

Reporting Progress in TechPRS, Guidance to States

All progress for technical services obtained from technical service providers must be reported in TechPRS. Progress to be reported in TechPRS is limited to planning activities and implementation of practices (design, installation, checkout) under any program when TSP monies fund that activity. This includes technical services obtained through program participant contracts, federal contracts, cooperative agreements, contribution agreements, and architectural and engineering contracts. All TSP progress will be reported in TechPRS, which is accessible from the TechReg website at <http://techreg.usda.gov>. Click on “Progress Reporting System.”

Those TSPs certified in TechReg will use their e-government login and password to access TechPRS.

The following progress reporting guidance is provided for those TSP services obtained where certification in TechReg is not required:

Public agencies may engage in contribution agreements with NRCS to provide technical services for conservation planning and practice implementation. Employees of entities entering into agreements or contracts with NRCS need not gain certification through TechReg in order to provide technical services utilizing TSP funds.

In order to provide accountability for the funds expended it is necessary for those public agency employees working on activities outlined in contribution agreements with NRCS to report their progress in TechPRS. This will capture progress completed for conservation planning and practice implementation.

In order to report progress in TechPRS, public agency employees working on activities associated with contribution agreements with NRCS and those entities engaged in architectural and engineering (A&E) contracts utilizing TSP funds must:

1. Establish an e-government account in order to obtain a login and password (see PRS Newsflash of January 28, 2004, or go to the PRS web site and click on Help, and then select “**Obtaining an eGov Account through eAuthorization**” under the General Background menu.)
2. Once an e-government account is established then access to TechPRS can be made using the established login and password.
3. NRCS and public agency officials that have signed contribution agreements and private entities or companies that have A&E Contracts funded by TSP monies need to ensure that employees understand that they are working on a TSP activity and that the progress must be reported in TechPRS accordingly.

Once the prerequisites have been met then the following procedure is utilized to report performance.

Instructions for Private TSPs and private entities that must be certified in TechReg that are engaged in architectural and engineering (A&E) contracts utilizing TSP funds:

- Go to the TechReg website and click on Progress Reporting System.
- Login using the e-government login and password for access to TechPRS
- Enter Customer information as necessary.
- Enter “Performance,” a transaction code will be assigned automatically.
- Print the screen showing record entered and the transaction code.
- If you forget to print the screen, you may do so later using “View Prior Entries.”
- Take or mail a copy of the printed screen to landowner. Note: If the landowner has signed an Assignment of Payment form allowing payment directly to the TSP this step is unnecessary and the form can be taken directly to the servicing NRCS office.
- The landowner is responsible for taking the page showing the transaction code to the servicing NRCS office.
- The NRCS official will check and verify the transaction code and the receipt of products specified in the contract (The NRCS official can view the transaction code in TechPRS also using “View Prior Entries”).
- The NRCS official authorizes payment and payment is made to the landowner (or to the TSP if the Assignment of Payment is authorized by the landowner).

Instructions for Public Entity TSPs (i.e. Affiliates such as SWCD employees) engaged in contribution agreements and public entities that do not need to be certified in TechReg that are engaged in architectural and engineering (A&E) contracts utilizing TSP funds:

- Go to the TechReg website and click on Progress Reporting System.
- Login using your E-government level two affiliate login and password for access to TechPRS.
- View and verify Customer information as necessary.
- Enter “Performance,” a transaction code will be assigned automatically.
- Print the screen showing the record entered and the transaction code.
- If you forget to print the record, you may do so later using “View Prior Entries.”
- Send or deliver the page showing the transaction code to the servicing NRCS office.
- The NRCS official will check and verify the transaction code and the receipt of products specified in the contract (The NRCS official can view the transaction code in TechPRS also using “View Prior Entries”).
- The NRCS official authorizes payment to the TSP.