

State of Vermont
Agency of Natural Resources
Department of Environmental Conservation

Engineering Procedure:	WID DCE PER Acceptance for CW and DW SRF Loans	Effective Date: 8/9/2023
Applicable To:	Department of Environmental Conservation	Revision Date:
Prepared/ Revised by:	Design and Construction Engineering (DCE) Team	Approved By: Eric Blatt, Director of Engineering

Procedure Objective

The purpose of this procedure is to establish the criteria for Water Investment Division (WID) to issue a Preliminary Engineering Report (PER) acceptance letter.

Statutory Reference and Authority

24 V.S.A. Chapter 120 Section 4756(b)2(B):

b) The Bond Bank may make loans to a municipality for the preparation of final engineering plans and specifications subject to the following conditions and limitations:

* * *

(2) The Secretary of Natural Resources shall have certified to the Bond Bank that the project:

* * *

(B) for which final engineering plans are to be prepared, is described in a preliminary engineering plan or facilities plan that has been approved by the Secretary; and

Definitions

For the purposes of this procedure, the following definitions apply:

1. Final engineering plans: the final design drawings and specifications used for permitting and project construction bidding, indicated by a stamp from a Vermont licensed civil or environmental engineer.
2. Preliminary engineering plan: Preliminary Engineering Report (PER) as defined in the RUS Bulletin 1780-2 or the State Environmental Review Procedure (SERP), including PER equivalents included therein or as determined by the Secretary.

3. PER Acceptance Letter: a letter issued under the Secretary's authority by the Water Investment Division approving a PER for the purpose of advancing a final design loan and authorizing reimbursement of design costs under that loan.
4. Facilities plan: the PER and respective Environmental Review documentation as defined in the SERP for CW projects.
5. Facility Plan Approval Letter: The letter closing out the Environmental Review process and detailing any of the proposed mitigation measures for CW projects.
6. Submittal Date: date that the final PER is uploaded to the WID file drop URL, <https://gs.anr.vermont.gov/messageportal#/dropoff>.
7. PER Approval Date: date of the PER acceptance letter.
8. Final Design Loan: a loan for the preparation of final engineering plans.

Use and Limitation of the PER Acceptance Letter

Only projects that have submitted a final, Vermont Registered Professional (Civil or Environmental) Engineer Stamped PER may receive a PER Acceptance Letter.

The final PER must have undergone the DEC technical review process, be responsive to all DEC comments, be stamped by a Vermont Registered Professional Engineer, and formally submitted to the department as final.

The PER Acceptance Letter provides the basis for an SRF loan reimbursement for final design project work, subject to project-specific conditions and requirements.