

Contract Modification Steps for SWCD



The modification process has many steps, most of which NRCS will complete. This document pulls the steps that are specific to the administrative items the SWCD employees will perform from the overall process and condenses them here. For reference to the entire modification process, please refer to the [CSP Modification Guidance-CAET Supported Contracts 10-2018](#), the [CSP Modifications for CMT Supported Contract July 2018](#) and [EQIP Modification Guidance-General 4-2018](#) documents on SharePoint. To see a pictorial overview of how these steps flow together, refer to the [Flowchart for Active Contracts: Modifications](#) supplied with these training materials.



Between some of the SWCD payment tasks outlined below, NRCS will be completing tasks and/or there will be a time lapse as you wait for something to happen. Time lapses and NRCS task breaks are indicated by a box with a description of what is happening or needs to happen before you move on to the next payment task.



For SWCDs, it makes a difference whether an **EQIP** modification is a Commencement Modification or for another reason. The process for an **EQIP** Commencement Modification has extra tasks for SWCDs—starting an **EQIP** Commencement Modification and entering the **EQIP** commencement date. The description of the Commencement Modification can be found in [EQIP Modification Guidance-General 4-2018—Appendix C](#) on SharePoint, but Appendix C is also inserted here.

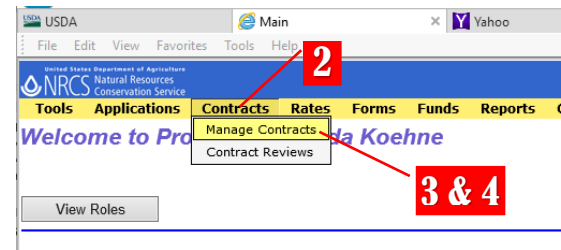
- For EQIP Commencement Date contract modifications, SWCDs will complete Steps 1 through 6 of the Field Office Steps section shown on **Appendix C: Enter Commencement Date or Practice Waiver Expiration Date for EQIP and RCPP-EQIP contracts only** inserted below under **EQIP Commencement Modification**. SWCDs will also complete the **Print Modification Documents** task. SWCDs should skip the **Enter Signature Date for Modifications** task, as Commencement Date Modifications do not require participant signatures. However, the **Print Approved NRCS-CPA-1156** task should be completed by SWCDs.
- For CSP contracts and non-commencement date EQIP contracts, NRCS will start and complete the modification. For SWCDs, it makes a difference whether or not the participant's signature is required on the NRCS-CPA-1156.
 - If the participant's signature is required on the NRCS-CPA-1156, SWCDs will begin their portion of the CSP or non-commencement date EQIP contract modification with the **Print Modification Documents** task. SWCDs will also complete the **Enter Signature Dates for Modification** task and the **Print Approved NRCS-CPA-1156** task.
 - If the participant's signature is NOT required on the NRCS-CPA-1156, SWCDs will begin their portion of the CSP or non-commencement date EQIP contract modification with the **Print Modification Documents** task. SWCDs should skip the **Enter Signature Date for Modifications** task. However, the **Print Approved NRCS-CPA-1156** task should be completed by SWCDs.

To complete any of the modification tasks, you will need to open the contract...

OPEN THE CONTRACT

1. [Login to ProTracts](#) (e-Authentication site)
2. Point to the CONTRACTS tab on the yellow bar
3. On the drop-down list, highlight MANAGE CONTRACTS.
4. Click on MANAGE CONTRACTS

Exhibit 1: Contract Modification Steps for SWCDs



- 5a. On the MANAGE CONTRACTS screen, if you are looking for a particular contract number or one participant, stay on the NAME & CONTRACT NUMBER screen and enter either the name or the contract number, then click on the green GO button.

OR

- 5b. If you want to produce a list of contracts, click on one of the other contract filtering options, such as PROGRAMS screen, and enter the PROGRAM, the FISCAL YEAR, (plus any other filtering criteria) and then click on the green GO button.

Exhibit 2: Contract Modification Steps for SWCDs

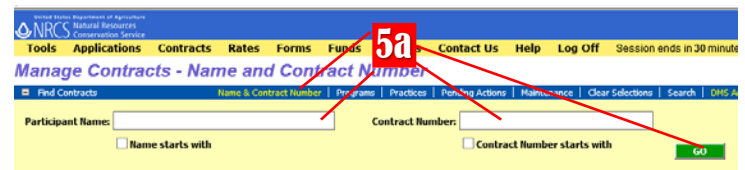


Exhibit 3: Contract Modification Steps for SWCDs

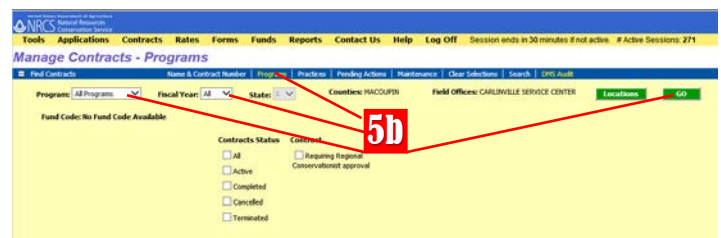


Exhibit 4: Contract Modification Steps for SWCDs

6. Your contract or the list of filtered contracts will be produced. Find the contract you want, click on it to high-light it. Double-clicking on it will open it.

Contracts Returned: 1 - 9 of 9

1

Contracts				View Contract	Expand Items
	Program	State	County	Field Office	
⊕	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	6
⊕	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	
⊕	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	
⊕	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	
⊕	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	
⊕	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	
⊕	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	
⊕	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	
⊕	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	

EQIP COMMENCEMENT MODIFICATION

This modification task is only performed by SWCDs for EQIP contracts that have commenced a practice, but that have not completed an entire CIN within the first 12 months of the contract. SWCDs complete Steps 1 through 6 of Field Office Steps below. If your payment is for a CSP or a non-commencement date EQIP contract, skip this task and go to **Print Modification Documents** task below.

Before you start a commencement modification for an EQIP contract, NRCS will make a field visit to verify that a contract practice has been started. NRCS should communicate to you which CIN subpart(s) have been started and the date.

Appendix C: Enter Commencement Date or Practice Waiver Expiration Date For EQIP and RCPP-EQIP contracts only

Policy Requirements:

440-CPM, Part 512.40 (9) "Apply or commence a financially assisted practice or activity within 12 months of contract obligation, unless the participants requests a waiver in writing and it is approved in accordance with section 512.45C."

Illinois Requirements:

Prior to the one-year anniversary after obligation, one of the following must occur in ProTracts:

- A contract item is approved for payment in ProTracts. One item must have a payment status of "Approved".
- A commencement date is entered by modification and the modification is approved.
- The State Conservationist approved a waiver to not start a practice in the first 12 months, the Practice Waiver Expiration Date is entered by modification, and the modification is approved.

Reports:

FA Tracker Worklist WL05 - Pending 1st Payment in the first 12 months shows contracts that are 90 or less days from the one-year anniversary. For the contracts that show up on WL05, one of the above 3 bulleted items must be completed before the one-year anniversary. Also, **WL06 - 1st Payment Non-Compliance 12 months** identifies the contracts that are more than 12 months past obligation and do not have one of the 3 requirements above completed.

ProTracts Notes and Limitations:

- A commencement date cannot be added if a practice waiver date was added in a previous modification.
- Once the commencement date is added and the modification approved, the date cannot be changed.

Field Office Steps:

1. Click **Modify**
2. Select **Other** for the Predominant Modification Reason
3. Enter the reason for this contract modification
4. Click **OK**
5. Enter the date in the applicable cell:
 - a. Commencement Date - The date a practice was started/commenced

Commencement Date:
 - b. Practice Waiver Expiration Date - The date the State Conservationist waiver expires

Practice Waiver Expiration Date:
6. Click **Save**
7. Return to "Step 5: Submit for Approval to Affix Technical Adequacy Electronic Signature" on Page 3.

PRINT MODIFICATION DOCUMENTS

This payment task should be completed for ALL modifications.

Before you print the modification documents, NRCS will complete the appropriate steps for the type of modification. NRCS should communicate to you that the modification is ready to print.

Open the contract by following Steps 1-6 under **Open the Contract** above.

7. Print Modification Document

The NRCS-CPA-1156 is printed from ProTracts for participant signatures. For every modification, the NRCS-CPA-1156 must be auto-uploaded to the DMS.

- a. Click **Print**
- b. Select **NRCS-CPA-1156** (See Figure 3)
- c. Click **OK**
- d. Auto-upload to the DMS by selecting **Yes** when the message states:
"This document is being auto-uploaded to the DMS. Select Yes to upload and view the document, select No to just view the document."
- e. Determine the next step:
 - i. If participant signatures are required, proceed to the next step
 - ii. If participant signatures are not required, proceed to Step 10

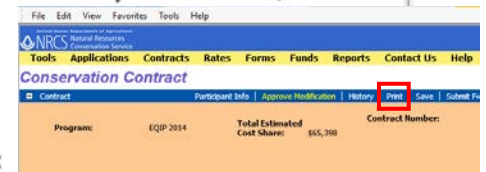
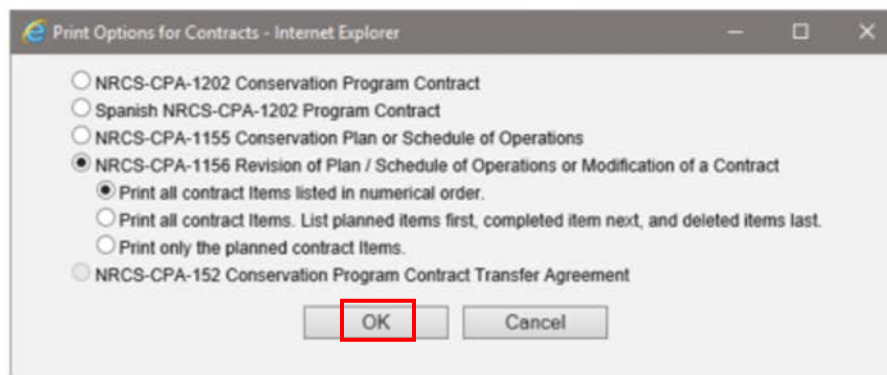
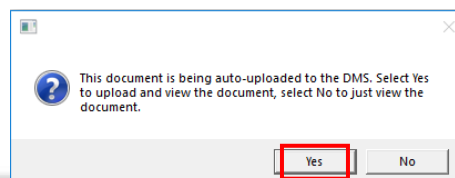


Figure 3 – ProTracts Print Screen



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The NRCS-CPA-1156 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.

As stated in Step 7e in **Print Modification Document** above, NRCS should communicate to you whether or not the participant's signature is required. If the participant's signature is required, continue with Step 8 below. If the participant's signature is NOT required, skip Steps 8 & 9 below and continue with Steps 10 & 11 in the time-lapse box below.

8. Obtain Participant Signatures (if needed)

- Review who is required to sign for modifications. **All** contract participants that are designated as "signature required for modification" in ProTracts-Participant Info will have a signature block on the NRCS-CPA-1156 and must sign the form. The modification designation can be viewed in Participant Info.
- Obtain contract participant(s) signatures on the NRCS-CPA-1156. (See Figure 4)

Figure 4 - Signature Block(s) on the NRCS-CPA-1156

Certification of Participants			
Signature	Date	Signature	Date
MARK C SCHMIDT <i>Marc C. Schmidt</i>	3/13/18	JOHN T SCHMIDT <i>John T Schmidt</i>	3-13-18

Signatures of Reviewing Officials	
Designated Conservationist - Technical Adequacy Certification Signature: GEORGE REICHERT Date: 3/12/2018	Approved by - Concurrence of NRCS Representative Signature: Date:

ENTER SIGNATURE DATE FOR MODIFICATION

Skip this payment task if participant's signature is NOT required for the modification.

After you have obtained the participant's signature, you are ready to enter the signature date in ProTracts.

Open the contract by following Steps 1-6 under **Open the Contract** above.

9. Enter Participant Signed Date when a Participant Signature is Required

- Enter the "Participant Signed Date" on the contract screen. In the cell provided, type the date the participant signed the NRCS-CPA-1156 using the format mm/dd/yyyy (See Figure 5). The "Participant Signed Date" cannot be prior to the technical adequacy date, otherwise an error message will be received.
- Click outside of the cell to save the date

Figure 5 – Participant Signed Date Cell

Start Date:	3/31/2016	Expires:	9/30/2019
Commencement Date:	4/24/2016	Participant Signed Date:	<input type="text"/>
Practice Waiver Expiration Date:			
Modification Number:	2	Modification Date:	N/A

10. Upload Documents to the DMS

The field office uploads documents to the DMS.

- Follow current DMS guidance
- Ensure modification documents are uploaded. Also, supporting documents might be needed such as a participant letter, NRCS-CPA-13, or NRCS-CPA-153. Ensure documents are uploaded to the DMS when they are received or created.

11. Field Office Emails APS

The field office staff emails the APS that a modification is ready to review. If needed, the email should explain additional information that the APS will need to know about the modification that is not covered in the basis for modification statement. The email subject must follow the format:

- Modification: County Name _ Contract Number _ Participant Name
- Example: Modification: Champaign_745A12142AU_Joe Smith*

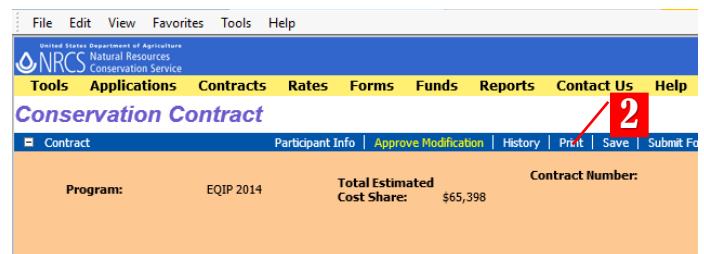
NRCS Area (and possibly State office) staff will make determinations on the modification approval. The Area staff will notify the DC if the modification is approved. If approved, the DC should communicate to you that the approved NRCS-CPA-1156 is ready for printing, uploading, and filing.

PRINT APPROVED NRCS-CPA-1156

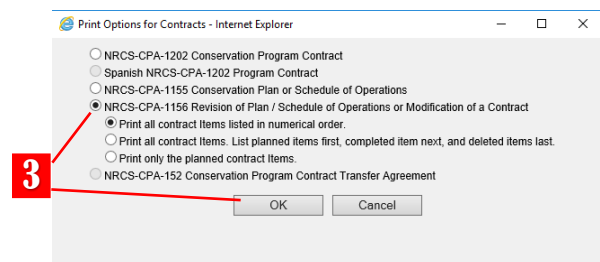
This modification task is performed for ALL modifications.

Exhibit 6: Contract Modification Steps for SWCDs

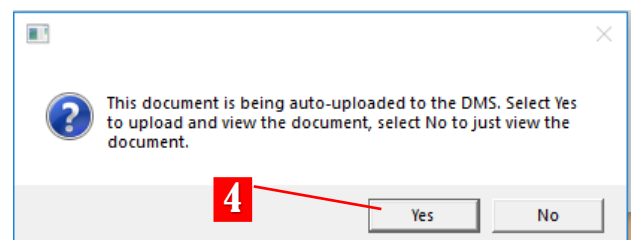
- Open the contract by following Steps 1-6 under **Open the Contract** above.
- On the Contract screen, click on PRINT.



- In the print window that opens, click on the radial button in front of NRCS-CPA-1156 (and PRINT ALL CONTRACT ITEMS LISTED IN NUMERICAL ORDER), then click OK.



- A message will pop up stating the document is being auto-uploaded to DMS. Select YES to auto-upload it.
- The NRCS- CPA-1156 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.



After the NRCS-CPA-1156 has been printed and auto-uploaded to DMS, file the printed approved NRCS-CPA-1156 in the contract folder.

