

Payment Process for Easement Programs (AD-1161) Process Step Table

PURPOSE: To ensure Application for Payment, Form AD-1161 meets General Manual (GM) 120, Part 404, and Easement Program requirements before forwarding to Financial Management (FNM).

SCOPE: Wetlands Reserve Program (WRP), Emergency Wetlands Reserve Program (EWRP), Emergency Watershed Program-Flood Plain Easements (EWP-FPE) contracts.

Step Action – a verb sentence	Responsibility Any position that is accountable for the completion of this step.	Inputs Items needed to complete the step (forms, tools, people, etc)	Control Practice Standard, Policy, Regulations, etc.	Output Completed object, form, reviewable product, or demonstrated knowledge.
1. Field Office (FO) receives and assembles materials for a contract payment.	<ul style="list-style-type: none"> • District Conservationist (DC) • Designated FO Staff • Designated Area Staff 	<ul style="list-style-type: none"> • Bills and invoices • Easement file • Engineering design • Cost estimate • Long Term Agreement, AD-1154 • Conservation Plan Schedule of Operations, AD-1155 • Revision of Plan or Schedule of Operations or Modifications of a Contract, AD-1156 • Application for Payment, AD-1161 • Transfer Agreement, NRCS-LTP-152 (if applicable) • Certification installed practice meets NRCS Standards and Specifications by someone with the appropriate approval authority • Computer software • Manuals 	<ul style="list-style-type: none"> • GM 120, Part 404 • Appropriate Program Manuals • Iowa procedures for long term contract payments for WRP, EWRP, and EWP-FPE (attachment) 	<ul style="list-style-type: none"> • Verify that materials and documents to develop an AD-1161 Application for Payment form are present
2. Review Invoices.	<ul style="list-style-type: none"> • DC • Designated FO Staff • Designated Area Staff 	<ul style="list-style-type: none"> • Bills and invoices • Contract participant self certification • AD-1155 • AD-1156 (if any) • Blank AD-1161 	<ul style="list-style-type: none"> • GM 120, Part 404 • Appropriate Program Manuals • Iowa procedures for long term contract payments for WRP, EWRP, and EWP-FPE (attachment) 	<ul style="list-style-type: none"> • Invoices and/or Landowner Restoration Worksheet with no errors or corrected invoices with appropriate notations

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<p align="center">Step</p> <p align="center">Action – a verb sentence</p>	<p align="center">Responsibility</p> <p align="center">Any position that is accountable for the completion of this step.</p>	<p align="center">Inputs</p> <p align="center">Items needed to complete the step (forms, tools, people, etc)</p>	<p align="center">Control</p> <p align="center">Practice Standard, Policy, Regulations, etc.</p>	<p align="center">Output</p> <p align="center">Completed object, form, reviewable product, or demonstrated knowledge.</p>
<p>3. Complete Form AD-1161.</p>	<ul style="list-style-type: none"> • DC • Designated FO Staff • Designated Area Staff 	<ul style="list-style-type: none"> • Bills and invoices • AD-1154 (LTA) • Special Provisions 2A and 2B Contract Supplement or Contract Supplement shown on previous AD-1156 • Landowners • Warranty Easement Deed (if any) • AD-1155 • Prior AD-1156's • Previous AD-1161's (if any) • Transfer Agreement NRCS-LTP-152 (if applicable) • Easement folder • Computer version of AD-1161 or hard copy 	<ul style="list-style-type: none"> • GM 120, Part 404 • Appropriate Program Manuals • Iowa Procedures for long term contract payments for WRP, EWRP, and EWP-FPE (attachment) 	<ul style="list-style-type: none"> • AD-1161 prepared for signatures
<p>4. Box 12 acquire participant certification(s).</p>	<ul style="list-style-type: none"> • DC • Designated FO Staff • Designated Area Staff • Participants 	<ul style="list-style-type: none"> • AD-1161 • AD-1154 • Special Provisions 2A and 2B Contract Supplement or Contract Supplement shown on previous AD-1156 • Transfer Agreement NRCS-LTP-152 (if applicable) • Computer version of AD-1161 or hard copy 	<ul style="list-style-type: none"> • GM 120, Part 404 • Appropriate Program Manuals • Iowa procedures for long term contract payments for WRP, EWRP, and EWP-FPE (attachment) 	<ul style="list-style-type: none"> • Appropriate participant signatures obtained in Box 12 of AD-1161
<p>5. Box 13 acquire Farm Service Agency (FSA) County Executive Officer (CED) certification.</p>	<ul style="list-style-type: none"> • DC • Designated FO Staff • Designated Area Staff • FSA CED 	<ul style="list-style-type: none"> • AD-1161 with participant signature • AD-1161 hard copy 	<ul style="list-style-type: none"> • GM 120, Part 404 • Appropriate Program Manuals • Iowa procedures for long term contract payments for WRP, EWRP, and EWP-FPE (attachment) 	<ul style="list-style-type: none"> • FSA signature obtained in Box 13 of AD-1161

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6. Box 14 acquire certification by designated conservationist.	<ul style="list-style-type: none"> • DC 	<ul style="list-style-type: none"> • AD-1161 with participant and FSA signatures • AD-1161 hard copy 	<ul style="list-style-type: none"> • GM 120, Part 404 • Appropriate Program Manuals • Iowa procedures for long term contract payments for WRP, EWRP, and EWP-FPE (attachment) 	<ul style="list-style-type: none"> • Designated conservationist signature obtained in Box 14 of AD-1161
7. Acquire Contracting Officer (CO) or Contracting Officer Representative (COR) approval for payment on AD-1161.	<ul style="list-style-type: none"> • CO • COR 	<ul style="list-style-type: none"> • Completed AD-1161 with participant, FSA, and designated conservationist signatures • Bills and invoices • Easement folder • AD-1154 • Special Provisions 2A and 2B Contract Supplement • AD-1155 • AD-1156's (if any) • Cost support document • Landowner Restoration Worksheet (if applicable) • Transfer Agreement NRCS-LTP-152 (if applicable) • AD-1161 hard copy 	<ul style="list-style-type: none"> • GM 120 Part 404 • Appropriate Program Manuals • Iowa procedures for long term contract payments for WRP, EWRP, and EWP-FPE (attachment) • Letter designating COR Authority 	<ul style="list-style-type: none"> • CO or COR approval for payment acquired on AD-1161 and AD-1161 sent to FNM

Field Checked: October 26, 2005

Approved: /s/Richard Van Klaveren
 Richard Van Klaveren, State Conservationist

Date Approved: December 6, 2005