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Transmitted via Email

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MINNESOTA BULLETIN NO. 250-4-29

SUBJECT: FNM – 2004 WHIP CONTRACT PAYMENT PROCESS

Purpose. To provide information.

Expiration Date. December 31, 2004.

The integration of Wildlife Habitat Incentives Program (WHIP) contracts in ProTracts with the Financial Foundation Information System (FFIS) has begun. Until this process can be fully automated and incorporation of the certification of payments at the Area level, the following process will be utilized for 2004 WHIP contract payments.

1. SCIMS – Vendor Code and Direct Deposit:

For Protracts processed contracts entered after 7/6/04, the SF-1199A will be used as interfaced through Protracts.

1. Applicant data entered into SCIMS.
2. If there will be multiple payments during the contract life, the applicant will complete and sign the SF-1199A and provide a copy to the DC. The DC will then enter the appropriate data into Protracts for Direct Deposit.
3. The applicant with a **single payment** contract may utilize the waiver option in Protracts and receive a hard copy payment.

2. Processing CCC-1245's

1. DC certifies practice complete in Protracts.
2. ASTC (FO) reviews bills/receipts and approves payment in Protracts.
3. State Office certifies approved payments in FFIS (Mary Jo Polunc, Tim Koehler or Charles Montgomery).

- 3. As soon as the payment in ProTracts has been approved by the ASTC (FO), the following items must be forwarded to the State Office FNM Section:**
1. A photocopy of the third page of the CCC-1200 with landowner signature (Item 10). The electronic signature from the DC is acceptable (Item 11).
 2. A photocopy of the first page of the CCC-1245 with landowner signature (Item 28). The electronic signature from the DC (Item 16) and ASTC (FO) (Item 25) is acceptable.
 3. Copies of bills, receipts, invoices, etc. supporting cost-share.
 4. Completed copy of assignment of pay (CCC-36 or Protracts electronic version) if applicable.
 5. A photocopy of signed SF-1199A (Access through Protracts – Forms).

4. Assignments of Payment:

- DC may use either the CCC-38 or the example found in the Protracts “HELP” link.
- The landowner (assignor) and the vendor (assignee) must sign the form authorizing the assignment.
- The signed assignment form must accompany the payment application.
- Assignees do not need to be entered in SCIMS; however, a direct deposit decision must be made similar to landowner payments discussed above.

Questions related to this process should be directed to your Area Office and then to Mary Jo Polunc, FNM Section at the State Office.

WILLIAM HUNT
State Conservationist

DIST: ASTC (FO)
DCs
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Tim Koehler
Charles Montgomery
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