the NTE rates. These values are used to provide background information when updating the Not-To-Exceed (NTE) rate.

The TSP is to have the participant/landowner sign and date Part C to verify completion and acceptance of the service(s) prior to NRCS receiving the form. The completed MT-CPA-TSP-1 is to be returned to NRCS along with other required deliverables as per the statement of work for the particular conservation practice(s). Data entry by the NRCS will follow established procedures in PRS.