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KANSAS BULLETIN NO. KS300-14-1

Subject: LTP–Conservation Stewardship Program—Modification Guidelines

Purpose: To inform the field of the process for modifying Conservation Stewardship Program (CSP 2008) contracts

Expiration Date: September 30, 2015

Participants of CSP 2008 are required to maintain the existing level of conservation and achieve additional conservation levels. The CSP 2008 contracts may be modified if there are changes to the operation that do not achieve the original purpose of the program. The two main types of modifications are contract administrative changes and operational adjustments.

- 1) Contract Administrative Changes—These changes do not need state office (SO) approval by the program manager (per Title 440, Conservation Programs Manual [CPM], Part 508, Section 508.101 [e] and [f]). Land or payment share transfers and vendor changes must be submitted to the SO Financial Management (FNM) Staff for second level review via electronic contracts (eContracts) in the modification folder.
- 2) Operational Adjustments—Per Title 440, CPM, Part 508, Section 508.101(c)
 - The conservation measurement tool (CMT) must be run **again**.
 - Each modification must be handled as a potential contract violation, and Form NRCS-CPA-153, Agreement Covering Non-Compliance with Provisions of Contract, must be submitted for approval to the area office (AO) with the participant's signature.

(more)

DIST: A, F, S, Coleman, FNM

- The following modifications will be handled at the AO level and **should not be submitted to the SO**.
 - Enhancement substitutions per CPM, Part 508, Section 508.101 (c)(10)(i). This will not permit an increase in the contract amount.
 - Add, edit, delete a practice per CPM, Part 508, Section (505.101 (c)(10)(ii)). This will not permit an increase in the contract amount.
- The following modifications will be handled at the SO.
 - Resource inventory adjustment—CPM, Part 508, Section 508.101(c)(10)(iii). This will not permit an increase in the contract amount.
 - Errors and Omissions
 - These will permit an increase in the contract amount; therefore state conservationist (STC) and national headquarters (NHQ) concurrence are needed.
 - Appeals
 - These are used only in cases of National Appeals Division (NAD) appeals and will permit an increase in the contract amount; therefore the STC and NHQ concurrence are needed.

Use of eContracts for Modifications

Modifications not requiring national headquarters (NHQ) concurrence:

- 1) Field offices (FOs) will upload modification packets into eContracts using the Contract Modification–Noncompliance–153 option under the destination folder. The FO will notify their assistant state conservationist for field operations (ASTC-FO) when completed and will ensure the following documents have been uploaded.
 - Form NRCS-CPA-1200, Conservation Programs Application
 - Form NRCS-CPA-1202 (Appendix)
 - Form NRCS-CPA-1155, Conservation Plan Schedule of Operations
 - Form NRCS-CPA-1156, Revision of Plan/Schedule of Operations or Modification of a Contract
 - Form NRCS-CPA-153
 - Signature authority, if applicable, must show who can sign for the modification
 - Participant Eligibility
- 2) The ASTC-FO will review the submitted documentation, sign the appropriate forms, and then approve the modification in Program Contracts System (ProTracts).
 - Modifications requiring SO or NHQ concurrence

When submitting modifications for errors, omissions or appeals, the following steps are required:

- 3) Steps 1 and 2 above will be followed **except for approving the modification in ProTracts.**
- 4) The AO will send the electronic notification of the uploaded files to the SO using the eContracts notification option, Form NRCS-CPA-153. Programs Staff will forward to the FNM Staff for review before sending to NHQ if required.
- 5) After approval from STC or NHQ, the signed form will be uploaded into eContracts with an email notification sent to the AO that the field may proceed with the modification.

(Signed)

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State Conservationist