

PART 505 – NON-NRCS ENGINEERING SERVICES  
SUBPART E – EXHIBITS

§IL 505.43 Exhibit A – Letter to client using Technical Service Provider (TSP)

<Date>

<Client Name>

<Address>

<Town, State> <ZIP>

Dear <Client Name>:

You have requested cost sharing from the Natural Resources Conservation Service (NRCS) for the following practice(s): <applicable practices>

You have indicated that these practices will be designed by a Technical Service Provider (TSP) certified for the practice(s) on the NRCS TechReg registry at <https://techreg.nrcs.usda.gov>. The NRCS welcomes the involvement of your TSP. However, you need to be aware that the NRCS will require that the TSP be responsible for meeting NRCS standards and specifications and for certifying the work.

There are certain items which must be submitted to the NRCS to meet this requirement. These items are outlined in this letter.

We hope this will provide a clear understanding for all parties involved and prevent any possible misunderstanding. The following items are needed:

Prior to Construction

1. Select a TSP to provide assistance for the above described practice(s). **The TSP must have current TechReg certification for the work product(s)**. I can provide you with a list of TSPs, upon request.
2. Submit the required design information as described in Design section of the enclosed Statement(s) of Work from the consultant to NRCS.
3. Obtain all permits as needed for implementation of these practices.
4. Hire a contractor.
5. Ensure that all utility companies with facilities in the work area have been notified prior to construction and that any affected utilities have been located and clearly marked.

During Construction

1. You are responsible for ensuring that the inspection plan is carried out and that the structure is completed according to the approved plans and specifications.
2. Changes during construction must be approved by the TSP.

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After Construction

1. Submit the required information as described in the Checkout section of the enclosed Statement(s) of Work from the consultant to NRCS.
2. Pay the TSP and the contractor for services provided.
3. Follow the Operation and Maintenance Plan for the practice(s).

If you have any questions, please call me.

Sincerely,

District Conservationist

Enclosure(s) – Statement(s) of Work for scheduled conservation practices

cc: <Area Engineer>, Agricultural Engineer, <location>  
<Name of TSP and address, if known>

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§IL 505.43 Exhibit B – Letter to client using non-NRCS engineering

<Date>

<Client Name>

<Address>

<Town, State> <ZIP>

Dear <Client Name>:

You have requested cost sharing from the Natural Resources Conservation Service (NRCS) for the following practice(s): <applicable practices>

You have indicated that these practices will be designed by a private consultant. The NRCS welcomes the involvement of your consultant. However, you need to be aware that the NRCS will require that the consultant be responsible for meeting NRCS standards and specifications and for certifying the work. Copies of the applicable standards are enclosed.

There are certain items which must be submitted to the NRCS to meet this requirement. These items are shown in the “Design, Installation, and Certification Requirements” document enclosed with this letter. NRCS must complete a review of the submitted package and accept them prior to construction.

We hope this will provide a clear understanding for all parties involved and prevent any possible misunderstanding. The following items are needed:

Prior to Construction

1. Select a private consultant to provide assistance for the above described practice(s). **The consultant must be licensed in the State of Illinois as a Professional Engineer or as a Structural Engineer, as applicable.**
2. Ensure that the consultant has the necessary information to perform the engineering service to NRCS standards and specifications. Please provide a copy of this letter and its attachments to your consultant.
3. Submit the required design information as described in the enclosed document “Design, Installation, and Certification Requirements” from the consultant to NRCS.
4. Obtain all permits as needed for implementation of these practices.
5. Hire a contractor.
6. Ensure that all utility companies with facilities in the work area have been notified prior to construction and that any affected utilities have been located and clearly marked.
7. Participate in a preconstruction conference, with the consultant, contractor, and a representative of NRCS, after the design has been approved by NRCS, and before any construction begins.

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During Construction

1. You are responsible for ensuring that the inspection plan is carried out and that the structure is completed according to the approved plans and specifications.
2. Changes during construction must be approved by the consultant and NRCS and noted on the as-built drawings.

After Construction

1. Upon completion, you must submit a copy of the as-built drawings and a signed certification statement as described in the enclosed document "Design, Installation, and Certification Requirements" to NRCS.
2. Submit a copy of any construction documentation required in the inspection plan.
3. Submit all necessary documentation of final quantities provided by the consultant described in the enclosed document "Design, Installation, and Certification Requirements" to NRCS.
4. NRCS will make a field visit to the site and will certify the completion based on the consultant's certification statement.
5. Pay the consultant and the contractor for services provided.
6. Follow the Operation and Maintenance Plan for the practice(s).

If you have any questions, please call me.

Sincerely,

District Conservationist

Enclosures – NRCS Standards for scheduled conservation practice(s)  
Design, Installation and Certification Requirements  
Statement(s) of Work for scheduled conservation practices

cc: <Area Engineer>, Agricultural Engineer, <location>  
<Name of consultant and address, if known>

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210-V-NEM, Amend. IL28, December 2009

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§IL 505.43 Exhibit C

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**DESIGN, INSTALLATION, AND CERTIFICATION REQUIREMENTS  
Conservation Practices Designed by Consultant  
(Excluding Practices with Roof Structures)**

This document describes the requirements for professional consultants to design and certify the installation of engineering conservation practices, so that the client may receive cost share payment from the Natural Resources Conservation Service (NRCS) for the cost of installing those practices. **The professional consultant must be licensed in the State of Illinois as a Professional Engineer or as a Structural Engineer, as applicable.**

**Design and Construction Package**

The professional consultant must submit the following items to the client, who will provide a copy to NRCS. **Prior to construction**, the design and construction package must be reviewed and accepted by NRCS.

1. A reproducible copy of the sealed and signed construction drawings and specifications that reflect a site specific design of the conservation practice(s) and meets the requirements of the applicable NRCS practice standards.
  - a. The consultant is responsible for verifying foundation conditions including soil, bedrock, and water table at the site.
  - b. Provide data necessary for the client to obtain necessary permits and to secure any land rights for properties affected by the installation of the practices.
  - c. In addition to the professional consultant's seal and signature, the consultant shall also certify by signing on the drawings the following statement: *"To the best of my professional knowledge, judgment, and belief, the design, construction drawings and specifications meet applicable NRCS standards."*
2. A copy of the design documentation for the practices showing that the design meets NRCS standards.
3. A copy of the construction inspection plan that states the items requiring inspection, documentation requirements, and qualifications of those doing the inspection.
4. A copy of the operation and maintenance (O&M) plan for the practices designed.
5. All other items listed in the Design section of the relevant Statement(s) of Work.

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**Preconstruction Conference**

The project must have a design plan approved by NRCS prior to the preconstruction conference. **Prior to construction**, a preconstruction conference shall be held to review the approved design plans and construction specifications, the construction inspection plan, and the required documentation and certifications. The professional consultant shall provide leadership at the preconstruction conference.

At a minimum, the preconstruction conference will be attended by:

- The professional consultant;
- The landowner/operator or their authorized representative;
- The person who will be responsible for performing the work (contractor);
- An NRCS representative.

**Changes During Construction**

Changes made during construction must be approved by the professional consultant and by NRCS prior to the implementation of the change. All approved changes are to be noted on the as-built drawings.

**After Completion of Construction**

Upon completion of construction, the following shall be completed and submitted to NRCS for verification and payment:

1. The practices shall be surveyed and measured to verify that they meet the requirements as shown on the drawings.
2. The consultant shall prepare and submit a copy of the as-built drawings, including supporting authorizations for changes made to the original construction drawings and specifications.
3. In addition, the professional consultant shall certify by signing on the as-built drawings the following statement: *“To the best of my professional knowledge, judgment, and belief, this practice(s) is installed in accordance with the plans and specifications and meets NRCS standards.”*
4. Submit a copy of the construction documentation required by the construction inspection plan, including documentation to demonstrate compliance with the material specifications of the design.
5. All other items listed in the Checkout section of the relevant Statement(s) of Work.

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**DESIGN, INSTALLATION, AND CERTIFICATION REQUIREMENTS**  
**Roofed Structures Designed by Consultant**

This document describes the requirements for professional consultants to design and certify the installation of a roofed structure (such as a waste storage facility or composting facility), so that the client may receive cost share payment from the Natural Resources Conservation Service (NRCS) for the cost of installing the roofed conservation practice. **The professional consultant must be licensed in the State of Illinois as a Professional Engineer or as a Structural Engineer, as applicable.**

**Design and Construction Package**

The professional consultant must submit the following items to the client, who will provide a copy to NRCS. **Prior to construction**, the design and construction package must be reviewed and accepted by NRCS.

1. A full, reproducible set of construction drawings and specifications that reflect a site specific design of the conservation practice(s) and meets the requirements of the applicable NRCS practice standards. The package must include a site specific roof design, including all structural components, fasteners, and appurtenances necessary to construct the roof to resist the required design loads and meet the intended purpose. The design shall conform to the following:
  - a. The professional consultant is responsible for verifying foundation conditions including soil, bedrock, and water table at the site, and verifying proximity of the proposed roof in relation to other buildings or structures that may affect the design (for example – drifting and sliding snow loads).
  - b. The roof design must meet the requirements in NRCS Illinois Conservation Practice Standard 313 – Waste Storage Facility. This standard states that in addition to meeting all Federal and State laws (including any applicable building codes), the roof must also meet the requirements for wind and snow loads as specified in ASCE/SEI 7-05 (or latest version) Minimum Design Loads for Buildings and Other Structures, except that minimum loading used for Illinois shall be: Wind Load Basic Velocity Pressure = 15 psf and Snow Load = 20 psf.
  - c. Construction drawings and specifications that are provided to the client shall adequately describe the requirements to obtain necessary permits and to install the practice. They shall contain the material requirements for the roof and support structure, including the fastener requirements. Specifications that are not shown on the drawings shall be referenced on the drawings and provided as an attachment.

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- d. **Additional requirements** for designs using manufactured trusses where design of the supporting system for the trusses is needed:
    - i. The professional consultant shall verify that the manufactured trusses will meet the design loads for the project as specified above in 1.b.
    - ii. The design drawing of the trusses from the truss manufacturer shall be submitted with the roof plans. The truss drawing shall clearly show the project name, the truss spacing, the design loads, and any bracing requirements. If the manufacturer also provides the roofing material, those requirements shall be included in the submittal. **The truss drawings shall be sealed and signed by a Structural Engineer licensed in the State of Illinois.**
    - iii. The professional consultant shall provide the required site specific support system for the manufactured trusses (post, girders, foundation embedment, footings, bracing, fasteners, etc.) to resist the snow and wind loads. Any limitations or provisions of the design shall be clearly stated on the drawings.
  - e. **Additional requirements** for designs using manufactured roof structures that include the supporting system for the trusses:
    - i. The professional consultant shall verify that the manufactured roof structure will meet the design loads for the project as specified above in 1.b.
    - ii. If not provided by the manufacturer for the project site, the professional consultant shall provide a site specific foundation design to meet the design loads.
    - iii. The design drawings of the roof and supporting system by the roof structure manufacturer shall be submitted. The drawings shall clearly show the project name, the design loads, and the requirements to install the building. **The building drawings shall be sealed and signed by a Structural Engineer licensed in the State of Illinois.**
  - f. In addition to the professional consultant's seal and signature, the consultant shall also certify by signing on the drawings the following statement: *"To the best of my professional knowledge, judgment, and belief, the design, construction drawings and specifications meet applicable NRCS standards."*
2. An Inspection Plan, which describes inspection items and qualification of those performing the inspection, and any construction documentation requirements during installation. Installation manuals or instructions from the manufacturer shall be provided to the landowner and builder.
  3. An Operation and Maintenance Plan, which includes those items necessary for the landowner to perform after installation to ensure that the roof meets its intended life span.
  4. All other items listed in the Design section of the relevant Statement(s) of Work.

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210-V-NEM, Amend. IL28, December 2009

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**Preconstruction Conference**

The project must have a design plan approved by NRCS prior to the preconstruction conference. **Prior to construction**, a preconstruction conference shall be held to review the approved design plans and construction specifications, the construction inspection plan, and the required documentation and certifications. The professional consultant shall provide leadership at the preconstruction conference.

At a minimum, the preconstruction conference will be attended by:

- The professional consultant;
- The landowner/operator or their authorized representative;
- The person who will be responsible for performing the work (contractor);
- An NRCS representative.

**Changes During Construction**

Changes made during construction must be approved by the professional consultant and by NRCS prior to the implementation of the change. Changes to manufactured products or to the installation requirements of the manufacturer require the written approval from the manufacturer. All approved changes are to be noted on the as-built drawings.

**After Completion of Construction**

Upon completion of construction, the following shall be completed and submitted to NRCS for verification and payment:

1. The practices shall be surveyed and measured to verify that they meet the requirements as shown on the drawings.
2. The consultant shall prepare and submit a copy of the as-built drawings, including supporting authorizations for changes made to the original construction drawings and specifications.
3. In addition, the professional consultant shall certify by signing on the as-built drawings the following statement: *“To the best of my professional knowledge, judgment, and belief, this practice(s) is installed in accordance with the plans and specifications and meets NRCS standards.”*
4. Submit a copy of the construction documentation required by the construction inspection plan, including documentation to demonstrate compliance with the material specifications of the design.
5. All other items listed in the Checkout section of the relevant Statement(s) of Work.

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**Roof Structure Certification  
Truss Design**

**I hereby certify that trusses described below meet the minimum wind and snow load requirements of ASCE SEI/ASCE 7-05 (or latest version), Minimum Design Loads for Buildings or Other Structures, except that minimum loading used for Illinois shall be:**

**Wind Load, Basic Velocity Pressure = 15 psf**

**Snow Load = 20 psf**

**Truss Description** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***\*Attach Signed/Sealed set of drawings for Trusses***

**Signed/Sealed** \_\_\_\_\_ **Date** \_\_\_\_\_

*Licensed Structural Engineer*

**for**

**Truss Manufacturer/Designer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**Roof Structure Certification  
Truss Installation**

I hereby certify that the roof structure described below was constructed by

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and that said construction is adequately supported, braced and anchored to accommodate snow and wind load requirements of ASCE SEI/ASCE 7-05 (or latest version), Minimum Design Loads for Buildings or Other Structures except that minimum loads used for Illinois are:

**Wind Load, Basic Velocity Pressure = 15 psf**

**Snow Load = 20 psf**

**Roof Structure Description** \_\_\_\_\_

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

**for**

**Installer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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