Flowchart for Active Contracts – Payments & Modifications

Contract Payment



Contract Modification

Flowchart for Active Contracts – Monitoring, Audits, Off-Schedule, Cancellation, Termination, Renewal, Completion



Contract Completion



After the LAST payment of the contract has been fully processed and all papers have been filed in the program folder, record the "Date of Last Payment" on the folder label. Calculate the date the contract folder can be disposed of (6 years and 3 months after date of last payment) and record the "Date of Disposition" on the folder label. File the folder away for 6 years and 3 months.

• After 6 years and 3 months, all program documents can be destroyed. Any information that is deemed pertinent, such as engineering documents or Cons 6 notes, can be kept in Tract folders or other filing systems.



compliance issues with contract. correspondence with participant.

 Rather than navigate to the Contract Modification process, wait for further direction from the DC as ASTC, SCT and ASTC-FAP will be handling the majority of this process. It is likely the only step SWCDs will perform is to file

CSP Contract Renewal



- State Office or Area Office notifies the Field Office when expiring CSP contract holders need to be notified of their opportunity to renew their contract
- Generate & mail the CSP Renewal notification letter with any required enclosures
- Scan & upload (or auto-upload. if appropriate) letter to DMS
- File a copy of the letter in program folder

Applicant responds to letter and indicates to the field office if they wish to proceed with a renewal application

 If the applicant desires to renew their CSP contract, accept a renewal application from them, navigate to the Application process, and follow the flowchart