

ProTracts – Financial Management Modernization Initiative (FMMI) Payment Review Checklist

Date: _____

Contract Number: _____

CIN #(s): _____

Office or County: _____

Amount: \$ _____

1. Review NRCS-CPA-1245

- Verify the payment is within the period of performance start and end dates
- Where applicable: itemized receipts, invoices, or bills to support payment applications based on “actual cost not to exceed the average cost” (AA) and “actual cost not to exceed a specified maximum cost” (AM) methods.
- Verify that practice certification was completed, where applicable.
- Verify correct extent performed amount is entered to calculate the payment.
- Review NRCS-CPA-1202 (or CCC-1200 where applicable) or NRCS-CPA-152 (where applicable) to determine participant(s) designated with authority to sign payment application. One signature required.
- For all Conservation Activity Plans (CAP) (100-199 code practices) is TSP Quality Assurance Certification of Services form is in the folder.

2. Payment Type(s) Indicator

- | | |
|---|---|
| <input type="checkbox"/> Conservation Activity Plan Payment | <input type="checkbox"/> CSP Annual Payment |
| <input type="checkbox"/> EQIP Advance Payment | <input type="checkbox"/> Completed Practice Payment |
| <input type="checkbox"/> Partial Practice Payment | <input type="checkbox"/> Technical Assistance Payment |
| <input type="checkbox"/> Final Contract Payment | <input type="checkbox"/> As needed: Modification to change period of performance data |

3. Review Signature Authority for Businesses (if applicable)

- Entity documents verifying the name of the entity, and who has the authority to sign (**2008 and earlier**)
- CCC-901 or CCC902 with signature authority designated (**2009 and later**)

4. Power of Attorney (if applicable)

- NRCS-CPA-09, notarized on contracts signed between 10/01/2004 to 09/30/2009
 - FSA-211, notarized or witnessed by FSA employee on contracts signed on or after 12/17/2008 (REQUIRED on contracts signed after 10/01/2009), indicating applicability to NRCS programs
- Note that husband and wife must have a valid POA on file (after October 1, 2005) in order to sign on behalf of the other

5. Direct Deposit Review of SF-1199A

- Name(s) match the NRCS-CPA-1245 and NRCS-CPA-1202 or NRCS-CPA-152
- A separate SF1199a exists for each participant receiving a payment per the NRCS-CPA-1202 and NRCS-CPA-1245
- Routing number and account number are filled in on SF-1199a and match vendor info in ProTracts
- Electronic Funds Transfer (EFT) Waiver in lieu of Direct Deposit

6. Review Assignments with NRCS-CPA-1236 or CCC36 (if applicable)

- NRCS-CPA-1236 or CCC-36 is signed and dated by participant
- NRCS-CPA-1236 or CCC-36 indicates contract item or dollar amount of assignment
- NRCS-CPA-1236 or CCC-36 is signed and dated by the assignee and matches the SF-1199a
- SF-1199a is present of payment assignee and matches vendor information in ProTracts

7. Review Payment Instructions for Payees

- Payment instructions were not completed by a vendor coordinator
- Printed NRCS-CPA-1245 is accurate and complete with participant signature and applicable payment reductions (including AGI where applicable) or additions are correct
- Vendor address is correct and matches the SF-1199a
- Payment share to each participant is correct, evidenced by supporting documentation (CCC-1200 or 1202, NRCS-CPA-152, AD-1155, and/or AD-1156)
- Sufficient funds are obligated for the contract, and the payment is using funds during their period of availability

8. Review NRCS-CPA-1245 Participant Signature

- Signed and dated by participant only after payment instructions are completed.
- Participant signature matches signature on NRCS-CPA-1202, NRCS-CPA-152, or Power of Attorney document as applicable.
- All signature authority reviews completed

9. Payment Review Completed by:

Date:

10. NRCS Electronic Approval Signature:

Date:

- Electronic approval signature affixed
- The NRCS-CPA-1245 must be maintained in the CPC case file or electronic equivalent for audit purposes with the checklist documentation indicating two distinct employees completed the payment application. Participants will not sign this duplicate copy of the NRCS-CPA-1245 form