United States Department of Agriculture
Natural Resources Conservation Service

Iowa State Office
210 Walnut Street Room 693
Des Moines, Iowa 50309

Iowa Bulletin: 440-23-1 **Date:** October 7, 2022

Subject: 440-Guidance for Regional Conservation Partnership Program (RCPP) Producer Contract Payments and Delegation of Authority for Payment Approver

Purpose. To provide guidance for Regional Conservation Partnership Program (RCPP) producer contract payments, and Delegation of Authority for Payment Approver in Conservation Desktop (CD).

Expiration Date. September 30, 2023

Background. RCPP, as amended by the Agriculture Improvement Act of 2018 (2018 Farm Bill), authorizes NRCS to enter into RCPP contracts directly with producers to address project resource concerns. National guidance for completing RCPP producer contract payments and modifications is outlined in National Bulletin 300-22-14 and attachments.

Explanation. Iowa field office staff will use the following guidance to complete RCPP producer contract payments.

1. Delegation of Authority for Conservation Desktop (CD) Payment Approver

A. In Iowa, the CD payment approver role will be assigned, through Attachment A, AD-1143, by the State Office role grantors to the following employees:

- District Conservationists
- Area Program Specialists
- Assistant ASTC-FOs

B. Using Attachment, A, AD-1143, the employees to be assigned the CD payment approver role will:

- Complete the User Information section, Blocks 4 – 11.
- Enter the counties and offices for their Resource Team under Special Instructions.
- E-sign in Block 37 and send to their supervisor.
- User's supervisor will e-sign in Block 42 and send the completed AD-1143 to Stacy Wickman, stacy.wickman@usda.gov, for processing.

2. RCPP Producer Contract Payments

Follow the attached steps for completing RCPP producer payments:

1. Field office staff (FO) will certify (apply) completed practice(s) in Conservation Desktop (CD).
2. The program support assistant (PSA) completes Payment Certification in CD and generates NRCS-CPA-1245.
3. FO obtains producer signatures, verifying the person signing has authority or power of attorney (POA), and verifies that the SF-1199 Direct Deposit information is current. FO provides the signed CPA-1245 to the PSA, as well as any supporting documentation needed.
4. The PSA will complete the standard payment review by completing NB 300-22-14 - Attachment A - Payment Review Checklist. The PSA will then generate the subsidiary print with business file, verify it is dated within 30 days of payment request, include the CCC-902 showing that Farm Operating Plan status is "Determined". AGI compliance is for the program contract year only. PSA will send a completed NB 300-22-14 - Attachment A - Payment Review Checklist, subsidiary print and CCC-902 back to the District Conservationist.

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5. CD payment approver (District Conservationist or acting District Conservationist, APS, Assistant ASTC-FO) will "Approve" payment in CD. A Delegation of Authority (DOA) needs to be completed through Attachment A - AD-1143 - Corporate Systems Access Request Form, Iowa Addendum, for CD payment approver assignment.
6. PSA will generate the final CPA-1245 showing approving official's signature. Then complete the payment section of the NB 300-22-14 Attachment B - Payment and Modification Supporting Submission Package Checklists. PSA will scan and combine the following into a single PDF:
   a. Completed payment section of NB 300-22-14 Attachment B – Payment and Modification Supporting Submission Package Checklists.
   b. Completed NB 300-22-14 Attachment D- Accounts Payable Services Branch Checklist.
   c. Fully executed 1245 with payment approver's and participant's signatures.
   d. SF- 1199 Direct Deposit form – verified with participant that all information is current.
   e. Subsidiary print, including business file, for every participant and member of an entity, printed within 30 days of payment (AGI compliance required during contract year).
   f. CCC-902 for each participant on the contract-must be in determined status.
7. PSA will provide the entire packages to the Area Program Specialist (APS) by CD-DMS or a shared drive folder. Package must be named "CDAgreementID_Payment Package" (e.g., 91611422058_Payment Package).
8. The APS will review the package. If it is complete and correctly named, the APS will upload it to CD-DMS. Once completed, the APS will send an email to the Iowa RCPP Programs Coordinator with a subject line of "FY23 RCPP2018 Payment Package Agreement Number" advising the package is ready.
9. The RCPP Programs Coordinator will notify the State financial officer that the package is complete.
10. The State financial officer will submit the package to ServiceNow (see NB 300-22-14 for guidance) and save the payment invoice number in the file or on the tracker and send an email to the FO or PSA with the invoice number.
11. FO or PSA will manually enter the FMMI invoice number in the payment certification in CD with the date the payment was completed.

Contact. If you have questions, please contact Sam Adams, Assistant State Conservationist-Programs, at (515) 323-2209 or by email at sam.adams@usda.gov.

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Jaia Fischer, ASTC-MS Acting for

JON HUBBERT
State Conservationist

Attachment A – AD-1143 – Corporate Systems Access Request Form, Iowa Addendum