

440 –SUBPART F – CONTRACT ADMINISTRATION**ME512.51 Modification Procedures****(a) Completing Modifications**

All modifications will be completed through the Pro Tracts modification module. After contract changes have been entered, form AD-1156, "Revision of Plan or Schedule of Operations or Modification of a Contract," will be printed for signatures. The change(s) will be identified on the modification form along with an explanation of the basis for the modification or revision. ProTracts will assign a number to the modification and update the status and changes to each of the contract items.

The Maine NRCS Conservation Programs Modification Checklist will be completed by NRCS staff prior to approval of the modification. This checklist will be attached to the AD-1156 when placed in the contract folder. See Exhibit 512.90 (Maine-2) for form.

(b) Approval of Modifications

The participant (if required) and NRCS Approving Official will sign all contract modifications. Participant signatures on form AD-1156 must match those on the previous signature documents for the contract. The effective date of a contract modification is the date it is signed by the NRCS Approving Official.

Note: A modification in excess of 20% of the current contract obligation, or \$10,000, will require the review and approval of the State Program Manager (reference NRCS National Bulletin NB-440-6-1). If modification requires such approval, the completed modification checklist will be provided to State Program Manager at the time the approval is requested.