
July 22, 2004

WEST VIRGINIA BULLETIN NO: WV120-4-7

SUBJECT: Important Information Regarding the WHIP Program

Purpose: To provide a checklist for contract file information, and direct deposit payment information.

Expiration Date: December 30, 2004

The following is information regarding the FY2004 WHIP CONTRACTS that are being entered into PROTRACTS. (This information regarding Direct Deposit and use of PROTRACTS contract numbers will also apply to AMA contracts.)

NOTE: Please be sure to reference [WV General Manual Amendment 120, Part 404, WV Amendment #29](#). This amendment specifically states what is required for Electronic Funds Transfer (EFT) payments.

1. All long term contracts are now required to have EFT payments (no hard copy checks will be processed). All FY2004 WHIP CONTRACTS that have been entered into PROTRACTS **must have a Direct Deposit Form completed before the contract will be obligated and processed, unless an exemption is claimed by the landowner. Reference the above General Manual Amendment for more information.**
 - The amendment has a direct web site where the [Direct Deposit Form](#) may be printed and a sample letter to be sent to the landowner. You may also print a Direct Deposit Form from PROTRACTS.
 - The 1-800 number for Vendor express is being phased out and is no longer an option to the landowner.
2. Effective July 6, the PROTRACTS program was integrated with the Financial Management's budget program FFIS (Foundation Financial Information System). Since that time all Contract Numbers we assigned in PROTRACTS have been changed to facilitate integration with FFIS. For example, WHIP Contract Number 72-3D47-24-12, D. Wayne Harris has been changed to **Contract Number 72-3D47-4A-001**. You can get a list of the new numbers by going into PROTRACTS, selecting the WHIP PROGRAM, YEAR 2004, and

COUNTY and you will get a list of all your applications with the newly assigned contract numbers. Consequently, you no longer have to contact the Contracting Section to obtain numbers for WHIP CONTRACTS. The number that PROTRACTS assigns during the application process will serve as the contract number.

Also, you will need to ensure that both the landowner and field office copies of the contracts reflect the new numbers.

- 3. Attached is an UPDATED WHIP CHECKLIST to assist you in making certain that all required items are included in the WHIP CONTRACT.**

If you have any questions regarding this information, please contact either Jim Piper at (304)284-7543, Bill Doerr at (304)284-7556, or Nikki Moody at (304)284-7577.

/s/ Charlotte Wertz, Acting for

**LILLIAN V. WOODS
State Conservationist**

Attachment: [WHIP Checklist](#)

**DIST: A
 F
 Jim Piper, ASTC-Operations
 Charlotte Wertz, State Administrative Officer
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 Casey Shrader, State Biologist
 Bill Doerr, Supervisory Contract Specialist
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 Nikki Moody, Personnel Assistant**