# **CSP Contract Payment Steps for SWCD**

- The payment process has many steps, some of which NRCS will complete. This document pulls the steps that are specific to the administrative items the SWCD employees will perform from the overall process and condenses them here. To see a pictorial overview of how these steps flow together, refer to the <u>Flowchart for Active Contracts: Payments</u> supplied with these training materials.
- Between some of the SWCD payment tasks outlined below, NRCS will be completing tasks and/or there will be a time lapse as you wait for something to happen. Time lapses and NRCS task breaks are indicated by a box with a description of what is happening or needs to happen before you move on to the next payment task.
- For SWCDs, it makes a difference whether the CSP payment is for a CMT supported contract (*FY2016 and older CSP plus FY2017 CSP Renewals*) or for a CAET supported contract (*FY17 and newer CSP contracts*). The payment process of a CMT supported CSP contract has an extra task for SWCDs—entering the certification date in ProTracts. The description of the CMT supported CSP payment process can be found in <u>IL Bulletin 300-18-7</u> on SharePoint, but it is also inserted here.
  - For CMT supported CSP contract payments, SWCDs will complete Steps A and B of Making Conservation Stewardship Program (CSP) Payments for CMT Supported Contracts attached below, while the Payment Reviewer and Payment Approver will complete Steps C and D of that same document. SWCDs will skip the instructions to Print Payment Documents for Participant Signatures, as printing the payment documents is described in Step A of Making Conservation Stewardship Program (CSP) Payments for CMT Supported Contracts attached below.
  - For CAET supported CSP contracts (FY 2017 and newer CSP), NRCS will certify the contract items for payment. SWCDs will begin their portion of CAET supported CSP contract payments with **Print Payment Documents for Participant Signatures**.
- For <u>ALL</u> CSP contract payments, SWCDs should complete the payment tasks of <u>Enter Signature Dates for</u> Payment and <u>Print Approved NRCS-CPA-1245</u>.

# To complete any of the payment tasks, you will need to open the contract...

# **OPEN THE CONTRACT**

- 1. Login to ProTracts (e-Authentication site)
- 2. Point to the CONTRACTS tab on the yellow bar
- 3. On the drop- down list, highlight MANAGE CONTRACTS.
- 4. Click on MANAGE CONTRACTS

# Exhibit 1: CSP Contract Payment Steps for SWCDs



# Exhibit 2: CSP Contract Payment Steps for SWCDs



# OR

5b. If you want to produce a list of contracts, click on one of the other contract filtering options, such as PROGRAMS screen, and enter the PROGRAM, the FISCAL YEAR, (plus any other filtering criteria) and then click on the green GO button.

5a. On the MANAGE CONTRACTS screen, if you are

looking for a particular contract number or one

participant, stay on the NAME & CONTRACT NUMBER screen and enter either the name or the

contract number, then click on the green GO button.

### Your contract or the list of filtered contracts will be produced. Find the contract you want, click on it to high-light it. Double-clicking on it will open it.

# Exhibit 3: CSP Contract Payment Steps for SWCDs



#### Exhibit 4: CSP Contract Payment Steps for SWCDs

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-	Contracts			View Contract	<u> </u>
	Program	<u>State</u>	County	Field Of	fice
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+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SER	VICE CENTER
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+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SER	VICE CENTER
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+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SER	VICE CENTER
+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SER	VICE CENTER
+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SER	VICE CENTER

# CERTIFY CMT SUPPORTED CSP CONTRACT ITEMS FOR PAYMENT

This payment task is only performed by SWCDs for <u>CMT supported CSP</u> contracts. SWCDs complete Steps A and B. If your payment is for a CAET supported CSP contract, skip to Print Payment Documents for Participant Signatures task below.

			for C	MT Support	ed Contract	ts (CSP) Pay					
Overvie	w of Steps:										
	d Office Certif	ies Payment									
		its Payment to Pay	Concernance of	eviewer							
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	Click on "Ann	ual Payments" to e				_					
	Contract	Participa		mpue Notification	History Armuni Par		Hadify Sta 815A1216		te   Provente	ONT   CMTRa	epuert
			Current FY Cost	\$20,502		Number	81541718	NURICI	Conto	nact Active	
	Programi	C0P 2014	Total Estimated Cost	\$902,580					Statu	IS: INCTIVE	
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									Start	t Date:	7/2
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- 5. In Payment Instructions:
  - a. Verify the Bank Routing Number and Deposit Account are correct.
  - b. Click on the payee information (white line with vendor number, payee, address, etc.) to highlight the line yellow. For contracts with two or more payees, all participants with a payment share >0% must be selected and highlighted yellow.
  - c. If the vendor data needs to be edited, click the "Edit Vendor" button.
  - d. If the vendor data is correct, click the "OK" button.

#### Notes:

When payment instructions are processing, the user will see a message that states, "Payment Instructions is currently processing your request. Depending upon the number of participants and members on this contract, this could take several minutes.

Do not close this window!"

When payment instructions are completed the contract items will be highlighted yellow and the user will receive a message such as:

"Payment instructions for the amount of \$9,370.00 has been completed for item number 1. The payment must be approved to complete the payment transaction.

Payment instructions for the amount of \$11,132.00 has been completed for item number 2. The payment must be approved to complete the payment transaction."

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ber	Payee Name	Assigner	Address	CRY					Account	
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#### 6. Click on "Print Form" to create a pdf of the NRCS-CPA-1245.

Con	tract	Nean 2016	Payment Year 2017 V	il Estimat Prymun	ed 28,902.0	o Total Apy Payn	moved 0.00	Hest	art Payment Reduction: 5 her Payment Reduction: 5	0.00				
		Cartified By: Leviewed By: Upproved By: ance Report:	GPA G253CK2 Certified Date Reviewed Date Approved Date	i	7 1000	wrticipant S 5 CPA-1245	uset (	_	AG2 Payment Reduction: 5 Deceased Retur	Date				
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Print	1	OLOP	Croplend Annual Payment	ы	360.81	360.81	11/1/2017	Contraction of the second	\$0.00	\$0.00	\$9,370.10	Castor Castor		Pending

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	7.	<ul> <li>Select the participant to list on the NRCS-CPA-1245:</li> <li>a. Click the radio button to the left of the name to select the participant. For contracts with multiple participants, select the participant who will be signing the NRCS-CPA-1245. Data for the selected participant will show in the header of the form and to the left of the participant signature block.</li> <li>b. Click the "Print" button.</li> <li>c. A message will be received stating, "This document is being auto-uploaded to the DMS. Select Yes to upload and view the document, select No to just view the document." <ol> <li>Answer Yes, if the participant is a Conservation Client Gateway user and will electronically sign the NRCS-CPA-1245.</li> <li>ii. Answer No, for all other participants.</li> </ol> </li> </ul>
		SelectComponents - Internet Explorer
		Select the participant to list on the NRCS-1245
	_	OLLIE SCOTT 102 W MAIN STREET, CHAMPAIGN, IL, 61821
		Print
	9. 10.	Print a hard copy of the NRCS-CPA-1245 for the participant's signature. Review the NRCS-CPA-1245 and verify the information is accurate. Obtain the participant's signature on the NRCS-CPA-1245. Note: For contract with multiple participants, ensure a participant who is allowed to sign signs the NRCS- CPA-1245. Signatory designation can be found in ProTracts Participant Info (signature acceptable for payment) or on the NRCS-CPA-1202 contract. Enter the date the participant signed in the "Participant Signed NRCS-CPA-1245 date" block.
		CSP Annual Payments Print Form   Certify Items   Payment Instructions   Undo Certification   Undo Payment Instructions   Undo Approval
		Contract Year: 2016 Payment Year: 2017 Total Estimated Payment: \$ 20,502.00 Total Approved 0.00 Payment: \$ 0.00 AGI Payment 0.00 AGI Payment 0.00 Keduction: \$ 0.00 Keduction: \$ 0.00
		Certified by:     GINA GERICKE     Certified Date:     11/1/2017     Participant Signed     Deceased Date:       Reviewed by:     Reviewed Date:     Approved Date:     Approved Date:     Deceased Date:
B.		d Office Submits Payment to Payment Reviewer
		All required documents are uploaded to the Document Management System (DMS) following current DMS guidance. The Payment Review is notified that a payment is ready for review.
	£.	The regiment network is notified that a payment is ready for review.
C.		ment Reviewer Performs Review
		Perform a review of the payment. Complete the ProTracts-FMMI Payment Review checklist.
		Enter the review outcome of Accepted or Rejected in the Payment Review Status column in ProTracts.
		Notify the field office the review is completed and provide the payment checklist.

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D.	Delegated Payment Approver Reviews the Outcome of the Payment Review and Approves Payment in
	ProTracts

 Review payment amounts, ensure payment amounts are correct for all participants, and ensure erroneous reductions did not occur.

- 2. Approve payment:
  - a. Put a check in each Approve box for all CINs.
  - b. Click on "Approve".
  - c. Verify the payment approved without error and read all messages received.

		Val Poynerts Vexet: 2016	Payment Years 2017 Tel		d 28,902.00	-	pervent 0.00	Particip Limitation Herri Limitation	art Payment Reduction: 5 her Payment Reduction: 5 MGI Payment Reduction: 9	0.00 9.09		10.0		
Centified by: GPM G25102 Centified Date: 11/1/2017 Participant Signed C100/2017 Deccessed Date: 11/0/2017 Beckened Date: 11/0/2017 Beckened Date: 11/0/2017 Approved Date: 11/0/2017														
P-0	forms	nce Report						6.5						
Print	CIN	Practice	Practice	Units	Planed	Appled	Applied Date	Certiled	AGI Reduction	Payment Unitation Reduction	Payment	Approved	Payment Status	Payment Review Status
2	1	CROP	Oropland Annual Payment	PT	365.81	360.81	11/1/2017	Carty	\$0.00	\$0.08	\$9,370.0	Approx		Accepted W
2	2	CROP	Cropland Annual Payment	PT	30.85	30.85	13/3/2017	Contry Contry	\$0.00	\$0.04	£11,130	Accessos Contest		Accepted 💌

3. Complete the ProTracts-FMMI Payment Review checklist and insert date and signature.

4. Upload checklist to DMS.

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# **PRINT PAYMENT DOCUMENTS FOR PARTICIPANT SIGNATURES**

This payment task is the first payment task performed for <u>CAET supported CSP</u> contracts. (You may notice it is the same as Steps A6, A7, A8, and A9 from <u>Making Conservation Stewardship</u> <u>Program (CSP) Payments for CMT Supported Contracts</u> above.)

If your payment is for a CMT supported CSP contract, make sure you have gone to Certify CMT Supported CSP Contract items for Payment task above and complete Steps A and B of <u>Making Conservation Stewardship Program (CSP) Payments for CMT</u> <u>Supported Contracts</u>. Then skip this task and go to <u>Enter Signature Dates for Payment</u> task below.

Before you print the payment documents for participant signature for CAET supported CSP contracts, NRCS will verify which of the contract items are complete and then certify those completed contract items in ProTracts. NRCS will also run the Payment Instructions for the payment.

4

- 1. Open the contract by following Steps 1-6 under Open the Contract above.
- 2. On the Contract screen, click on ANNUAL PAYMENTS.
- 3. In the Payments window, click on PRINT FORM.

# Exhibit 5: CSP Contract Payment Steps for SWCDs

۵	NRCS	<ul> <li>Department of Agriculture</li> <li>Natural Resources</li> <li>Conservation Service</li> </ul>								
Т	ools	Applications	Contracts	Rates	Forms	Funds	Reports	Contact Us	Help	Lo
Co	onse	rvation C	ontract						<mark>∕2</mark>	
	Contra	t		Participant I	nfo Appro	ove Modificat	ion History	Annual Payment	s Print	Mo
							Co	ontract Number:		
					Current FY					

# Exhibit 6: CSP Contract Payment Steps for SWCDs

CSP Annual Payments	Print Form	Certify Items Par	yment Instructions   Approv	ve Undo Certification	Undo Payment Instructions	Undo Approva
ontract Year: 2018	estimated ayment: \$ 4,393.00	Total Approved Payment: \$	Participant Payme	nt Limitation Reductio AGI Payment Reductio		
Certified by:	Certified Date	:	Participant Signed NRCS-CPA-1245 date:		Deceased Dat	e Returned:
Reviewed by:	Reviewed Date	:	Performance Report:			
Approved By:	Approved Date					

- 4. In the Select Participant window, click on the radial button to the left of the name of the participant who needs to sign the NRCS-CPA-1245.
- 5. Click PRINT
- 6. A message will pop up stating the document is being auto-uploaded to DMS. Select NO to not auto-upload.
- 7. The NRCS-CPA-1245 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.

# Exhibit 7: CSP Contract Payment Steps for SWCDs

JASON	LITCHFIELD, IL, 62056 V
5	× X
Print	This document is being auto-uploaded to the DMS. Select Yes to upload and view the document, select No to just view the document.

Once the NRCS-CPA-1245 is printed and reviewed, you are ready to obtain the participant signature.

After the participant has signed the NRCS-CPA-1245, you are ready to enter the signature dates in ProTracts.

# **ENTER SIGNATURE DATES FOR PAYMENT**

- 1. Open the contract by following Steps 1-6 under Open the Contract above.
- 2. On the Contract screen, click on ANNUAL PAYMENTS.

SIGNED NRCS-CPA-1245 DATE box.

#### Exhibit 8: CSP Contract Payment Steps for SWCDs

<b>NRC</b>	Natural Resources Conservation Service								
Tools	Applications	Contracts	Rates F	orms	Funds	Reports	Contact Us	Help	Lo
Conse	ervation C	ontract						<mark>⁄2</mark>	
😑 Contra	ict		Participant Info	Approv	ve Modificati	on History	Annual Payment	s Print	Mo
						Co	ntract Number:		
			Cui	rrent FY					

3. In the Payments window, using the mm/dd/yyyy format, enter the date the participant signed the NRCS-CPA-1245 in the PARTICIPANT

# Exhibit 9: CSP Contract Payment Steps for SWCDs



Once the signature date(s) have been entered for each of the CINs on the signed NRCS-CPA-1245, you will need to upload the appropriate documents to DMS—as outlined in the DMS Upload Table.

After the appropriate documents have been uploaded to DMS, you will send an email to the appropriate Area staff member for review. Use the following format for the subject line of the email: Payment {county name} {application #} {applicant name}

The appropriate Area staff member will review the uploaded payment documents. If everything is acceptable, the Area Reviewer will complete and electronically sign the review portion of a payment checklist. The DC will then be informed that the payment has been reviewed. The DC will approve the payment by electronically signing the NRCS-CPA-1245 and the approval portion of the payment checklist. The DC should then communicate to you that the approved contract documents are ready to print, upload to DMS, and file.

# PRINT APPROVED NRCS-CPA-1245

- 1. Open the contract by following Steps 1-6 under Open the Contract above.
- 2. On the Contract screen, click on ANNUAL PAYMENTS.
- 3. In the Payments window, click on PRINT FORM.

#### Exhibit 10: CSP Contract Payment Steps for SWCDs

<b>ONRCS</b>	Natural Resources Conservation Service										
Tools	Applications	Contracts	Rates	Forms	Funds	Reports	Contact Us	Help	Lo		
Conse	ervation C	ontract						<u> </u>			
E Contra	ct		Participant In	fo Appro	ove Modificati	ion History	Annual Payment	s Print	Mo		
						Co	ontract Number:				
Current FY											

### Exhibit 11: CSP Contract Payment Steps for SWCDs

CSP Annual Payments	Print Form   Certify Ite	ns   Payment Instructions   Approve   Undo Certifi	cation   Undo Payment Instructions   Undo Appro
Contract Year: 2018	estimated 4,393.00 Total Appr ayment: \$ 4,393.00 Payme	Participant Payment Limitation Re ent: \$ 0.00 AGI Payment Re	
Certified by:	Certified Date:	Participant Signed NRCS-CPA-1245 date:	Deceased Date Returned:
Reviewed by:	Reviewed Date:	Performance Report:	
Approved By:	Approved Date:		

- 4. In the Select Participant window, click on the radial button to the left of the name of the participant who needs to sign the NRCS-CPA-1245.
- 5. Click PRINT
- A message will pop up stating the document is being auto-uploaded to DMS. This time, select YES to auto-upload the document to DMS.
- 7. The NRCS-CPA-1245 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.

#### Exhibit 12: CSP Contract Payment Steps for SWCDs



This final print process will auto-upload the electronically approved NRCS-CPA-1245 to DMS, but you will need to manually upload the payment checklist to DMS. (You can do that one of two ways...just upload the electronic version of the checklist that contains both the electronic signatures <u>or</u> you can print the signed payment checklist, scan it, and upload like other manually signed documents.) Provide a copy of the NRCS-CPA-1245 to the participant. File the printed NRCS-CPA-1245 and the payment checklist in the program folder.