

## Contract Reviews

### Reference 512.55

- Annual Reviews **Required** for all active contracts
- Must be completed in the ProTracts Contract Review Module
- If a CPA-13 form is required, the Designated Conservationist **MUST** approved the review (even if the DC is the one who completed the review)

# Start in the ProTracts Contracts/Contract Reviews module

Contract Reviews - Windows Internet Explorer

File Edit View Favorites Tools Help

https://protracts.sc.egov.usda.gov/PROTRACTS/ContractReviews\_v2.aspx

Contract Reviews

United States Department of Agriculture  
NRCS Natural Resources Conservation Service

ProTracts Program Contracts System

Tools Applications **Contracts** Rates Forms Funds Reports Contact Us Help Log Off Session ends in 30 minutes if not active. # Active Sessions: 234

Select Contract

Manage Contracts

Contract Reviews

Find Contracts Clear Selections Search

Participant Name:  Contract Number:

Name starts with  Contract Number starts with

Program: All Programs Fiscal Year: All State: ME Counties Field Offices Locations GO

Review Year: 2011

Find Contract Options: Display:

Show Contracts on schedule  All Contracts

Show Contracts not on schedule  Contracts not Reviewed

Contracts Reviewed

Done Local intranet 100%

# Explanation of Terms

Program:  Fiscal Year:  State:

Review Year:

**Find Contract Options**

Show Contracts on schedule  
 Show Contracts not on schedule

**Displays**

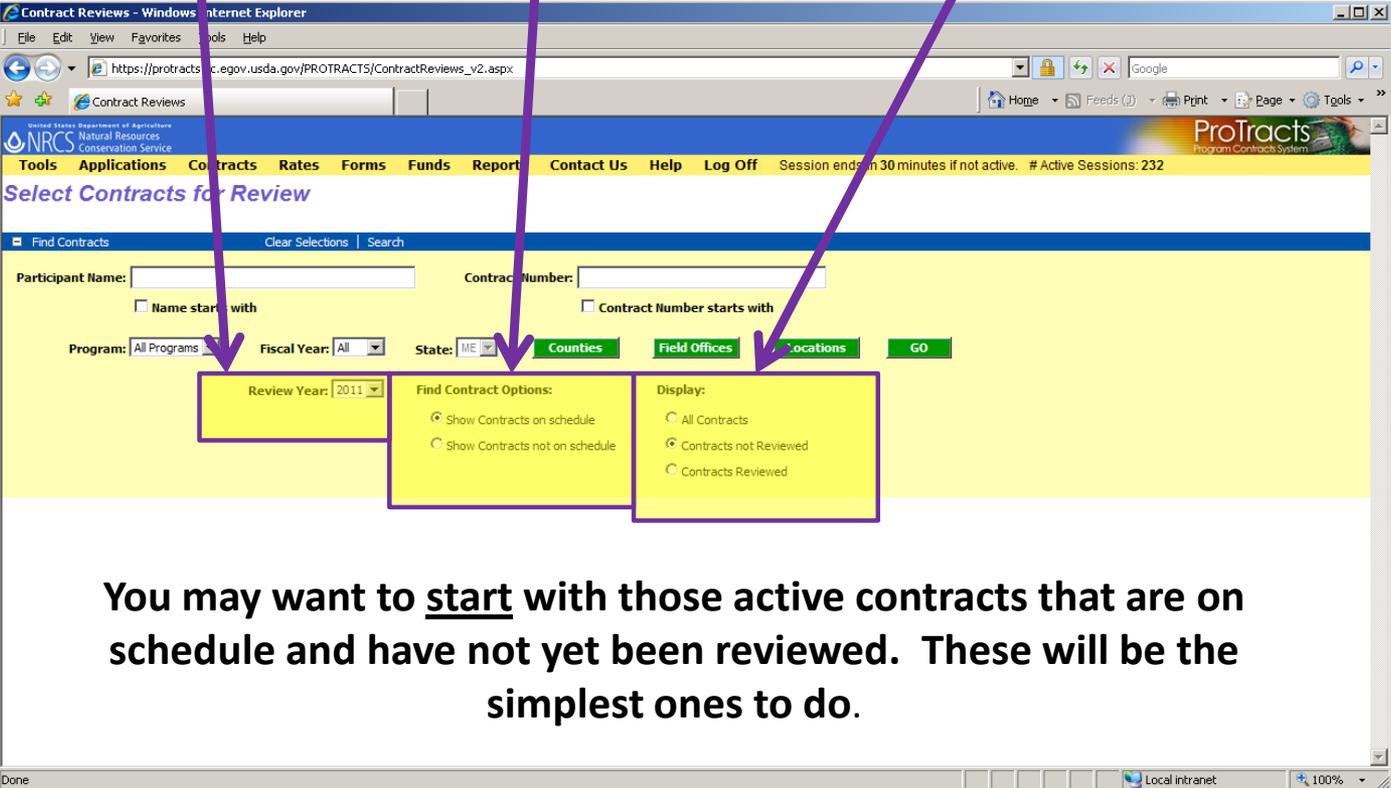
All Contracts  
 Contracts not Reviewed  
 Contracts Reviewed

View Contract | [Review](#) | Expand Items | Collapse Items | Forms | Letters | Export

<u>Program</u>	<u>State</u>	<u>County</u>	<u>Participant</u>	<u>Contract Number</u>	<u>Prior Year Incomplete Items</u>	<u>Items Scheduled in the Review Year</u>	<u>Review Completion Date</u>	<u>Provisions Met</u>
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- Review Year= Calendar year of Annual Contract Review
- Prior Year Incomplete = contract item planned year is less than review year and contract item status is Planned or Partial Certified
- Items Scheduled in the Review Year = contract items planned year is the same as the review year AND the contract item status is Planned or Partial Certified
- Contracts on Schedule will have no Prior Year Incomplete Items and may or may not have items scheduled in the Review Year
- Contracts Not on Schedule will have Prior Year Incomplete Items and may or may not have items scheduled in the Review Year

Choose your search filter options so that you get a list of contracts to review. Review year is 2011. You MUST choose an option under “Find Contract Options” and “Display”.



The screenshot shows the ProTracts web application interface. The page title is "Select Contracts for Review". The "Find Contracts" section includes search criteria for Participant Name, Contract Number, Program, Fiscal Year, State, and Counties. The "Review Year" is set to 2011. The "Find Contract Options" section has two radio buttons: "Show Contracts on schedule" (selected) and "Show Contracts not on schedule". The "Display" section has three radio buttons: "All Contracts" (selected), "Contracts not Reviewed", and "Contracts Reviewed".

You may want to start with those active contracts that are on schedule and have not yet been reviewed. These will be the simplest ones to do.

When you hit the “GO” button, a list of active contracts that meet your search criteria will appear:

The screenshot shows the ProTracts web application interface. The search criteria are: Participant Name (empty), Contract Number (empty), Name starts with (unchecked), Contract Number starts with (unchecked), Program: All Programs, Fiscal Year: All, State: ME, Review Year: 2011. The search options are: Show Contracts on schedule (selected), Show Contracts not on schedule (unchecked), All Contracts (unchecked), Contracts not Reviewed (selected), and Contracts Reviewed (unchecked). The search results show 1 - 50 of 521 contracts. The table below shows the results for the first three contracts.

	Program	State	County	Participant	Contract Number	Prior Year Incomplete Items	Items Scheduled in the Review Year	Review Completion Date	Provisions Met
<input type="checkbox"/>	EQIP 2002	ME				0	2011 0		
<input type="checkbox"/>	WHIP 2008	ME				0	2011 4		
<input type="checkbox"/>	WHIP 2002	ME				0	2011 1		

The yellow callout box contains the following text: "The system will show you how many contract items in the contract are schedule for the review year. You could open the contact line up by clicking on the “+” box on the left hand side to see which items they are."

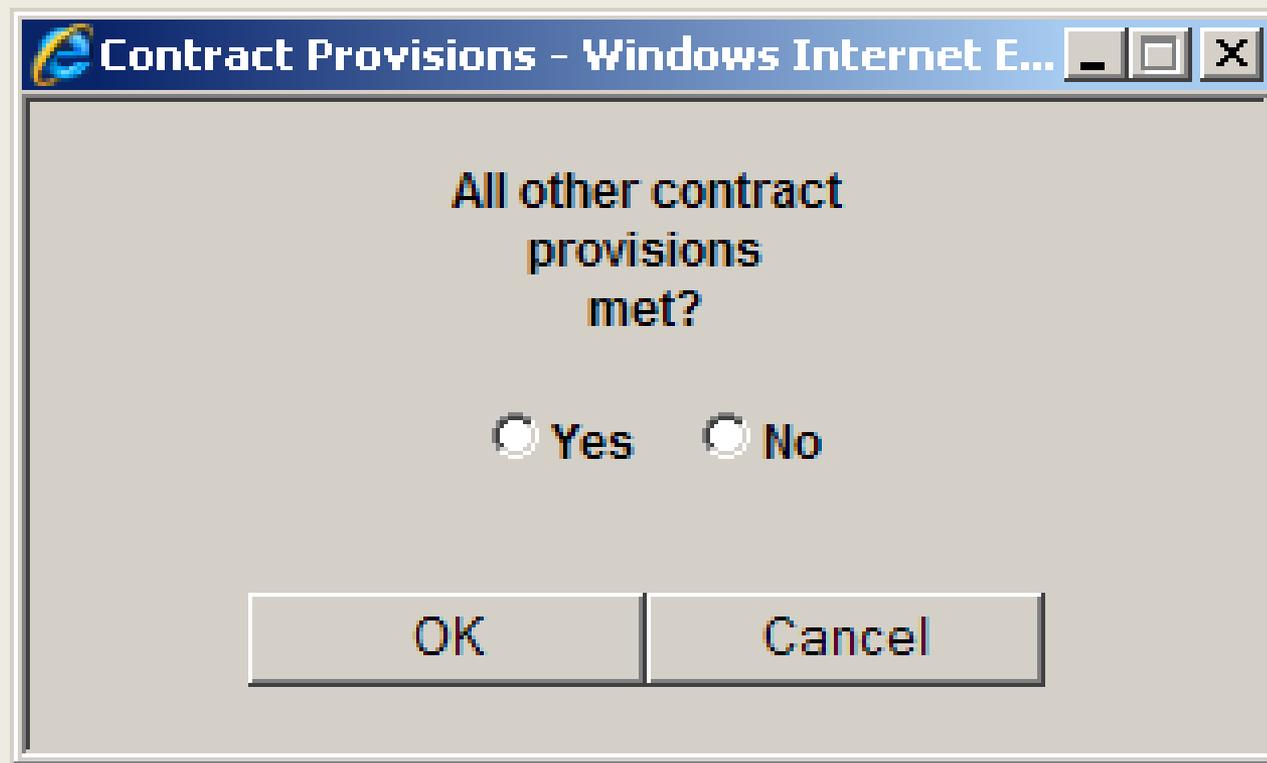
SO, to get started on the review, highlight a contract line in yellow, and click on the “Review” menu item:

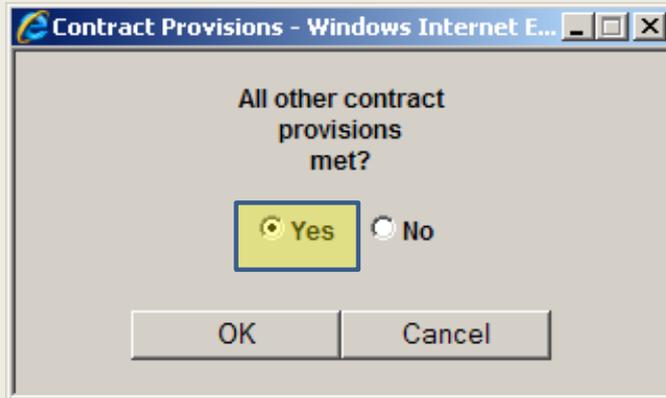
The screenshot shows the ProTracts web application interface. The page title is "Select Contracts for Review". The interface includes search filters for Participant Name, Contract Number, Program, Fiscal Year, State, and Review Year. There are also options for "Find Contract Options" and "Display". A table of contracts is displayed below, with the first row highlighted in yellow. A context menu is open over the first row, with the "Review" option highlighted. A purple arrow points from the text above to the "Review" option.

Contracts Returned: 1 - 50 of 521

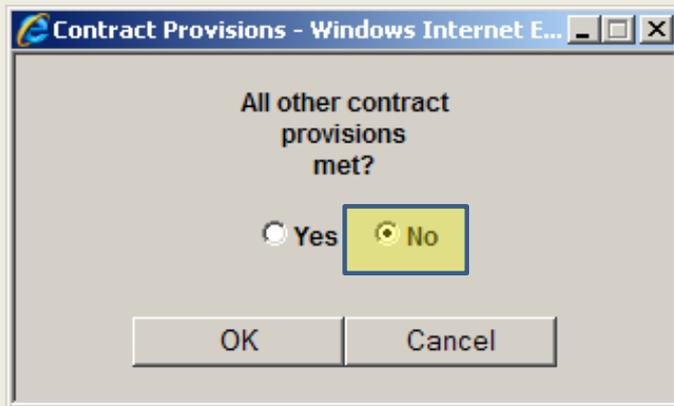
Program	State	County	Participant	Contract Number	Prior Year Incomplete Items	Items Scheduled in the Review Year	Review Completion Date	Provisions Met
EQIP 2002	ME	AI		741218080B7	0	2011 0		
WHIP 2008	ME	AI		721218101CR	0	2011 4		
WHIP 2002	ME	AI		721218080EI	0	2011 1		

When you are working on contracts that are on schedule, but not yet reviewed, this friendly little message box will appear...and you answer the question appropriately..

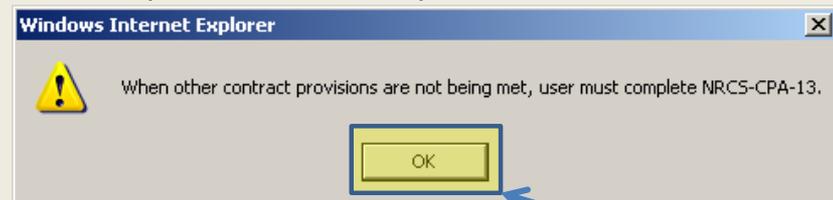




Choosing "Yes", finishes the review process...Move to the next one!



Choosing "No" gives you a message that a CPA-13 is required to be completed:



Choosing "ok" in this message box brings up the electronic CPA-13 form

Fill out the CPA-13 form electronically and then click on “Sign Review”. The participant is not required to sign. You can print one out to provide to the participant, though. You can either put a hard copy in the contract folder, or cross reference in the folder that it can be reviewed in the ProTracts Contract History Module/Contract Review screen.

Contract Review NRCs-CPA-13 - Windows Internet Explorer

Contract Reviews    Print Form    Sign Review    Approve Review    Save

Participant:     Contract Number: 7212181     Reviewer: SUSAN ARRANTS    Review Date: 2/11/2011

Is the land still under the control of the participant?  Yes  No    If no, explain:

Once the CPA-13 is signed, the Designated Conservationist **MUST** approve it (even if the DC was the one who signed the review). If the DC doesn't approve it, the completed form will NOT be accessible in the ProTracts Contract History module.

Revision of Plan or Modification Needed

Practices scheduled this year

CIN	Code	Practice	Amount	Units	Planned Year
1	595	Pest Management (595)	118	ac	2011
2	644	Wetland Wildlife Habitat Management (644)	118	ac	2011
3	645	Upland Wildlife Habitat Management (645)	118	ac	2011

Need for technical assistance

Do another search for those contracts that are NOT on schedule, and have not been reviewed. Highlight a contract line in yellow, and click on the “Review” menu item

The screenshot shows the ProTracts web application interface. The browser title is "Contract Reviews - Windows Internet Explorer". The URL is "https://protracts.sc.egov.usda.gov/PROTRACTS/ContractReviews\_v2.aspx". The page header includes the NRCS logo and navigation tabs: Tools, Applications, Contracts, Rates, Forms, Funds, Reports, Contact Us, Help, Log Off. A session timer indicates "Session ends in 30 minutes if not active. # Active Sessions: 205".

The main section is titled "Select Contracts for Review". It contains search filters for Participant Name, Contract Number, Program, Fiscal Year, State, and Review Year. There are also options to filter by "Find Contract Options" (Show Contracts on schedule, Show Contracts not on schedule) and "Display" (All Contracts, Contracts not Reviewed, Contracts Reviewed).

Below the filters, it says "Contracts Returned: 1 - 50 of 530". A table of contracts is displayed with a toolbar above it containing "View Contract", "Review", "Undo Review", "Expand Items", "Collapse Items", "Forms", "Manage Letters", and "Export". The first row of the table is highlighted in yellow. A purple arrow points from the text above to the "Review" button in the toolbar.

	Program	State	County	Participant	Contract Number	Prior Year Incomplete Items	Items Scheduled in the Review Year	Review Completion Date	Provisions Met
+	EQIP 2002	ME			7412180	1	2011 0		
+	EQIP 2008	ME			7412181	2	2011 0		
+	EQIP 2008	ME			7412181	3	2011 4		

Because you chose this review from the list of active contracts that are NOT on schedule, clicking on the “Review” menu item takes you directly to the CPA-13 form. Complete the form, then click on “Sign Review”. Again, the DC **MUST** approve the review (even if the DC was the one who signed it).

Contract Review NRC5-CPA-13 - Windows Internet Explorer

Contract Reviews    Print Form    Sign Review    Approve Review    Save

Participant: [REDACTED]    Contract Number: 741 [REDACTED]    Reviewer: SUSAN ARRANTS    Review Date: 2/11/2011

Is the land still under the control of the participant?  Yes  No    If no, explain: [REDACTED]

**Completed Practices**

CIN	Code	Practice	Amount	Units	Certified
1	330	Contour Farming	1	ac	9/12/2007
2	330	Contour Farming	1	ac	12/19/2008
3	330	Contour Farming	1	ac	6/18/2009

**Incomplete Practices**

CIN	Code	Practice	Amount	Units	Planned Year
9	382	Fencing	650	ft	2009

Revision of Plan or Modification Needed

[REDACTED]

**Practices scheduled this year**

CIN	Code	Practice	Amount	Units	Planned Year
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Need for technical assistance

[REDACTED]

## How DC's can find the reviews ready for approval:

Go into the Manage Contracts/Pending Action module. Choose "Contract Reviews/Contract Reviews awaiting Approval" to get the list of contracts that need the review approved. HOWEVER, the DC will have to go back to the Contract Review module to access the review to approve it.

The screenshot shows the ProTracts web application interface. The browser window title is "Manage Contracts - Windows Internet Explorer". The address bar shows the URL: <https://protracts.sc.egov.usda.gov/PROTRACTS/ManageContracts.aspx?Action=FindContractResults.aspx>. The page header includes the NRCS logo and navigation links: Tools, Applications, Contracts, Rates, Forms, Funds, Reports, Contact Us, Help, Log Off. The session ends in 30 minutes if not active, and there are 195 active sessions.

The main heading is "Manage Contracts - Pending Actions". Below this, there are filters for Program (All Programs), Fiscal Year (All), and State (ME). There are buttons for Counties, Field Offices, Locations, and GO.

The "Contract Reviews" section is highlighted with a red box. It contains the following options:

- Contract Reviews awaiting Approval

Other sections include Obligations, Modifications, Payments, Rejected Transactions, and Advance Payments, each with several radio button options.

At the bottom, it shows "Contracts Returned: 1 - 50 of 271" and a table of contracts. The table has columns for Program, State, County, Field Office, Participant, Contract Number, Obligation, and Pending Note.

Program	State	County	Field Office	Participant	Contract Number	Obligation	Pending Note
WHIP 2008	ME				721218101E4	\$28,9	4
WHIP 2008	ME				721218101CF	\$17,2	0
EQIP 2008	ME				741218100RL	\$79,5	8

DC's should search for Contracts not on Schedule, that HAVE been reviewed to access those that were listed as needing the DC approval.

The screenshot shows the ProTracts web application interface. The browser window title is "Contract Reviews - Windows Internet Explorer". The address bar shows the URL: [https://protracts.sc.egov.usda.gov/PROTRACTS/ContractReviews\\_v2.aspx](https://protracts.sc.egov.usda.gov/PROTRACTS/ContractReviews_v2.aspx). The page header includes the NRCS logo and navigation tabs: Tools, Applications, Contracts, Rates, Forms, Funds, Reports, Contact Us, Help, and Log Off. A session timer indicates "Session ends in 30 minutes if not active. # Active Sessions: 244".

The main content area is titled "Find Contracts" and includes search filters:

- Participant Name:
- Contract Number:
- Name starts with
- Contract Number starts with
- Program:
- Fiscal Year:
- State:
- Review Year:

Buttons for "Counties", "Field Offices", "Locations", and "GO" are present. A purple box highlights the "Find Contract Options" and "Display" sections:

Find Contract Options:	Display:
<input type="radio"/> Show Contracts on schedule	<input type="radio"/> All Contracts
<input checked="" type="radio"/> Show Contracts not on schedule	<input type="radio"/> Contracts not Reviewed
	<input checked="" type="radio"/> Contracts Reviewed

Highlight a contract line in yellow, and click on the “Review” menu item

Contract Reviews - Windows Internet Explorer

https://protracts.sc.gov.usda.gov/PROTRACTS/ContractReviews\_v2.aspx

United States Department of Agriculture  
Natural Resources Conservation Service

Tools Applications Contracts Rates Forms Funds Reports Contact Us Help Log Off

Select Contracts for Review

Find Contracts Clear Selections Search

Participant Name: Contract Number:

Program: All Programs Fiscal Year: All State: ME Counties Field Offices

Review Year: 2011 Find Contract Options: Display:

Contracts Returned: 1 - 50 of 530

Program	State	County	Participant	Contract Number	Prior Year Incomplete Items
EQIP 2002	ME			741218	1
EQIP 2008	ME			741218	2
EQIP 2008	ME			741218	3

Done

This step will bring you again to the CPA-13 form that will be ready for the DC's review and approval (or roll back, if necessary).

Contract Review NRCS-CPA-13 - Windows Internet Explorer

Contract Reviews Print Form Sign Review Approve Review Save

Participant: Contract Number: 74 Reviewer:

Is the land still under the control of the participant? Yes No If no, explain:

Completed Practices

CIN	Code	Practice	Amount	Units	Certified
1	330	Contour Farming	1	ac	9/12/2007
2	330	Contour Farming	1	ac	12/19/2008
3	330	Contour Farming	1	ac	6/18/2009

Incomplete Practices

CIN	Code	Practice	Amount	Units	Planned Year
9	382	Fencing	650	ft	2009

Revision of Plan or Modification Needed

Practices scheduled this year

CIN	Code	Practice	Amount	Units	Planned Year
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Need for technical assistance

# Getting to the DC Approved CPA-13 Later on

Contract History - ROGER A CALLANAN - 721218101BF - Windows Internet Explorer

File Edit View Favorites Tools Help

Home Feeds() Print Page Tools Help Send to OneNote Research Send To Bluetooth

History Print Payments Obligations Modifications **Contract Reviews** Assignments Vendor Information Application History Eligibility

## Contract Reviews

Review Year	Review Date	On Schedule	Other Provisions	CPA-13 Completed	Completed Review	Approved Review	CPA-153 Completed
2011	1/25/2011	N		1/25/2011	IMA DeeCee	IMA DeeCee	

Done

To access the completed, approved CPA-13, go to the Contract History Module/Contract Reviews screen. If the DC has approved the review, the date the CPA-13 was completed will be entered and the date will be a link. Click on the date/link and the completed CPA-13 will appear..TaDa!

https://protracts.sc.egov.usda.gov/PROTRACTS/OpenPDF.aspx?contract\_id=4468960-611d-4d88-bec7-7 - Windows Internet Explorer

File Edit Go To Favorites Help

https://protracts.sc.egov.usda.gov/PROTRACTS/OpenPDF.aspx?contract\_id=4468960-611d-4d88-bec7-7b3c81141b2086?Year=2011&form\_id=CPA-13&Address=1

https://protracts.sc.egov.usda.gov/PROTRACTS/Op...

US DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION

NRCS-CPA-13  
4/2005

### CONTRACT REVIEW

1. Date Reviewed 1/25/2011	2. Contract or Agreement No: 7212181	3. Program WHIP 2008
4. County		5. Name and Address

6. Progress in applying plan.

CIN Practice	Amount	Units	Completed
7. Revision of plan or modification of contract or agreement needed: Received cost-estimates for item 2 which are significantly higher than cost-share. State office recomend deleting item 2 and add item 6 for fish passage and cap to ensure cost share does not cover 100% of cost.			
CIN Practice	Amount	Units	Planned Date
1 Access Road (560)(560)	100	ft	2010
2 Stream Crossing (578)(578)	1	no	2010
4 TA Reimbursement for Design(911)	34	no	2010
5 TA Reimbursement for Installation(912)	34	no	2010

8. Need for technical assistance:  
As needed.

CIN Practice	Amount	Units	Planned Date
3 Forest Stand Improvement (666)(666)	34	ac	2011

9. Land is still under control of the participant  Yes  No

9a. If the answer to item 9 is NO, provide explanation: Not applicable.

Unknown Zone



If questions, call  
Susan!

(207) 990-9564