

**For:** State and County Offices

**ECP Technical Assistance (TA) Reimbursement to NRCS Using  
Intra-Governmental Payment and Collection (IPAC) System**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Currently, NRCS provides TA to FSA for the implementation of ECP. NRCS receives payment for these services in the form of manual reimbursements from FSA.

Treasury mandates that IPAC shall be used for financial activity between Government agencies. OBF has authorized the Fund and Commodity Management Office (FCMO) for coordination and implementation of IPAC for TA reimbursement payment activity between FSA and NRCS. This coordination will allow agencies to conform to existing mandates and provides more efficient agency-to-agency financial transactions.

**B Purpose**

This notice:

- provides the process for reimbursing NRCS for expenses incurred in providing ECP TA
- informs State Offices that Online Payment will no longer be used for processing ECP TA reimbursements.

**2 Contacts**

**A ECP TA**

For questions about ECP TA, contact Martin Bomar, ECP Program Manager, by either of the following:

- e-mail at [martin.bomar@wdc.usda.gov](mailto:martin.bomar@wdc.usda.gov)
- telephone at 202-205-4537.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2015	State Offices; State Offices relay to State Conservationist

## Notice ECP-73

### 2 Contacts (Continued)

#### B IPAC

For questions about IPAC or the status of IPAC reimbursements:

- FSA State Offices shall contact Lindsay Teeple, Program Accountant, by:
  - e-mail at [lindsay.teeple@kcc.usda.gov](mailto:lindsay.teeple@kcc.usda.gov), or
  - telephone at 816-926-1443
- NRCS State Offices contact Nancy Burnett, by:
  - e-mail at [nancy.burnett@wa.usda.gov](mailto:nancy.burnett@wa.usda.gov), or
  - telephone at 509-323-2936.

### 3 TA Billing Policy

#### A Administering ECP Reimbursements for TA

A national Interagency Agreement Treasury Form 7600 has been developed to establish the financial relationship between FSA and NRCS for ECP TA.

SED's and State Conservationists shall not develop and sign AD-672 for their respective States' TA funds.

FSA State Offices will no longer maintain TA funds reserves.

**Note:** The FSA National Office will initiate funds returns from State reserves to the National reserve.

#### B TA Actual Costs

The NRCS State Office shall:

- continue to provide the FSA State Office billings for TA expenses incurred
- bill the FSA State Office for the actual cost of ECP services performed, consistent with terms and conditions described in the MOA, but not to exceed 10 percent of the amount of funds allocated to counties.

## Notice ECP-73

### 3 TA Billing Policy (Continued)

#### C TA Billing Frequency and Details

No more than quarterly, the NRCS State Office submits to the FSA State Office (by an agreed upon documented source such as e-mail, memorandum, etc.) a statement of costs incurred providing ECP TA. The statement shall include the following:

- FY and quarter
- disaster ID
- County Office name where service was provided
- itemization of charges, such as number of personnel hours by employee and dates of service provided
- dollar amount of reimbursement.

#### D Billing Verification

After receiving the statement of costs incurred providing TA and before payments will be processed, the FSA State Office shall forward a copy of the statement to the applicable County Office for CED and DD review. CED shall verify that the charges for ECP TA reimbursement are reasonable. If necessary, CED shall coordinate reviewing charges with the applicable NRCS field office.

After completing the ECP TA billing review and resolving any issues, CED shall notify SED through DD of the verification results. **Before** forwarding to SED, DD shall review CED's results and make any necessary comments or revisions.

### 4 IPAC Processing

#### A TA Payment Notification

Once the confirmation process in subparagraph 3 D is complete, the FSA State Office shall:

- approve the invoice
- notify the submitting NRCS State Office of approval.

The NRCS State Office will then notify the NRCS National Accounts Receivable Servicing Team of the pending TA payment due.

The NRCS National Accounts Receivable Servicing Team initiates the payment process through IPAC.

**Note:** FSA will have established the NRCS and FSA relationship (by agency location code) within IPAC to allow payments to be "pulled" by NRCS into their account.

## Notice ECP-73

### **5 Action**

#### **A State Office Action**

State Offices shall:

- review the policy provided by this notice with applicable NRCS personnel
- immediately implement the provisions of this notice.

#### **B County Office Action**

County Offices shall immediately implement the provisions of this notice.