

## **SECTION 2**

### **2.4 ENGINEERING APPROVAL FOR COST-SHARE PROJECTS OVER \$50,000**

There is a streamlined process for obtaining DATCP approval of cost-share projects exceeding \$50,000 in DATCP grant funds. DATCP will not provide reimbursement for any cost-share projects exceeding \$50,000 in cost-sharing until it receives and accepts the engineering approval discussed below.

#### **Procedures for Approval of Cost-Share Projects over \$50,000**

##### Timing of approval submission

A county should seek DATCP approval as soon as the county is aware that the project will use \$50,000 or more in DATCP cost-sharing. A county may become aware either from the initial project estimate, or as a result of cost overruns or the addition of practices (a change order also would be required to reflect these developments).

##### The three step approval process

These are the three simple steps for obtaining DATCP approval:

1. Have a qualified DATCP engineering staff complete the engineering approval form, ARM-LWR-385.
2. Submit the completed engineering approval form, together with a cost-share contract and any applicable change orders.
3. Receive confirmation of DATCP acceptance of the submission.

DATCP has eliminated the following steps previously required to secure approval: (1) a county justification for the project, (2) a supporting narrative from an independent engineer, and (3) confirmation of LCC approval of the project.

##### Details about step one

Only a DATCP engineering staff person may approve the project by completing DATCP form ARM-LWR-385. To complete the form, the DATCP engineering staff person may consult with NRCS, DNR and others. A project is not approved unless the DATCP reviewer checks all of the criteria needed for approval.

#### **DATCP Engineering Approval and Reallocations**

In addition to serving as the vehicle for approving cost-sharing over \$50,000, form ARM-LWR-385 is used to initiate a reallocation of bond funds from the DATCP reserve. If a DATCP engineering staff person identifies a project as a farm discharge eligible for a reallocation, that person should check the additional box in the approval section signifying that the project is approved for a cost-share reallocation. Counties will need to submit a completed engineering approval form (ARM-LWR-385) with any reallocation request, even if the reallocation is based on a county's application for NOD/NOI grant.