

# EWP PROJECT AGREEMENTS, AMENDMENTS, AND PAYMENTS:

## Use of Damage Survey Reports (DSR's)

Information in NRCS DSRs will be used for funding requests of EWP projects. DSR site repair alternatives and cost estimates will be developed by an Emergency Response Team. The DSR's will require concurrence from the sponsor and NRCS representatives prior to being used for EWP agreements.

## Project Agreements and Amendments

Project agreements will list DSRs for the sites the Sponsor selects for completion.

Urgent and compelling sites must be completed within 30 days after project funding has been approved. Other sites must be completed within 220 days after funding has been approved.

Once a Sponsor has entered into a project agreement with NRCS, additional approved sites and dollars will only be obligated to that Sponsor through amendments to the original cooperative agreement. Generally, there will be only one project agreement executed with each Sponsor.

In general, amendments will not be needed to add dollars to individual sites covered within an agreement, as long as the total dollars available under the agreement are adequate to pay for sites being contracted. However, Sponsors should keep in mind that earlier sites could deplete funds in the agreement that will be needed for later sites covered in that same agreement. In that case, an amendment for additional dollars must be approved by NRCS before additional contracts are executed. Amendments will also be required if contract modifications cause the cooperative agreement dollars to be exceeded.

Sponsors should keep NRCS informed if engineering estimates or contracted amounts exceed those described in the cooperative agreement and amendments. This will be helpful when discussing subsequent amendments for new sites or additional dollars and will also help NRCS expedite processing of reimbursement payments.

Similarly, contracts for sites not described in the Sponsor's cooperative agreement or subsequent amendments are the responsibility of the Sponsor, and expenses related to those sites will not be reimbursed by NRCS.

## What Sponsors Will Need to Provide to NRCS

The file maintained by the NRCS contracting officer for each project agreement will include the following:

- A. Executed project agreement and subsequent amendments.
- B. Signed copy of Assurances Relating to Real Property Acquisition form (NRCS-ADS-78) to document landrights have been obtained. (Examples can be provided upon request.)
- C. Copies of contracts and modifications as they are developed and executed by the Sponsor.
- D. Copies of the SF-270's and supporting documentation.
- E. Copies of correspondence related to contract administration for DSRs covered in the cooperative agreement.
- F. Copies of engineering plans signed by a registered professional engineer as they are developed by the Sponsor and copies of

## What Sponsors Should Keep on File

Since EWP Sponsors are subject to provisions of the Single Audit Act (OMB Circular A-128, April 12, 1985), a file should be maintained on each EWP-funded contract for a period of three years after the project is completed. If the project is the object of litigation that begins before the end of the three-year period, records will need to be maintained until the end of the litigation or the three-year period, whichever is longer.

These files should include all items listed above. They should also include documentation of activities performed or hired related to contract administration. This would also apply if survey, design, and inspection activities are performed or hired.

## Getting Reimbursed

Sponsors requesting reimbursement for EWP-approved repair costs should submit a completed form SF-270, and include documentation for any contract that has not been previously submitted. Documentation will include, as a minimum, a certification of completion signed by the sponsor and the NRCS liaison officer and invoices from the contractor.

Sponsors should submit no more than one form SF-270 for each project agreement to NRCS per month. Form SF-270 may include reimbursements for more than one contract, if necessary. Sponsors should receive payment in approximately 10-14 days from the date a proper billing is received by NRCS. A proper billing consists of form SF-270 and supporting documents.