

Program Contracts System (ProTracts)–Financial Management Modernization Initiative (FMMI)
Payment Review

Date: _____

Contract Number: _____ CINs: _____

Office or County: _____ Amount: \$ _____

Note: Only check those boxes applicable to contract and payment listed above. If a box is checked, that information must be available to Financial Management (FNM) Staff (either submitted with this checklist or previously submitted).

1. Prepare for Participant Signature on NRCS-CPA-1245, Practice Approval and Payment Application

Verify the payment is within the period of performance start and end dates
Contract uses “actual cost not to exceed the average cost” (**AA**) and “actual cost not to exceed a specified maximum cost” (**AM**) methods. Provide: Itemized receipts, invoices, or bills to support payment
Contract does not use **AA** or **AM cost method**
Verify that practice certification was completed
Verify correct extent performed amount is entered to calculate the payment
Review NRCS-CPA-1202, Conservation Program Contract (or CCC-1200 where applicable) or NRCS-CPA-152, Conservation Program Contract Transfer Agreement, (where applicable) to determine participant(s) designated with authority to sign payment application

2. Determine Signature Authority for Businesses (if applicable) N/A

Entity documents verifying the name of the entity, and who has the authority to sign
CCC-901, Member's Information, or CCC-902, Farm Operating Plan, with signature authority designated

3. Power of Attorney (POA) [if applicable] N/A

NRCS-CPA-09, notarized on contracts signed between 10/01/2004 to 09/30/2009
FSA-211, notarized or witnessed by Farm Service Agency (FSA) employee on contracts signed on or after 12/17/2008 (REQUIRED on contracts signed after 10/01/2009), indicating applicability to NRCS programs
Durable POA used to support signature authority

Note: Each spouse must have a valid POA on file (after October 1, 2005) in order to sign on behalf of the other

4. Direct Deposit Review of SF-1199a, Direct Deposit Sign Up Form

Names match the NRCS-CPA-1245 and NRCS-CPA-1202 and/or NRCS-CPA-152
A separate SF-1199a exists for each participant receiving a payment per the NRCS-CPA-1202 and NRCS-CPA-1245 and and/or NRCS-CPA-152
SSN or TIN is present and matches the SSN or TIN on the NRCS-CPA-1245 and the NRCS-CPA-1202
Routing number and account number entered on SF-1199a and match vendor information in ProTracts
If applicable, Electronic Funds Transfer (EFT) Waiver is completed and on file in lieu of Direct Deposit

5. Determine Assignments with NRCS-CPA-1236 or CCC-36 (for assignment only)

N/A

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 for the assignee
SF-1199a is present for payment assignee and matches vendor information in ProTracts

6. Complete Payment Instructions for Payees

Vendor coordinator did not complete payment instructions
Printed NRCS-CPA-1245 is accurate and complete for participant signature and applicable payment reductions (including adjusted gross income (AGI) where applicable) or additions are correct
Vendor address is correct and matches the SF-1199a
Payment share to each participant is correct
Sufficient funds are obligated for the contract, and the payment is using funds during their period of availability

7. NRCS-CPA-1245 Obtain 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 POA document as applicable
Payment shares match NRCS-CPA-1202 (or CCC-1200) and ProTracts and NRCS-CPA-152s
All signature authority reviews completed

8. Payment Preparation Completed by:

9. Additional Steps:

NRCS-CPA-1245 with designated conservationist's electronic approval signature shall be uploaded into eContracts and a printed copy placed in the case file for the record