



**ROLES AND RESPONSIBILITIES FOR ENGINEERING
TECHNICAL ASSISTANCE TO USDA PROGRAM
PARTICIPANTS (SOURCE 1)
NRCS WORKFORCE**

The Natural Resources Conservation Service (NRCS) provides the engineering TA through its own workforce.

Policy: National Engineering Manual (NEM), Part 501, Authorizations

NRCS – ROLES AND RESPONSIBILITIES

DESIGN

FIELD OFFICE

1. Review this fact sheet with the USDA program participant.
2. Develop conservation plan and address environmental compliance requirements.
3. Maintain Conservation Assistance Notes (NRCS-CPA-6) through design, construction, and checkout phases.
4. Maintain engineering design file with cooperators file following practice implementation.

NRCS DESIGNER IN COOPERATION WITH FIELD OFFICE

1. Conduct surveys and investigations necessary to develop the design and construction drawings.
2. Prepare the design in accordance with NRCS standards and specifications.
3. Review preliminary design with the producer prior to finalizing the plan.
4. Follow NRCS NEM, Part 501, Authorizations, for checking and approving design and construction drawings.
5. Develop an engineer's cost estimate based on project quantities.
6. Develop a list of practices for the project and define the practice unit and extent.
7. Develop an O&M plan for the practice(s) included in the construction drawings.
8. Identify inspection (quality assurance) requirements.
9. Provide copies of approved project design documentation including the construction drawings, specifications, inspection, and O&M plan(s) to servicing NRCS office.
10. Provide technical information needed by the USDA program participant to acquire practice-related permits.

I have read and understand the responsibilities indicated above. Initial and date.

Program Participant	Date	Designated Conservationist	Date



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NRCS – ROLES AND RESPONSIBILITIES (con't.)

CONSTRUCTION AND CHECKOUT

FIELD OFFICE

1. Work with the USDA program participant to ensure corrective measures are taken if deficiencies are noted during quality reviews performed by NRCS. Note that the NRCS will not certify practice payment until deficiencies are corrected.
2. Certify installation for USDA program practice payment after construction is approved. Sign Section 3 "NRCS Approving Official Certification" on the NRCS-CPA-1245, Practice Approval and Payment Application form.
3. Report progress in the Performance Results System.

NRCS DESIGNER IN COOPERATION WITH FIELD OFFICE

1. Conduct preconstruction meeting with USDA program participant and construction contractor.
2. Perform construction inspection (quality assurance) duties including layout survey, maintenance of construction documentation, approval of changes during construction, and checkout survey.
3. Prepare and submit to the servicing NRCS office As-Built drawings and a copy of the construction documentation.
4. Follow NEM, Part 501, Authorizations, for approving As-Built drawings.
5. Sign Section 1 to certify performance on the NRCS-CPA-1245, Practice Approval and Payment Application form.



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USDA PROGRAM PARTICIPANT – ROLES AND RESPONSIBILITIES

1. Allow access to the site by NRCS staff.
2. Assist in any subsurface investigations as needed to complete the design.
3. Recognize that only one final design will be provided. The design will be based on the size and location information for the practice included in the conservation plan, Comprehensive Nutrient Management Plan (CNMP), Wetlands Reserve Program (WRP) Plan of Operations (PO), or other document upon which the USDA program contract was based. These plans reflect decisions made by the USDA program participant. A preliminary design review will be made prior to completion of the final design. Design changes will not be made unless unforeseen factors are discovered during design investigations or construction.
4. Agree that construction will not begin until the NRCS approves final design/construction drawings.
5. Obtain and comply with all permits.
6. Hire a construction contractor to install the practice(s) in accordance with the approved construction drawings and specifications.
7. Provide anticipated construction dates to the servicing NRCS office.
8. Participate in the pre-construction meeting with the NRCS and construction contractor.
9. Ensure corrective measures are taken if deficiencies are noted during quality reviews (observation/inspections) conducted by the NRCS **and** agrees that the NRCS will not certify practice payment until deficiencies are corrected.
10. Make timely payments to the construction contractor for practice installation.
11. Sign Section 2 "Participant Certification and Signature" on the NRCS-CPA-1245, Practice Approval and Payment Application form.
12. Follow the operation and maintenance (O&M) plan for the practice(s) included in the construction drawings.