

Part 582 – Working Lands Conservation Programs Manual

Subpart E – Contract Development and Requirements

IA582.40 Preobligation Reviews

A. Purpose

To distribute instructions for completing preobligation reviews for Farm Bill Program contract obligations.

B. References

Title 440, Conservation Programs Manual (CPM), Part 530

C. Explanation

- (1) Title 440, Conservation Programs Manual (CPM), Part 530, Subpart E, Section 530.41C(3) provides policy on completing preobligation reviews before the NRCS approving official obligates the contract. This policy references a preobligation checklist to verify criteria related to each application prior to contract obligation. The checklist includes the minimum criteria that must be checked prior to contract obligation. According to [440-CPM-530-E-530.41C\(3\)](#) and [440-CPM-530-E-530.71A](#), states are given the option to use the checklists or to use a state equivalent.
- (2) State equivalent preobligation checklists will be utilized in Iowa and will be located on the Iowa Programs SharePoint Site at: [Programs>Contract Management Forms>Preobligation Checklists](#).
- (3) There are separate checklists for each program. If there is not a state provided checklist at the above location, please utilize the checklists found in the [440-CPM-530-\(Program Subpart\)-Exhibits](#).
- (4) The following are instructions for using this checklist. When a person or position is not available, the Area Office or Team Leader shall select an acting to complete that level of review. The first level review must be complete before forwarding to the second level review. The first level review is completed by the RC (Tabs 1 & 2) and PSA (Tabs 3-6). The second level review is completed by the ARC (Tabs 1 & 2) and APS (Tabs 3-6).
 - (i) **District Conservationist (DC) – Field Office Review**
 - Completes application information at the top of the form.
 - Ensures that all applicable boxes checked under the Field Office column have been reviewed and are complete and accurate for the applicable review.
 - Signs the bottom of the form before providing the application packet to the Resource Conservationist for a 1st Level Technical Review of Tabs 1 & 2 as shown on the checklist.

(ii) **First Level Review – Technical and Program**

- Resource Conservationist completes review of Tabs 1 and 2 of the checklist.
- Program Support Assistant completes review of Tabs 3, 4, 5, and 6 of the checklist.
- If deficiencies are found, the application packet will be provided to the field office for corrective action.
- When the 1st level review is complete and correct, the reviewers will sign and date the checklist and provide application packet along with completed checklist to the Area Office.

(iii) **Second Level Review – Technical and Program**

- Area Resource Conservationist completes review of Tabs 1 and 2 of the checklist.
- Area Program Specialist (APS) completes review of Tabs 3, 4, 5, and 6 of the checklist.
- If deficiencies are found, the application packet will be provided to the field office for corrective action.
- When the 2nd level review is complete and correct, the reviewers will sign and date the checklist, the document will be uploaded to Document Management System (DMS), and the APS will inform the Assistant State Conservationist for Field Operations (ASTC-FO) the application is ready for obligation.