



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

July 29, 2010

## IOWA INTRAOFFICE INSTRUCTION 120-190 - ELECTRONIC TRACKING SYSTEM FOR CONTRACTS AND AGREEMENTS

### IA190.0 PURPOSE

This Iowa Intraoffice Instruction provides instructions on what data to enter on grants and agreements in the Agreement Tracking Spreadsheet located at S:\Service\_Center\NRCS\120\_ADS\_Administrative\_Services\ADS\Agreement Tracking Spreadsheet.xlsx.

### IA190.1 SCOPE

These instructions will be followed by all State Office employees while working with contract and agreement folders.

### IA190.2 FILING INSTRUCTIONS

This Iowa Intraoffice Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

A handwritten signature in black ink that reads "Richard Sims".

Richard Sims  
State Conservationist

Attachment

SOE

(IA Intraoffice Instruction 120-190 First Edition – July 2010)

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CONTRACTS AND AGREEMENTS

1. PURPOSE:

This Iowa Intraoffice Instruction provides instructions on what data to enter on grants and agreements in the Agreement Tracking Spreadsheet located at  
S:\Service\_Center\NRCS\120\_ADS\_Administrative\_Services\ADS\Agreement Tracking Spreadsheet.xlsx.

2. ROLES AND RESPONSIBILITIES:

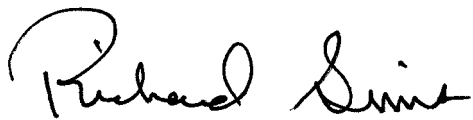
These instructions will be followed by all State Office employees while working with contract and agreement folders.

This Iowa Intraoffice Instruction provides instructions on what information on grants and agreements must be tracked. This information will enable the State Conservationist, Leadership Team and anyone else responsible for grants and agreements to monitor the agreements to ensure all phases of the agreements are being completed within established timeframes.

3. PROCESS:

Whenever a new agreement is assigned a number, the attached information, if known, shall be provided to the Grants and Agreements Specialist. As additional information is learned, it shall be provided by the MSD staff or the Program Manager (PM)/Coordinator to the Grants and Agreements Specialist.

Questions concerning this Instruction should be directed to Matthew Harvey, Grants and Agreements Specialist.



07/30/2010

Approved By:

Date:

Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

Attachment

## Column Headings for Agreement Tracking Spreadsheet

Column Heading	Who must provide this info?
Name (e.g. IDNR)	MSD
Program Number ( <b>two</b> digits)	MSD
IA Number: 6114 ( <b>four</b> digits)	MSD
Year Agreement Approved ( <b>two</b> digits)	MSD
Number Agreement ( <b>three</b> digits)	MSD
Agreement Type (Contribution, Reimbursable, Cooperative...)	MSD
Project (Soil Survey, RC&D)	PM/Coordinator
County	PM/Coordinator
Area	PM/Coordinator
Sponsor	PM/Coordinator
Agency Liaison/Gov Rep	PM/Coordinator
Total Project Amount \$	PM/Coordinator
NRCS Cost	PM/Coordinator
Fund Code	PM/Coordinator
TA/FA (if EWP)	PM/Coordinator
DSR Number (if EWP)	PM/Coordinator
Decision Template Completed	PM/Coordinator
Special Reporting or Program Requirements	PM/Coordinator
NHQ Approval Date	MSD
Signed by Sponsor (Date)	MSD
Sufficient Funds	MSD
Signed/Approved by STC Date	MSD
Obligation (Date)	MSD
Signed Date + 90 days	MSD
Expiration Date	MSD
Amended Date	MSD
Status (Open/Closed)	MSD
Most recent payment – Data (Partial/Final & Number#)	MSD
Most recent payment – Submitted Date	MSD
Most recent payment – Paid Date	MSD
Final Payment Date	MSD
Deobligation Date	MSD
Close Out Date	MSD