

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
- 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

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

3. Determine Signature Authority for Businesses (if applicable)

- 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)

- 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
- Entire 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

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

- 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
- Agricultural Management Assistance (AMA) Program only: Producer Self-Certification for AMS & RMA payments
- 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	
<input type="checkbox"/>	Signed and dated by participant only after payment instructions are completed
<input type="checkbox"/>	Participant signature matches signature on NRCS-CPA-1202, NRCS-CPA-152 or Power of Attorney document as applicable
<input type="checkbox"/>	Payment shares match NRCS-CPA-1202 (or CCC-1200)
<input type="checkbox"/>	All signature authority reviews completed
9. Payment Review Completed by:	Date:
10. NRCS Electronic Approval Signature	Date:
<input type="checkbox"/>	Electronic approval signature affixed
<input type="checkbox"/>	The NRCS-CPA-1245 must be maintained in the CPC case file or electronic equivalent for audit purposes with the checklist documentation indicating two distinct employees completed the payment application. Participants will not sign this duplicate copy of the NRCS-CPA-1245 form
Optional Post Payment Reference : FFMI Document number _____	