



**ROLES AND RESPONSIBILITIES FOR ENGINEERING TECHNICAL  
ASSISTANCE  
TO USDA PROGRAM PARTICIPANTS (SOURCE 4)  
USDA PROGRAM PARTICIPANT HIRES A PRIVATE PROFESSIONAL  
ENGINEER AND PAYS THEM USING THEIR OWN FUNDS**

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**The United States Department of Agriculture (USDA) program participant hires a non-Natural Resources Conservation Service (NRCS) (private, professional) engineer and pays them using their own funds.**

Policy: National Engineering Manual (NEM), Part 505, Non-NRCS Engineering Services

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**USDA PROGRAM PARTICIPANT – ROLES AND RESPONSIBILITIES**

1. Allow access to the site by the NRCS and non-NRCS engineer staff.
2. Sign the ND-CPA-70 form authorizing the TSP engineer access to case file information for designing or implementing the conservation practice.
3. Assist in any subsurface investigations as needed to complete the design.
4. Recognize that 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.
5. Accept full responsibility to negotiate and reach agreement on cost and terms of assistance with the non-NRCS engineer providing engineering technical assistance.
6. Accept full responsibility for payment to the non-NRCS engineer providing engineering technical assistance.
7. Agree that construction will not begin until the NRCS accepts final design/construction drawings.
8. Obtain and comply with all permits.
9. Hire a construction contractor to install the practice(s) in accordance with the approved construction drawings and specifications.
10. Provide anticipated construction dates to the non-NRCS engineer providing engineering technical assistance and servicing the NRCS office.
11. Participate in the preconstruction meeting with the non-NRCS engineer providing engineering technical assistance, NRCS field office personnel, and the construction contractor.
12. Provide the servicing NRCS office with a copy of the As-Built drawings, a copy of the applicable documentation required in the practice Statement of Work(s) (SOW), and a copy of the construction documentation required in the inspection (quality assurance) plan prepared by the non-NRCS engineer providing engineering technical assistance.
13. Ensure corrective measures are taken if deficiencies are noted during quality reviews conducted by the NRCS. Agrees that the NRCS will not certify practice payment until deficiencies are corrected.



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**USDA PROGRAM PARTICIPANT – ROLES AND RESPONSIBILITIES  
(con't.)**

14. Make timely payments to the construction contractor for practice installation.
15. Sign Section 2 “Participant Certification and Signature” on the NRCS-CPA-1245, Practice Approval and Payment Application form.
16. Follow the operation and maintenance (O&M) plan for the practice(s) included in the construction drawings.



ROLES AND RESPONSIBILITIES FOR ENGINEERING TECHNICAL ASSISTANCE

TO USDA PROGRAM PARTICIPANTS (SOURCE 4)

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NON-NRCS ENGINEER (does NOT need to be a certified TSP through TechReg) – ROLES AND RESPONSIBILITIES

DESIGN

- 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. Include the Professional Engineer (PE) signature and seal on the cover sheet of the construction drawings.
4. Include the following statement on the cover sheet of construction drawings along with a list of the applicable NRCS standards:

To the best of my professional knowledge, judgment, and belief, the design, construction drawings, and specifications meet applicable NRCS standards and specifications.

Iman Engineer, P.E. Date

- 5. Include the following statement on the cover sheet of the construction drawings for the NRCS to sign when final design/construction drawings are acceptable:

NRCS is accepting these construction drawings and specifications on the basis that they have been signed and sealed by a registered professional engineer. Based on the information provided by the professional engineer, the construction drawings and specifications appear to meet applicable NRCS standards and specifications. Any deficiencies in the design, construction drawings, or specifications are the responsibility of the Professional Engineer whose seal appears on the construction drawings.

NRCS Representative Date

- 6. Submit final design/construction drawings to the NRCS for functional review and acceptance prior to construction.
7. Develop and sign an engineer's cost estimate based on project quantities.
8. Develop a list of practices for the project that defines the practice unit and extent.
9. Develop an O&M plan for the practice(s) included in the construction drawings.



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10. Prepare an inspection (quality assurance) plan describing the inspection items, documentation requirements, and the qualifications required of those doing the inspection.
11. Provide technical information needed by the USDA program participant to acquire practice-related permits.
12. Provide copies of approved project design documentation including but not limited to the construction drawings, specifications, and O&M plan(s) to the USDA program participant and servicing NRCS office.

**CONSTRUCTION AND CHECK-OUT**

1. Conduct pre-construction meeting with the 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. Work with the contractor and USDA program participant to correct deficiencies.
3. Prepare and submit to the USDA program participant and local NRCS field office As-Built drawings, a copy of the applicable documentation required in the SOW(s), and a copy of the construction documentation required in the inspection (quality assurance) plan. Include the following statement either on the cover sheet of the As-Built drawings or in a letter attached to the As-Built drawings:

*To the best of my professional knowledge, judgment, and belief, these practices are installed in accordance with the construction drawings and specifications and meet NRCS standards.*

\_\_\_\_\_  
*Iman Engineer, P.E.*

\_\_\_\_\_  
*Date*

4. Work with the USDA program participant to ensure corrective measures are taken if deficiencies are noted during quality reviews conducted by NRCS. Note that NRCS will not certify practice payment until deficiencies are corrected.



## ROLES AND RESPONSIBILITIES FOR ENGINEERING TECHNICAL ASSISTANCE

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## NRCS – ROLES AND RESPONSIBILITIES

### FIELD OFFICE

1. Review this fact sheet with the USDA program participant.
2. Maintain the Conservation Assistance Notes (NRCS-CPA-6) through the design, construction, and checkout phases.
3. Develop the conservation plan and address environmental compliance requirements.
4. Maintain the engineering design file with cooperator's file following practice implementation.
5. Provide to the USDA program participant copies of any existing case file records relevant to the engineering technical assistance being provided by the non-NRCS engineer.
6. Notify the USDA program participant of any deficiencies in a timely manner.
7. Certify installation for the USDA program practice payment. Sign Section 1 to certify performance and Section 3 "NRCS Approving Official Certification," on the NRCS-CPA-1245, Practice Approval and Payment Application form, **after** the functional review shows constructed quantities are acceptable and the practice meets NRCS standards and specs.
8. Report progress in the Performance Results System.

### FIELD, AREA OR STATE OFFICE

1. Provide the USDA program participant and/or non-NRCS engineer access to copies of the NRCS standards, specifications, standard drawings, software, and other design aids used by the NRCS. Costs for reproduction of these materials are the responsibility of person making the request.

