

**ROLES and RESPONSIBILITIES for ENGINEERING TECHNICAL ASSISTANCE  
to USDA PROGRAM PARTICIPANTS (SOURCE 1)**

***NRCS WORKFORCE***

**NRCS provides the engineering technical assistance through its own workforce**

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

**USDA Program Participant**

1. Allow access to the site by NRCS staff.
2. Provide backhoe for performance of any subsurface investigations needed to complete the design.
3. Recognize that only one 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, Wetlands Reserve Plan of Operations, or other document upon which the USDA program contract was based. These plans reflect decisions made by the USDA Program Participant. Any changes made during design that are not caused by unforeseen factors discovered during design investigations will NOT be considered by the designer.
4. Agree that construction will not begin until 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 servicing NRCS office.
8. Participate in the pre-construction meeting with NRCS and construction contractor.
9. Ensure corrective measures are taken if deficiencies are noted during quality reviews conducted by NRCS. Agrees that NRCS will not certify cost share payment until deficiencies are corrected.
10. Sign block 27 "Certification by Participant" on the CCC-1245, Practice Approval & Payment Application form.
11. Follow the operation and maintenance plan for the practice(s) included in the construction drawings.

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**DESIGN**

Field Office

1. Review this fact sheet with the USDA Program Participant.
2. Maintain Assistance Notes or CONS-6 notes through design, construction, and checkout.

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. Follow NRCS National Engineering Manual, Part 501, Authorizations, for checking and approving design and construction drawings.
4. Develop an engineer's cost estimate for the project.
5. Develop an operation and maintenance plan for the practice(s) included in the construction drawings.
6. Identify inspection (quality assurance) requirements.
7. Provide copies of approved construction drawings, specifications, inspection, and operation and maintenance plan(s) to servicing NRCS office.
8. Provide technical information needed by the USDA Program Participant to acquire practice-related permits.

**CONSTRUCTION and CHECKOUT**

NRCS Designer in Cooperation with Field Office

1. Conduct pre-construction meeting with USDA Program Participant and construction contractor (and Certified Stormwater Operator, where the area disturbed during construction exceeds one acre and the Stormwater Phase II permit-by-rule applies).
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 block 16 "Technician's Signature" on the CCC-1245, Practice Approval & Payment Application form.

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 NRCS will not certify cost share payment until deficiencies are corrected.
2. Certify installation for USDA Program cost share after construction is approved. Sign block 25 "Payment Approved" on the CCC-1245, Practice Approval & Payment Application form.
3. Report progress in PRS.