

Participant: _____ Contract # _____

Field Office: _____ Date: _____ Completed by: _____

ProTracts Obligations Checklist

Includes: All obligations for ProTracts contracts, including FA and producer-selected TSP items.

QUESTION	RESPONSE	ACTION REQUIRED	COMMENTS
	<input type="checkbox"/> YES – Supports Open Obligation <input type="checkbox"/> NO - Follow up Action in Process & For Correction by _____ <input type="checkbox"/> NO - Long term Action Required to Correct Deficiency by _____. <input type="checkbox"/> NO - Deficiency cannot be resolved. Recommend potential de-obligation. <input type="checkbox"/> Not Applicable (NA)	(Select one of the following actions to be completed when a NO response is entered):	(Comments will be entered in ROOT.)
1. Is this an active ProTracts agreement (agreement is not cancelled, terminated or completed)		If actions have been initiated that should deobligate remaining funds, verify funds have been de-obligated in FFIS. If an imbalance between FFIS and ProTracts – FFIS Correct and ProTracts incorrect contact Fund Manager – if Protracts correct and FFIS incorrect contact State Office to discuss correction for de-obligation of remaining funds.	

		Expired contracts with an “active” status in ProTracts indicate that undisbursed obligations exist. Notify participant to stop work. If Practice was performed and certified in ProTracts prior to CPC expiration, payment may be made outside of ProTracts using the original fund source as an unauthorized commitment. Use of the contract cancellation button will deobligate remaining funds.	
2. Is the period of performance shown on the obligating document?		If no period of performance is shown on the contract or any subsequently signed modification, determine the correct date from the applicable program regulation and enter it on the document. Initial and date the entry.	
3. Has activity occurred within the last 12 month?		If there is a reasonable expectation that remaining scheduled practices will be completed, follow 512.55 to justify continuing agreement.	
		If there is no reasonable expectation that remaining scheduled practices will be completed, cancel or terminate the agreement following policy; see 512.57. Notify SO Programs Staff.	
4. If the participant’s show they are operators, does the file support they will have control of the land during the length of the agreement?		Obtain documentation and include in case file.	
		Obtain State Conservationist waiver for excepted cases listed in 512.22.	
		Cancel or Terminate the agreement. Notify SO Programs Staff.	
5. Is participant’s signature on agreement and any modification?		Have the participant sign the document(s) with the current date and use the “Memorandum for Record” process to document why the document is dated after the fact.	

6. Is the NRCS obligating official's signature on the agreement and any modification?		If an e-signature shows in ProTracts, checklist will display the record; print and place a copy in the case file.	
		If an e-signature does <u>not</u> show in ProTracts, have the current NRCS authorized official sign the document with the current date and use the "Memorandum for Record" process to document why the document is dated after the fact.	
7. For an entity or where a Power Of Attorney (POA) is used, is proper documentation available in the case file?		Obtain proper documentation and place in case file if available. POA obtained after the fact is not adequate. Have the authorized individual sign the document(s) with the current date and use the "Memorandum for Record" process to document why the document is dated after the fact.	
8. Did the person signing the documents on behalf of the participant have the authority to sign?		If not, get the authorized signature on the documents and use "Memorandum for Record" process to document why the document is dated after the fact.	
		Cancel or terminate the agreement. Notify SO Programs Staff.	
9. For EQIP, was a practice commenced within the first 12 months, or is there a waiver in the case file from the NRCS delegated authority?		Obtain a waiver from State Conservationist. See 7 CFR 1466. See national bulletins on delegated authority and waivers.	
		Cancel or Terminate the agreement. Ensure de-obligation occurs in FFIS. Notify SO Programs Staff.	
10. Have all TSP- TA items been completed within the same calendar year of the year of the obligation?		Modify the agreement to delete the item(s) and get participant's signature acknowledging the change.	

11. If a transfer agreement (NRCS-CPA-152 or 1156) has been requested since the date of the original agreement, does the document include the present and prior participant's signature and date and the date of NRCS obligating official's signature?		If present and prior participant's signature is missing, contact state office to deal with the situation on a case-by-case basis.	
		If new participant's signature is missing, obtain signature and, use "Memorandum for Record" process.	
		If NRCS obligating official's signature is missing, obtain authorized signature and use "Memorandum for Record" process.	
12. Did the person(s) signing the transfer agreement have the authority to sign?		If present and prior participant's signature is incorrect, contact state office to handle on a case-by-case basis.	
		Current participant's signature(s) is incorrect; get correct signature and use "Memorandum for Record" process.	
		Cancel or terminate the agreement. Notify SO Programs Staff.	
13. If in the last year of the contract, has every item been completed satisfactorily, certified and paid?		Modify contract to extend contract expiration date (if within Program limitations) to accommodate the regulatory requirement for the contract period to have a minimum duration of 1 year after completion of the last practice.	
		If contract has reached program limitation and cannot be extended, notify participant of contract violation and proceed with contract termination as per CPM 512.70. Notify SO Programs Staff.	