

Watershed Agricultural Program SOP

2.1.11.02

USDA – NRCS AWEP & EQIP GRANT FUNDING

Organizational procedure that describes the procedures for design, implementation, inspection and payment for BMPs funded by grant monies.

1. The assigned project designer and/or inspector shall consult with the NRCS AWEP / EQIP coordinator to ensure the BMP design scope aligns with the conservation plan submitted for funding eligibility.
2. The approved drawings and specifications shall be submitted to the NRCS lead engineer for a functional review. Any design change(s) recommended by the NRCS engineer shall be reviewed with the planner and certifying engineer prior to the designer amending the drawings/specifications.
3. NRCS engineer completes NRCS Functional Review – Form 1 and returns the drawings and specifications to the designer.
4. The project designer ensures the drawings are signed/stamped and functional review form 1 is completed. The project is now approved for bidding and is submitted to the WAC Contract Officer (CO) for procurement and bidding procedures.
5. Project inspector shall record detailed construction notes/diary during the construction of the project.
6. Payments are made at the rates and applied amounts to specific Contracts. Any project change work order/modification must be documented including changes in material quantities. This information must be provided to the NRCS coordinator immediately to establish any change in the payment base.
7. Project shall be certified by NRCS or qualified TSP that it is an eligible conservation practice or activity that has been established in compliance with the conservation plan, and in accordance with appropriate standards and specifications, using Form 2B: Warranty of Technical Services Provided. (Certifying engineer/TSP stamp not required).
8. Final inspection must be coordinated to include the certifying engineer and NRCS certifier.
9. Project as-built documentation must be complete upon final certification and stamped by the certifying engineer/TSP. The stamped drawings and project file are submitted to the NRCS engineer for final review and approval. The NRCS engineer uses Form 3: NRCS Acceptance of Technical Services Provided by TSP/PE.

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10. Project inspector notifies the WAC CO that the project has been completed and as-builts submitted.
11. The WAC CO will request Form NRCS-CPA-1245 for the participant/landowner to sign, executing the request for payment. This can potentially be issued prior to final inspection to eliminate another site visit to obtain signatures. The WAC CO shall coordinate accordingly. The participant/landowner may also choose to make an Assignment of Payment directly to the contractor or WAC. NRCS form CCC-36 is required if an assignment of payment is requested. The assignment must be provided to the NRCS coordinator prior to issuing the 1245.
12. Contractor submits detailed invoice to participant/landowner. Invoice shall be billed per bid item, detailed by materials, labor and equipment.

Payment:

1. Project inspector and/or certifier shall submit the following documents to the WAC CO for payment:
 - A) Proper invoice, made out to the participant/landowner.
 - B) Original Form 1, Form 2B and Form 3.
 - C) Complete set of BMP project as-built drawings and specifications.
 - D) Complete set of construction notes/job diary.
 - E) Photo documentation of completed project.
 - F) Complete WAC BMP Procurement forms applicable to the project, ie; WFP-3, WFP-5c, WFP-7, WFP-8 & WFP-5m.
2. WAC CO shall submit required documents to NRCS coordinator for payment.
3. NRCS coordinator shall enter payment request in Protracts and provide the WAC CO a copy of the payment assignment.
4. WAC CO shall submit proper documentation to WAC for payment.