

**Action Required By: December 16, 2011 and February 3, 2012**

**Purpose.** To transmit State Guidance to make Fiscal Year 2012 Conservation Security Program annual payments. (Do not confuse this with the Conservation Stewardship Program payments)

**Expiration Date. September 30, 2012**

**Background.** Public Law 107-171, Section 1238 c (2), states the Secretary will make conservation security contract payments as soon as practicable after October 1.

**Explanation.** Participants may choose to receive the payment in either calendar year 2011 or 2012. Payments will need to be approved by Financial Management (FNM) by **December 16, 2011** for those requesting payment in calendar year 2011. Payments will need to be approved by FNM by **February 3, 2012** for those requesting payment in calendar year 2012.

**Procedure for processing FY 2012 Conservation Security Program Annual Payments.**

(Contracts have to be obligated before a modification or payment can be completed.)

District Conservationist's will send the contract participant(s) a letter requesting that they make an appointment to certify the annual conservation activities.

**Include in the letter:** For payment to be completed in calendar year 2011 the payment must be received and approved by Financial Management no later than **12/16/2011**. Payments will be processed on a first-come-first-serve basis and **there is no guarantee of payment processing before the end of calendar year 2011.**

1. Promote each individual contract in ProTracts to second level review by selecting the [promote](#) button in the ProTracts contract toolbar. Eligibility, vendor code issues, etc., must be resolved before promotion can occur.

2. FAX the most recent signed and approved Form NRCS CPA-1155 or Form NRCS CPA-1156 modification [signature](#) page and contract transfer agreement Form NRCS CPA-152 (if applicable) to Financial Management (FNM) for second Level review. FAX number is: **208-685-6918**.
3. State Office FNM second level reviewers will review documents in order to approve the FY 2012 obligation. DC's should check ProTracts periodically to determine if the 2<sup>nd</sup> level review has been completed so the contract can be obligated.
4. DC will approve the FY 2012 obligation after the second level review by selecting the [obligate](#) button in the ProTracts contract toolbar.
5. Meet with the contract participant(s) to review the contract and obtain certification that the contract is on schedule and no changes have been made by the participant. The participant will verify that the Direct Deposit Form SF-1199 information is current and correct.
6. The participant will certify the payment application (Form NRCS CPA-1245) and the DC will approve the FY 2012 annual payment after the contract is reviewed and certified by the participant(s).
7. Send the signed Form NRCS CPA-1245, payment assignments if applicable, and a current Direct Deposit Form SF-1199 if changes have been made since the last payment to FNM for payment processing.

**Contact.** Please contact your Area Farm Bill Specialist if you have questions.

/s/

**JEFF BURWELL**  
State Conservationist