

**SUBPART J - EXHIBITS**

**Maine NRCS: Conservation Program Modification Checklist**

(Based on guidance from CPM 440-Part 512, Subpart F; dated 8/2005)

**Required to be completed for contract modifications requiring producer signature**

Date: \_\_\_\_\_ Service Center: \_\_\_\_\_

Contract #: \_\_\_\_\_ Original contract obligation: \$ \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Submitted for approval in ProTracts by: \_\_\_\_\_

Reason for Modification: \_\_\_\_\_

\_\_\_\_\_

Amount of additional funding required to process modification: \$ \_\_\_\_\_

|  |   |   |
|--|---|---|
| -Is amount required > 20% of original contract obligation or \$10,000? [ME300-6-10]<br>(If modification requires approval by the State Program Manager, submit completed form with request for approval) | Y | N |
|--|---|---|

|  |   |   |
|--|---|---|
| -Contract participant(s) pass "Update Eligibility" process in ProTracts? | Y | N |
|--|---|---|

**Reason for Modification:**

|  |   |   |
|--|---|---|
| -Modification is the result of a true "Cost Over-run"? [512.50(a)] | Y | N |
|--|---|---|

|  |   |   |
|--|---|---|
| -Modification is a result of a "Change in Scope"? [512.50(a)]<br>(Not allowed in EQIP) | Y | N |
|--|---|---|

|   |   |   |
|---|---|---|
| -Modification requires extension or reduction of expiration date?<br>[512.50(c) and 512.45] | Y | N |
|---|---|---|

|   |   |   |
|---|---|---|
| -Modification includes substituting a practice? [512.50(a)] | Y | N |
| If yes, why? _____  |   |   |
| Does new practice address the same resource concern? _____  |   |   |

|  |   |   |
|--|---|---|
| -Modification includes deleting a practice or funds [512.51(d)]? | Y | N |
| If yes, why? _____   |   |   |
| _____  |   |   |
| Ranking score before mod: _____ after mod: _____                 |   |   |

Contract # \_\_\_\_\_

|  |   |   |
|--|---|---|
| -Modification establishes permission for a practice to be destroyed [512.52]?<br>If yes, why? _____<br>_____ | Y | N |
|--|---|---|

|  |   |   |
|--|---|---|
| -Modification adds a participant(s) [512.54]?<br>If yes, for what reason? _____<br>_____ | Y | N |
| Is new participant(s) eligible for program? _____  |   |   |
| Is new participant(s) a LRF or BF? _____   |   |   |
| Has fund amount been calculated accordingly? _____                                       |   |   |

|  |   |   |
|--|---|---|
| -Modification adjusts contract shares? [512.50(a)]<br>If yes, is there documentation from to support the change? | Y | N |
|--|---|---|

|   |   |   |
|---|---|---|
| -Modification provides for re-installation of a failed practice? [512.53]<br>If yes, what happened? _____<br>_____<br>_____ | Y | N |
|---|---|---|

|  |   |   |
|--|---|---|
| -Modification provides for a TSP activity or activities to be added? [512.50(a)]<br>(If yes, attach TSP NTE rate website calculation print out.) | Y | N |
|--|---|---|

**Processing Modification [Reference 512.51]**

|                                       |   |   |
|---------------------------------------|---|---|
| -Producer signed AD-1156? [512.51(b)] | Y | N |
|---------------------------------------|---|---|

|  |   |   |
|--|---|---|
| -Cost-overrun funds are available for the applicable fiscal year and program?<br>[512.51(c)] | Y | N |
|--|---|---|

|  |   |   |
|--|---|---|
| -Was work begun on new practices prior to modification approval? [512.51(c)] | Y | N |
|--|---|---|

|  |
|--|
| <b>Additional information or comments:</b> _____<br>_____<br>_____<br>_____<br>_____ |
| If additional space is needed, please attach separate sheet.                         |