Part 613 – Payment Schedules

Subpart E – Maintenance of Cost Data and Payment Schedules

Payment Schedule Plan of Work - Example		
State	*Fiscal Year*	
Date	**Activity**	**Persons Involved**
November	Request State Technical Advisory Committee input for next fiscal year.	State Conservationist (STC)
January	Obtain a list of new or updated practices from Conservation Practice Standards (CPS) for the upcoming fiscal year.	State Resource Conservationist and State Engineer
February	Obtain a list of approved practices for the upcoming fiscal year.	State Financial Assistance (FA) Program Managers
February	Identify practices or activities needing to be developed (or eliminated).	State Resource Conservationist and State Program Managers
Feb-June	Develop or update practice or activity scenarios.	State Technical Specialists
Jan-June	Develop or update practice or activity costs.	State Economist
	Collect cost receipts from field offices.	
	Contact vendors/contractors for updated information.	
	Obtain updated commercial cost data/software.	
	Query Internet for cost data	
Feb-June	Organize and work with interdisciplinary teams to develop/update payment schedule worksheets.	State Economist, State Resource Conservationist, and State Engineer
May	Review program regulations and statutes for changes from the previous year.	State FA Program Managers, State Economist
July	Upload payment schedule workbooks to SharePoint site for Cost Data Quality Assurance Review.	State Economist
July	Work with adjoining States to ensure that cost data and payment rates are "reasonably consistent" across State lines.	State Economist, Adjoining State Contact
August	Provide payment schedules to State Technical Advisory Committee for review.	STC
September	STC will approve payment schedules.	STC
October	Submit updated final payment schedule workbooks to SharePoint site.	State Economist
October	Create final payment schedule from payment schedule workbooks (Data from “Blue Box” into Agency-approved spreadsheet file.)	State Program Managers
October	Upload payment schedules to ToolKit and ProTracts.	State Program Managers
November	Prepare and post payment schedule information to the FOTG.	State Program Managers