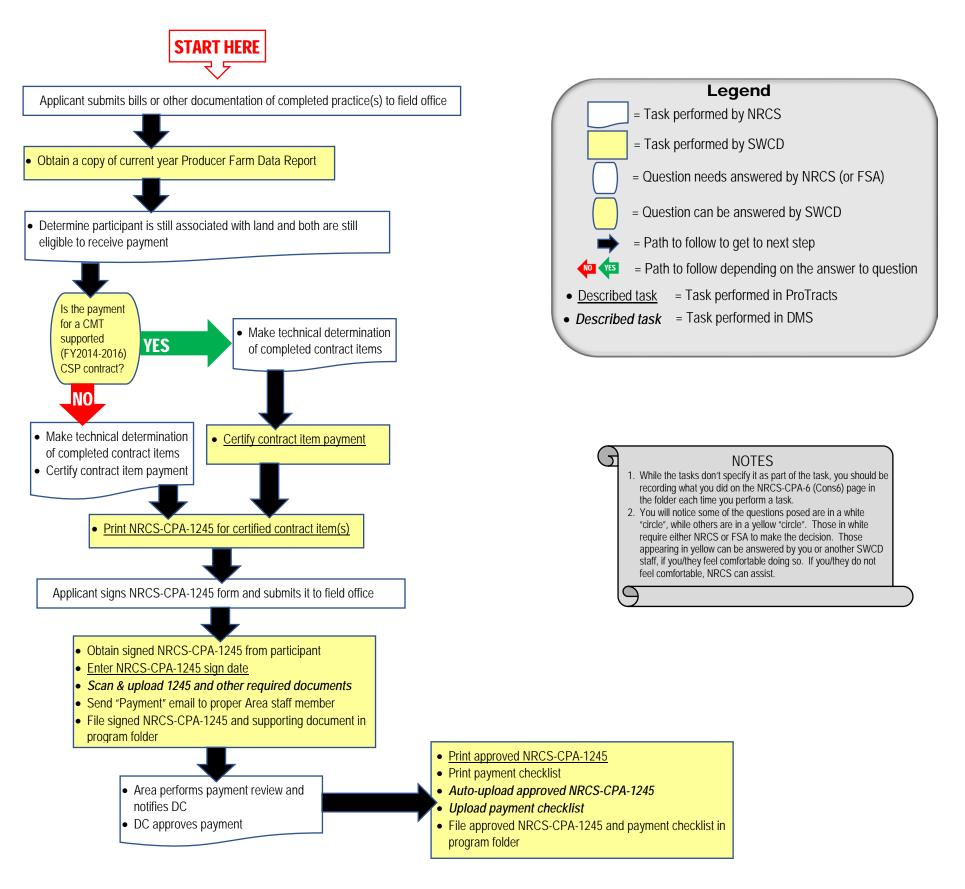
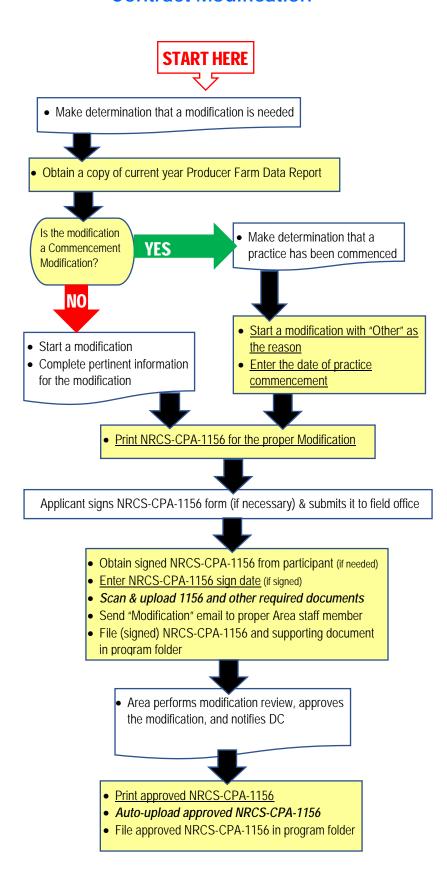
### Flowchart for Active Contracts - Payments & Modifications

### **Contract Payment**



#### **Contract Modification**

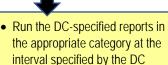


## Flowchart for Active Contracts - Monitoring, Audits, Off-Schedule, Cancellation, Termination, Renewal, Completion

### **Contract Monitoring**

# START HERE

 DC determines which category of reports (ProTracts, FA Tracker, Fund Manager) to run, which specific reports (name of reports) to run, and the frequency to run the reports



- Share reports with NRCS staff
- DC or NRCS staff will determine if any further action needs to be taken on any of the contracts
- Depending on directions from NRCS staff, navigate to the proper activity and follow the flowchart for that activity

#### **Contract Audits**

## START HERE

 State Office or Area Office notifies the Field Office which contracts need auditing as well as the specific type of audit that is being requested

- Generate & mail the appropriate audit 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

Participant responds to letter and submits requested documentation to field office

- DC or NRCS determines if submitted documentation satisfies the request
- DC or NRCS staff will determine if any further action needs to be taken on the audited contracts

 Depending on directions from NRCS staff, navigate to the proper activity and follow the flowchart for that activity

#### **Off-Schedule Contracts**

## **START HERE**

- DC determines if/when a contract is not on schedule
- Meet with participant
- Generate an NRCS-CPA-153 document
- Obtain participant signature
- Conduct a contract review
- Forward NRCS-CPA-153 and contract review to Area Staff for review
- Area Staff concurs and forwards to State office for review
- State Conservationist approves NRCS-CPA-153 and notifies Field Office
- Field Office prepares a contract modification

 Navigate to the Contract Modification process and follow the flowchart

#### **Contract Cancellation**

## START HERE

Participant requests (in writing) to cancel their contract.



- DC notifies ASTC
- DC and ASTC work together to determine the course of action
- DC and ASTC handle the completion of any forms, any documentation, and any correspondence with participant.
- ASTC will initiate a contract modification
- SCT and ASTC-FAP will be notified and make decisions

 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 documents in the program folder.

#### **Contract Termination**

# START HERE

- DC notifies ASTC of noncompliance issues with contract.

  DC and ASTC work together to
- DC and ASTC work together to determine the course of action
- DC and ASTC handle the completion of any forms, any documentation, and any correspondence with participant.
- ASTC will initiate a contract modification
- SCT and ASTC-FAP will be notified and make decisions

 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 documents in the program folder.

#### **CSP Contract Renewal**

# START HERE

 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

## **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.