

For: State and County Offices

National Agricultural Act of 2014 (2014 Farm Bill) Disaster Program Training

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The 2014 Farm Bill, signed February 7, 2014, extended the following disaster programs indefinitely:

- ELAP
- LFP
- LIP
- TAP.

One of the Secretary’s highest priorities is providing livestock disaster recovery assistance to producers, ranchers, and farmers impacted throughout the Nation. To ensure successful delivery and implementation of the 2014 Farm Bill disaster programs, FSA will conduct National Disaster Farm Bill Training that will inform, train, and prepare FSA State and County Office employees to deliver the disaster programs.

B Purpose

This notice informs State and County Offices of the National Disaster Farm Bill Training and provides detailed training information on the following:

- date and location
- number of State attendee slots approved
- hotel accommodations and transportation travel authorization.

C Contacts

If there are any questions about this notice, contact Scotty Abbott by e-mail to scotty.abbott@wdc.usda.gov or Amy Mitchell by e-mail to amy.mitchell@wdc.usda.gov.

Disposal Date	Distribution
May 1, 2014 3-18-14	State Offices; State Offices relay to County Offices

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2 National Disaster Farm Bill Training

A Overview of National Disaster Farm Bill Training

The National Disaster Farm Bill Training will:

- cover policies, procedures, business processes, and automation procedures for ELAP, LFP, LIP, and TAP
- include a high level overview of some specific common provisions, such as AGI, payment limitation, payments, collections, receivables, and corrections.

The training approach was designed as a “Train-the-Trainer” model. The training sessions will include lectures and group exercises. The presenters will provide training materials and communication materials to all training participants in support of their training to others in their respective States. These training materials will be made available electronically.

B Training Date and Location

The National Disaster Farm Bill Training session will be held on **Tuesday, April 1, beginning at 8 a.m. through Thursday, April 3, at 1 p.m.** Training participants shall make travel arrangements to ensure that they are able to attend the entire training session. Attendees are **not** authorized to make any airline reservations that would require leaving the training before the scheduled end time.

The training will be held at the following:

**USDA Beacon Building
6501 Beacon Drive, Conference Room G28 A/B/C
Kansas City, MO 64133**

All visitors will use USDA’s main entrance that is on the south side of the building by the flagpole. Participants **must** show their government ID for admittance into the building.

C State Training Attendee Slots

Because the training was designed as a “Train-the-Trainer” session, training attendees will be responsible for delivering training to other FSA employees within their respective States.

States have been provided a specific number of training attendee slots. The numbers were based on several factors and criteria in support of what was needed to effectively and successfully deliver training to the applicable employees within a given State. Exhibit 1 includes the specific State training attendee slots. Because of space limitations, the specific training slots **cannot** be increased.

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2 National Disaster Farm Bill Training (Continued)

C State Training Attendee Slots (Continued)

SED's shall provide the names and e-mail addresses of employees attending the National Disaster Farm Bill Training from their State no later than **Thursday, March 20, 2014**. This information should be e-mailed to Rick Pinkston, DAFO, at **rick.pinkston@wdc.usda.gov**.

Note: Disaster Programs Field Farm Bill Team members are **not** included in the number of State attendee training slots provided in Exhibit 1. Therefore, SED's shall **not** include them in the State training participants' names submitted to DAFO.

3 Travel and Hotel Authorizations

A Travel Authorization

Each employee **must** have a GovTrip electronic travel authorization **before** incurring travel expenses. This notice does **not** constitute an approved travel authorization. Per diem for Kansas City, Missouri, is \$160 (\$99 for lodging and \$61 for M&IE) per day.

In GovTrip, from the "Trip Purpose" drop-down list, select "**Disaster Farm Bill Training Attendance**".

This training is Washington-directed travel. Participants need to search accounting codes in GovTrip using the description option and then enter their normal accounting code to locate this code in the drop-down list. Employees should select the accounting code that begins with their normal accounting code, but ends in "**FB-TRAINING**" as the accounting code in GovTrip.

Participants are responsible for making their own travel arrangements, as soon as possible, using the most efficient means of transportation.

B Hotel Accommodations

Blocks of rooms have been reserved at the Sheraton Suites Country Club Plaza and InterContinental at the Plaza, located in Kansas City, Missouri. The detailed hotel information will be provided to designated training attendees after **all** SED selected training participants have been provided according to subparagraph 2 C.

Training participants shall **not** make reservations until reservation instructions are provided by DAFP. When notification has been received from DAFP to make reservations, training participants will be responsible for calling the applicable hotel to confirm their reservation. Participants **must** make reservations with the hotel in which they have been assigned.

If a reservation needs to be canceled, attendees shall notify the assigned hotel 24 hours **before** the date of check-in to avoid a cancellation fee. Any reservation canceled less than 24 hours before check-in will result in the individual's credit card being charged a minimum of 1 night's stay.

3 Travel and Hotel Authorizations (Continued)

C Training Transportation

Transportation from the hotels to the USDA Beacon Building will be provided by the hotels. The bus schedule is as follows:

- 7:20 a.m., bus departs the hotel each morning
- 5:15 p.m., bus departs the USDA Beacon Building each evening.

Note: Rental cars or taxi service is **not** authorized for travel to and from the hotel to the USDA Beacon Building.

D Hotel Transportation Options

The Kansas City International Airport is approximately 30 miles from either hotel. Transportation from the airport to the hotels is available by airport shuttle or taxi, located near the baggage claim area on the lower level of the airport. Transportation options to the:

- **Sheraton Suites Country Club Plaza** include the following:
 - **Super Shuttle**
Fee is \$19 per person, each way.
Call 816-243-5000.
Reservations are **not** required for airport pickup; however, **return trips require reservations.**
 - **Taxi**
Fee is approximately \$55 each way.
- **InterContinental at the Plaza** include the following:
 - **KCI Shuttle**
Fee is \$18 per person, each way or \$34 per person, roundtrip.
Contact the Intercontinental Kansas City hotel concierge to arrange transportation.
 - **Taxi**
Fee is approximately \$60 each way.

Transportation from the hotels to the USDA Beacon Building will be provided by the hotels. Details about the daily departure times to and from the hotel to the training locations will be provided when training attendees check-in at the hotel.

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3 Travel and Hotel Authorizations (Continued)

E Reasonable Accommodations

Each participant shall notify the airline and hotel of any accommodations that are necessary. Persons who require accommodations to attend or participate in these training sessions shall contact Barbara Harris by **COB March 20, 2014**, by either of the following:

- e-mail to **barbara.harris@wdc.usda.gov**
- telephone at 202-720-3135.

4 Additional Training Information

A Documenting Training Attendance

For reporting Activity Reporting System information in WebTA:

- use program ELAP, LIP, LFP, or TAP depending on which training session is attended
- use activity “NOAUTH-A2” as it references Farm Bill work.

Note: Use these same codes proportionally for reporting travel time.

B Subsequent “In-State” Training Sessions

States will be responsible for providing any necessary Farm Bill Disaster Program training in their State before signup begins on April 15, 2014. States should immediately begin assessing their training needs and training delivery options. When developing training delivery options, States should consider past training practices that have been effective in their State, as well as innovative ways to accomplish training in a cost-effective manner.

DAFO will be reaching out to States during the week of March 17, 2014, to request in-State training plan details and estimated training costs.

State Training Attendee Slots

The following table provides the maximum number of training attendees by State. SED’s **must** provide the names and e-mail addresses of the State training attendees no later **March 20, 2014**.

Note: “*” denotes States with employees serving on the Disaster Programs Farm Bill Team. These employees are **not** included in the number of State training slots designated. These individuals will be attending the 2014 National Disaster Programs Training as presenters or facilitators of the training.

State Training Attendee Slots National Disaster Farm Bill Training			
State	Number of Attendees	State	Number of Attendees
Alabama	2	Nebraska	3
Alaska	1	Nevada	1*
Arizona	1	New York	2
Arkansas	3	New Hampshire	1
California	3	New Jersey	1
Colorado	2*	New Mexico	2
Connecticut	1	North Carolina	2
Delaware	1	North Dakota	3
Florida	1*	Ohio	2
Georgia	3	Oklahoma	3
Hawaii	1	Oregon	2
Idaho	1	Pennsylvania	1
Illinois	3	Puerto Rico	1
Indiana	2*	Rhode Island	1
Iowa	3	South Carolina	2*
Kansas	3	South Dakota	2*
Kentucky	2	Tennessee	2
Louisiana	2	Texas	2*
Maine	1	Utah	1*
Maryland	1	Vermont	1
Massachusetts	1	Virginia	2
Michigan	1	Washington	2
Minnesota	2	West Virginia	1
Mississippi	2*	Wisconsin	2
Missouri	3	Wyoming	2
Montana	2*		