



Natural Resources Conservation Service  
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May 16, 2012

MAINE INSTRUCTION 440-380 – PROCESSING OF PROTRACTS PAYMENTS

**PURPOSE**

To provide and distribute instructions on the policy and documentation needed to approve payments in ProTracts.

**EXHIBIT**

Financial Management Modernization Initiative (FMMI) Payment Review Checklist located at [https://protracts.sc.egov.usda.gov/PROTRACTS/Blank%20Forms/ProTracts\\_Payment\\_Checklist.pdf](https://protracts.sc.egov.usda.gov/PROTRACTS/Blank%20Forms/ProTracts_Payment_Checklist.pdf)

A handwritten signature in blue ink, appearing to read "Juan C. Hernandez".

JUAN C. HERNANDEZ  
State Conservationist

Attachments



## MAINE INSTRUCTION 440-380 – PROCESSING OF PROTRACTS PAYMENTS

Steps for processing payments in ProTracts:

1. Field Office (FO) certifies practice(s) and enters payment information in the contract ProTracts Certification and Payment module.

**1a. As practicable, practices certified on or about the same date will be batched on one NRCS –CPA-1245, Practice Approval and Payment Application form.**

2. FO completes payment instructions to select payee(s), prints Form NRCS-CPA-1245, Practice Approval and Payment Application, and obtains participant signature(s).

3. FO enters participant signed date in the contract ProTracts Certification and Payment screen.

### **STOP- DO NOT APPROVE THE PAYMENT!**

4. FO scans completed NRCS-CPA-1245 and all appropriate supporting documents into the contract payment folder on the FO share drive.

5. FO sends an e-mail to the Maine NRCS Financial Management (FNM) staff to communicate that a payment is ready for 2<sup>nd</sup> level review. The subject line of the e-mail will include the contract number and the payment number that is shown on the NRCS-CPA-1245 in the Payment Application Number section.

**5a. The subject line of the e-mail will be: “Payment for 2<sup>nd</sup> level review: Contract xxxxxxxxxxxx-Payment x” (Example: Payment for 2<sup>nd</sup> level review: Contract #741218130SA-Payment 1)**

**5b. FNM staff to be e-mailed is [Kyle.Bolduc@me.usda.gov](mailto:Kyle.Bolduc@me.usda.gov) and [Caren.Roy@me.usda.gov](mailto:Caren.Roy@me.usda.gov)**

6. FNM completes the FMMI Payment Review Checklist (attached) to ensure all items are addressed and signs on line 9 of the form. One FMMI checklist must be completed for **each** NRCS-CPA-1245 payment application form.

7. FNM Staff will send an email to the Designated Conservationist (DC) to indicate the review is complete. The subject heading of the email will be “Action Payment: Contract xxxxxxxxxxxx-Payment x” (Example: Action Payment: Contract #741218130SA-Payment 1). The body of the email will indicate that the review was completed and directs the DC to either approve the payment or correct the information.

**7a. If the e-mail indicates that the payment can be approved, proceed to step 8.**

**7b. If a correction is required, FO makes the necessary correction and repeats all proceeding steps of the ProTracts Payment process, beginning with step 1.**

8. DC will approve payment in the contract ProTracts Certification and Payment module **after** receipt of the email.

9. DC will electronically sign the FMMI Payment Review Checklist that was e-mailed by FNM on line 10.

10. FO will place electronic copies of both the DC's electronically signed NRCS-CPA-1245 and the respective fully signed FMMI Payment Review Checklist in the contract payment folder on the FO share drive, naming it "Approved Payment x". (Example: Approved Payment 1).

11. FO will print both the approver's electronically signed NRCS-CPA-1245 and the respective fully signed FMMI Payment Review Checklist, and place these hard copies in the official contract case file with the participant signed version of the relevant 1245.

**NOTE:** Once a payment is Approved in ProTracts, the "Undo Approval" button will be available until 1:59 pm ET the following day should there be a need to make changes. If there is a need to undo the approval of a payment and make a change, the review process must be completed again.

**Contact:** Buster Carter, Acting Assistant State Conservationist for Programs, at 207-990-9155 or email [buster.carter@me.usda.gov](mailto:buster.carter@me.usda.gov); or Brian Vigue, State Administrative Officer, at 207-990-9567 or email [brian.vigue@me.usda.gov](mailto:brian.vigue@me.usda.gov).

Clear Form

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**

- Signed and dated by participant only after payment instructions are completed
- Participant signature matches signature on NRCS-CPA-1202, NRCS-CPA-152 or Power of Attorney document as applicable
- Payment shares match NRCS-CPA-1202 (or CCC-1200)
- All signature authority reviews completed

**9. Payment Review Completed by:**

**Date:**

**10. NRCS Electronic Approval Signature**

**Date:**

- Electronic approval signature affixed
- 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 \_\_\_\_\_