

Farm Bill Program Payment Process Checklist

Decision Maker's Name _____ Date: _____

Contract Number _____

Program Assignment: ___EQIP 1996 ___EQIP 2002 ___WHIP

Geographic County _____

Program Participant's Actions:

- ___ Notify NRCS that practice has been completed and provide applicable supporting documentation for completion of NRCS-CPA-1245. *Note: They may sign a blank NRCS-CPA-1245 at this time. Mark as N/A if no NRCS-CPA-1245 was signed at this time.*
- ___ Provide a signed and dated SF-1199a (Direct Deposit Form) that confirms all vendor information is accurate. May be initialed after 1st payment but *must be dated at time of payment request on certified NRCS-CPA-1245 for each payment. (Phone verification is not acceptable)*
- ___ Certified NRCS-CPA-1245 with Payment Instructions completed is signed by participant with ProTracts authority to sign (must have signature block with participant's name). *This must be signed on or after the date the practice is certified in ProTracts.*
- ___ Provide a CCC-36 (or NRCS-CPA-1236 when available) Assignment of Payment form if applicable (Indicate if N/A)
- ___ Provide Power of Attorney (NRCS-CPA-09) to act for the decision maker or other signatory, or evidence of authority to act for an entity, if applicable (Indicate if N/A)

NRCS Field Office Actions:

- ___ Once field review is complete, certify in ProTracts that the practice meets NRCS standards, complete the performance data in ProTracts. Certification date should be ***before, or the same as***, participants' signature date on the NRCS-CPA-1245.
- ___ Review receipts (if actual cost not to exceed a specified maximum (AM) is used) for completeness and calculate financial assistance payments earned and enter into ProTracts (certify the practice, complete payment instructions only)
- ___ Print the NRCS-CPA-1245 out of ProTracts (blocks 13 through 16 should be filled out)
- ___ Obtain participant's signature on block 27 (partial completion) or block 28 (completion) of the NRCS-CPA-1245 and ensure blocks 18 and 19 are complete **(Only the person as designated in ProTracts can sign for payment)**
- ___ Confirm that current SF-1199a information is entered into ProTracts (phone verification not acceptable)
- ___ Verify that participant's signature on NRCS-CPA-1245 matches signature on CCC-1200 or NRCS-CPA-1202
- ___ Verify that participant meets **ALL** eligibility and compliance requirements.
- ___ Verify that payment will not exceed EQIP program payment limitation.

Is this the final practice/payment for this contract? ___yes ___no

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___ **Forward (FAX, scan, E-mail) the following supporting documentation to the Area Office for the second level review.**

- ___ Signed NRCS-CPA-1245 showing the participant's signature
- ___ Signature page of CCC-1200 or the NRCS-CPA-1202 whichever is applicable for this contract
- ___ Copy of signed and dated SF-1199a
- ___ Copy of appropriate receipts for actual costs **(AM)** (summarized for payment)
- ___ Copy of receipts for AC cost type practices
- ___ NRCS-CPA-152 Transfer Agreement for any contract payment share changes
- ___ Copy of completed and signed program payment checklist page 1 & 2
- ___ Copy of CCC-36 (use NRCS-CPA-1236 once it is available) if applicable
- ___ Copy of POA to act for the decision maker or other signatory, or evidence of authority to act for an entity, if applicable
- ___ Notes to explain: changes in payment shares on this practice if they do not match the contract percentages on the CCC-1200 OR NRCS-CPA-1202 or NRCS-CPA-152; cost share caps that apply to this practice, if any, or any other "special instructions" for this payment:

I have completed the actions for my level and I am forwarding the information to the next level of review

Designated Conservationist _____ (SCAN pages 1 & 2 for AREA OFFICE)
Date

NRCS Area Office Actions

- ___ Confirm that the above information is correct – *IF ALL NEEDED FORMS ABOVE ARE NOT INCLUDED RETURN TO FIELD OFFICE FOR COMPLETION*
- ___ Forward above information to State Office Financial Management Staff
- ___ Is this contract eligible for interest under the Prompt Payment Act (2004 or prior contracts only)
- ___ Area Program Specialist **approves** payment in ProTracts **AFTER** reviewing all information from the Field Office

I have completed the actions for my level and I am forwarding the information to the state office for payment processing

Area Program Specialist _____
Date

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NOTES:

1. The degree of itemization should be in accordance with EOIP and WHIP policy as follows:

For structural and vegetative practices:

- Costs paid by other than the participant
- Discounts
- Whether used materials were used
- Producer's own labor and materials.

For contractor provided work, participant will submit invoices that include:

- Date of work performed
- Number of hours and cost per hour for labor and/or equipment or cost per unit
- Other applicable information

For participant-provided labor and equipment, the participant will submit a signed, itemized statement, which will include:

- Dates of work performed
- Number of hours and cost per hour charged for labor
- Type of Equipment used
- Charge for equipment
- Type and value of materials used, including on-hand or used materials
- Type and value of donated labor or materials
- Other applicable information

The National Agricultural Statistics Service, USDA, publishes a quarterly wage rate by region for hired workers and this can be found at www.nass.usda.gov click on charts and maps, this might assist you in determining hourly labor rates.

2. When average costs **(AC)** OR flat rates **(FR)** are used, no receipts are required to be sent to the State Office, but they **must** be obtained and forwarded to the Area Office, **do not** place a copy the official case file. Appropriate documentation of practice completion must be maintained in the case file.

3. Participant must submit acceptable itemized receipts to support application for payment if cost share is based on actual costs **(AM)**. **If bills are not acceptable NRCS must reject these within 7 calendar days of receipt (Prompt Payment Act)**

4. If work was done by a TSP and practice is being certified by a TSP, NRCS will provide a blank NRCS-CPA-1245 to the TSP upon notification that the practice has been completed.

5. The TSP will certify that the practice meets NRCS standards and specifications, sign the hard copy of the NRCS-CPA-1245 in block 16, and verify the extent certified for payment in block 13. The TSP will provide the NRCS-CPA-1245 to the participants who will sign and date block 27 (partial completion) or block 28 (completion) and ensure that blocks 18 & 19 are complete before returning it to NRCS.

6. NRCS will continue processing the NRCS-CPA-1245 as identified above using the information provided by the TSP and the participant. NRCS Designated Conservationist must authorize payment in block 25 for a NRCS-CPA-1245 completed by a TSP. This authorization does not assume the TSP liability

7. TSP must complete progress reporting in Tech PRS, which can be found on the Tech Reg website and provide to the Designated Conservationist a completed signed copy of the Nutrient & Pest Management plan checklist.