

Action Required By: December 13, 2012, December 17, 2012 and February 4, 2012

Purpose. To transmit State Guidance to make Fiscal Year 2013 Conservation Security Program annual payments. (Do not confuse this with the Conservation Stewardship Program payments)

Expiration Date. September 30, 2013

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 2012 or 2013. The CSP contract annual obligations must be promoted, have a second - level obligation review by **December 13, 2012**, and complete the annual payments by **December 17, 2012** for producers wanting their payment in calendar year 2012. Payments will be processed by **February 4, 2013** for those requesting payment in calendar year 2013. The applicable Area Farm Bill Specialist will be notified by the field office of contracts that have problems preventing payment by the **February 4, 2013** deadline. This notification will allow enough time to assist in resolving the payment problem prior to the deadline.

All FY 2013 contract items must be promoted, reviewed, and obligated before a modification (if needed) can be processed. This is not a contract improvement modification period.

Procedure for processing FY 2013 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 2012 the payment must be received and approved by the field office no later than **12/17/2012**. 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 2012.**

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. Scan 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) and send it to Mary Goode at Financial Management (FNM) for second Level review. If a scanner is not available you can FAX the forms to: **208-685-6918**.
3. Mary Goode will review documents in order to approve the FY 2013 obligation. DC's should check ProTracts periodically to determine if the 2nd level review has been completed so the contract can be obligated.
4. DC will approve the FY 2013 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), the payment review will be completed as it is for all contracts in ProTracts, and the DC will approve the FY 2013 annual payment after the contract and payment is reviewed. The payment review will be signed and attached to the signed NRCS CPA-1245 and filed in the case file after the payment is processed by the field office.

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

Jeff Burwell
State Conservationist

Attachments: Payment Flowchart
FMMI Payment Review Checklist