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NEW MEXICO BULLETIN NO. 300-9-6

SUBJECT: LTP - PAYMENT LEDGER AND SCENARIO COST DOCUMENTATION
REQUIREMENTS

To: All Area and Field Office Employees

Purpose: To update all area and field office employees on updated payment ledger and scenario cost documentation requirements.

Expiration Date: September 30, 2009

In fiscal year (FY) 2009, NRCS field office staff will gather cost data in support of 2010 payment schedule updates. Data on **all payments made in FY 2009** will be collected in the current payment ledger format (Attachment A). Each office will e-mail a single ledger (including all payments for the FY to date) to the area and state office contacts **by the end of each month, starting no later than May 29, 2009**. (Thus by the end of the FY, all payments made in an office will appear in a single ledger). This coincides with nationally established 2010 payment schedule initial update deadline of July 1, 2009, with final changes required by October 1, 2009.

A report on 2009 payments indicates that NM Field Offices have paid between 2 and 42 practices per office; some with more than one item (Attachment B). In most (but not all) cases, each of these should equate to a single ledger entry for the "best fit" 2009 scenario (which could conceivably include more than one payment item from older component based contracts).

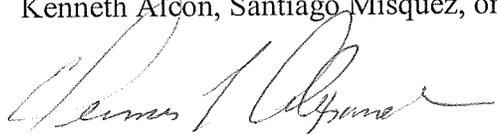
Also, FO's are reminded that the draft CPM 512 indicates that receipts are not to be collected for verification of payment amounts or stored in the participants file. Accordingly, in NM receipts will be used to: inform payment schedule updates, ensure reimbursements do not exceed 100%, and verify materials meet standards. If this provision becomes final policy, once 100% limits and materials are verified, receipts should be stapled to a print out of the appropriate payment ledger line printout and stored in a single file for each fiscal year, not in the participant's contract folder.

Only minor changes have been made to the 2009 payment ledger, however, **use of the current version is mandatory**. Changes include relocation of the "description" field closer to the left margin (to emphasize its importance in scenario development/refinement) and addition of a "redundant" FO name field at the far right (to facilitate tracking of which office submits which data). Other changes include updates to include the 2009 scenarios, and as necessitated by the change to a statewide ledger.



Additional information on use of the payment ledger is included with the spreadsheet itself, both as “comments” (which appear as cells with a small red triangle in the upper left corner), and on the “Definitions” tab, which provides further guidance as to where particular costs should be counted. Even more detailed information on the payment schedule process is available in the Economics Handbook Title 200, Part 613 Payment Schedules (Attachment C).

Questions should be first routed to your area cost contact (Tommy Marshall, Joe Whitehead / Kenneth Alcon, Santiago Misquez, or Danny Thomas), or Seth Fiedler (505) 761-4416.

A handwritten signature in black ink, appearing to read "Dennis L. Alexander", written in a cursive style.

DENNIS L. ALEXANDER

State Conservationist

Attachments