

This instruction document was developed as an aid in becoming familiar with the new “Change” option button in ProTracts. The first scenario is for a modification over \$1000. The second is for a modification under \$1000.

1. Open Certification and Payment screen – do this after receiving a signed 1245 and bills from the participant
2. Fill in actual certified amount – click OK on message that pops up.
3. Complete certification and click “Save”
4. Following is what you should see:

Practice Certification

Item: 1 Practice: Heavy Use Area Protection Units: ac. Planned: 0.5 Applied: 0.7 Item Status: Certified

Completion: Completed Partial Practice Completion: 0 Date Performed: 9/8/2006 Payment Status: Eligible

Certify Practice: Yes No

Performance Report: Completed according to NRCS Standards and Specs

Certified by: Joseph E. Williams Certified Date: 9/8/2006

Approved by: Approved Date:

Practice Application

Conservation Plan	Status	Tract	Land Unit	Code	Practice	Units	Planned	Applied	Applied C
No practices found									

Payment Calculation **Change**

Cost Share Cap: \$ Total Earned: \$ 0.00

CIN	Component	Units	Planned Amount	Applied Amount	Participant's Cost	Participant's Unit Cost	Unit Cost	Cost Share Rate	Obligation	Cost Share Earned
1a	Gravel	AC	0.5		\$	\$	\$ 25,000.0000	60% AM	\$ 7,500.00	\$

Change in applied amount

Note new “Change” button

5. Click on “Change” button
6. Fill in “Applied Amount” and “Participants Cost” as shown on next screen.

Certification - Microsoft Internet Explorer

Practice Certification

Item: 1 Practice: Heavy Use Area Protection Units: ac. Planned: 0.5 Applied: 0.7 Item Status: Certified

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Practice Application

Conservation Plan	Status	Tract	Land Unit	Code	Practice	Units	Planned	Applied	Applied D
No practices found									

Payment Calculation Save | Submit Change | Cancel

Cost Share Cap: \$ Total Earned: \$ 10500.00

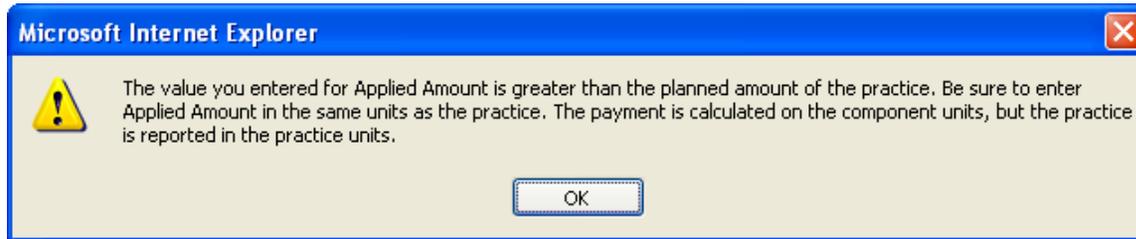
CIN	Component	Units	Planned Amount	Applied Amount	Participant's Cost	Participant's Unit Cost	Unit Cost	Cost Share Rate	Obligation	Cost Share Earned
1a	Gravel	AC	0.5	0.70	\$ 280000.00	\$ 400000.0000	\$ 25,000.0000	60% AM	\$ 7,500.00	\$ 10500.00

7. When you click save on the above screen you will get the following message:



Click "OK" on this window and then save and close the certification and payment screen. You will then see that the contract is in Modify mode. You need to immediately submit for approval and let you Area Office know so that approval can be done as soon as possible since you have certified the practice.

8. Click “OK” on the following warning screen.



9. Once the Area Office has approved the contract modification you can continue with the payment instructions and approval as per our normal process. (participant signature would be required on the above modification)

The above example is when your modification is greater than \$1000 per item.

The following pages document new process when the modification is less than \$1000 on the item you are certifying

1. The following example is for modification of less than \$1000 cost share on an item. (participant signature not required)

The screenshots show a 'Practice Certification' form in a Microsoft Internet Explorer browser window. The form is divided into several sections: 'Practice Certification', 'Practice Application', and 'Payment Calculation'.

Top Screenshot (Initial State):

- Practice Certification:**
 - Item: 4
 - Practice: Pasture and Hay Planting
 - Units: ac.
 - Planned: 32.0
 - Applied: 32.0
 - Item Status: Certified
 - Completion: Completed
 - Practice Completion: 0
 - Date Performed: 9/8/2006
 - Payment Status: Eligible
 - Certify Practice: Yes
 - Performance Report: Meets Standards and Specifications. Added 3 acres in this field to the planting.
 - Certified by: Joseph E. Williams
 - Certified Date: 9/8/2006
- Practice Application:** No practices found.
- Payment Calculation:**
 - Change button
 - Cost Share Cap: \$
 - Total Earned: \$ 0.00

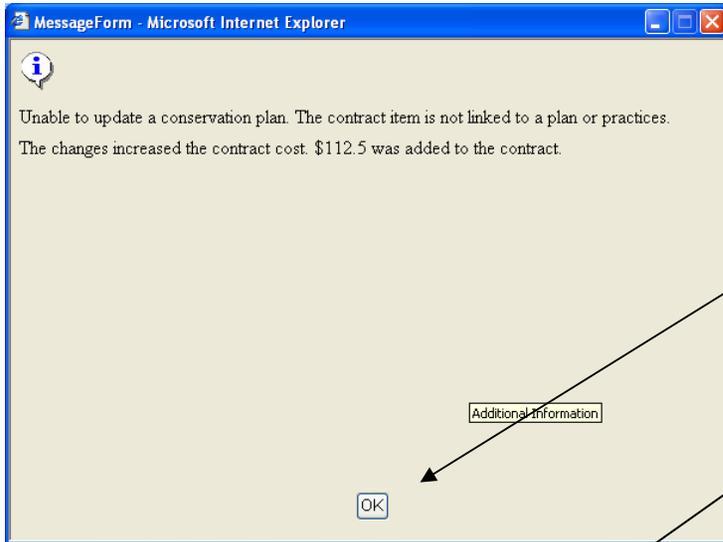
CIN	Component	Units	Planned Amount	Applied Amount	Participant's Cost	Participant's Unit Cost	Unit Cost	Cost Share Rate	Obligation	Cost Share Earned
4a	Legume in Addition to Existing Stands	AC	32		\$		\$ 75,000	50% AC	\$ 1,200.00	\$

Bottom Screenshot (Modified State):

- Practice Certification:**
 - Applied: 35.0
 - Participant's Cost: \$ 2575.00
 - Participant's Unit Cost: \$ 73.5714
- Payment Calculation:**
 - Save | Submit Change | Cancel buttons
 - Total Earned: \$ 1312.50

CIN	Component	Units	Planned Amount	Applied Amount	Participant's Cost	Participant's Unit Cost	Unit Cost	Cost Share Rate	Obligation	Cost Share Earned
4a	Legume in Addition to Existing Stands	AC	32	35.00	\$ 2575.00	\$ 73.5714	\$ 75,000	50% AC	\$ 1,200.00	\$ 1312.50

1. Change is 3 additional acres of Pasture seeding.
2. Complete form with new applied acres; Completed; Certify; and Performance Report; then click "Save"
3. The "Change" button should be available. Click on "Change"
4. Fill in "Applied amount" and "Participants Cost" blocks



5. This window will pop up informing you that the changes increased the contract cost by whatever the amount of the increase was – this will always be less than \$1000. Click “OK”
6. You may now complete payment instructions as you normally do.

