

## IV. Contract

### Search for an Existing Contract:

1. From the main menu, scroll over the “Cost-Share,” tab and select “Contracts.” from the drop-down menu.
2. Choose the appropriate “Fund Code.”
3. The project events for the chosen fund code will appear in the grid.
4. Select the fiscal year and project from the drop-down menus.
5. Utilize the search features to locate an existing contract.

**Contract Event Lookup**

Fund Code:  Project:

Year:  Search Type:  Search Text:

**Project Denied Contracts**

Contract #	Event Type	Cooperator	Practice	Extent CS	Status	Term Date
GM 001-10-0071	CNT	RAY THOMAS	DSP-02	\$4,550.00	PEND CONT SUB	12/01/2010

**Project Events**

Contract #	Event Type	Cooperator	Practice	Extent CS	Status	Term Date
SGE 001-10-0077	CNT	CARL DAVIS	DWC-01	\$10,000.00	PEND BRD APR	12/01/2010
SA 001-10-0076	CNT	CARL DAVIS	N386	\$7,703.85	BOARD APP	12/01/2010
SA 001-10-0075	CNT	BOB GARTH FARMS INC	N386	\$1,204.32	BOARD APP	12/01/2010
SA 001-10-0074	CNT	CARL DAVIS	N386	\$963.46	BOARD APP	12/01/2010
SA 001-10-0073	CNT	ELLIS ERNING	N386	\$10,678.37	BOARD APP	12/01/2010
SGE 001-10-0072	CNT	BRADLEY A GARRENT	DSL-11	\$604.32	PEND BRD APR	12/01/2010

### Note:

Contract numbers are assigned based on the resource concern, district, fiscal year, and order it was entered in MoSWIMS. For example, the contract the number SGE 001-11-0001 represents the following information: SGE = Sheet, Rill, and Gully Erosion; 001 = District 1; 11 = fiscal year 11; 0001 = the sequentially numbered contract of that fiscal year.

### Add a New Contract:

1. From the “Contract Event Lookup” screen, select a resource concern from the “Project” drop-down menu.
2. Click the “Add New” button.

The tan bar at the top of the screen displays the following information:

- a. Contract Number
- b. FY
- c. District
- d. Project selected
- e. Status
- f. Obligated amount
- g. Extent CS amount

**Contract #:** SA 001-10-0081 **Status:** PENDING CONTRACT SUBMISSION  
**FY:** 2011 **Obligated:**  
**District:** 1 - DISTRICT **Extent CS:**  
**Project:** SA - SENSITIVE AREAS

**Practice Information**

**Resource Concern:** SENSITIVE AREAS 2011  
**\*Practice:** WQ10  
**Life Span:** 10  
**Maximums:** -No Maximum Set-  
**Special Practice Desc.:** -Select-  
**Original Contract(s):**  
**\*Technician Assigned:**

**Other Information**

**Termination Date:** 10/22/2010  
**Contract Max \$:**  
**Other \$:**  
**Other \$ Description:**

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## **Required Fields:**

Certain fields are required to print or submit contracts for approval. The following is the sequential order of how the fields/information is recommended to be entered:

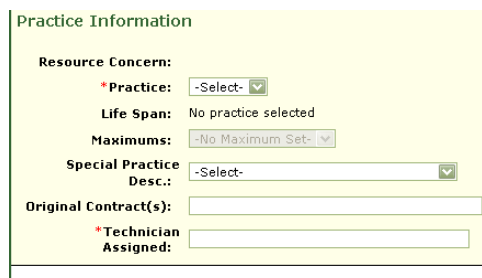
- Practice
- Technician Assigned (not required to submit, but is required to print)
- Cooperator
- UPDATE
- Farm/Tract Association
- Erosion Information
- UPDATE
- Planned Components
- Qualifying Criteria Questions (if applicable)
- Termination Date (not required to submit, but is required to print)
- Vendor/EFT Forms Completed and Sent (box checked)
- UPDATE

When completing a change order, the previous information is required as well as a “Reason Note” in the “Notes” section.

## **A. Practice Information**

### **Enter information:**

1. Select a practice from the drop-down menu.
  - a. The practice drop-down will contain all acceptable practices for that project/resource concern.
2. Once a practice has been selected, the contact section will appear.
3. The “Life Span” field appears below the selected practice. It is read-only and shows the lifespan (maintenance term) for that practice.
4. The “Maximums” drop-down displays the program and district maximums set for the practice selected.
  - a. Click on a maximum from the drop-down to apply it to the contract.
  - b. If no maximum has been assigned to the practice, the box will be gray and state “-No Maximum Set-.”
5. The “Special Practice Desc.” box allows the district to indicate if a special practice description applies to the contract.
  - a. Examples of this include contracts for reseedings or berm removals.



The screenshot shows a form titled "Practice Information" with the following fields:

- Resource Concern:** (Label)
- \*Practice:** A dropdown menu currently showing "-Select-".
- Life Span:** A read-only text field displaying "No practice selected".
- Maximums:** A dropdown menu currently showing "-No Maximum Set-".
- Special Practice Desc.:** A text input field currently showing "-Select-".
- Original Contract(s):** A text input field.
- \*Technician Assigned:** A text input field.

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- b. If a special practice description is selected from the drop-down, the original contract number is required.
6. In the “Original Contract(s)” text box, enter any original contract numbers to which this contract is associated.
7. Enter the assigned technician’s name in the “Technician Assigned” field. This field remains editable to accommodate changes of the assigned technician, and an entry is required to print. This should be the name of the primary contact for technical questions related to that specific practice.

## B. Contact Information

### Search for a Cooperator Record:

1. Search for a cooperator before adding a new cooperator record to help prevent duplicate entry.

The screenshot shows a web form titled "Contact Information". At the top right, there is a checkbox labeled "Vendor/EFT forms completed and sent:" which is checked. To its right are two buttons: "Vendor Form" and "EFT Application". On the left side, there is a section labeled "Cooperator:" with three buttons: "Edit", "Search", and "Clear". The main form area contains several input fields with red asterisks indicating required fields: "Last Name", "First Name", "Organization" (with the value "FARMVILLE FARMS"), "Address Line 1" (with the value "10 FARMERS ROAD"), "Address Line 2", "City" (with the value "FARMVILLE"), "State" (with the value "MO"), "ZIP" (with the value "60123"), "Home Phone" (with the value "5731234567"), "Work Phone", and "Cell Phone". There is also a "TIN" field with the value "999999999" and a "Vendor ID" field with the value "VENDOR / EFT SENT" and a small triangle icon.

2. To find an existing cooperator, click the “Search” button on the “Contact Information” section to open the “Address Book.”
3. Type the name or part of the name of the cooperator and click “Search”.
  - a. The “Addresses” grid at the bottom of the screen displays matching records.
4. Click the pencil icon beside a record to view its information.
  - a. To update information in this screen, make appropriate changes and click the “Update” button.
5. The district can enter new cooperator information in the “Address Book” and click the “Add” button to add a new address record.
6. To select the displayed record, click the “Select this Cooperator and Return” button.
  - a. If the cooperator data displayed is not correct, click the “Search for Cooperator” button to return to search.
7. When an address is selected, the contract screen will open and the cooperator’s information will fill in.
8. The “TIN” is the cooperator’s social security number or federal TIN, as reported on the vendor form. Only the last four digits of this number appear on printed forms.
9. When the contact information loads, there will be a symbol next to the “Vendor ID: Vendor/EFT Sent” field, which represents whether the TIN is active and valid. All landowners/cooperators are required to file a “Vendor Input Form” and “ACH/EFT Application” with the Office of Administration (OA). The symbol reflects a green circle when received and processed by OA. If the symbol is reflected as a red circle, fax the Vendor Input Form again or contact OA.
10. Upon completing the required “Vendor Input Form” and “Vendor ACH/EFT Application,” check the box to indicate that the forms have been completed and sent. This checkbox must be marked to submit a contract for approval.

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- a. When sending in the “Vendor Input Form” and “Vendor ACH/EFT Application,” include the district’s phone number and a contact name in case OA (Office of Administration) has any problems with the entry.
11. Click the “Update” button at the bottom of the screen to add the contact information to the contract.
12. When contact information has been associated with the contract, the following occurs:
  - a. The “Add was successful” message appears at the top of the screen.
  - b. A “Contract Number” is assigned.
  - c. The “Print Practice Limits” button appears in the upper right corner (see “Practice Limits” section below).

### **Edit a Cooperator Record:**

1. To edit a cooperator record, select the “Edit” button next to the cooperator data entry fields.
2. This will open the “Address Book” record for the selected cooperator.
3. After making the changes, click the "Update" button, then the “Select this Cooperator and Return” button.

### **Add a Legal Landowner:**

1. Some of the practices require that the legal landowner be listed on the contract.
2. The section to add a legal landowner will not appear unless this is required for the practice.
3. The functionality of this section is the same as the “Cooperator.”

### **Practice Limits Report:**

1. Click the “Print Practice Limits” button to run the “Practice Limits Detail” report.
2. Users can employ the report to determine if the proposed practice will conflict with any existing contracts, maximums, or limits.
3. See Section X. Reports for additional information on this report.

## **C. Farm/Tract Information**

### **Things to Know:**

- This is the section of a contract where a district associates the practice location to the contract.
- Only one Farm/Tract record can be associated with each contract.
- The farm/tract associated with the contract should be the primary location of the practice.

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## Enter Information:

1. Once a cooperater is associated with the contract, select “Update.”
2. Click the “Associate Farms/Tracts” button.
3. The “Maintain Farms/Tracts” screen will display.
  - a. The cooperater on the contract will display at the top of the screen.
4. Any farm and tract associated with that cooperater will display in the grid at the top of the screen. The farm/tract associated with the contract should be the primary location of the practice.
5. If a practice location consists of multiple farm/tracts, enter a “Technical Note” in the “Notes” section referring to subsequent farm/tract information.

Farm #	Tract #	Section	Township	Range
516	1989	14	65	27

Current Owner: FARMVILLE FARMS  
10 FARMERS ROAD, FARMVILLE MO 60123

\*Farm #: 516  
\*Tract #: 1989  
\*Section: 14  
\*Township: 65  
\*Range: 27

Conservation Plan Approved: 09/22/2009  
\*HUC: 10280102-090007: UPPER THOMPSON RIVER  
Primary PWSS: 1010688-201  
Secondary PWSS: <Select>

Buttons: Clear Ownership, Clear, Update, Delete, Associate Selected Farm Tract

Farms / Tracts Available for Association  
Search by Name: [ ] Search by Farm #: [ ] Search

## Add a Farm/Tract Record:

1. To add a new record, enter all required fields and click the "Add" button.
2. Choose the “Associate Selected Farm Tract” button to associate that record to the contract. The user is returned to the contract screen.

## Edit a Farm/Tract Record:

1. To edit a Farm/Tract record that is already associated with a contract, click the “Edit” button next to the record.
  - a. The “Maintain Farms/Tracts” screen will open.
2. If the ownership of a specific farm and tract is a cooperater other than the cooperater shown at the top of the screen in the “Farms/Tracts” screen, search the grid at the bottom of the screen to look up farm/tract records.
3. To “Search by Name,” type in the first part of the name and click “Search.” To display all records, click the “Search” button without entering anything in the “Search by Name” field.
4. The results are displayed in the grid at the bottom of the screen.
5. Click the pencil icon to see the information in the editor.
6. The current owner of the farm and tract will be listed in the gray box.
  - a. If the “Current Owner” information is incorrect:
    - i. Choose the “Clear Ownership” button.
    - ii. When asked “Are you sure you want to clear ownership?” select “OK.”
    - iii. The “Farm/Tract” record now appears (with no associated name or address) in the grid at the bottom of the page.
    - iv. Click the pencil icon to associate ownership of the “Farm/Tract” record.

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- b. If no owner information is associated with a “Farm/Tract” record:
  - i. Select the “Set Ownership to the Above Cooperator” button to set the current cooperator as the legal owner.
  - ii. When asked “Are you sure you want to set ownership to the above cooperator?” select the “OK” button.
  - iii. The selected cooperator’s name should now appear in the gray display portion of the screen and above the top grid listing the cooperator’s farms/tracts.

## D. Erosion Information

### Enter information:

Erosion Information

\*Field #:  \*Acres Served:

\*Land Cap. Class:  \*HUC Code:

\*Land Cap. Sub Class:

\*Tolerable:

1. In the “Erosion Information” section of the screen, districts will first enter the field number(s) being served on the contract.
2. Fill in the following fields:
  - a. Land Capability Class
  - b. Land Capability Sub-Class
  - c. Tolerable
3. “Pre Erosion Sheet & Rill” and Post Erosion Sheet & Rill” fields for sheet and rill and gully erosion appear based on the practice requirements set by the program office. Enter the values for these fields as whole numbers. Round up decimal values of 0.5 or greater.
  - a. If a practice qualifies only on sheet and rill erosion, the gully erosion fields will not appear on the screen.
  - b. If a practice qualifies based on gully erosion only, the sheet and rill fields will not appear on the screen.
  - c. If a practice qualifies by either sheet and rill erosion or gully erosion, the screen will display both erosion types. Only one type is needed to meet requirements for the practice.
4. In the “Acres Served” field, enter the value to the nearest tenth of an acre.
5. The “HUC Code” will default to the value entered on the “Farms/Tracts” screen as long as it matches an eligible HUC code associated with the project.
  - a. If the HUC code entered in the “Farms/Tracts” screen does not match the list associated with the selected project, the “HUC Code” field will appear blank.
  - b. Select an eligible project “HUC Code” from the drop-down.
6. Click the “Update” button.

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## E. Planned Components

### Enter Information:

1. Click the “Planned Components” button at the top of the contract screen to open the “Planned Components” screen.
2. To view the available components for the practice, click the “Show Available Components” button.
3. If all the components in the top grid are needed, click the “Check All” button.
4. To select an available component from the top grid, click the check box next to the component.
5. When all the components needed are selected, click the “Add” button directly under the top grid.
6. The message “Add was successful” appears at the top of the screen.
7. Click on the “Hide Available Components” button to display the added components and hide all others. The selected items will appear in the “Planned Components” grid.
8. To view all available components again, click the “Show Available Components” button and the grid reappears.

Add was successful

Tips Return to Previous Page

Contract #: SA 001-10-0055

Hide Available Components

Components Available for Practice

Check All	Component:	Avg. Unit Cost	Unit	CS %	Active
<input type="checkbox"/>	ADDBARBEDWIRE	0.3200	FT	75	✓
<input type="checkbox"/>	CENTRIFPUMP	1593.7400	EA	75	✓
<input type="checkbox"/>	CONCRETE (FLAT)	193.6100	CU YD	75	✓
<input type="checkbox"/>	CRITICAL AREA SEEDING	537.1800	AC	75	✓

### Add Approved Extents to Components:

1. Click in the blank entry fields under the “Approved Extents” heading and enter the amounts planned for the associated components for that practice. Click or use the tab key to move down the columns.
2. The district will not be allowed to board approve a contract with a zero value or blank entry in the “Approved Extents.”
3. To remove a component from the “Planned Components” grid, click the check box to the left of it, ensure the approved extents are entered for all other components, and then click the “Update” button.
4. Click the “Update” button below the “Planned Components” grid to save the “Approved Extents.”

Tips Return to Previous Page

Contract #: SA 001-10-0055

Show Available Components

Planned Components

Check All Remove	Component:	Avg. Unit Cost	Unit	Approved Extents	Planned Comp. Cost	CS %	Approved Amount	Active
<input type="checkbox"/>	TOTAL EXCLUSION - ELECTRIC	\$1.0500	FT			75		✓
<input type="checkbox"/>	WQ10 STREAM PROTECTION OPT	\$500.0000	AC			100		✓
Total Estimated Cost / CS								

Update

Practice Information

Practice Code	WQ10	Contract Max \$	
Max \$ Per Ton		Practice Max \$	
Max \$ Per Acre		Other \$	
Acres Served	4.60	Tons of Soil Saved	
Max CS			

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5. The calculations to determine the amount obligated for the contract occur in this screen.
6. Review the practice information at the bottom of the screen.
7. Click the “Return to Previous Page” button to return to the main contract screen.

## F. Notes

### Things to Know

- Some contracts require a note to provide additional information, such as a CMT map number, or an explanation for some aspect of the practice.
- Qualifying Criteria questions necessary for applicable practices are located on the Notes screen.

### Enter Information

1. Click on the “Notes” button. The “Contract Notes” screen opens.
2. Select the “Note Type” from the dropdown box. The following note types are available:
  - a. Practice Plan Notes
  - b. Technical Notes
  - c. Inspection Notes
  - d. Survey Notes
  - e. General Notes
  - f. Maintenance Notes
  - g. Reason Notes
  - h. CMT Map Number
3. Type a note in the space provided.
4. Select the “Add New” button to add the note to the contract.
5. Click the “Return to Previous Page” button to return to the main screen of the contract.

## G. Qualifying Criteria

### Things to Know:

- Qualifying Criteria questions display on the Notes screen for applicable practices to assist in the development of landowner cost-share contracts.
- Practices with Qualifying Criteria questions require a response before the system will allow submission of a contract for approval or printing.
- The Qualifying Criteria questions and answers print as a separate page from the contract and the change order.
- The technician and board should review the printed paperwork prior to their signature of approval.



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## Enter Information:

1. Click on the “Notes” button. The “Contract Notes” screen opens.
2. If qualifying criteria questions are required for the practice, they are located at the top of the screen.
3. Answer the associated questions using the drop-down boxes.
4. Click on the “Add” button to confirm the answer.
5. Answers to Qualifying Criteria questions cannot be edited, but additional responses may be added.
6. Click the “Return to Previous Page” button to return to the main page of the contract.

The screenshot shows the 'Contract Notes' interface. At the top, there are buttons for 'Tips' and 'Return to Previous Page'. Below this, the contract number is displayed as 'Contract #: SGE 001-10-0067 PENDING CONTRACT SUBMISSION'. The 'Qualifying Criteria' section contains two questions, each with a '<Select>' dropdown and an 'Add' button. The first question is '\* Are the acres served equal to the extents approved of the critical area seeding component?' and the second is '\* Does the cooperater name on the contract match the property deed?'. A note below these questions states: 'Qualifying Criteria is based on common issues occurring with this practice, but does not replace all the commission policies contained in the cost-share handbook.' The bottom section is for adding new notes, featuring a 'Filter:' dropdown set to '<Select All>', a 'Note Type:' dropdown, and a 'Characters Remaining: 2000' indicator. There is an 'Add New' button at the bottom left of this section.

## H. Other Information

### Enter Information:

1. The “Termination Date” information can be typed or selected from the calendar icon located on the right side of the field.
  - a. This is the date by which the practice must be certified completed, and all paperwork and signatures must be obtained.
  - b. The termination date entered determines the contract’s fiscal year.
  - c. The termination date can only be a current or future date, not a date in the past.
  - d. The contract cannot be board approved without a termination date.
  - e. The termination date can also be calculated with consideration to the board approval date. For example, by entering “+30” in the “Termination Date” field, the computer will use the board approval date to calculate the termination date and fill in a date 30 days after the board approval date.
2. The “Contract Max \$” amount is the maximum the district board has set for this specific contract only.
  - a. Enter this amount before printing and before submitting the contract for approval.
3. The “Other \$” field is used to enter other funding source amounts.

The 'Other Information' form contains four input fields. The first is 'Termination Date:' with a calendar icon on the right. The second is 'Contract Max \$:' with a text input field. The third is 'Other \$:' with a text input field. The fourth is 'Other \$ Description:' with a larger text area below it.

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4. Enter information related to the “Other \$” amount in the “Other \$ Description” text box.
  - a. If an “Other \$” amount is entered, the “Other \$ Description” is required.
  - b. Enter this information before printing and before submitting the contract for approval.
5. Return to the “Contact Information” section and verify that when the Vendor/EFT Forms are completed and sent, the associated box is checked.
6. Click the “Update” button at the bottom of the screen to save the information.

## **NOTE:**

- MoSWIMS checks to make sure the user has entered all of the required information when the user enters a board approval date and clicks the “Update” button.
- If the contract is missing any required information, a message will appear at the top of the screen and state what information is missing. Please read these messages carefully and correct the items indicated.
- The user will not be allowed to update this screen with a board approval date until all of the required information is included in the contract.

## **I. Tracking Data**

### **Things to Know:**

- The “Tracking Data” button appears on the screen once a contract number is assigned.
- Tracking Data (optional) can be added by clicking this button on a contract, change order, or contract payment until the event has been board approved.

Tracking Type Name	Tracking Codes	Description
CONTRACTOR	SCOTT DOZING	

### **Enter Information:**

1. Click the “Tracking Data” button at the top of the screen.
  2. This will open the “Associate Tracking Codes” screen.
  3. Select a “Tracking Type Name” and “Tracking Code” from the drop-down menus that were set on the “Code Maintenance” screen (refer to “Code Maintenance” in Section II).
  4. Typing a description is optional.
  5. Click the “Add” button to associate the type and code to the contract.
  6. To edit the tracking type, click the pencil icon next to the record, make the changes and click the “Update” button.
- Click the “Return to Previous Page” button to return to the contract main screen.

## J. Complete the Contract

1. On the main contract screen, check to make sure all required contract information (including all fields with a red asterisk) are filled out. Click on the “Update” button.
2. Complete the “Planned Components” section.
3. Enter any necessary notes in the “Notes” section.
4. The “Submit Contract Approval” button appears in the upper right corner.
5. Click the “Submit Contract Approval” button. The contract is sent to the program office for review.

6. During/after a contract is submitted to the program office, the contract is no longer editable, except for the Notes section. When a contract is denied at the program office level, the contract is again editable.

\* Indicates required field.  
\*\* Either Company Name or First Name and Last Name is required

Return to Previous Page

Print Practice Limits Print Signature Page

Update Submit Contract Approval

Documents Planned Components Tracking Data Notes Dates and Status

7. After the contract is approved by the program office, click the “Print Contract” button appears, which is located in the upper right hand portion of the screen.

\* Indicates required field.  
\*\* Either Company Name or First Name and Last Name is required

Return to Previous Page

Print Practice Limits Print Contract

Cancel Contract Create Change Order Create Contract Payment

Contract Event: Contract: SA.001-10-0076

Documents Planned Components Tracking Data Notes Dates and Status

8. The printable version of the contract appears in a separate window. In order to print the contract, click on the printer icon in the top tool bar.
9. Once the contract is printed out, it should be signed in the following order:
  - a. Cooperator/Landowner Signature: certifies that the landowner agrees to the contract.
  - b. NRCS technician or certified District Technician II Signature: certifies that the practice complies with all qualifying criteria and meets all commission policies contained in the Cost-Share Handbook.
  - c. Board Member Signature: to approve the contract.
10. The “Board Approval Date” is the date the board signs a contract, and can be typed in or selected from the calendar located on the right side of the text box.
  - a. The board approval date cannot be a future date.
  - b. The board approval date should only be entered after all the practice information has been entered and the contract has been printed and signed by the landowner, technician, and board member.
11. If a “Conservation Plan Approved” date was not previously entered, the user can enter the date on the Main Contract Screen (the information is required to board approve).

Farms / Tracts								
Farm	Tract	Section	Township	Range	Cons. Plan Approved	PWSS-P	PWSS-S	
5251	734	23	63	27	04/09/2010			

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## **K. Delete a Contract**

### **Things to Know:**

- The “Delete” button is located next to the “Update” button in the lower left corner of the “Contract Event” screen.
- The contract can only be deleted prior to board approval.
  - Clicking the “Delete” button will display a warning message. Clicking “Yes” will mark the record as “Delete” and removes associated components and funds.
  - The contract number will not be re-assigned by MoSWIMS.
- Contract deletions are tracked on the “Contract Event Lookup” screen.
- The following information is retained for contract deletions:
  - Contract Number
  - Practice
  - Cooperator
  - Farm/Tract
  - Erosion Information
  - Notes
  - Qualifying Criteria

## **L. Copy an Event**

### **Things to Know:**

- The “Copy” button is located next to the “Delete” button in the lower left corner of the screen after a contract number is assigned.
  - To copy the contract and create another with the same practice, landowner, farm/tract, and erosion data, click the “Copy” button.
  - The copied contract will be numbered with the next sequentially available contract number.