

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

Date: _____

Contract Number: _____	CIN #(s): _____
Office or County: _____	Amount: \$ _____

1. Prepare for Participant Signature on NRCS-CPA-1245

- Verify the payment is within the period of performance start and end dates
- Provide 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

2. Payment Type(s) Indicator (select one)

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

3. Determine Signature Authority for Businesses (if applicable)

N/A

Entity documents verifying the name of the entity, and who has the authority to sign **(2008 and earlier)**
 CCC-901 or CCC-902 with signature authority designated **(2009 and later)**

4. Power of Attorney (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 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 SF-1199a exists for each participant receiving a payment per the NRCS-CPA-1202 and NRCS-CPA-1245
- 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 are filled in on SF-1199a and match vendor info in ProTracts
- Electronic Funds Transfer (EFT) Waiver in lieu of Direct Deposit (if applicable)

6. Determine Assignments with NRCS-CPA-1236 or CCC-36 (if applicable)

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

7. Complete Payment Instructions for Payees

- Payment instructions were not completed by a vendor coordinator
 Printed NRCS-CPA-1245 is accurate and complete for 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
- Sufficient funds are obligated for the contract, and the payment is using funds during their period of availability

8. 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 Power of Attorney document as applicable
- Payment shares match NRCS-CPA-1202 (or CCC-1200)
- All signature authority reviews completed

9. Payment Preparation Completed by:

10. Payment Review Completed by:

11. Additional Steps:

- NRCS-CPA-1245 with designated conservationist's electronic approval signature to be uploaded into eContracts and a printed copy placed in the case file
- Fully signed Kansas FMFI checklist indicating that two distinct employees completed the payment application is to be printed from eContracts and placed in the case file