

## 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 [Flowchart for Active Contracts: Payments](#) 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 [IL Bulletin 300-18-7](#) 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 **ALL** CSP contract payments, SWCDs should complete the payment tasks of **Enter Signature Dates for Payment** and **Print Approved NRCS-CPA-1245**.

[illegible]

## CERTIFY CMT SUPPORTED CSP CONTRACT ITEMS FOR PAYMENT

This payment task is only performed by SWCDs for CMT supported CSP 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.

### Making Conservation Stewardship Program (CSP) Payments for CMT Supported Contracts

#### Overview of Steps:

- A. Field Office Certifies Payment
- B. Field Office Submits Payment to Payment Reviewer
- C. Payment Reviewer Performs Review
- D. Delegated Payment Approver Reviews the Outcome of the Payment Review and Approves Payment in ProTracts

#### A. Field Office Certifies Payment:

1. Open Contract
2. Click on "Annual Payments" to enter the CSP payment module

#### 3. Certify the contract items by verifying or completing the following:

- a. The "Payment Year" must be 2017. (Note: Currently, 2017 is the default year. In calendar year 2018, the user must change the "Payment Year" from 2018 to 2017 using the drop down menu.)
- b. Put a check in each Certify box for all CINs.
- c. Click on "Certify Items".

#### 4. Click on "Payment Instructions" to open the payment instructions screen.

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."

PaymentInstructions - Internet Explorer

Contract Participants and Vendors

OLLIE SCOTT - Decision Maker - Obligor Vendor<sup>2</sup> - 100.00% payment share<sup>1</sup> - 100% AGI eligible percent

Status Request ID	Vendor Number	Payee Name	Address	City	ST	Bank Routing Number	Deposit Account
	1101254987	OLLIE SCOTT	102 W MAIN STREET	CHAMPAIGN	IL	052213621	879661

1. Records with zero percent payment share are not shown.  
2. The participant must have an active vendor record before an obligation can be processed for the contract.

Assignments of Payment and Vendors

Assignment Vendors

Status	Vendor Number	Payee Name	Assigner	Address	City	State	Country	Zip Code	Deposit Account

Assignments of Payment (There are no active assignments of payment)

Order	Vendor Number	Assigner	Assignee	Amount	Balance

6. Click on "Print Form" to create a pdf of the NRCS-CPA-1245.

CPA Annual Payments

Print Form | Go to Data | Payment Instructions | Undo Certification | Undo Payment Instructions | Undo Approval

Contract Year: 2016 Payment Year: 2017 Total Estimated Payment: \$ 26,502.00 Total Approved Payment: \$ 0.00

Participant Payment Limitation Reduction: \$ 0.00  
Member Payment Limitation Reduction: \$ 0.00  
AGI Payment Reduction: \$ 0.00

Certified by: CPA GEORGE Certified Date: 11/1/2017 Participant Signed NRCS-CPA-1245 date: Deceased Date Returned:

Reviewed by: Reviewed Date:  
Approved By: Approved Date:

Performance Report:

Print	CDR	Practice	Practice	Units	Planned	Applied	Applied Date	Certified	AGI Reduction	Payment Limitation Reduction	Payment	Approved	Payment Status	Payment Review Status
<input checked="" type="checkbox"/>	1	OROP	Orpland Annual Payment	PT	300.81	300.81	11/1/2017	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Cancel	\$0.00	\$0.00	\$9,370.00	<input checked="" type="checkbox"/> Payment <input type="checkbox"/> Cancel	Pending	Pending
<input checked="" type="checkbox"/>	2	OROP	Orpland Annual Payment	PT	30.85	30.85	11/1/2017	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Cancel	\$0.00	\$0.00	\$11,132.00	<input checked="" type="checkbox"/> Payment <input type="checkbox"/> Cancel	Pending	Pending

7. Select the participant to list on the NRCS-CPA-1245:
  - 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.
  - b. Click the "Print" button.
  - 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."
    - i. Answer Yes, if the participant is a Conservation Client Gateway user and will electronically sign the NRCS-CPA-1245.
    - ii. Answer No, for all other participants.

SelectComponents - Internet Explorer

Select the participant to list on the NRCS-1245

☒ OLLIE SCOTT      102 W MAIN STREET, CHAMPAIGN, IL, 61821

**Print**

8. Print a hard copy of the NRCS-CPA-1245 for the participant's signature.
9. Review the NRCS-CPA-1245 and verify the information is accurate.
10. 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.
11. 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 Payment: \$ 0.00

Participant Payment Limitation Reduction: \$ 0.00  
Member Payment Limitation Reduction: \$ 0.00  
AGI Payment Reduction: \$ 0.00

Certified by: GINA GERJCKE      Certified Date: 11/1/2017      **Participant Signed NRCS-CPA-1245 date: 11/02/2017**      Deceased Date Returned:

Reviewed by:      Reviewed Date:      Approved By:      Approved Date:

- B. Field Office Submits Payment to Payment Reviewer
  1. All required documents are uploaded to the Document Management System (DMS) following current DMS guidance.
  2. The Payment Review is notified that a payment is ready for review.
- C. Payment Reviewer Performs Review
  1. Perform a review of the payment.
  2. Complete the ProTracts-FMMI Payment Review checklist.
  3. Enter the review outcome of Accepted or Rejected in the Payment Review Status column in ProTracts.
  4. Notify the field office the review is completed and provide the payment checklist.

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

1. 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.

CPA Annual Payments    Print Form    Certify Item    Payment Instructions    **Approve**    No Certification    Link Payment Instructions    Link Approval

Contract Year: 2016    Payment Year: 2017    Total Estimated Payment: \$ 28,902.00    Total Approved Payment: \$ 0.00    Participant Payment Limitation Reduction: \$ 0.00    Member Payment Limitation Reduction: \$ 0.00    AGI Payment Reduction: \$ 0.00

Certified by: CPA 029302    Certified Date: 11/1/2017    Participant Signed MCS-CPA-1245 date: 11/02/2017    Decedent Date Returned:

Reviewed by: SUSIE PHOTH    Reviewed Date: 11/2/2017

Approved By:    Approved Date:

Performance Report:

Print	CIN	Practice	Practice	Units	Planned	Applied	Applied Date	Certified	AGI Reduction	Payment Limitation Reduction	Payment	Approved	Payment Status	Payment Review Status
<input checked="" type="checkbox"/>	1	OROP	Oropland Annual Payment	PT	300.81	300.81	11/1/2017	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$0.00	\$0.00	\$8,370.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo		Accepted
<input checked="" type="checkbox"/>	2	OROP	Oropland Annual Payment	PT	30.85	30.85	11/1/2017	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$0.00	\$0.00	\$11,130.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo		Accepted

3. Complete the ProTracts-FMMI Payment Review checklist and insert date and signature.
4. Upload checklist to DMS.

## PRINT PAYMENT DOCUMENTS FOR PARTICIPANT SIGNATURES

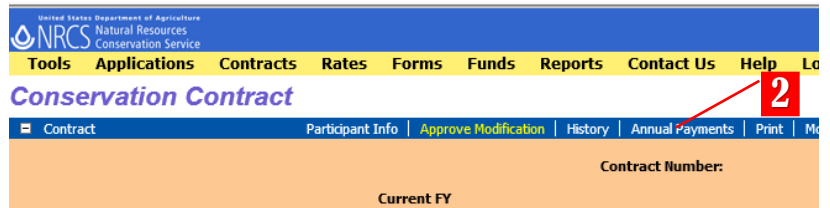
This payment task is the first payment task performed for CAET supported CSP contracts. (You may notice it is the same as Steps A6, A7, A8, and A9 from Making Conservation Stewardship Program (CSP) Payments for CMT Supported Contracts above.)

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 Making Conservation Stewardship Program (CSP) Payments for CMT Supported Contracts. Then skip this task and go to **Enter Signature Dates for Payment** 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.

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

Exhibit 5: CSP Contract Payment Steps for SWCDs

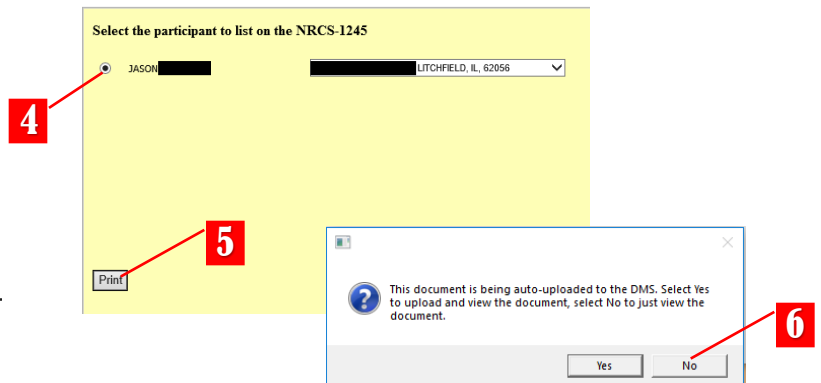


3. In the Payments window, click on PRINT FORM.

Exhibit 6: CSP Contract Payment Steps for SWCDs

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



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.

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

The screenshot shows the NRCS ProTracts interface. The top navigation bar includes links for Tools, Applications, Contracts, Rates, Forms, Funds, Reports, Contact Us, and Help. Below this, the 'Conservation Contract' section is visible, with a sub-menu containing Contract, Participant Info, Approve Modification, History, Annual Payments, Print, and More. A red arrow points to the 'Annual Payments' link, which is highlighted with a red box containing the number 2.

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

**Exhibit 9: CSP Contract Payment Steps for SWCDs**

The screenshot shows the 'Certify and Approve CSP Annual Payments' window. It includes fields for Contract Year (2018), Total Estimated Payment (\$4,393.00), Total Approved Payment (\$0.00), Participant Payment Limitation Reduction (\$0.00), and AGI Payment Reduction (\$0.00). Below these are sections for Certified by, Reviewed by, and Approved by, each with a date field. A red arrow points to the 'Participant Signed NRCS-CPA-1245 date' field, which is highlighted with a red box containing the number 3.

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:

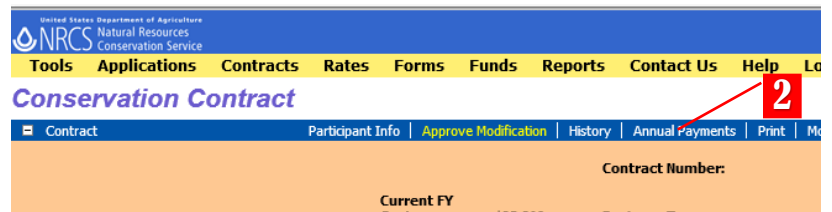
**Payment {county name} {application #} {applicant name}**

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.

Exhibit 10: CSP Contract Payment Steps for SWCDs

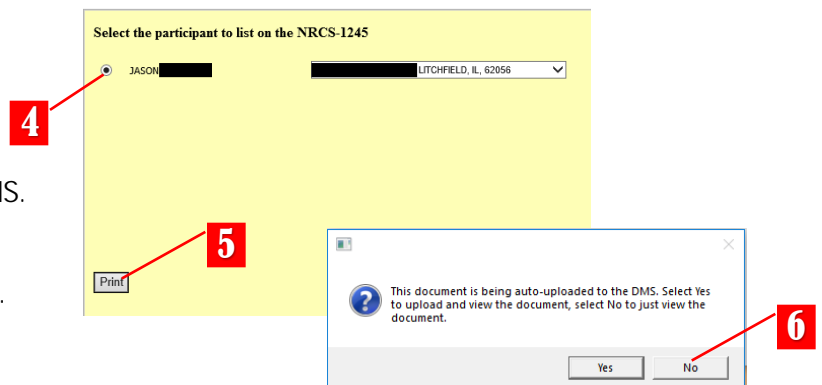


3. In the Payments window, click on PRINT FORM.

Exhibit 11: CSP Contract Payment Steps for SWCDs

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. 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 or 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.