Part 582 – Working Lands Conservation Programs Manual

Subpart E – Contract Development and Requirements

IA582.41 Six-Part Folder Checklist for Farm Bill Financial Assistance Contracts

A. Purpose

To distribute Iowa policy related to assembling Farm Bill Program financial assistance contract documentation in six-part folders.

B. References

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

C. Explanation

(1) Title 440, Conservation Programs Manual (CPM), Part 530, Subpart E, Section 530.42A provides National policy on the assembling of six-part contract folders and the protecting and filing of the applicable Personally Identifiable Information (PII) included in the contract folder. According to 440-CPM-530-O-530.140C states are given the option to use the conservation program contract file checklist or to use a state equivalent.

(2) State equivalent Six-Part Folder Checklist for Farm Bill Financial Assistance Contracts will be utilized in Iowa and will be located on the Iowa Programs SharePoint Site at: Documents>Contract Management Forms>6 Part Folder Checklist

(3) Contract documents containing PII are kept in a separate and secure file system to ensure that they are protected within the field office and are not taken to the field as required by General Manual Title 120, Part 408, Subpart C and 440-CPM-530-E-530.42A(2). All documents on the checklist that are annotated with "see note below" must follow this guidance.

(4) Practice design documentation is to be filed in cover 2. If the practice design documentation is filed in a folder separate from the contract folder, the location is documented in the space provided.

(5) If contract folders are requested for audits or reviews, the secure PII file with the Conservation Program Application, Direct Deposit Sign-up form, Assignment of Payment form and Electronic Funds Transfer Hardship Waiver Request form, if applicable, and the practice design documentation are considered part of the contract folder and will be delivered with the contract folder.