

Process Steps for Protracts Contract Modifications

Purpose: To ensure Protracts Contract Modifications meet 440-V-CPM, Part 512 Conservation Programs Manual (CPM) requirements.
Scope: Environmental Quality Incentives Program (EQIP), Conservation Security Program (CSP) and Wildlife Habitat Incentive Program (WHIP) contracts.

Step Action – a verb sentence	Responsibility Any position that is accountable for the completion of this step.	Inputs Items needed to complete the step (forms, tools, people, etc)	Control Practice Standard, Policy, Regulations, etc.	Output Completed object, form, reviewable product, or demonstrated knowledge.
1. Receive request for contract modification from contract participant, review contract, and gather existing supporting contracting documents.	<ul style="list-style-type: none"> • DC • Designated FO Staff • Contract participant 	<ul style="list-style-type: none"> • Contract File which include these materials to develop a contract modification are present: <ul style="list-style-type: none"> • CPA-1202 (Conservation Program Contract) • Conservation Plan • CPA-1155 (Conservation Plan or Schedule of Operations) • Prior CPA-1156 (Revision of Plan/ Schedule of Operations or Modification of a Contract) • Protracts – History; Modifications tab 	<ul style="list-style-type: none"> • 440-V-CPM, Part 512 CPM 	CPA 15 documenting need for contract change.
2. Determine if Program allows the modification requested and if funding is available.	<ul style="list-style-type: none"> • DC • Designated FO Staff 	<ul style="list-style-type: none"> • CPA 15 notes listing reasons for contract modification. • Protracts – View Funds • Engineering Notes 	<ul style="list-style-type: none"> • CSP Manual 518.100 • EQIP Manual 515.112 • WHIP Manual 517.43 • CPM Part 512.50 • Applicable National Bulletins 	<p><i>If modification is not allowed notify producer and document in Assistance Notes, Process Ends.</i></p> <p><i>If modification is allowed go to Step 3.</i></p>
3. Revise Conservation Plan in Toolkit if appropriate.	<ul style="list-style-type: none"> • DC • Designated FO Staff 	<ul style="list-style-type: none"> • Current Conservation Plan • Customer Service Toolkit 	<ul style="list-style-type: none"> • Conservation Planning Process Step Table 	Revised Conservation Plan..

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4. Contract participant signs and receives copy of approved Conservation Plan revision.	<ul style="list-style-type: none"> • DC • Designated FO Staff 	<ul style="list-style-type: none"> • Current Conservation Plan • Customer Service Toolkit 	<ul style="list-style-type: none"> • Conservation Planning Process Step Table 	A copy of the signed Conservation Plan was placed in the field office produced file.
5. Develop contract modification in Protracts including the over bearing reason for modification.	<ul style="list-style-type: none"> • DC • Designated FO Staff 	<ul style="list-style-type: none"> • CPA-1202 • Conservation Plan • Prior CPA-1156s • Design cost estimates for engineering practices • Cost estimates for non engineered practices and/or enhancements • Protracts Help Menu: • https://protracts.sc.egov.usda.gov/ProTracts/RoboHelp/GetStarted.htm 	<ul style="list-style-type: none"> • Protracts Help Menu: • Contracts; Modifying Contracts Book 	Contract Modification ready for participant's signature.
6. Contract participant signs CPA-1156	<ul style="list-style-type: none"> • DC • Designated FO Staff • Contract participant 	<ul style="list-style-type: none"> • CPA-1156 	<ul style="list-style-type: none"> • CPM Part 512.51(b) 	Contract participant signature on the CPA-1156 and placed in the filed office contract file. Modification is ready to select "Submit For Approval" button in Protracts.
7. Submit Modification for approval including basis for modification and notify ASTC (FO).	<ul style="list-style-type: none"> • DC • Designated FO Staff 	<ul style="list-style-type: none"> • CPA-1156 with participant signature • Detailed description of reason for modification for each item modified. 	<ul style="list-style-type: none"> • CPM Part 512.50 • CPM Part 512.51 	Contract Modification including basis for modification submitted to ASTC(FO) for approval in Protracts

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8. ASTC(FO) Approves or Disapproves Contract Modification	<ul style="list-style-type: none"> • ASTC(FO) 	<ul style="list-style-type: none"> • Contract Modification including basis for modification submitted to ASTC(FO) for approval in Protracts • Protracts Help Menu: • https://protracts.sc.egov.usda.gov/ProTracts/RoboHelp/GetStarted.htm 	<ul style="list-style-type: none"> • CSP Manual 518.100 • EQIP Manual 515.112 • WHIP Manual 517.43 • CPM Part 512.50 • CPM Part 512.51 • Applicable National Bulletins 	<p><i>If Contract Modification is “Disapproved” FO notified including reason for disapproval go back to Step 2.</i></p> <p><i>If Contract Modification “Approved” will affix CPA---1156 with electronic signature of ASTC (FO). FO notified go to Step 8.</i></p>
9. Provide participant an approved copy of the CPA-1156	<ul style="list-style-type: none"> • DC • Designated FO Staff 	<ul style="list-style-type: none"> • Approved CPA-1156 with electronic signature of ASTC(FO) 	<ul style="list-style-type: none"> • CPM Part 512.51(b) 	Participant receives CPA-1156. Copy of payment information placed in the field office contract file.

Field checked: July 9, 2007

Approved: /s/ Richard Van Klaveren

Richard Van Klaveren, State Conservationist

Date approved: October 31, 2007