



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

July 27, 2010

## IOWA INTRAOFFICE INSTRUCTION 120-189 - CONTRACTS AND AGREEMENTS FOLDER ASSEMBLY

### IA189.0 PURPOSE

This Iowa Intraoffice Instruction provides instructions on how to assemble and organize Contract and Agreement folders.

### IA189.1 SCOPE

These instructions will be followed by all employees while working with Contract and Agreement folders.

### IA189.2 FILING INSTRUCTIONS

This Iowa Intraoffice Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

*/s/* Richard Sims  
State Conservationist

Attachment

SOE

(IA Intraoffice Instruction 120-189 First Edition – July 2010)

*Helping People Help the Land*

An Equal Opportunity Provider and Employer

IOWA INTRAOFFICE INSTRUCTION 120-189 - CONTRACTS AND AGREEMENTS FOLDER  
ASSEMBLY

1. PURPOSE:

This Iowa Intraoffice Instruction provides instructions on how to assemble and organize Contract and Agreement folders.

2. ROLES AND RESPONSIBILITIES:

These instructions will be followed by all State Office employees while working with Contract and Agreement folders.

3. PROCESS:

The method of arranging the contents of all contract and agreement folders will be to use the "Contracts and Agreements 6-Part Folder Arrangement" document which is attached.

All folders will be filed in numerical order, by agreement number, until the time they are sent to the Federal Record Center.

Questions concerning this Instruction should be directed to Matthew Harvey.

Approved By:

Date: **07-27-2010**

**/s/** Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
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Attachment

# Contracts and Agreements 6-Part Folder Arrangement

## COVER 1 – Agreement Documents

(bottom)

- Funding Profile and Statutory Authority
  - Agreement Suspense Copies
  - Readiness Questionnaire
  - Attachment D
  - Attachment B
  - Assurances – Land Rights
  - Cost Estimate
  - Pre-Award documents
    - Instructions to Bidders, etc.
  - O&M Agreement and Plan
  - SF-424, Application for Federal Assistance
  - Agreement (GM-330 IA39, Delegation of Authority-Signature if Acting STC signed)
  - Amendment(s) to Agreement
- (top)

## COVER 2 – Correspondence

(Chronological order, most recent on top)

- Sponsor Letter Requesting Assistance
- CO/GR/Inspector Appointment letters
- Liaison Appointment letter
- Correspondence
- Checklist (green sheet EWP only)
- Contracting Notes
- 6-Part Folder Arrangement

## COVER 3 – Reporting Documents

- Weekly Payrolls (Davis-Bacon)
- Statements of Compliance
- Unsuccessful Bids (Remove when Abstract is completed)

## COVER 4 – Program Support Documents

- Damage Survey Reports (DSR) in numerical order
- Acting State Conservationist Authority for whoever signed DSR
- Suspend and Resume Work Orders

## COVER 5 – Financial Documents

- Vendor Information
  - SF-1199A, Direct Deposit Form (EFT)
  - SF-425, Financial Status Report's (if required) or Other Reports
- Payment Documents
  - SF-270, Request for Advance or Reimbursement with supporting costs and expenses
  - Quarterly Accrual Reports
  - Open Obligation & Review Checklist (ROOT)

## COVER 6 – Project Documents

- Engineering Plans
- Contract Modifications
- Contract (Local or Federal)
- Reporting or Work Products
- Engineering Specifications