

201 – Pre-Design Responsibilities of the Using Agency

The Agency is responsible for the following during Pre-Design:

- Funding of the project.
- Setting up of the project account in eMARS.
- Agency program.
- Agency Cost Estimate
- Participate with the Project Manager in completing the Pre-Design Checklist. **See Section 200 Pre-Design Checklist.**

The Using Agency shall notify the Division of Engineering and Contract Administration if **Federal Funding** is involved. Federal funding may determine the level of environmental consideration. The source of funding may require the project to have federal review requiring services of the Architect-Engineer.

Federal Funding may trigger:

- US Army Corps of Engineers 404 Permit.
See Procedures Manual Section 217 - Corps of Engineers 404 Permit - Streams and Wetlands
- Section 106 of the National Historic Preservation Act.
See Procedures Manual Section 222 - Historic Preservation and Cultural Analysis.