

**American Recovery and Reinvestment Act of 2009**  
**2008 Aquaculture Grant Program**  
**Monthly Financial Report**

**Overview**

Item 3 of Section 3, Reporting Requirements, of the grant agreement between the Commodity Credit Corporation (CCC) and the State requires the State, not later than 30 days after the State provides assistance to eligible aquaculture producers, to provide the amount of assistance provided per producer and aquaculture species, in a format determined by CCC, to ensure compliance with Section 102(d)(3) of the Recovery Act and that an update will be provided by the States every 30 days until all funds have been disbursed or all receivables have been collected.

**Monthly Financial Report**

The Excel document named “Monthly AGP Report” contains the following 3 worksheets:

- Assistance to Producers (For cash and feed voucher/credit States)
- Payments to Feed Mills (For feed voucher/credit States **only**)
- Financial Report (For cash and feed voucher/credit States)

Attachment A, B and C provide detailed instructions for completing the 3 worksheets listed above.

**Due Dates**

The State must complete and return the Monthly AGP Report to the Farm Service Agency (FSA) **by the 15<sup>th</sup> of every month** until all funds have been disbursed or all receivables have been collected. The report due on the 15<sup>th</sup> of the current month shall consist of cumulative data as of the last day of the previous month. For example the July AGP Report, due on August 15, shall consist of cumulative data as of July 31. Each Monthly AGP Report submitted shall be cumulative. The first report is due by August 15<sup>th</sup>, 2009. Please submit negative reports.

**Submitting Financial Report**

The Monthly AGP Report may be submitted to FSA by one of the following methods:

- Emailed to Amy Mitchell at [amy.mitchell1@wdc.usda.gov](mailto:amy.mitchell1@wdc.usda.gov); however, due to the report containing personally identifiable information (PII), please email only a secure ZIP file and provide the password by telephone, (202) 720-8954.
- Send an encrypted CD, by FedEx, to Amy Mitchell at the following address and provide the password to the encrypted file, by telephone, (202) 720-8954:

Ms. Amy Mitchell  
Special Programs Manager, FSA  
Room 4759  
14<sup>th</sup> and Independence Avenue, S.W.  
Washington, D.C. 20250-0517

**Interest/Refunds**

Please note that earned interest payments and/or refunds of principal due to FSA may be made by check payable to "Farm Service Agency" and mailed to the FSA at the following address:

**Regular Mail (USPS)**

USDA – Farm Service Agency  
Beacon Facility - Mail Stop 8558  
P.O. Box 419205  
Kansas City, MO 64141-6205

**Express Mail (FedEx or UPS)**

USDA – Farm Service Agency  
Beacon Facility - Mail Stop 8558  
9240 Troost Avenue  
Kansas City, MO 64131-3055

**Questions or Problems**

If you have any questions or experience any problems with this report, please do not hesitate to contact me via email or telephone.

## Attachment A

**Excel File Name: Monthly AGP Report**

**Worksheet Name: Assistance to Producers**

**This worksheet is to be completed by ALL States.**

After opening the Excel file named “Monthly AGP Report”, click on the tab at the bottom of the screen titled “Assistance to Producers”. This worksheet is where all the detailed payment data, by producer, is entered and stored. The columns, data to be entered, and instructions are provided in the following table.

Column	Title	Instructions
<b>A</b>	Producer Name	Self Explanatory
<b>B</b>	Tax ID Number	
<b>C</b>	Street	
<b>D</b>	City	
<b>E</b>	State	
<b>F</b>	Zip Code	
<b>G</b>	Phone Number	
<b>H</b>	Type of Species	
<b>I</b>	Amount Obligated	<b><u>Cash States:</u></b> Enter the amount of benefits the producer is eligible to receive after applying payment limitation and State factor, if applicable. <b><u>Feed Voucher/Credit States:</u></b> Enter the amount of feed credits (in dollars) the producer is eligible to receive after applying payment limitation and State factor, if applicable. <b>Please note that Column I is totaled in row 50.</b>
<b>J</b>	Amount Disbursed (For cash only)	<b><u>Cash States:</u></b> Enter the amount of benefits paid to the producer. <b>Please note that Column J is total in row 51.</b>
<b>K</b>	Date Disbursed (For cash only)	<b><u>Cash States:</u></b> Enter the date benefits are paid to the producer.

**IMPORTANT:** The totals for column I and J, in rows 50 and 51, are automatically calculated and transferred to the “Financial Report” worksheet. Therefore, as you add additional rows (for additional producers) please add the rows above row 50 to ensure all producers are included in the column I and J’s totals.

## Attachment B

**Excel File Name: Monthly AGP Report**

**Worksheet Name: Payments to Feed Mills**

**This worksheet is to be completed ONLY by States that are implementing the program via feed credits/vouchers to producers.**

After opening the Excel file named “Monthly AGP Report”, click on the tab at the bottom of the screen titled “Payments to Feed Mills”. This worksheet is where the feed mill payment data is entered and stored. The columns, data to be entered, and instructions are provided in the following table.

Column	Title	Instructions
<b>A</b>	Feed Mill Name	Self Explanatory
<b>B</b>	Street	
<b>C</b>	City	
<b>D</b>	State	
<b>E</b>	Zip Code	
<b>F</b>	Phone Number	
<b>G</b>	Amount Disbursed	Enter the amount paid to the feed mill by date of disbursement.
<b>H</b>	Date Disbursed	Enter the date the feed mill is paid.

## Attachment C

**Excel File Name: Monthly AGP Report**

**Worksheet Name: Financial Report**

After opening the Excel file named “Monthly AGP Report”, click on the tab at the bottom of the screen titled “Financial Report”. This worksheet provides a summary of the data for the State. The rows, data to be entered, and instructions are provided in the following table. Data in some of the rows of this report are automatically calculated based on data entered in the other 2 worksheets.

**Rows that are automatically calculated (no data entry required by the State) are highlighted in aqua in the table below.**

Row	Title	Instructions
5	Monthly Report Date	This cell has a dropdown menu. Click in cell 5B and a down arrow will appear in the bottom right of the cell. Click on the down arrow and select the appropriate month. For example, the monthly report date for the report due on August 15, containing data through July 31, is July 2009.
6	Name of State Agency:	Self Explanatory
7	State Duns Number:	
8	Report Type:	This cell has a dropdown menu. Click in cell 8B and a down arrow will appear in the bottom right of the cell. Click on the down arrow and select the report type. If this is the State’s final Monthly AGP Report, enter “Final”. If not, enter “Monthly”.
9	Method of Payment:	This cell has a dropdown menu. Click in cell 9B and a down arrow will appear in the bottom right of the cell. Click on the down arrow and select either “Voucher” or “Cash”.
10	Original Grant Amount:	Enter the total grant amount transferred to the State for CCC.
11	Deposit Date:	Enter the date the grant funding was deposited in the State’s bank account.
12	Blank	
13	Grant Funds Obligated:	This cell calculates the total grant funds obligated by the State. This total is coming from the “Assistance to Producers” worksheet, total of column I.
14	Grant Funds Disbursed:	This cell calculates the total grant funds disbursed by the State. <b>For cash States, the total is coming from the</b>

		<p>“Assistance to Producers” worksheet, total of column J.</p> <p><b>For feed credit/voucher States</b>, the total is coming from the “Payments to Feed Mills” worksheet, total of column G.</p>
<b>15</b>	Balance of Grant Funds:	The result of this cell is calculated by subtracting the “Grant Funds Disbursed” (row 14) from the “Original Grant Amount” (row 10).
<b>16</b>	Blank	
<b>17</b>	Grant Funds Returned to CCC:	Enter the amount of grant funding that the State returned to CCC.
<b>18</b>	Interest Returned to CCC:	Enter the amount of interest that accrued on the grant funding that has been returned to CCC.
<b>19</b>	Blank	
<b>20</b>		
<b>21</b>	Prepared By:	Enter the name of the State employee that prepared the report.