

FSA HANDBOOK

Disaster Designations

To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

1-DIS

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Disaster Designations 1-DIS	Amendment 4
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 16 F has been amended to clarify procedure when requesting a disaster designation with multiple disaster events.

Subparagraph 16 G has been amended to add an example of a disaster designation request with multiple disaster events.

Page Control Chart		
TC	Text	Exhibit
	2-1, 2-2 2-2.5, 2-2.6 (add) 2-3, 2-4	

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Part 1 General Information and Administrative Provision for Emergency Designations

1 Overview

A Handbook Purpose

This handbook establishes policies and procedures for the disaster designation process.

B Related Handbooks

Related handbooks are listed in the following table.

IF the material is about...	THEN see...
directives management	1-AS.
--EM loans	3-FLP.--
providing public information	2-INFO.
security and emergency management	1-SEM.

C Source of Authority

Regulations for this handbook are in 7 CFR Part 759.

--2 Administration of Disaster Designation Process--

A Overview

Declaring or determining counties to be disaster areas is important to conduct programs administered by FSA. A disaster designation specifies the following:

- specific disaster that resulted in the designation
- *--incident period (dates) of the disaster
- specific counties or county equivalents that are included in the designation.

Note: See Exhibit 4 for a list of States and territories that use county equivalents.

The following types of designations are available.

Designation Type	Cause or Event (trigger)	Initiated By
Secretarial Designation	A 30-percent or greater production loss to at least 1 crop because of a natural disaster, or at least 1 producer who sustained individual losses because of a natural disaster and is unable to obtain commercial financing to cover those losses.	Individual farmers, local government officials, State governors, State agriculture commissioners, tribal councils, SED's, etc.
Secretarial Designation (fast track process)	A drought intensity value of D2 (severe drought) for at least 8 consecutive weeks or D3 (extreme drought) or D4 (exceptional drought) for any length of time during the grazing period.	National Office based on the U.S. Drought Monitor
Administrator's Physical Loss Notification	Physical damage and losses because of a natural disaster, including but not limited to: <ul style="list-style-type: none"> • dead livestock • collapsed buildings • destroyed farming structures. 	SED
Presidential Designation	Damage and losses caused by a disaster of such severity and magnitude that effective response is beyond the capability of the State and local governments.	Governor through the FEMA regional office
Quarantine Designation	Damage and losses caused by the effects of a plant or animal quarantine approved by the Secretary and published in FR by APHIS.	SED

--*

--2 Administration of Disaster Designation Process (Continued)--**B Modifying Provisions**

The provisions of this handbook will **not** be amended or revised without prior written approval from the National Office.

Important: This includes adding, deleting, editing, clarifying, supplementing, or otherwise amending any procedure, form, or exhibit.

Note: A separate State or county handbook will **not** be created.

C Forms

Forms, worksheets, applications, and other documents other than those provided in this handbook or issued by the National Office will **not** be used. * * * The STORM process will be used to document losses.

Any document that collects data from an individual or entity, regardless of whether a signature is required or requested, is subject to the Privacy Act and information collection procedures, including clearance of these documents by the following offices:

- National Office program area
- MSD, Information Management Branch, Forms, Graphics, and Records Section
- OMB.

Note: Offices will **not** create or use unauthorized forms.

D Public Information

See 2-INFO for providing information about this handbook.

3 Responsibilities

A DAFP Responsibilities

DAFP will develop and issue policy to ensure that this handbook is administered according to 7 CFR Part 759.

Note: The Secretary:

- has approval authority for all disaster declarations
- **may** choose to delegate authority.

Note: Delegations of authority will be in writing.

B STC Responsibilities

STC's will:

- direct the administration of this handbook
- ensure that State and County Offices follow provisions of this handbook
- thoroughly document all actions taken in STC meeting minutes.

C SEB Role

SEB's role is to:

- review CEB recommendations
- approve, defer, or reject CEB's recommendations.

D SED Responsibilities

SED's will:

- convene SEB to review information provided by CEB on potential losses
- *--assist in making recommendations for Secretarial disaster designations
- request an APLN when a disaster has resulted in physical losses
- request a quarantine designation when a plant or animal quarantine causes damage or losses--*
- ensure that County Offices follow provisions of this handbook.

Note: SED may establish additional reviews to ensure that this handbook is administered according to provisions of this handbook.

3 Responsibilities (Continued)

E COC Responsibilities

COC's will:

- fully comply with all provisions of this handbook
- ensure that CED's fully comply with all provisions of this handbook.

F CEB Role

CEB's role is to:

- identify potential disaster areas
- *--receive Secretarial disaster designation requests initiated by 1 of the following:--*
 - farm operator
 - local or State agricultural official
 - State government official
 - CED, CEB, or SED official
 - Tribal Council
- *--submit a Secretarial disaster designation request with LAR, CEB meeting minutes, and FSA-937's to SEB for review with recommendation when a disaster has resulted in--* severe production losses.

3 Responsibilities (Continued)

G CED Responsibilities

CED's will:

- fully comply with all provisions of this handbook
- ensure that County Office employees understand and implement all provisions of this handbook
- convene CEB to review information on potential losses as the CEB's chairperson
- develop procedure to ensure that general provisions and other important items are
--publicized according to subparagraph H.--

H County Office Responsibilities

County Offices will:

- collect disaster data and enter the information into STORM to create LAR
- *--annually publicize the availability of disaster designations and alert individual farmers and local governing bodies that they can initiate the process of reporting production losses
- publicize when the county has been included in an approved disaster area, and notify producers of available programs
- e-mail their State Office contact when a new report is entered in STORM.--*

4 Withdrawn—Amend. 2

--4.5 Submitting Requests to the Washington, D.C. National Office*A Overview**

Where this handbook provides that a request must be submitted to PPB, CPS, State Offices will submit the file electronically according to this paragraph.

B Electronically Submitting Requests

Requests for APLN's, Secretarial disaster designations, and quarantine designations shall be submitted by internal FSA e-mail from State Offices to

RA.FSA.DCWA2.ppb@wdc.usda.gov according to the format in subparagraph C.

Requests and documents submitted according to this paragraph **must** be sent by e-mail with a PDF attachment. Include a point-of-contact in the text of the e-mail.

For questions about disaster designation policy or administration, contact either of the following:

- for Secretarial disaster designations, Rena Russell-Spruell by e-mail to **rena.russell.spruell@wdc.usda.gov**
- for APLN's and Presidential declarations, Helen Mathew by e-mail to **helen.mathew@wdc.usda.gov**.

C Format for Subject Line of E-Mails

The e-mail subject line **must** be formatted as follows:

- State abbreviation (for example, "AZ" for Arizona)
- type of request, as follows:
 - "APLN" for an APLN request
 - "SEC" for a Secretarial disaster designation request
 - "QUAR" for a quarantine designation request
- date of request (for example, "01-10-2015" for January 10, 2015).

Example: An example e-mail subject line from New York State for an APLN on December 10, 2016, would be, "NY/APLN/12-10-2016".--*

5 Summarizing Changes to Disaster Designations

A Changes to Disaster Designation Process

The following table summarizes changes to the Secretarial disaster designation process.

Then	Now
Only the Secretary has the authority to approve Secretarial disaster designation requests.	No change. However, the regulation does provide a means by which this approval authority can be delegated if the Secretary so chooses.
A multi-step process was used for Secretarial disaster designations.	Simplified disaster designation process in severe drought situations with a nearly automatic designation for any county reported in the U.S. Drought Monitor with level D2 for 8 consecutive weeks.
Secretarial designations required a disaster designation request be initiated by an Indian Tribal Council or State Governor.	Although an Indian Tribal Council or State Governor can still initiate the process, this is no longer a requirement.
Required 30 percent loss countywide threshold of the normal year's dollar value of all crops or losses by a single enterprise.	Note: Not required for counties designated using the U.S. Drought Monitor. A 30 percent loss threshold is required for designations not using the U.S. Drought Monitor.

Note: Provisions for Presidential declarations, APLN's, and quarantines have **not** been changed.

6-15 (Reserved)

Part 2 Secretarial Designations

16 Overview

A Authority

*--7 CFR Part 759 authorizes individual farmers, local government officials, State governors, State Agriculture Commissioners, State Secretaries of Agriculture, other State government officials, and Indian Tribal Councils to initiate requests for disaster designations.

B Request Deadline

Requests for disaster designations must be submitted in writing to the Secretary within **3 months** of the ending date of a disaster.

Note: Requests made after the 3-month deadline will be denied.

C Secretarial Disaster Designation Request

Once a disaster designation recommendation has been made, CEB or SEB acknowledges receipt of the Report of Secretarial Disaster/Disaster Designation Request by preparing, dating, and signing FSA-937 (Exhibit 5). The SED recommendation letter must be submitted to the National Office **within 3 months** of the last day of the disaster event. The request will include the following:

- disaster event
- beginning and ending dates of the incident period

Note: The incident period must be specific to the disaster event. For example, if the disaster event is excessive rainfall, a beginning and ending date for the excessive rainfall event must be provided.

- names of the counties eligible for designation according to subparagraph D or E

Note: For deferrals, include the counties impacted by the disaster event that may be eligible once the extent of losses is known.

- SEB minutes as a separate document.

D Qualifying Production Loss

Only damages and losses resulting from a natural disaster are eligible. A qualifying loss occurs if FSA determines a minimum 30 percent production loss of at least 1 crop in the county occurred as a result of the disaster. The 30 percent production loss is **not** required for designations under the fast track procedure.--*

16 Overview (Continued)

E Loss Determined by Survey

If there are production losses to 1 or more crops, but no qualifying production loss of at least 30 percent, the county may still be eligible for a Secretarial designation by completing the credit survey. The survey is completed by the State Office using the STORM application.

Under the survey method, at least 1 farmer or producer must be unable to secure commercial financing to cover losses in the affected county because of the disaster. The survey portion of the LAR must be completely filled out.

Note: See Exhibit 6 for an example of the survey.

F Eligible Disaster Events

The Secretary has authority to determine what constitutes a natural disaster for Secretarial disaster designation purposes. Eligible natural disasters include damaging weather conditions or other similar non-weather natural occurrences (such as earthquakes and volcanoes) that substantially affect farmers by causing severe production losses.

--Disaster designation requests must be dated, signed by the SED, and submitted within 3 months of the weather event. Required supporting documentation will include SEB meeting minutes. Each request must contain the beginning and ending dates of the disaster events along with the counties impacted. The incident period must be specific to the disaster event. Production losses must be reported separately for separate events.--

If a disaster event is continuing but the amount of loss can be estimated before the end of the event, a request may be approved with an ending date of “continuing”.

*--If all disaster events included in the request did not impact all counties, the request must be divided to identify which specific disaster event(s) impacted each county.

For example, if the request is for excessive rain and flooding but not all counties were impacted by both events, the request must be broken into separate weather events:

- Disaster #1 – excessive rain (include all counties with excessive rain only)
- Disaster #2 – flooding (include all counties with flooding only)
- Disaster #3 – excessive rain and flooding (include all counties that were impacted by both excessive rain and flooding).

Once a disaster designation letter is signed by the Secretary, the National Office will assign a separate Secretarial designation number for each disaster. The National Office will also prepare a separate Secretarial Disaster Designation memo for each disaster event that will include a map and county lists. The National Office will distribute each signed letter, memo, and county lists to the primary State Offices, adjacent State Offices, and essential personnel at the National Office.--*

16 Overview (Continued)

*--G Example of Disaster Designation Request with Multiple Disaster Events

The following is an example of a disaster designation request with multiple disaster events.

Farm and Foreign Agricultural Services Farm Service Agency Farm Programs [State Office Address HERE]	 <p>United States Department of Agriculture</p> <hr/> <p>[DATE] , 2020</p> <p>TO: Name of Current Administrator Administrator Farm Service Agency</p> <p>THROUGH: Safety Net Division/Common Provisions Section (SND/CPS) (Stop Code 0517)</p> <p>FROM: [SED Name] State Executive Director</p> <p>SUBJECT: Request for Secretarial Natural Disaster Designation</p> <p>Disaster #1: State: North Dakota Primary counties requested: Adams, Barnes, Benson, Billings, and Bottineau Beginning date of disaster incident period: 1-1-19 Ending date of disaster incident period: Continuing Disaster Description: excessive rain</p> <p>Disaster #2: Primary counties requested: Bowman, Burke, and Burleigh Beginning date of disaster incident period: 10-9-19 Ending date of disaster incident period: 10-12-19 Disaster Description: flooding</p> <p>Disaster #3: Primary counties requested: Griggs, Hettinger, Kidder, and Logan Beginning date of disaster incident period: 11-01-19 Ending date of disaster incident period: 12-12-19 Disaster Description: excessive rain and flooding</p> <p>Background: Our state has experienced widespread flooding and excessive rain in multiple counties during the 2019 Crop Year.</p> <p style="text-align: center; font-size: small;">USDA is an equal opportunity provider, employer, and lender.</p>
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16 Overview (Continued)**H Deferrals**

If complete and accurate crop losses will not be known by the deadline for submitting a request, a deferral should be submitted to the Secretary according to paragraph 4.5 within 3 months of the last day of the disaster event. Deferrals allow the 3-month deadline to be met, while giving County Offices the necessary time to accurately assess crop losses. Losses will be reviewed after the deferral target date. See Exhibit 7 for an example deferral memorandum. Deferral requests should include the following:

- date of the initial request
- beginning and ending dates of the disaster incident period
- description of the disaster event
- counties that were impacted by the disaster event and may qualify for designation once crop losses can be determined
- brief summary of the reason for deferral
- target date to complete final review of losses for approval or denial
- signature of SED.

16 Overview (Continued)

I Requesting a Secretarial and APLN for the Same Disaster

Both the Administrator and the Secretary can make natural disaster determinations affecting the same county. For example, when the Administrator approves an APLN based on physical losses, a Secretarial disaster designation may also be requested if producers suffer eligible production losses because of the same adverse weather condition or natural occurrence.

17 State and County Office Action

--A County Office Action--

The following table provides the guidelines the County Office must follow when a Secretarial disaster designation request is received.

Step	Action
1	The County Office receives a request from 1 of the following: <ul style="list-style-type: none"> • farm operator • local or State agricultural official • State government official • CED, CEB, SED, or SEB • Tribal Council.
2	CED notifies the State Office (SED or SEB) that a disaster designation request has been received for requests not initiated by SED or SEB.
3	The County Office collects disaster data and enters the information into STORM to create LAR. See subparagraph 166 C.
4	The CEB Chair (CED) convenes CEB to review information on potential losses.
5	CEB makes 1 of the following recommendations. <ul style="list-style-type: none"> • Approval – CEB forwards a recommendation to the State Office for further *--review and processing. The recommendation will include the CEB meeting minutes and FSA-937 in the attachments.--* • Deferral – If the county or counties do not qualify because the loss information is incomplete or not available, CED or CEB will forward a recommendation for deferral to the State Office for further review, processing, and clearance. • Rejection – If the county or counties clearly do not and will not meet the qualifying loss, or conducting the survey does not result in eligibility, CEB will forward a recommendation for rejection to the State Office for further review, processing, and clearance.

17 State and County Office Action

*--B State Office Action

The following table provides the guidelines the State Office must follow when a Secretarial disaster designation request is initiated.

Step	Action
1	The SEB Chair (SED) convenes SEB to review information provided by CEB on potential losses.
2	If SEB review of CEB recommendation will be delayed, SEB will notify the Governor’s office in writing that a request has been made and it is being reviewed. The letter will include the names of the counties that have been requested as well as the status of the request.
3	<p>SEB makes 1 of the following recommendations.</p> <ul style="list-style-type: none"> • Approval. (See Exhibit 8 for an example memo.) <p>Note: SEB prepares a memorandum for signature by SED requesting a Secretarial disaster designation. SED will sign and forward the signed memorandum to PPB, CPS. The memorandum shall include the--* following:</p> <ul style="list-style-type: none"> • beginning date of incident period • ending date of incident period • disaster description • primary counties (counties designated) • basis for approval, such as supporting LAR documented in STORM, survey information, and other supporting documentation.

17 State and County Office Action (Continued)

B State Office Action (Continued)

Step	Action
<p>3 (Cntd)</p>	<ul style="list-style-type: none"> • Deferral – SEB establishes a follow-up date, notifies CEB, and provides the date of request, date of deferral, reason for deferral, and target date for CEB to *--re-enter information into STORM to create LAR. (See Exhibit 7 for an example memo.) <p>Note: The State Office forwards the memorandum to PPB, CPS. The--* memorandum shall include the following:</p> <ul style="list-style-type: none"> • date of request • date of deferral • beginning date of incident period • ending date of incident period • disaster description • primary counties included in the deferral • brief summary of reason for deferral • target date to complete final review for approval or rejection. <ul style="list-style-type: none"> • Rejection – SED will: <ul style="list-style-type: none"> •*--send a copy of the memorandum of rejection to PPB, CPS--* • notify the County Office of the rejection by memorandum, signed and dated by SED, which includes SEB minutes documenting the decision. The rejection notification will include the following: <ul style="list-style-type: none"> • date of rejection • beginning date of incident period • ending date of incident period • disaster description • brief summary of rejection and reasons. <p>Note: Notify the Governor or Tribal Council.</p>

18-29 (Reserved)

Part 3 Secretarial Requested by Governor or Tribal Council

30 Secretarial Disaster Designation Requested by Governor or Tribal Council

A Request

*--When a Governor or Tribal Council requests a Secretarial disaster designation, the County Office will be contacted by the State Office to provide disaster loss information to support the request.

B County Office Action

The following table provides the steps County Offices must complete.--*

Step	Action
1	The County Office collects disaster data and enters the information into STORM to create LAR.
2	The CEB Chair (CED) convenes CEB to review information on potential losses.
3	<p>CEB makes a recommendation for disaster designation. The recommendations are 1 of the following.</p> <ul style="list-style-type: none"> • Approval – Recommendation is forwarded to the State Office for further review and processing for approval. SED will process the designation or approval *--according to subparagraph 17 B. • Deferral – Recommendation is forwarded to the State Office. • Rejection – Recommendation is forwarded to the State Office.
4	CED sends CEB minutes along with the recommendation to SEB for consideration.--*

30 Secretarial Disaster Designation Requested by Governor or Tribal Council (Continued)

C State Office Action

*--The following table provides the steps the State Office must complete.

Step	Action
1	The SEB Chair (SED) convenes SEB to review information provided by CEB on potential losses.
2	<p>SEB reviews the information and makes 1 of the following recommendations.</p> <ul style="list-style-type: none"> • Approval – If SEB concurs, SEB proceeds with the approval process and prepares a memorandum recommending approval for signature by SED. SED will sign the memorandum and forward the memorandum to PPB, CPS according to paragraph 4. The memorandum shall include the following:--* <ul style="list-style-type: none"> • beginning date of incident period • ending date of incident period • disaster description • primary counties (counties designated) • basis for approval, such as STORM LAR’s, survey information, and other supporting documentation (SEB minutes).

30 Secretarial Disaster Designation Requested by Governor or Tribal Council (Continued)

C State Office Action (Continued)

Step	Action
<p>2 (Cntd)</p>	<ul style="list-style-type: none"> • Deferral – If SEB does concur with CEB, SEB proceeds with the deferral process. SEB establishes a follow-up date, notifies CEB, and provides the date of request, date of deferral, and reasons. SEB does not need to notify the Governor. <p>Notes: Once SEB concurs with the deferral, no further action is required until the request has been approved or rejected. The State Office forwards</p> <p>*--the memorandum to PPB, CPS notifying of the deferral. The--*</p> <p>memorandum shall include the following:</p> <ul style="list-style-type: none"> • date of deferral • beginning date of incident period • ending date of incident period • disaster description • primary counties included in the deferral • brief summary of deferral and reasons •*--target date to complete final review for approval or rejection. <p>If SEB does not concur with CEB, SEB will notify:</p> <ul style="list-style-type: none"> • CEB of the decision and recommendation for approval or rejection of the determination • PPB, CPS of the approval or rejection.--*

30 Secretarial Disaster Designation Requested by Governor or Tribal Council (Continued)

C State Office Action (Continued)

Step	Action
2 (Cntd)	<ul style="list-style-type: none"> • Rejection – If SEB concurs with CEB’s recommendation to reject the request, SEB will: <ul style="list-style-type: none"> •*--send a copy of the memorandum of rejection to PPB, CPS--* • notify the County Office of the concurrence by memorandum, signed and dated by SED, which includes SEB minutes documenting the decision. The rejection notification will include the following: <ul style="list-style-type: none"> • date of rejection • beginning date of incident period • ending date of incident period • disaster description • brief summary of rejection and reasons. <p>Note: If SEB does not concur with CEB’s recommendation to reject the request, SEB will:</p> <ul style="list-style-type: none"> • notify CEB that it does not agree with the rejection and will recommend approval or deferral •*--forward the memorandum to PPB, CPS notifying of the approval--* or deferral. The notification will include the following: <ul style="list-style-type: none"> • beginning date of incident period • ending date of incident period • disaster description • brief summary of approval or deferral and reasons.

31 National Office Action for a Secretarial Designation

A National Office Action

The following table provides the steps taken by the National Office to process a request.

Step	Action
1	Upon receiving a recommendation for approval, the National Office will develop a map of primary and contiguous counties. * * *
2	<p>The National Office will prepare a final response letter to the Governor, for signature by the Secretary, notifying the Governor of the disaster designation.</p> <p>Note: Different letter formats will be used for requests:</p> <p style="padding-left: 40px;">* * *</p> <ul style="list-style-type: none"> • initiated by SED or SEB • initiated by the Governor.
3	Once signed, the National Office will assign the Secretarial designation number.
4	*--The National Office will prepare a Secretarial Disaster Designation memo, using the standardized format, signed by PECD’s director.
5	<p>The National Office will distribute copies of the following to the primary State Office, adjacent State Offices, if applicable, and essential personnel at the National Office:</p> <ul style="list-style-type: none"> • map from step 1 and list of contiguous counties--* • signed Secretarial Disaster Designation memo in Adobe PDF format <p>* * *</p> <ul style="list-style-type: none"> • courtesy copy of the signed letter from the Secretary to the Governor, for reference.

32 Fast Track Designations

A Overview

The fast track process is an expedited process for Secretarial disaster designations developed for severe drought situations. The designations will be initiated and completed by the National Office. The fast track process is based on drought intensity data from the U.S. Drought Monitor. To qualify for a Secretarial designation under the fast track process, a county must experience 8 weeks of continuous severe drought (D2), or extreme drought (D3) or exceptional drought (D4) for any length of time, during the county’s grazing period. Fast track designations are determined based on the earliest and latest established beginning and ending grazing dates for forage in the county, taking all grazed forage into consideration.

B Covered Disaster Events

--A fast track designation covers losses because of drought.--

* * *

C Fast Track Process

The following table provides the steps for a fast track approval for drought.

Step	Action
1	The National Office receives a national report of counties that qualify for a fast track drought designation.
2	The National Office will prepare the following: <ul style="list-style-type: none"> <li data-bbox="391 1161 1455 1234">• map of primary counties, contiguous counties, including contiguous counties in adjacent States, if applicable <li data-bbox="391 1276 1382 1350">• letter for signature by the Secretary notifying the Governor of the disaster designation.
3	The National Office assigns a Secretarial designation number.
4	A Secretarial Disaster Designation Notice is prepared which includes a memo, maps and lists with designated counties.
5	The National Office will transmit copies of the map, signed Secretarial Disaster Designation letter, and conformed copy of the Secretarial Disaster Designation memo to the primary State Office and adjacent State Offices, if applicable.
6	The State Office will notify the County Office of designations.

32 Fast Track Designations (Continued)

***--D Requesting a Subsequent Designation for Drought**

After a county receives a designation for drought through the fast track process, a second Secretarial designation for drought may be requested for the county if:

- 8 months have passed since the fast track designation was approved
- producers of spring-planted crops are unable to apply for EM loans because the 8-month loan application period has expired.

The request for a second drought designation must meet all requirements in subparagraph 16 C.--*

33-44 (Reserved)

Part 4 Presidential Declaration**45 FEMA Notice****A Overview**

--Presidential declarations are requested by Governors through the FEMA regional office. When a Presidential declaration is made, FEMA will:--

- designate the area eligible for assistance
- announce the types of assistance available
- notify the National Office * * *.

46 Types of Presidential Disaster Declarations**A Presidential Major Disaster Declaration**

A Presidential Major Disaster Declaration puts into motion long-term Federal recovery programs, some of which are matched by State programs and designed to help disaster victims, businesses, and public entities.

B Presidential Emergency Declaration

*--A Presidential Emergency Declaration is more limited in scope and does not include the long-term Federal recovery programs of a Presidential Major Disaster Declaration. Generally, Emergency Declarations provide Federal assistance and funding for the following:

- meeting a specific emergency need
- helping prevent a major disaster from occurring.--*

47 **Presidential Process**

A Processing a Presidential Declaration Request

A major disaster declaration follows this table.

Step	Action
1	The local government responds.
2	The State responds with State resources, such as the National Guard.
3	Damage assessment by local, State, and volunteer organizations determines losses and recovery needs.
4	Declaration is requested by the Governor to the President through FEMA based on the damage assessment and an agreement to commit State funds and resources to the long-term recovery.
5	FEMA evaluates the request and recommends action to the White House based on the following: <ul style="list-style-type: none"> • disaster • local community • State’s ability to recover.
6	The President approves the request or FEMA informs the Governor it has been denied.

***--B EM Loans Authorized**

EM loans are authorized when a Presidential declaration provides for:

- individual assistance, which includes housing, grants, low-interest loans, and other aid, such as counseling, unemployment assistance, etc.
- public assistance for permanent work (FEMA categories C through G) for the following:
 - road systems and bridges
 - water control facilities
 - buildings, contents, and equipment
 - utilities
 - parks, recreational, and other.

EM loans are authorized in these circumstances because losses and damage addressed by those categories of assistance may be correlated with agricultural losses. To be eligible for EM loans, a producer must have agricultural losses that are caused by the same disaster event that resulted in the availability of individual assistance or public assistance for categories C through G.

EM loans are **not** authorized when **only** public assistance for emergency work (categories A and B) are made available.--*

48 (Withdrawn—Amend. 2)

49 Notification

A Notifying Affected States

--When a FEMA declaration makes assistance available that triggers authorization of EM loans (individual assistance or public assistance for categories C through G), the National Office-- sends the following documents to the affected States announcing a Presidential declaration:

- FEMA Notice
- map of affected counties, including both primary and contiguous
- *--copies of the PPB, CPS Presidential Notice listing the primary and contiguous--* counties and the essential disaster information, including the declaration date, disaster description, and incident period.

B Presidentials That Are NRN's

--A FEMA Amendment is marked as "NRN" by PPB, CPS in cases where no additional-- counties are added to the list of counties eligible for EM loan assistance.

NRN amendments have the following 4 main categories:

- amendments where counties are declared for eligible assistance (individual assistance or public assistance C-G), but have already been declared as primary counties under earlier amendments under the same declaration number
- amendments where counties are declared for ineligible assistance (public assistance A-B **only** or hazard mitigation grants)
- amendments for changes in the **cost-sharing** (CS) arrangement for public assistance, where no additional counties are added ("CS" amendments)
- amendments that change the appointment of the **Federal Coordinating Officer** for FEMA ("FCO" amendments).

FEMA Notices that are NRN's usually are **not** transmitted to State Offices unless, and until, a subsequent "actionable" amendment is issued. If an "actionable" amendment follows the issuance of an NRN amendment, a copy of the FEMA NRN amendment will be sent along with the "actionable" amendment for documentation and continuity purposes.

50-59 (Reserved)

Part 5 APLN**60 APLN Request*****--A Overview**

SED may request an APLN from the Administrator for physical losses incurred as a result of a natural disaster. Natural disasters are disasters in which unusual and adverse weather conditions or other natural occurrences have substantially affected farmers by causing severe physical losses. Examples include, but are not limited to, the following:

- drought
- flooding
- other natural occurrences that cause loss or damage.

B Submitting an APLN Request

CED will report any physical losses to SED, who will notify the Administrator according to paragraph 4.5. The request for an APLN **must** be submitted in writing to the Administrator within 3 months of the ending date of the disaster incident.

61 Physical Losses**A Types of Losses**

An APLN is for physical losses because of a natural disaster, including:

- destruction of buildings, barns, and farming equipment
- death of livestock.

B Documentation of Losses

County Offices will complete LAR's according to Part 2. Requests for counties that do not have documented physical losses will be rejected.--*

***--62 APLN Request Processing**

A Processing the Request for Approval

Process a request for APLN according to the following table.

Step	Action
1	CED submits LAR to SED by STORM, listing the details of the physical damages and losses caused by a natural disaster. Note: CEB or SEB concurrence is not required for APLN, but may be included.
2	SED sends a signed request to the FSA Administrator through PPB, CPS according to paragraph 4.5. See Exhibit 9 for an example memo.
3	PPB, CPS prepares the following for the FSA Administrator’s review and signature: <ul style="list-style-type: none"> • Administrator’s notification letter to SED, approving the primary county natural disaster areas for physical losses only • map of primary and contiguous counties, including adjacent States, if applicable • copy of the SED request.
4	After the FSA Administrator signs, the National Office sends the following to SED’s of the primary State and adjacent States with contiguous counties, if applicable: <ul style="list-style-type: none"> • signed and conformed copy of the APLN letter (in memorandum format) is electronically scanned and e-mailed • map of primary and contiguous counties.

B Rejection--*

If APLN is requested and the county or counties clearly do **not** and will **not** qualify, the National Office will complete its review for clearance by the following:

- PECD
- DAFP
- FSA Administrator for final clearance and signature.

Note: CEB or SEB concurrence is **not required** for APLN, but may be included.

63-74 (Reserved)

Part 6 Quarantine Designation**75 Quarantine Request****A Overview**

*--A quarantine designation is a special type of disaster designation that is based on damage and losses caused by the effects of a plant or animal quarantine approved by the Secretary and published in the FR by APHIS.

A quarantine designation request is initiated by SED and submitted to DAFF, through PPB, CPS according to paragraph 4.5.

B Supporting Documentation

Following APHIS publication of a plant or animal quarantine, SED requests a quarantine designation and submits the following to the National Office:

- dated and signed request

Note: The request should include the names of the counties to be designated and the reason for the request, including a description of the quarantine and expected or actual losses. See Exhibit 10 for an example.

- copy of the FR notice establishing the quarantine.

Note: The requested counties must be included (all or in part) in the designated quarantine area.--*

76 **Quarantine Action by National Office**

A Approval

The National Office will immediately process the request for approval, and submit the request to DAFP through PECD. The approval documentation will include the following:

- draft memorandum of approval * * * for signature by DAFP
- map of the primary and contiguous counties approved under the quarantine designation
- supporting documentation as provided by the State Office.

Once the quarantine has been approved and signed by DAFP, the National Office will distribute copies of the following to the primary State Office and adjacent State Offices, if applicable:

- map of primary and contiguous counties approved under the quarantine designation
 - signed Quarantine Designation Notice in Adobe PDF format.
- * * *

B Rejection

The quarantine designation request will be rejected if the requested counties are clearly **not** eligible for designation because they are **not** included in the quarantine area, as approved by the Secretary and documented by APHIS.

77-86 (Reserved)

Part 7 STORM

Section 1 Basic Provisions and Responsibilities for STORM

87 STORM Security

A STORM Access

Authorized users:

- will have the capability to access STORM to:
 - add or modify disaster information for their State or County Office
 - view records for all States nationwide
- are provided access through established accounts by completing FSA-13-A.

B KC, ITSD Responsibilities

KC, ITSD security staff shall:

- upon request from SED, establish, modify, and maintain access to STORM for applicable State and County Office employees
- notify SED by e-mail when access to STORM is authorized for applicable State and County Office employees
- establish, modify, and maintain applicable protocols required to ensure the security and accessibility of STORM.

C Authorizing Users

The national policy for authorizing users to access STORM is as follows:

- 2 for each State Office, as designated by SED
- 2 for each County Office, as designated by CED.

87 **STORM Security (Continued)****D Security for Accessing STORM Software**

Employees responsible for entering information for STORM will access the STORM software using their eAuthentication user ID and password.

Note: If the user does **not** have an eAuthentication account, an account can be created at <http://www.eauth.egov.usda.gov>.

If the user is having trouble with the eAuthentication system or needs assistance with passwords or the account creation process, contact the ITS Service Desk by either of the following:

- e-mail at eAuthHelpDesk@ftc.usda.gov
- telephone at 800-457-3642.

88 **Responsibilities****A State Office Responsibilities**

State Offices shall:

- when requested, or as needed, provide County Office data to complete STORM loss calculations, such as price, yield, etc.
- in a timely manner after a disaster incident, review STORM data from affected counties to ensure that the applicable losses are recorded

Notes: Only County Office employees are authorized to enter, modify, and delete data. State Office employees may **only** view STORM data.

--State Offices only need to notify the National Office that LARS are loaded into STORM when a Secretarial Designation has been requested.--

- as needed, generate reports about disaster losses for the State
- when requested, assist the National Office to obtain additional information from County Offices
- handle requests for information according to 2-INFO.

Note: State Offices shall contact the National Office for guidance if there is any question about the sensitivity of the data requested.

88 Responsibilities (Continued)

B CED Responsibilities

CED shall determine County Office employees who shall have authority to enter, modify, and delete disaster loss information.

Important: CED shall consider the importance and sensitivity of the data collected and entered into STORM when determining which County Office employees shall have authority to access STORM.

C County Office Responsibilities

County Offices shall:

- record the applicable losses within 24 hours of the disaster incident
- as needed, update the disaster loss data recorded for disaster incidents
- periodically review recorded disaster loss data to ensure that it is accurate

Note: State Offices may establish a periodic review process, such as monthly or quarterly, to ensure that the recorded disaster loss data is reviewed and updated in a timely manner.

- assist State and National Offices to obtain additional disaster loss and related information
- generate reports about disaster losses for the county
- handle requests for information according to 2-INFO.

89-100 (Reserved)

Section 2 Accessing STORM

101 STORM Home Page

A Accessing STORM Home Page

The following table provides instructions for accessing the STORM Home Page.

Step	Action	Result
1	Access the FSA Intranet Home Page at http://intranet.fsa.usda.gov/fsa/ .	The FSA Intranet Home Page will be displayed.
2	CLICK “FSA Applications”.	The USDA FSA Application Page will be displayed.
3	Click the applicable program.	A pop-up screen will be displayed.
4	Enter the user ID and password.	<p>A STORM page will be displayed providing the following:</p> <ul style="list-style-type: none"> • rotating photo images of disaster incidents • link to legal information and disclaimer page • link to privacy policy page.
5	Click the rotating photo images.	The STORM Home Page will be displayed.
6	<p>Click 1 of the following:</p> <ul style="list-style-type: none"> • “Add” to enter disaster loss data • “Update” to update previously entered data • “View” to view recorded data. 	<p>If:</p> <ul style="list-style-type: none"> • “Add” was selected, the Loss Information Page will be displayed • “Update” or “View” was selected, a Selection Criteria Page will be displayed. <p>Note: Only authorized County Office employees may add or update disaster loss data. State and National Office employees may only view data.</p>

101 STORM Home Page (Continued)

B Example of Loss Information Page

The following is an example of the Loss Information Page for adding loss information.

The screenshot displays a web form titled "Loss Information". At the top, there are two buttons: "Home" and "Continue". The form is organized into several sections:

- State:** A dropdown menu with "Georgia" selected.
- County:** A dropdown menu with "Lee" selected.
- Start Date:** A date input field with a calendar icon, labeled "mm/dd/yyyy".
- End Date:** A date input field with a calendar icon, labeled "mm/dd/yyyy".
- Crop Year:** A dropdown menu.
- Area of County Affected by the Disaster:** A list box containing "ALL", "Northeast Portion", "Northwest Portion", "East Central Portion", and "West Central Portion".
- You have Selected:** An empty list box for the area of the county.
- Please Select all Disasters that Apply:** A list box containing "Blizzard", "Drought", "Earthquake", and "Excessive Heat".
- You have Selected:** An empty list box for the disasters.
- Total Farms Affected by this Disaster:** A text input field.
- Comments:** A large text area for entering additional information.

At the bottom of the form, there are two buttons: "Home" and "Continue".

Note: Press and hold the "Ctrl" key and click on the additional options to select more than 1 area or more than 1 disaster.

102 Recording Data**A Recording Loss Data**

County Office employees shall record disaster data within 24 hours of the disaster incident. County Offices shall use all available means to ensure that the data recorded is accurate, including but not limited to, the following:

- field visits
- COC knowledge
- surveying producers in affected areas
- insurance agent or loss adjuster verification
- other government agencies.

B Establishing Beginning and Ending Dates for Drought Loss

Most disaster incidents have specific beginning and ending dates that are easily documented. However, losses because of drought are generally incremental and may fluctuate as conditions improve or worsen. Therefore, specific beginning and ending dates for drought are normally difficult to identify.

County Offices shall use all available resources to identify specific beginning and ending dates for drought. These resources include, but are not limited to, the following:

- other Federal agencies, such as NOAA and FEMA

Note: NOAA information is available on the NOAA web site at www.noaa.gov.

- State Office
- weather reporting stations within the county.

102 Recording Data (Continued)

C Recording Beginning and Ending Dates

Once the County Office has determined the beginning and ending dates, those dates shall be recorded on the Loss Information Page.

Note: The end date shall be the earlier of the following:

- last day of the crop year
- end of the disaster event.

Example: On July 16, 2012, the County Office determines the entire county has been experiencing drought since May 31, 2012. Commodity and livestock losses from the drought have been reported by producers and verified by the County Office. Although the drought is continuing, the losses must be recorded in STORM.

On the Loss Information Page, the County Office shall:

- enter the beginning date, which is May 31, 2012

Note: The end date is **not** a required field.

- provide a short narrative in the “Comments” field explaining how the beginning date was determined and that the drought is continuing.

If the drought ends before the end of the 2012 crop year, the County Office shall modify the drought end date by:

- entering the final date of the drought
- modifying the comments to indicate the drought has ended.

If the drought is continuing at the end of the 2012 crop year, the County Office shall:

- modify the data by entering the last day of the crop year
- modify the comments to indicate the drought is continuing past the end of the crop year
- record a new drought disaster incident for the 2013 crop year with the first day of the crop year as the beginning date
- provide a short narrative in the “Comments” field explaining the beginning date of the drought and that the drought is continuing.

102 Recording Data (Continued)

D Example of Loss Information Page

The following is an example of the Loss Information Page with the information from the example in subparagraph C.

The screenshot displays the 'Loss Information' page within the STORM (Systematic Tracking for Optimal Risk Management) interface. The page header includes the USDA logo and the STORM logo. Navigation buttons for 'Home' and 'Continue' are visible. The main content area contains several input fields: 'State' is set to 'Georgia', 'County' is 'Carroll', 'Start Date' is '5/31/2012', 'End Date' is '7/16/2012', and 'Crop Year' is '2012'. There are two dropdown menus for selecting the 'Area of County Affected by the Disaster' (with 'ALL' selected) and 'Please Select all Disasters that Apply' (with 'Blizzard' selected). Each dropdown menu has a corresponding 'You have Selected:' field. At the bottom, there is a 'Total Farms Affected by this Disaster:' field and a 'Comments' section.

103 Recording Loss Information

A Basic Loss Data

Loss information is the basic data about the disaster incident. The loss information shall include the following:

- State and county where the disaster occurred
- starting and ending dates of the disaster incident
- crop year affected
- type of disaster incident
- total number of farms affected
- other comments.

B Entering Disaster Information

The following table provides instructions for entering data on the Loss Information Page. All fields except “End Date” and “Comments” must be completed before continuing to a different page.

Step	Field	Action
1	State	No entry is required. The field is defaulted to the State for which the user has authority to enter data.
2	County	Click the drop-down list to select the county for which the data will be entered. Note: If the user only has authority for 1 county, that county will be displayed.
3	Start Date	Enter the date the disaster incident began by clicking on the calendar symbol or typing the month, day, and year. Notes: Enter date in “mm/dd/yyyy” format. The initial start date for drought must be during the growing season. Start date cannot exceed the current date.
4	End Date	Enter the date the disaster incident ended by clicking on the calendar symbol or typing the month, day, and year. Notes: Enter date in “mm/dd/yyyy” format. This is not a required entry. However, users shall leave the “End Date” field blank when the disaster incident is ongoing with no foreseeable end, such as drought. End date cannot exceed the current date or be before the start date.

103 Recording Loss Information (Continued)

B Entering Disaster Information (Continued)

Step	Field	Action
5	Crop Year	Click the drop-down list to select the crop year for which data will be entered.
6	Area of County Affected by the Disaster	<p>Click on the portion of the county affected by the disaster incident. To select more than 1 portion of the county, press and hold the “Ctrl” key while clicking on the applicable options.</p> <p>If the entire county was affected, CLICK “ALL”.</p> <p>Note: The selected options will be displayed. Ensure that the displayed entries are correct.</p>
7	Please Select all Disasters that Apply	<p>Click on the applicable disaster type. To select more than 1 disaster type, press and hold the “Ctrl” key while clicking on the applicable options.</p> <p>If “Typhoon” or “Hurricane” is selected as the disaster type, a pop-up screen will be displayed to enter the name of the disaster.</p> <p>If “Other” is selected as the disaster type, a pop-up screen will be displayed to enter a brief description of the disaster.</p> <p>Note: The selected options will be displayed. Ensure that the displayed entries are correct.</p>
8	Total Farms Affected by this Disaster	<p>Enter the total number of farms affected by the disaster incident. Include all farms affected, including farms with the following:</p> <ul style="list-style-type: none"> • physical damages to equipment and/or buildings • crop damage • livestock losses • pasture damage • other damage, such as erosion, fence, or tree damage.
9	Comments	<p>Enter any comments needed to further explain the data entered for the disaster incident.</p> <p>Review all data to ensure accuracy. When all data is correct, CLICK “Continue”.</p>

104 Recording Commodity Loss Information

A Information Recorded

Commodity loss information is the crop loss data associated with the applicable disaster incident. The commodity loss data recorded includes the following:

- crop name affected
- crop type or variety, if applicable
- intended use crops affected
- stage of growth, if applicable
- planting number
- normal yield of affected crop
- unit of measure
- acres planted
- acres prevented
- acres destroyed by incident
- acres damaged by incident
- percentage loss of normal yield
- overall percentage loss from all disaster incidents, by crop.

104 Recording Commodity Loss Information (Continued)

B Example of Commodity Loss Page

The following is an example of the Commodity Loss Page.

Add		Cancel	
Commodity Loss			
Modified By: 004480 on 8/18/2005 8:19:35 AM			
Crop Type		Variety	
<input type="text"/>		<input type="text"/>	
Intended Use	Stage of Growth	Planting Number	
<input type="text"/>	N/A	01	
Normal Yield*	Average Price*	Unit of Measure	Actual Planted Acres
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prevented Acres	Destroyed Acres	Damaged Acres	Damaged Yield
0	0	0	0
* Obtain applicable Normal Yield and Average Price from the NAP Crop Table.			
		Add	
		Cancel	

104 Recording Commodity Loss Information (Continued)

C Entering Commodity Loss Information

The following table provides instructions for entering data on the Commodity Loss Page.

Step	Field	Action
1	Crop Type	Click the drop-down list to select the crop.
2	Variety	Click the drop-down list to select the variety.
3	Intended Use	Click the drop-down list to select the intended use.
4	Stage of Growth	Click the drop-down list to select the stage of growth for the following crops: <ul style="list-style-type: none"> • Christmas Trees • Finfish • Crustacean • Mollusk • Ginseng.
5	Planting Number	Click the drop-down list to select the planting number. If the same crop information, including the same planting number, has been entered for the same incident, a pop-up screen will be displayed with the message, “The following data was previously reported for this crop/variety/intended use/stage of growth/planting number. Is all the above data correct?” Verify the data displayed on the screen. If the data is: <ul style="list-style-type: none"> • correct, CLICK “Yes” • incorrect, CLICK “Incident Begin Date” to display the LAR information. CLICK “Update” at the bottom of the screen to make necessary changes. Save the modified data. <p>Note: See subparagraph D for an example of the screen.</p>
6	Normal Yield	Enter the normal yield for the crop selected.
7	Average Price	Enter the county average price established for the crop. Note: The average price must be greater than zero.
8	Unit of Measure	Click the drop-down list to select the correct unit of measure.
9	Actual Planted Acres	Enter the total number of acres planted of the selected crop.
10	Prevented Acres	Enter the total number of acres prevented from being planted of the selected crop.

Note: Valid crop, type/variety, and intended use are listed in 2-CP. Crops that are **not** listed in 2-CP cannot be entered into STORM.

104 Recording Commodity Loss Information (Continued)

C Entering Commodity Loss Information (Continued)

Step	Field	Action
11	Destroyed Acres	<p>Enter the total number of acres destroyed of the selected crop.</p> <p>Destroyed acres are only those acres for which the crop yield is zero as a result of the disaster incident. Acres for which a crop will produce a yield shall be recorded as damaged.</p> <p>When the data entered in steps 1 through 5 is the same as data entered for a previous disaster incident within the same crop year, a pop-up screen will be displayed with the message, “The following data was previously reported for this crop/variety/intended use/stage of growth/planting number. Are any of the Acres Destroyed because of the current disaster incident the same acres that were damaged by any of the previous disaster incidents displayed above?”</p> <p>Note: See subparagraph E for an example of this screen.</p> <p>CLICK:</p> <ul style="list-style-type: none"> • “Yes” if any of the acres destroyed by the current disaster incident were recorded as damaged acres in a previous disaster incident displayed in the pop-up screen <p>Note: A pop-up screen will be displayed. Go to step 12.</p> <ul style="list-style-type: none"> • “No” if none of the acres destroyed by the current disaster incident were recorded as damaged acres in a previous disaster incident displayed in the pop-up screen. Go to step 13.
12		<p>When “Yes” is selected in step 11 indicating that some of the acres destroyed in the current disaster incident were recorded as damaged acres in a previous disaster incident, a pop-up screen will be displayed with the following question for each of the previous disaster incidents, “How many acres damaged in the disaster incident dated 00/00/0000 were destroyed in this incident?”</p> <p>The County Office shall enter the number of acres previously damaged that were destroyed by the current disaster incident.</p> <p>Note: All fields require an entry of zero or greater.</p> <p>When all previously damaged acres are entered, CLICK “Continue” to return to the Commodity Loss Page. Go to step 13.</p> <p>To return to the previous pop-up screen without entering or saving data, CLICK “Cancel”.</p> <p>Note: All data entered on the pop-up screen is deleted when “Cancel” is selected.</p>

104 Recording Commodity Loss Information (Continued)

C Entering Commodity Loss Information (Continued)

Step	Field	Action
13	Damaged Acres	<p>Enter the total number of acres in the county that were damaged by the disaster incident.</p> <p>Damaged acres are only those acres for which the crop yield is less than the normal yield and greater than zero. Acres for which the crop yield:</p> <ul style="list-style-type: none"> • is zero as a result of the disaster incident shall be entered in step 11 as destroyed acres • was affected by the disaster incident, however, is equal to or greater than the normal yield, shall not be recorded as a loss for STORM. <p>When the data entered in steps 1 through 5 is the same as data entered for a previous disaster incident within the same crop year, a pop-up screen will be displayed with the message, “The following data was previously reported for this crop/variety/intended use/stage of growth/planting number. Are any of the Acres Damaged because of the current disaster incident the same acres that were damaged by any of the previous disaster incidents displayed above?”</p> <p>The following data recorded for the previous disaster incidents will be displayed in the pop-up screen:</p> <ul style="list-style-type: none"> • incident begin date • number of damaged acres recorded for the incident. <p>CLICK:</p> <ul style="list-style-type: none"> • “Yes” if any of the acres damaged by the current disaster incident were recorded as damaged acres in a previous disaster incident displayed in the pop-up screen <p>Note: A pop-up screen will be displayed. Go to step 14.</p> <ul style="list-style-type: none"> • “No” if none of the acres damaged by the current disaster incident were recorded as damaged acres in a previous disaster incident displayed in the pop-up screen. Go to step 15.

104 Recording Commodity Loss Information (Continued)

C Entering Commodity Loss Information (Continued)

Step	Field	Action
14		<p>When “Yes” is selected in step 13 indicating that some of the acres damaged in the current disaster incident were recorded as damaged acres in a previous disaster incident, a pop-up screen will be displayed with the following question for each of the previous disaster incidents, “How many acres damaged in the disaster incident data xx/xx/xxxx were damaged further in this incident?”</p> <p>The County Office shall enter the number of acres previously damaged, by incident, that were further damaged by the current disaster incident.</p> <p>Note: Each field requires an entry of zero or greater.</p> <p>When all previously damaged acres are entered, CLICK “Continue” to return to the Commodity Loss Page.</p> <p>To return to the previous pop-up screen without entering or saving data, CLICK “Cancel”.</p>
15	Damaged Yield	<p>Enter the estimated yield of the crop for the acres entered in step 13. The yield of the crop on the damaged acres must be:</p> <ul style="list-style-type: none"> • greater than zero • less than the normal yield for the crop. <p>Note: Enter the yield of the damaged acres only.</p>

104 Recording Commodity Loss Information (Continued)

C Entering Commodity Loss Information (Continued)

Step	Field	Action
16		<p>When all data is entered, CLICK “Add”. A pop-up screen will be displayed with the question, “Is the Displayed Data Correct?”</p> <p>The data entered in steps 1 through 15 will be displayed on the page. Review the data to ensure that it is accurate. If the data is:</p> <ul style="list-style-type: none"> • accurate, CLICK “Yes” <p>Notes: A summary of the commodity loss data entered in steps 1 through 15 will be displayed in a Summary Display Table in the lower section of the page. Go to step 17.</p> <p>Not all data entered in steps 1 through 15 will be displayed in the Summary Display Table.</p> <ul style="list-style-type: none"> • not accurate, CLICK “No”. <p>Note: The data entry fields for steps 1 through 15 will be redisplayed. Correct the inaccurate data and CLICK “Add”.</p>
17		<p>Review the data in the Summary Display Table in the lower section of the page to ensure that it is accurate. If the data is:</p> <ul style="list-style-type: none"> • accurate, do either of the following: <ul style="list-style-type: none"> • return to step 1 to enter data for a different crop • at the bottom of the page, click either of the following: <ul style="list-style-type: none"> • “Continue” to display the Pasture Loss Page <p>Note: See paragraph 125 for entering pasture loss data.</p> • “Back” to redisplay Loss Information Page <p>Note: See paragraph 103 for entering loss information data.</p> • not accurate, click either of the following in the Summary Display Table: <ul style="list-style-type: none"> • “Modify” to change the commodity loss data entered (step 18) • “Delete” to delete all commodity loss data entered (step 19). <p>Note: See paragraph 112 for more information about the Summary Display Table.</p>

104 Recording Commodity Loss Information (Continued)

C Entering Commodity Loss Information (Continued)

Step	Field	Action
18		<p>When “Modify” is selected from the Summary Display Table in the lower section of the page, the applicable crop loss data will be displayed in the user entry fields. Correct the applicable data and CLICK “Update”.</p> <p>The system will recalculate the production, percent loss, and overall loss. The corrected data will be displayed in a Summary Display Table in the lower section of the page. Return to step 17.</p>
19		<p>When “Delete” is selected from the Summary Display Table in the lower section of the page, a pop-up screen will be displayed with the question, “Do you wish to Delete the Selected Record?” CLICK:</p> <ul style="list-style-type: none"> • “OK” to delete the applicable crop loss data <p>Note: Return to step 1.</p> <ul style="list-style-type: none"> • “Cancel” to not delete the applicable crop loss data. <p>Note: Return to step 17.</p>

D Screen Example 1

The following is an example of the screen that will be displayed when the same crop information has been entered.

The following data was previously reported for this crop/variety/intended use/stage of growth/planting number:					
Incident Begin Date	Actual Planted	Prevented Planted	Destroyed Acres	Damaged Acres	Damaged Yield
May 7, 2012	100	0	0	100	50
Is all the above data correct?					
If “No” click on the applicable incident begin date to correct the data.					
All previously reported losses must be correct before continuing.					

104 Recording Commodity Loss Information (Continued)

E Screen Example 2

The following is an example of the screen that will be displayed when the destroyed acres are entered.

The following data was previously reported for this crop/variety/intended use/stage of growth/planting number:	
Incident Begin Date	Damaged Acres
May 7, 2012	100
Are any of the Acres Destroyed because of the current disaster incident the same acres that were damaged by any of the previous disaster incidents displayed above? <input type="checkbox"/> Yes <input type="checkbox"/> No	

105 Planting Number

A Determining Planting Number

Certain crops have more than 1 approved planting period within a crop year. These crops may be planted on:

- the same acreage as the previous planting of the **same crop** in the **same crop year** (repeat crop)
- different acreage than the previous planting of the **same crop** in the **same crop year** (multiple-planted crop).

Note: Double-cropped acreage is a subsequent planting of a **different crop** planted on the same acreage as the first crop. Accordingly, each crop grown on double-cropped acreage has a planting number of “01”.

The planting number is used to identify which planting number (01, 02, 03, etc.) of the crop was affected by the disaster incident.

Example: Lettuce is a repeat crop in Jackson County for which there are 4 planting periods. A disaster incident affects the lettuce in Jackson County during the third planting period. When recording the crop loss in STORM, Jackson County selects “03” in the “Planting Number” field of the Commodity Loss Page.

Note: See 2-CP for the following:

- definitions of a repeat crop and multiple-planted crop
- defining planting periods for repeat and multiple-planted crops
- assistance in determining planting number of a crop.

106 Previously Recorded Loss**A Previously Recorded Crop Losses and Overall Losses**

STORM calculates and maintains an overall percentage loss by crop. When the crop type, variety, intended use, stage of growth, and planting number entered in the Commodity Loss Page is the same crop type, variety, intended use, stage of growth, and planting number entered for a previous disaster incident within the same crop year, a pop-up screen will be displayed to verify the accuracy of previously entered data.

The data entered for previous disaster incidents within the same crop year is used when calculating an overall percentage loss for the crop. Accordingly, all previously recorded data must be accurate before new data is entered. If the previously recorded data is **not** correct, the overall percentage loss amount will be incorrect and may affect program or producer eligibility.

The overall percentage loss is calculated by the system and displayed in the bottom right corner of the Summary Display Table for each crop.

Example: On June 12, 2012, excessive rain caused a flash flood in the southern portion of Jefferson County. Based on a field visit and surveys of COC members and producers in the area, COC determines that 5,000 acres of corn were destroyed by the disaster incident and 10,000 acres of corn were damaged with a damaged yield of 75 bushels per acre. The County Office records the crop loss and damage in STORM on June 13, 2012.

On July 5, 2012, a tornado and high winds affected the western portion of Jefferson County. Based on a field visit and surveys of COC members and producers in the area, COC determines that 100 acres of corn were destroyed by the disaster incident and 1,000 acres of corn were damaged with a damaged yield of 95 bushels per acre. When the County Office enters the same crop, type, intended use, stage of growth, and planting number that was entered on June 13, 2012, a pop-up screen will be displayed indicating that loss data for the same crop was reported in a previous disaster incident. The County Office must verify that the crop loss data entered for the previous disaster incident is correct.

The County Office reviews the data entered for the previous disaster incident (June 12, 2012) displayed in the pop-up screen. Since the loss data was entered on June 13, 2012, the County Office has obtained additional information and conducted a more thorough inspection of the acres damaged and determined that the yield of 10,000 damaged acres is higher than originally recorded. Therefore, the loss data from the June 12, 2012, incident is modified to change the damaged yield of the 10,000 acres of corn from 75 to 90.

After correcting the June 12, 2012, loss data, the County Office enters the loss data for the July 5, 2012, disaster incident. The system automatically calculates the overall percentage loss for the crop in the bottom right corner of the Summary Display Table.

Important: All previously recorded losses must be correct before entering data for the current disaster incident.

107 Normal Yield and Average Price**A Determining Normal Yield**

For STORM, the normal yield shall be the average yield for the 3 years immediately preceding the year in which the disaster incident occurred. This information can be obtained from NCT. If the information is **not** available on NCT, the County Office shall obtain the previous year's yield data from the following:

- NASS web site at www.nass.usda.gov
- State Office for crops **not** available from the NASS web site.

Example: The following yield data for corn is provided on the NASS web site:

- 118 bu/ac for 2009
- 101 bu/ac for 2010
- 105 bu/ac for 2011.

The normal corn yield for 2012 is 108 bu/ac ((118 + 101 + 105) divided by (3 years)).

B Determining Average Price

For STORM, the average price shall be the olympic average of 5 years, not including the ~~most recent~~ historic year. If less than 5 years of data is available, then do a simple average of the years that are available. This information can be obtained from NCT. If the ~~information~~ is **not** available on NCT, the County Office shall obtain the previous year's price data from the following:

- NASS
- NIFA
- Rural Development
- County Agricultural Commissioner's office
- local markets
- COC's knowledge
- prices in similar areas
- other reliable sources, such as universities, AMS Market News, and buyers.

Example: The following price data for corn is:

- ~~most recent~~ \$2.17 for 2012
- \$3.10 for 2013
- \$4.65 for 2014
- \$3.72 for 2015
- \$3.75 for 2016.

The average price for corn is \$3.52 ((\$3.10 + \$3.72 + \$3.75) divided by 3 years).

Note: The rule for determining the Olympic average price is to remove the highest and lowest prices of the 5 consecutive crop years; therefore, 2012 and 2014 have been excluded. Then average the price for the 3 remaining crop years. ~~most recent~~

108 Actual Planted Acres**A Determining Actual Planted Acres**

For STORM, the actual planted acres include all acres in the county planted to the crop for harvest. Include all acres planted to the crop for harvest regardless of the current status of the crop, including acres planted to the crop for harvest but subsequently destroyed or damaged. **Do not include acres prevented from planting.**

Example: In Jefferson County, a total of 94,000 acres of corn were planted for harvest and 3,000 acres of corn were prevented from planting. On June 12, 2012, excessive rain caused a flash flood in the southern portion of the county. Based on a field visit and surveys of COC members and producers in the area, COC determines that 5,000 acres of corn were destroyed by the disaster incident and 10,000 acres of corn were damaged. The County Office records 94,000 acres as the actual planted acres for the June 12, 2012, disaster incident.

On July 5, 2012, a tornado and high winds affected the western portion of Jefferson County. Based on a field visit and surveys of COC members and producers in the area, COC determines that 100 acres of corn were destroyed by the disaster incident and 1,000 acres of corn were damaged. The County Office records 94,000 acres as the actual planted acres for the July 5, 2012, disaster incident.

The number of acres destroyed or damaged in previous disaster incidents does **not** affect the actual planted acres when reporting losses for STORM.

If multiple disaster incidents affect the same crop within the same crop year, the actual planted acres recorded must be the same for each incident. The overall percent loss will **not** be correct if different actual planted acres for the same crop within the same crop year are recorded. Inaccurate data may affect program or producer eligibility.

108 Actual Planted Acres (Continued)

C Additional Example

Example: On October 30, 2012, a blizzard caused excessive snow in Lincoln County. Based on all information available, COC determines that there are 12,000 acres of winter wheat planted in the county. On October 31, 2012, the County Office records the crop loss data and 12,000 acres as the actual planted acres of wheat.

On November 15, 2012, Lincoln County is affected by a freeze. Based on all information available, COC determines that an additional 6,000 acres of wheat has been planted since the October 30, 2012, disaster incident.

Before recording the loss data for the November 15, 2012, disaster incident, the County Office must modify the actual planted acres recorded for the October 30, 2012, disaster incident to reflect the additional 6,000 planted acres of wheat. After modifying the October 30, 2012, actual planted acres, the County Office records the disaster loss data for the November 15, 2012, disaster incident with 18,000 as the actual planted acres.

Important: Using a different amount of actual planted acres for the same crop within the same crop year will result in inaccurate loss calculations.

109 Destroyed Acres**A Determining Destroyed Acres**

For STORM, destroyed acres are those acres for which the:

- crop was planted for harvest
- yield is zero as a result of the disaster incident.

Destroyed acres do **not** include the following:

- prevented planted acres
- acres for which the crop will produce a yield, regardless of how small.

Example: The normal yield for corn in Lincoln County is 100 bushels per acre. On July 5, 2012, a tornado and high winds affected the eastern portion of the county. Based on a field visit and surveys of COC members and producers in the area, COC determines that 600 acres of corn were destroyed by the disaster incident and 2,000 acres of corn were damaged. COC determines that the damaged corn acres will yield 10 bushels per acre. For STORM, only 600 acres are recorded as destroyed and 2,000 acres are recorded as damaged with a damaged yield of 10.

110 Damaged Acres

A Determining Damaged Acres

For STORM, damaged acres are those acres:

- of the crop planted for harvest
- on which the yield is:
 - less than the normal yield
 - greater than zero.

Acres for which the crop yield:

- is zero as a result of the disaster incident shall be recorded as **destroyed** acres
- was affected by the disaster incident; however, if equal to or greater than the normal yield, shall **not** be recorded as a loss for STORM.

Damaged acres do **not** include prevented planted acres.

Note: See paragraph 109 for an example.

111 Damaged Yield

A Determining Yield of Damaged Acres

When determining the yield of damaged acres, COC shall use the best available information, including but not limited to, the following:

- field visit
- COC knowledge
- survey of producers in the affected area
- CEB knowledge
- insurance agents or loss adjusters
- NIFA or other government agencies.

To be recorded for STORM, the yield of the crop on the damaged acres must be:

- greater than zero
- less than the normal yield for the crop.

The damaged yield is the expected yield of the damaged acres only. It is **not** an average of the damaged, destroyed, prevented planted, or unaffected acres in the county. When calculating the overall loss for a crop, the system will use the normal yield for the unaffected acres and zero yield for prevented planted and destroyed acres.

Example 1: In Jefferson County, a total of 94,000 acres of corn were planted for harvest and 3,000 acres of corn were prevented from planting. On June 12, 2012, excessive rain caused a flash flood in the southern portion of the county. Based on a field visit and surveys of COC members and producers in the area, COC determines that 5,000 acres of corn were destroyed by the disaster incident and 10,000 acres of corn were damaged. The normal yield is 100 with an expected yield of 75 bushels per acre.

The 75 bushels per acre yield is the expected yield of only the 10,000 damaged acres. The County Office records “10,000” in the “Damaged Acres” field and “75” in the “Damaged Yield” field. The system will use the normal yield of 100 for the 76,000 unaffected acres and a zero yield for the 3,000 prevented planted acres and 5,000 destroyed acres.

If the yield of the crop on the damaged acres is equal to or greater than the normal yield for the crop, neither the affected acres nor affected yield shall be recorded as damaged for STORM.

111 Damaged Yield (Continued)

A Determining Yield of Damaged Acres (Continued)

Example 2: The normal yield for corn in Franklin County is 100 bushels per acre. On July 10, 2012, a hail storm affected the northern portion of the county. Based on a field visit, surveys of COC members, and information obtained from loss adjusters, COC determines that 800 acres of corn were damaged by the disaster incident. COC determines that the damaged corn acres will yield 120 bushels per acre.

Before the July 10, 2012, hail storm, Franklin County had excellent growing conditions for corn, which resulted in the expected corn yield being much higher than normal. Therefore, even though the hail storm did reduce the expected yield of the damaged corn, the damaged yield (120 bushels per acre) is higher than the recorded normal yield (100 bushels per acre).

The County Office shall **not** enter any loss data for the 800 acres of corn damaged by the July 10, 2012, disaster incident.

112 Summary Display Table

A Reviewing Data

The Summary Display Table at the bottom of the Commodity Loss Page displays the following for each disaster incident recorded:

- incident begin date
- crop information, including the crop type, crop variety, intended use, stage of growth, and planting number
- production loss based on the unit of measure
- percent loss.

An overall percentage loss for the crop from all disaster incidents within the same crop year is calculated and displayed in the bottom right corner of the Summary Display Table.

B Example of Summary Display Table

The following is an example of the Summary Display Table on the Commodity Loss Page.

The screenshot displays the STORM web application interface. At the top, there is a navigation bar with buttons for 'Loss Information', 'Pasture Loss', 'Livestock Loss', 'Property Loss', and 'Validate Loss'. Below this is a secondary bar with 'Home', 'Back', and 'Continue' buttons. The main content area is titled 'Commodity Loss' and contains a table with the following data:

Controls	Incident Begin Date	Crop Information	Production Loss	Percent Loss
Modify Delete	May 31, 2012	Type: CORN Variety: YELLOW Use: GR Growth: N/A Planting: 01	1,390,000 Bushels	78
Overall Percentage Loss: 78				

At the bottom of the table, there is an 'Add' button. Below the table is another navigation bar with 'Home', 'Back', and 'Continue' buttons. The top of the page features the USDA logo and the STORM logo with the tagline 'Systematic Tracking for Optimal Risk Management'. In the top right corner, there are links for 'Exit Storm' and 'Logout EAuth'.

113 Multiple Losses on the Same Acres

A Calculating Overall Percentage Loss

The overall percentage loss is:

- an automated calculation by crop based on the damaged, destroyed, prevented planted, and unaffected acres from all disaster incidents within the same crop year
- the percentage loss of the crop from the estimated yield
- the total crop in the county from all recorded disaster incidents.

To calculate an accurate overall percentage loss of a crop in the county, the loss data for each disaster incident within the same crop year must be combined. The same crop on the same acres may be affected by multiple disaster incidents within a crop year. The overall percentage loss is the result of all disaster incidents on a crop in the county within the same crop year.

The system automatically calculates the overall percentage loss for the crop in the bottom right corner of the Summary Display Table.

114-124 (Reserved)

Section 3 Entering Data for Pasture Loss

125 Recording Pasture Loss Information

A Overview

Pasture loss information is the pasture loss data associated with the applicable disaster incident. The pasture loss data recorded provides the following:

- type of pasture affected
- total pasture acres by type in the county
- percentage loss
- average price per acre
- value of all pasture by type in the county
- value of pasture loss.

B Example of Pasture Loss Page

The following is an example of the Pasture Loss Page.

The screenshot shows a software interface for entering pasture loss data. At the top, there are two buttons: "Add" and "Cancel". Below these is a header area with the text "Pasture Loss" and "Modified By: 004480 on 8/18/2005 1:01:29 PM". The main form area contains several input fields: a dropdown menu for "Type of Pasture", a text box for "Acres in County", a text box for "Percent Loss in County", a text box for "Price per Acre", a text box for "Gross Value of Pasture", and a text box for "Gross Pasture Loss". At the bottom right of the form, there are two more buttons: "Add" and "Cancel".

125 Recording Pasture Loss Information (Continued)

C Entering Pasture Loss Information

The following table provides instructions for entering data on the Pasture Loss Page.

Step	Field	Action
1	Type of Pasture	Click the drop-down list and click on the type of pasture for which loss data will be entered. If the county does not have warm or cold season grasses, just choose either type for entering loss. See paragraph 126 for pasture types.
2	Acres in County	Enter the total number of acres in the county of the pasture type selected in step 1. See paragraph 127 for determining total acres in the county. Important: Enter pasture acres only. Do not include acres of crops that may be grazed and harvested for seed or grain, such as wheat. Crop losses and the applicable intended use are recorded on the Commodity Loss Page. See paragraph 104.
3	Percent Loss in County	Enter the percentage loss caused by the disaster incident for the pasture type selected in step 1. Enter whole numbers for the percentage loss. Do not include a percent sign (%) or decimal (.). Example: The calculated percentage loss is 25 percent. Enter “25”, not “.25” or “25%”. Note: The number entered must be: <ul style="list-style-type: none"> • greater than zero • less than or equal to 100.
4	Price per Acre	Enter the weighted average price per acre for the pasture type selected in step 1. See paragraph 129 for calculating a weighted average price per acre. Enter dollars and cents to 2 decimal places. Do not include a dollar sign (\$). Example: The calculated weighted average price per acre is \$15.50. Enter “15.50”, not “\$15.50”.

125 Recording Pasture Loss Information (Continued)

C Entering Pasture Loss Information (Continued)

Step	Field	Action
5	Gross Value of Pasture	No entry is required. After the price per acre is entered, PRESS “Tab” or click in the “Gross Value of Pasture” field. The system will calculate the gross value based on the data entered in steps 2 through 4.
6	Gross Pasture Loss	No entry is required. The system will calculate the gross loss based on the data entered in steps 2 through 4.
7		<p>When all data is entered, CLICK “Add”. The data entered will be displayed in a Summary Display Table in the lower section of the page.</p> <p>Review the data to ensure that it is accurate. If the data is:</p> <ul style="list-style-type: none"> • accurate, do either of the following: <ul style="list-style-type: none"> • return to step 1 to enter data for the other pasture type • at the bottom of the page, click either of the following: <ul style="list-style-type: none"> • “Continue” to display the Livestock Loss Page <p>Note: See paragraph 140 for entering livestock loss data.</p> • “Back” to redisplay the Commodity Loss Page <p>Note: See paragraph 104 for entering commodity loss data.</p> • not accurate, click either of the following in the Summary Display Table: <ul style="list-style-type: none"> • “Modify” to change the pasture loss data entered (step 8) • “Delete” to delete all pasture loss data entered (step 9).

125 Recording Pasture Loss Information (Continued)

C Entering Pasture Loss Information (Continued)

Step	Field	Action
8		<p>When “Modify” is selected from the Summary Display Table in the lower section of the page, the applicable pasture loss data will be displayed in the user entry fields. Correct the applicable data and CLICK “Update”.</p> <p>The system will recalculate the gross value and pasture losses. The corrected data will be displayed in a Summary Display Table in the lower section of the page. Return to step 7.</p>
9		<p>When “Delete” is selected from the Summary Display Table in the lower section of the page, a pop-up screen will be displayed with the question, “Do You Wish to Delete the Selected Record?”</p> <p>CLICK:</p> <ul style="list-style-type: none"> • “OK” to delete the applicable pasture loss data <p>Note: Return to step 1.</p> <ul style="list-style-type: none"> • “Cancel” to not delete the applicable pasture loss data. <p>Note: Return to step 7.</p>

D Example of Summary Display Table

The following is an example of the Summary Display Table on the Pasture Loss Page.

Pasture Loss						
Control	Type of Pasture	Acres in County	Percent Loss in County	Price Per Acre	Gross Value of Pasture	Pasture Loss
<input type="button" value="Modify"/> <input type="button" value="Delete"/>	Warm Season Grasses	1,000	100	10.00	10,000	10,000
						Overall Percent Loss : 100
<input type="button" value="Add"/>						
<input type="button" value="Home"/> <input type="button" value="Back"/> <input type="button" value="Continue"/>						

126 Pasture Types

A Type of Pasture

For STORM purposes, all pastures are categorized as either of the following:

- warm season grasses
- cool season grasses.

Pasture losses for warm season grasses and cool season grasses are recorded separately under STORM. The County Office shall consult with NRCS and/or NIFA, as needed, to determine which types of grass are considered warm season or cool season for the area.

127 Acres in County

A Determining Pasture Acres in County

To determine the total:

- warm season grass pasture acres in the county, the County Office shall sum the acres of all warm season grass pastures, such as native grass, Bermuda grass, and Old World Bluestem
- cool season grass pasture acres in the county, the County Office shall sum the acres of all cool season grass pastures, such as Wheatgrass, Ryegrass, and Fescue.

Example: The total cool season grass pasture acres in Jackson County are comprised of the following:

- 150,000 acres of Fescue
- 40,000 acres of Ryegrass
- 30,000 acres of Wheatgrass.

Note: The total acres of cool season grass pasture in Jackson County are 220,000 acres.

Important: Only include pasture acres used for grazing. Do **not** include acreage of crops:

- with an intended use of grazing, such as Sudan Grass
- with an intended use of seed, such as Brome
- that may be grazed, such as Wheat
- used for hay or feed, such as Alfalfa.

Losses to this crop acreage shall be recorded as commodity losses according to paragraph 104.

128 Percent of Loss

A Determining Percent Loss of Pasture in County

The percent loss in county is the percentage of the total acres of pasture, by type, in the county with no grazing value as a result of the disaster incident. The County Office shall use the following calculation to calculate the percentage of pasture loss.

$$\frac{\text{Affected acres times percent loss}}{\text{Total acres in county}}$$

Example 1: There are 50,000 acres of cool season grass pastures in Jefferson County. On June 12, 2012, excessive rain caused a flash flood in the southern portion of the county. Based on field visits and surveys of COC members and producers in the area, COC determines that 10,000 acres of cool season grass pasture was affected by the disaster with a 65 percent loss on the affected acres. The percent loss in the county for the disaster incident is as follows.

$$\frac{10,000 \times .65}{50,000} = 13 \text{ percent}$$

Example 2: There are 200,000 acres of warm season grass pastures in Lincoln County. On June 14, 2012, there is a flood in the western portion of the county. Based on field visits and surveys of COC members and producers in the area, COC determines that 20,000 acres of warm season grass pasture was affected by the disaster with a 90 percent loss on the affected acres. The percent loss in the county for the disaster incident is as follows.

$$\frac{20,000 \times .90}{200,000} = 9 \text{ percent}$$

129 Price Per Acre

A Determining Price Per Acre

The price per acre is the average feed value per acre as determined by COC for the pasture type being recorded.

Different types of pasture within the same category, such as Wheatgrass and Fescue, may have different rental values. When recording pasture losses for STORM, the County Office shall determine an average per acre cash-rent value for warm season and cool season grass pastures in the county.

The County Office shall use the best available data when determining an average per acre cash-rent value, including but not limited to, the following:

- COC recommendations
- survey of producers who rent pasture in the county
- survey of real estate agents in the county
- State Office data
- other government agencies data.

Example: There are a total of 200,000 acres of warm season grass pasture in Lincoln County. Based on the best available data, the County Office determines that the 200,000 acres are comprised of the following types of warm season grass pasture with an average per acre cash-rent value:

- 150,000 acres of native grass at \$6 per acre
- 40,000 acres of Bermuda grass at \$15 per acre
- 10,000 acres of Bluestem at \$10 per acre.

The per acre average rent value for warm season grass pasture in the county is as follows.

$$\frac{(150,000 \times \$6) + (40,000 \times \$15) + (10,000 \times \$10)}{200,000} = \$8$$

Important: The accuracy of the data provided through STORM is critical. The data may be used to determine the following:

- program eligibility and funding
- statistical analysis
- producer eligibility
- program payment levels
- other program activities.

130-139 (Reserved)

Section 4 Livestock Loss Data

140 Recording Livestock Loss Information

A Overview

The livestock loss data recorded provides the number of livestock destroyed by the disaster incident. The livestock loss is by animal type and weight/category.

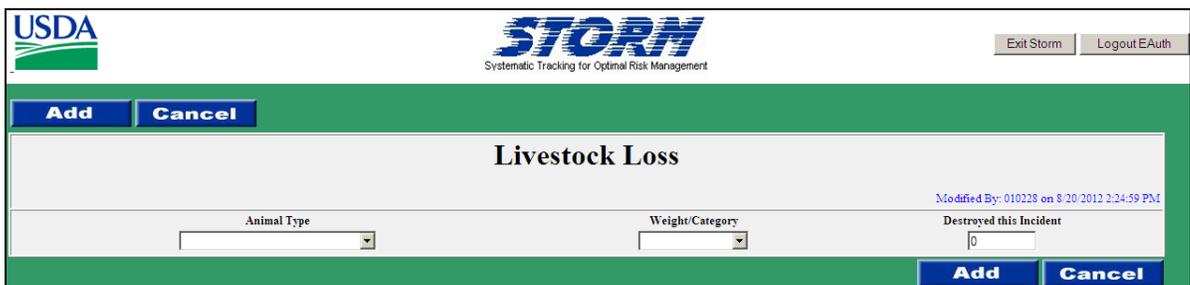
Important: Neither damage to livestock nor decreases in production because of a disaster incident shall be recorded for STORM. **Only livestock that are destroyed shall be recorded in STORM.**

B Examples of Livestock Loss Page

The following is an example of the initial Livestock Loss Page.



CLICK “Add” to display the following Livestock Loss Page.



C Entering Livestock Loss Information

The following table provides instructions for entering data on the Livestock Loss Page.

Step	Field	Action
1	Animal Type	<p>Click the drop-down list and click the animal type destroyed.</p> <p>Important: Neither damage to livestock nor decreases in production because of a disaster incident shall be recorded for STORM. Only livestock that are destroyed shall be recorded in STORM.</p> <p>See step 2 and paragraph 141 when the animal type and weight/category selected have previously recorded losses within the same crop year.</p>

140 Recording Livestock Loss Information (Continued)

C Entering Livestock Loss Information (Continued)

Step	Field	Action
2	Weight/ Category	<p>For STORM, some animal types are further classified by weight or category.</p> <p>Example: Sheep are classified as either Rams, Ewes, or Lambs.</p> <p>If there are:</p> <ul style="list-style-type: none"> • no separate weight classes or categories for the animal type selected in step 1, “ALL” will be displayed <p>Note: No entry is required.</p> <ul style="list-style-type: none"> • separate weight classes or categories for the animal type selected, click the drop-down list and click the weight class/category of the animal type destroyed. <p>When an animal type and weight/category are selected for which losses were recorded in a previous disaster incident within the same crop year, a pop-up screen will be displayed with the message, “The same Animal Type and Weight/Category were reported destroyed in a previous disaster(s). The reported losses are displayed in the lower section of the Livestock Loss page by the disaster incident begin date. Are the losses displayed correct?”</p> <p>Previously recorded livestock losses within the same crop year are displayed in a Summary Display Table in the lower section of the page. If the previously recorded livestock losses are:</p> <ul style="list-style-type: none"> • correct, CLICK “Yes” <p>Note: Go to step 3.</p> <ul style="list-style-type: none"> • not correct, CLICK “No”. In the Summary Display Table at the bottom of the page, click the incident begin date of the incorrect data. LAR for the selected incident will be displayed. CLICK “Update” at the bottom of LAR. Correct the inaccurate loss data and save the modified data according to paragraph 106. <p>Important: The incorrect data must be corrected before continuing to enter data for the applicable animal type.</p> <p>Note: See paragraph 141 about previously recorded livestock losses for the same animal type.</p>

140 Recording Livestock Loss Information (Continued)

C Entering Livestock Loss Information (Continued)

Step	Field	Action
3	Destroyed this Incident	<p>Enter the number of livestock that were destroyed by the disaster incident.</p> <p>Important: Neither damage to livestock nor decreases in production because of a disaster incident shall be recorded for STORM. Only livestock that are destroyed shall be recorded in STORM.</p>
4		<p>When all data is entered, CLICK "Add". The data entered will be displayed in a Summary Display Table in the lower section of the page.</p> <p>Review the data to ensure that it is accurate. If the data is:</p> <ul style="list-style-type: none"> • accurate, do either of the following: <ul style="list-style-type: none"> • return to step 1 to enter data for a different animal type • at the bottom of the page, click either of the following: <ul style="list-style-type: none"> • "Continue" to display the Property Loss Page <p>Note: See paragraph 151 for entering property loss data.</p> • "Back" to redisplay the Pasture Loss Page <p>Note: See paragraph 125 for entering pasture loss data.</p> • not accurate, click either of the following in the Summary Display Table: <ul style="list-style-type: none"> • "Modify" to change the livestock loss data entered (step 5) • "Delete" to delete all the livestock loss data entered (step 6).

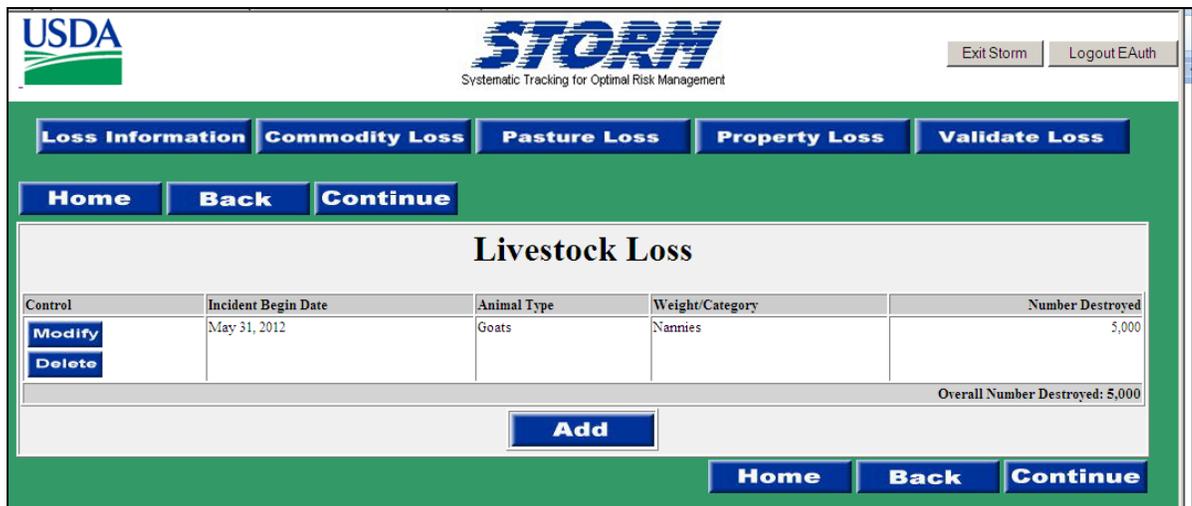
140 Recording Livestock Loss Information (Continued)

C Entering Livestock Loss Information (Continued)

Step	Field	Action
5		<p>When “Modify” is selected from the Summary Display Table in the lower section of the page, the applicable livestock loss data will be displayed in the user entry fields. Correct the applicable data and CLICK “Update”.</p> <p>The corrected data will be displayed in a Summary Display Table in the lower section of the page. Return to step 4.</p>
6		<p>When “Delete” is selected from the Summary Display Table in the lower section of the page, a pop-up screen will be displayed with the question, “Do you wish to delete the selected record?” CLICK:</p> <ul style="list-style-type: none"> • “OK” to delete the applicable livestock loss data <p>Note: Return to step 1.</p> <ul style="list-style-type: none"> • “Cancel” to not delete the applicable livestock loss data. <p>Note: Return to step 4.</p>

D Example of Summary Display Table

The following is an example of the Summary Display Table on the Livestock Loss Page.



141 Previously Recorded Loss**A Previously Recorded Livestock Losses and Overall Losses**

STORM calculates and maintains an overall total of livestock loss by animal type and weight/category. When the animal type and weight/category entered in the Livestock Loss Page is the same animal type and weight/category entered for a previous disaster incident within the same crop year, a pop-up screen will be displayed to verify the accuracy of previously entered livestock loss data.

The data entered for previous disaster incidents within the same crop year is used when calculating an overall loss. The overall loss total is calculated by the system and displayed in the bottom right corner of the Summary Display Table for each different weight/category.

Important: All previously recorded data must be accurate before new data is entered. If the previously recorded data is **not** accurate, the overall loss amount will be incorrect and may affect program or producer eligibility.

Example: On June 12, 2012, excessive rain caused a flash flood in the southern portion of Jefferson County. Based on a field visit and surveys of COC members and producers in the area, COC determines that 150 nonadult dairy cattle over 100 pounds were destroyed by the disaster incident. The County Office records the livestock losses on June 13, 2012.

On July 5, 2012, a tornado and high winds affected the western portion of Jefferson County. Based on a field visit and surveys of COC members and producers in the area, COC determines that 200 nonadult dairy cattle over 100 pounds were destroyed by the disaster incident. When nonadult dairy cattle over 100 pounds are selected on the Livestock Loss Page, a pop-up screen will be displayed indicating that the same animal type and weight/category were reported destroyed in a previous disaster incident.

The County Office reviews the data entered for the previous disaster incident, which is displayed in the Summary Display Table in the lower section of the page, and determines that the previously entered data is correct. The County Office enters 200 destroyed nonadult dairy cattle over 100 pounds for the July 5, 2012, disaster incident. The system automatically calculates the overall number destroyed and displays 350 (150 from June 12, 2012, incident plus 200 from July 5, 2012, incident) in the bottom right corner of the Summary Display Table for nonadult dairy cattle over 100 pounds.

142-150 (Reserved)

Section 5 Entering Property Loss Data

151 Recording Property Loss Information

A Overview

Property loss information is the loss or damage to the following:

- USDA buildings and equipment
- non-USDA buildings and equipment
- conservation structures
- fences
- other noncommodity losses.

The property loss data recorded provides the following:

- affect on USDA buildings and equipment
- number of USDA employees' homes affected
- number of farms with physical damage
- affect on non-USDA buildings and equipment
- affect on conservation structures and fences
- acres of noncommodity trees/shrubs damaged/destroyed.

151 Recording Property Loss Information (Continued)

B Example of Property Loss Page

The following is an example of the Property Loss Page.

Add		Cancel	
Property Loss			
Modified By: 004480 on 8/18/2005 1:13:49 PM			
Effects on the USDA			
Office Buildings	Office Equipment	Number of Families/Homes	
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	
Number of Farms with Physical Damage: <input type="text"/>			
Effects on Structures/Equipment			
Type	Number Damaged	Number Destroyed	Total Dollar Amount
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Effects on Conservation Structures/Fences			
Conservation Structures Damaged?		Conservation Structures Destroyed?	
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Fences Damaged?		Fences Destroyed?	
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	
Other Losses			
Type	Acres Damaged	Acres Destroyed	
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
Add		Cancel	

151 Recording Property Loss Information (Continued)

C Entering Property Loss Information

For STORM, property losses are divided into the following categories:

- effects on USDA
- effects on structures/equipment
- effects on conservation structures/fences
- other losses.

Important: The following fields are required entries:

- “Number of Farms with Physical Damage”
- “Effects on Conservation Structures/Fences”.

Note: If there is no physical damage in the county, the user only has to fill in the number of physical damage and answer the conservation questions.

151 Recording Property Loss Information (Continued)

C Entering Property Loss Information (Continued)

The following table provides instructions for entering data on the Property Loss Page.

Step	Category	Field	Action
1	Effects on the USDA	Office Buildings	<p>Click the drop-down list to select the damage severity level that most accurately represents the severity of damage to USDA office buildings in the county resulting from the disaster incident.</p> <p>If multiple USDA buildings in the county have varying levels of damage, select the severity level that represents the average level of damage to all USDA buildings.</p> <p>The following are valid types of structures:</p> <ul style="list-style-type: none"> • farm dwellings and service buildings • farm structures • farm machinery and equipment. <p>Note: To clarify the varying severity levels, a narrative description of the damage may be included in the “Comments” field on the Loss Information Page.</p>
		Office Equipment	Click the drop-down list to select the severity level that most accurately represents the level of damage to USDA office equipment.
		Number of Families/Homes	<p>Enter the number of USDA employees or employees’ families injured or killed, and employees’ homes that were destroyed or damaged by the disaster incident.</p> <p>Important: If there are both USDA employees injured or killed and USDA employees’ homes damaged or destroyed, provide a narrative description of the losses in the “Comments” field on the Loss Information Page.</p>

151 Recording Property Loss Information (Continued)

C Entering Property Loss Information (Continued)

Step	Category	Field	Action
2		Number of Farms with Physical Damage	<p>Enter the total number of farms in the county for which the disaster incident caused physical damage, such as damaged or destroyed homes, buildings, equipment, fences, or conservation structures.</p> <p>Important: Do not include farms for which the only damage was to crops, pastures, or livestock.</p>
3	Effects on Structures/ Equipment	Type	<p>Click the drop-down list to select the type of structure or equipment affected by the disaster incident.</p> <p>Losses to each structure or equipment type listed must be recorded separately. If the disaster incident caused losses to more than 1 of the structure or equipment types listed, record the loss data for 1 type, complete steps 4 through 6, then add the other structure or equipment types damaged or destroyed. See step 6.</p>
		Number Damaged	Enter the number of structures or equipment damaged for the type selected.
		Number Destroyed	Enter the number of structures or equipment destroyed for the type selected.
		Total Dollar Amount	<p>After an assessment of the damage, enter an estimate of the total dollar value for the total number of structures or equipment damaged and destroyed by the disaster incident for the type selected.</p> <p>Important: The accuracy of the total dollar amount entered is critical. The County Office shall not enter a dollar amount until an adequate assessment of the damage can be made and the dollar amount entered can be adequately supported by documented evidence.</p>

151 Recording Property Loss Information (Continued)

C Entering Property Loss Information (Continued)

Step	Category	Field	Action
4	Effects on Conservation Structures/ Fences		<p>CLICK “Yes” or “No” for each of the following:</p> <ul style="list-style-type: none"> • conservation structures damaged • conservation structures destroyed • fences damaged • fences destroyed. <p>See subparagraph D for examples of conservation structures.</p>
5	Other Losses	Type	<p>Click the drop-down list to select the item affected by the disaster incident.</p> <p>See subparagraph E for more information and examples.</p>
		Acres Damaged	<p>Enter the total acres in the county damaged by the disaster incident for the type selected.</p>
		Acres Destroyed	<p>Enter the total acres in the county destroyed by the disaster incident for the type selected.</p>
6			<p>When all data is entered, CLICK “Add”. The data entered will be displayed in the Summary Display Tables in the lower section of the page.</p> <p>Review the data to ensure that it is accurate. If the data is:</p> <ul style="list-style-type: none"> • accurate, do either of the following: <ul style="list-style-type: none"> • return to step 3 and/or 5 to enter loss data for a different structure or equipment or other loss type • at the bottom of the page, click either of the following: <ul style="list-style-type: none"> • “Continue” to display the Validate Loss Page <p>Note: See paragraph 165.</p>

151 Recording Property Loss Information (Continued)

C Entering Property Loss Information (Continued)

Step	Category	Field	Action
6 (Cntd)			<ul style="list-style-type: none"> • “Back” to redisplay the Livestock Loss Page <p style="text-align: center;">Note: See paragraph 140 for entering livestock loss data.</p> <ul style="list-style-type: none"> • not accurate, click either of the following in the Summary Display Table for the inaccurate data: <ul style="list-style-type: none"> • “Modify” to change the applicable loss data (step 7) • “Delete” to delete the applicable loss data (step 8).
7			<p>When “Modify” is selected from 1 of the Summary Display Tables in the lower section of the page, the applicable property loss data will be displayed in the user entry fields. Correct the applicable data and CLICK “Update”.</p> <p>The corrected data will be displayed in a Summary Display Table in the lower section of the page. Return to step 6.</p>
8			<p>When “Delete” is selected from 1 of the Summary Display Tables in the lower section of the page, a pop-up screen will be displayed with the question, “Do you wish to delete the selected record?”</p> <p>CLICK:</p> <ul style="list-style-type: none"> • “OK” to delete the applicable loss data <p style="text-align: center;">Note: Return to step 1.</p> <ul style="list-style-type: none"> • “Cancel” to not delete the applicable loss data. <p style="text-align: center;">Note: Return to step 6.</p>

151 Recording Property Loss Information (Continued)**D Examples of Conservation Structures**

Conservation structures include, but are not limited to, the following:

- terraces
- waterways
- dikes or dams
- drainage ditches.

E Determining Other Losses

For STORM, record losses of the following under “Other Losses” on the Property Loss Page:

- vineyards
- fruit/nut trees and/or bushes
- nonfruit/nut trees and/or bushes, except Christmas trees.

Record losses of the vine or tree itself, **not** the loss of the fruit or nut produced from the vine or tree.

Example: On July 5, 2012, a tornado and high winds affected the western portion of Jefferson County. Based on a field visit and surveys of COC members and producers in the area, COC determines that 200 acres of an almond orchard were destroyed and 50 acres of a vineyard were damaged. The County Office enters the 200 acres of destroyed almond trees and 50 acres of damaged vines on the Property Loss Page. Any loss of the crop production (almonds or grapes) is recorded on the Commodity Loss Page.

Important: For Christmas trees, the tree is the commodity. Accordingly, Christmas tree losses are recorded on the Commodity Loss Page **only**.

152-164 (Reserved)

Section 6 Reviewing Entered Loss Data

165 Validating Loss Data

A Verification

The Validate Loss Page will be displayed with the loss data entered on the following pages:

- Loss Information
- Commodity Loss
- Pasture Loss
- Livestock Loss
- Property Loss.

Step	Action	
1	Review the displayed data to ensure that all: <ul style="list-style-type: none"> • data entered is correct • losses from the disaster incident have been recorded. 	
2	If the displayed data is... complete and correct	THEN... CLICK “Save” at the bottom of the page. The disaster loss data will be saved to the STORM database and the system returns to the STORM Home Page. Important: No data will be saved to the STORM database unless “Save” is selected.
	not complete and correct	do either of the following: <ul style="list-style-type: none"> • CLICK “Back” at the bottom of the page to return to the Property Loss Page • Note: See paragraph 151. • select 1 of the loss pages at the top of the page and enter or correct the applicable loss data according to paragraph: <ul style="list-style-type: none"> • 103 for loss information • 104 for commodity loss • 125 for pasture loss • 140 for livestock loss • 151 for property loss.

165 Validating Loss Data (Continued)

B Example of Validate Loss Page

The following is an example of the Validate Loss Page.




Exit Storm Logout EAuth

Systematic Tracking for Optimal Risk Management

Validate Loss

Disaster Information

State: Georgia	County: Carroll	Start Date: 5/31/2012	End Date: 7/16/2012	Crop Year: 2012
Area of County Affected: ALL		Number of Farms Affected: 5		Number of Farms With Physical Damage: 0
No. of farmers with qualifying loss:		No. of farmers unable to get credit:		Extenuating Circumstances:

Comments:

Disaster Type(s): Excessive Heat

Commodity Information							
Crop Information	Unit of Measure	Normal Yield	Actual Planted Acres	Prevented Acres	Destroyed Acres	Damaged Acres	Damaged Yield
Type: CORN Variety: YELLOW Use: GR Growth: N/A Planting: 01	Bushels	1,275	1,390	0	0	1,390	275

Average Price	Production Loss	Dollar(S) Loss	Percent Loss	Meets 30% Loss (Y/N)
4.25	1,000,000,000	4,250,000,000	78	Yes

166 Updating Loss Data**A County Office Action**

The County Office shall immediately correct inaccurate disaster loss data. Recorded disaster loss data may be updated at any time.

Example: On June 12, 2012, excessive rain caused a flash flood in the western portion of Phillips County. On June 13, 2012, based on field visits and surveys of COC members and producers in the area, COC determines that 12,000 acres of corn were destroyed by the disaster incident. The loss data is entered and saved in the STORM database on June 13, 2012.

On June 20, 2012, the County Office is informed of and verifies an additional 1,000 acres of corn damaged by the June 12, 2012, disaster incident that was **not** recorded in STORM. On June 20, 2012, the County Office updates STORM to include 1,000 acres of corn damaged in the June 12, 2012, disaster incident.

Important: Any loss data updated through the applicable Loss Information Page must be saved to the STORM database through the Validate Loss Page. Updated data that is entered but not saved is **not** maintained in the STORM database.

Note: State Offices shall establish procedure for County Offices to periodically review recorded disaster loss data to ensure that the data accurately reflects the current disaster loss conditions in the county.

166 Updating Loss Data (Continued)

B Updating Disaster Loss Data

The following table provides instructions for updating previously recorded disaster loss data.

Step	Action	Result
1	Access the STORM Home Page according to paragraph 101.	The STORM Home Page will be displayed.
2	CLICK "Update".	The Crop Year Selection Criteria Page will be displayed.
3	<p>Select the crop year in which the disaster loss data to be updated was recorded by clicking on the following:</p> <ul style="list-style-type: none"> • drop-down list to select the applicable crop year • "Continue". 	The Disaster Loss Selection Criteria Page will be displayed.
4	<p>The disaster incident loss data to be updated may be obtained by entering 1 or all of the following on the Selection Criteria Page:</p> <ul style="list-style-type: none"> • start date of incident to be updated • end date of incident to be updated • location (State or county) • loss type to be updated • disaster type of incident to be updated. <p>CLICK "Continue".</p>	<p>The Loss Listing Page will be displayed listing all recorded disaster incidents that meet the criteria entered on the Selection Criteria Page.</p> <p>Note: There may be more than 1 disaster incident recorded that meets the criteria entered on the Selection Criteria Page. All disaster incidents recorded that meet the criteria selected will be displayed on the Loss Listing Page.</p>

166 Updating Loss Data (Continued)

B Updating Disaster Loss Data (Continued)

Step	Action	Result
5	Click on the modified date of the applicable disaster incident data to be updated.	<p>LAR will be displayed for the disaster incident selected.</p> <p>Note: LAR will be displayed with the loss data recorded for the applicable disaster incident.</p>
6	CLICK “Update” at the bottom of the page.	The Loss Information Page for the selected disaster incident will be displayed.
7	<p>Update the applicable loss data according to paragraph:</p> <ul style="list-style-type: none"> • 103 for loss information • 104 for commodity loss • 125 for pasture loss • 140 for livestock loss • 151 for property loss. <p>Important: The updated loss data must be saved to the STORM database through the Validate Loss Page.</p> <p>Note: The applicable loss pages may be selected at the top of the page.</p>	

167 Viewing Loss Data

A Instructions for Viewing Loss Data

The following table provides instructions for viewing LAR of disaster loss data on the STORM database.

Step	Action	Result
1	Access the STORM Home Page according to paragraph 101.	The STORM Home Page will be displayed.
2	CLICK "View".	The Crop Year Selection Criteria Page will be displayed.
3	Select the crop year in which the disaster loss data to be viewed was recorded by clicking on the following: <ul style="list-style-type: none"> • drop-down list to select the applicable crop year • "Continue". 	The Disaster Loss Selection Criteria Page will be displayed.
4	The disaster incident loss data to be viewed may be obtained by entering 1 or all of the following on the Selection Criteria Page: <ul style="list-style-type: none"> • start date of incident to be updated • end date of incident to be updated • location (State or county) • loss type to be updated • disaster type of incident to be updated. CLICK "Continue".	The Loss Listing Page will be displayed listing all recorded disaster incidents that meet the criteria entered on the Selection Criteria Page. Note: There may be more than 1 disaster incident recorded that meets the criteria entered on the Selection Criteria Page. All disaster incidents recorded that meet the criteria selected will be displayed on the Loss Listing Page.
5	Click on the modified date of the applicable disaster incident data to be viewed.	LAR will be displayed for the disaster incident selected. Note: LAR will be displayed with the loss data recorded for the applicable disaster incident.

168-179 (Reserved)

Section 7 Homeland Security

180 Providing Data for Homeland Security

A Homeland Security

Executive Order 13228 of October 8, 2001, established the Office of Homeland Security and the Homeland Security Council. All executive departments and agencies have been directed to assist the Homeland Security Council in carrying out the intent of Executive Order 13228. FSA can provide assistance in the following:

- the form of reporting
- assisting in protecting the nation's food supply
- providing uninterrupted service to agriculture and the nation's agricultural producers.

Recent initiatives seek to identify capabilities of Federal, State, and local governments and to integrate their capabilities to assist in Homeland Security. FSA's system of local County Offices provides USDA the capability to have a presence in almost every county in the nation. STORM provides the capability for each County Office to report suspicious, unusual, or threatening activities observed within a county.

The level and complexity of coordination for broader Homeland Security initiatives may require a reporting and monitoring system separate from STORM. However, until a devoted interagency or interdepartmental system for Homeland Security is developed, STORM will be used by FSA for reporting suspicious, unusual, or threatening activities.

B STORM Capabilities

STORM provides each County Office the capability to report and document suspicious, unusual, or threatening activities. The reported activity is immediately accessible by State and National Offices. The reported activity may be shared with other government agencies and departments, such as the Central Intelligence Agency, Department of Defense, Department of State, DOJ, FBI, and FEMA.

Important: Recording suspicious, unusual, or threatening activities in STORM does **not** replace contacting local emergency agencies, such as police, fire rescue, or emergency medical personnel, when appropriate.

180 Providing Data for Homeland Security (Continued)

C Reportable Activities

Any suspicious, unusual, or threatening activity observed or received shall be reported through STORM even though it may seem unlikely that the activity may be linked to any terrorist activity.

Note: All reports recorded in STORM under Homeland Security are reviewed and taken seriously. Persons purposely reporting misleading or fraudulent activities are subject to termination and other legal remedies.

Suspicious, unusual, and threatening activities may include a wide variety of actions. Several different categories have been established in STORM to help specify certain actions. See Exhibit 15 for a list of the different categories, including some possible examples, available under the “Homeland Security” option.

D Entering Homeland Security Activities

CLICK “Add” under “Homeland Security” on the STORM Home Page. The following table provides instructions for entering suspicious, unusual, and threatening activities data on the Loss Information Page.

Step	Field	Action
1	State	No entry is required. The field is defaulted to the State for which the user has authority to enter data.
2	County	<p>Click the drop-down list to select the county in which the suspicious, unusual, or threatening activity occurred.</p> <p>Note: No entry is required for users with authority to enter data for only 1 county. The field is defaulted to the county for which the user has authority to enter data.</p>

180 Providing Data for Homeland Security (Continued)

D Entering Homeland Security Activities (Continued)

Step	Field	Action
3	Activity Date	<p>Enter the date the suspicious, unusual, or threatening activity began or was discovered by either of the following:</p> <ul style="list-style-type: none"> clicking on the calendar symbol located immediately adjacent to the field and then clicking on the month, day, and year the threatening activity began <p>Note: After clicking on the calendar symbol, a pop-up screen containing the current month will be displayed. To change the month displayed, CLICK “Prev” to display the previous month or “Next” to display the next month.</p> <ul style="list-style-type: none"> typing the month, day, and year the threatening activity began. <p>Note: Enter date in “mm/dd/yyyy” format.</p> <p>Important: Start date cannot exceed the current date.</p>
4	Activities	<p>Click the drop-down list to select the activities that need to be reported.</p> <p>Multiple activities can be entered by pressing the “Ctrl” key and clicking on each additional activity.</p>
5	Comments	<p>The “Comments” field is a required entry. Comments should include specific information describing the activity selected in step 4, including actions taken to report the information to the proper activities.</p>

E Viewing and Printing Homeland Security Data

The following table provides instructions for viewing and printing reports of Homeland Security activities.

Action	Instructions
View	CLICK “View” to view a previously entered Homeland Security threat. The Selection Criteria Screen will be displayed.
Selection Criteria	Customize the specific threat to print by date and threat, or PRESS “Enter” and all threats will be listed. Select a specific threat by clicking on the date.
Print	CLICK “Print” for the selected report.

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None

Forms

The following table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
FSA-13-A	Data Security Access Authorization Form		87
FSA-937	Acknowledgment of Report of Secretarial Disaster/Disaster Designation Request	Ex. 5	16

Abbreviations Not Listed in 1-CM

The following table lists all abbreviations not listed in 1-CM.

Approved Abbreviation	Term	Reference
APLN	Administrator’s Physical Loss Notification	3, 4.5, 5, 16, 60-62
CEB	County Emergency Board	3, 16, 17, 30, 31, 62, 111, Ex. 2
LAR	Loss Assessment Report	Text, Ex. 2
NOAA	National Oceanic and Atmospheric Administration	102
NRN	no response necessary	49
PPB, CPS	Program Policy Branch, Common Provisions Section	4.5, 17, 30, 49, 62, 75
SEB	State Emergency Board	3, 16, 17, 30, 31, 62, 75, Ex. 2
STORM	Systematic Tracking for Optimal Risk Management	2, 3, 16, 17, 30, 61, Part 7

Redelegations of Authority

None

Definitions of Terms Used in This Handbook

Administrator’s Physical Loss Notification (APLN)

APLN is for physical losses because of a natural disaster, including:

- destruction of buildings, barns, and farming equipment
- death of livestock.

Contiguous County

Contiguous county is used in reference to another county, whose boundary touches at any point with the boundary of the other county.

County

County is used when referring to a geographical area, local administrative subdivision, conservation district, city of a State, or similar political subdivision of the United States generally considered to be in county usage.

Example: A county or parish.

Note: Except where otherwise specified, the use of the term “county” or similar political subdivision is for administrative purposes only.

County Emergency Board (CEB)

CEB is comprised of the representatives of several USDA agencies that have responsibilities for:

- reporting the occurrence of, and assessing the damage caused by, a disaster
- requesting approval in declaring a county a disaster area.

County Executive Director (CED)

CED is the person who is in charge of administering the local County Office for a particular county.

Disaster Area

Disaster area is the county or counties declared or designated as a result of natural disaster related losses. This includes primary counties and counties named as contiguous to those counties declared or designated as a disaster area.

Definitions of Terms Used in This Handbook (Continued)**Drought**

*--Drought for fast track purposes is based on the drought intensity data from the U.S. Drought Monitor. To qualify for a Secretarial designation under the fast track process, a county must experience one of the following during its grazing period:

- D2 severe drought for 8 or more consecutive weeks
- D3 extreme drought for any length of time
- D4 exceptional drought for any length of time.--*

Loss Assessment Report (LAR)

LAR is a report prepared by CEB relating to the State and county where the potential disaster occurred and for which county or counties CEB is responsible. LAR includes, as applicable, but is not limited to, the following:

- starting and ending dates of the disaster
- crop year affected
- type of disaster incident
- area of county affected by the disaster
- total number of farms affected
- crop loss or pasture loss data associated with the applicable disaster (or both types of losses)
- livestock destroyed
- other property losses.

Natural Disaster

Natural disaster is a disaster in which damaging weather conditions or other adverse natural occurrence phenomena (earthquake, volcano) have substantially affected farmers by causing severe physical losses or severe production losses, or both.

Normal Year's Dollar Value

Normal year's dollar value is the average yield of the 5 years immediately preceding the disaster year for each cash crop, including hay and pasture, grown in the county, multiplied times the average commodity price for the 36 months immediately preceding the disaster year for each crop, using data from NASS where available.

Definitions of Terms Used in This Handbook (Continued)**Presidential Declaration**

Presidential declaration is a declaration of a disaster by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121-2) requiring Federal emergency assistance to supplement State and local efforts to do either of the following:

- save lives and protect property, public health, and safety
- avert or lessen the threat of a disaster.

Production Losses

Production losses (severe) within a county are those in which there has been a reduction countywide of 30 percent or more loss of at least 1 crop in the county.

Severe Physical Losses

Severe physical losses mean, for the purpose of determining an Administrator's declaration of physical loss, losses that consist of severe damage to, or destruction of, the following:

- physical farm property including farmland, except sheet erosion
- structures on the land including, but not limited to, the following:
 - buildings
 - fences
 - dams
 - machinery
 - equipment
 - supplies
 - tools
- livestock
- livestock products
- poultry and poultry products
- harvested crops
- stored crops.

Definitions of Terms Used in This Handbook (Continued)

State Emergency Board (SEB)

SEB is:

- comprised of the representatives of several USDA agencies that have emergency program responsibilities at the State level
- required to respond to emergencies and carry out the Secretary's emergency preparedness responsibilities.

Note: SED:

- serves as the SEB Chairperson in each State
- is responsible for providing the leadership and coordination for all USDA emergency programs at the State level.

Substantially Affected

Substantially affected means a producer has sustained qualifying physical or production loss because of a natural disaster.

Termination Date

Termination date is the date specified in a disaster declaration, designation, or notification that establishes the final date after which EM loan applications can no longer be accepted. The termination date is the first workday that occurs on or after 8 months from the date of the disaster declaration or designation.

United States

United States means each of the several States, the Commonwealth of Puerto Rico, the U.S. *-Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana-* Islands.

U.S. Drought Monitor

U.S. drought monitor is a collaborative effort between Federal and academic partners that is produced on a weekly basis to synthesize multiple indices, outlooks, and drought impacts on a map and in narrative form. This synthesis of indices is reported by the National Drought Mitigation Center at <http://droughtmonitor.unl.edu/>.

States and Territories That Use County Equivalents

Disaster designations will be made for counties except for the following states and territories that use county equivalents.

State/Territory	Geographic Unit(s) for Designation Purposes
Alaska	Borough, Census Area, and Municipality
District of Columbia	Federal District
Louisiana	Parish
Maryland	County and Independent City
Mississippi	County and Independent City
Nevada	County and Independent City
Virginia	County and Independent City
American Samoa	Island/Area
Commonwealth of the Northern Mariana Islands	Island/Area
Guam	Island
Puerto Rico	Municipality
U.S. Virgin Islands	Island

FSA-937, Acknowledgment of Report of Secretarial Disaster/Disaster Designation Request

Use FSA-937 to document the request for a Secretarial disaster/disaster designation.

This form is available electronically.		
FSA-937 (08-23-12)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
ACKNOWLEDGMENT OF REPORT OF SECRETARIAL DISASTER/DISASTER DESIGNATION REQUEST		
NOTE: 7 CFR PART 759 authorizes individuals farmers, local government officials, State Governors, State Agriculture Commissioner, State Secretary of Agriculture, other State government officials, and Indian tribal councils to initiate requests for disaster designations. Request for disaster designation must be in writing to the Secretary within 3 months of the ending date of a disaster. Only damages and losses resulting from a natural disaster are eligible. A qualifying loss occurs if FSA determines a minimum 30 percent production loss of at least 1 crop in the county occurred as a result of the disaster.		
1. State in which Disaster Occurred	2. Date of Report/Request	
3. Description of the Disaster		
4. Date(s) of the Disaster(s):		
A. Beginning Date	B. Ending Date	
5. Counties Impacted		
6. Brief Description of Losses		
7A. Requestor Name	7B. Requestor Title	
8A. Request Received By	8B. Title	8C. Date (MM-DD-YYYY)
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</small>		

***--Example Survey Worksheet**

The following is an example of the survey information that is needed to process a designation request under the Secretary’s discretionary authority.

Note: This exhibit is available in a fillable format at <http://inside.fsa.usda.gov>. CLICK “Employee Forms” and CLICK “Find Current Forms Using Our Form Number Search”. For “Form Number”, ENTER “1-DIS Exhibit 6”.

This form is available electronically.

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

SURVEY OF DISASTER LOSSES

REF: 7 CFR 759.5 (d)

NOTE: Information required for approval of a disaster designation under the Secretary’s discretionary authority.

1. Name of State:

2. Name of County:

3. The nature and extend of production losses (*Briefly explain*):

4. The number of farmers who have sustained qualifying production losses.			
5. The number of farmers in item 2 who other lenders in the County Office area indicate they will not be in a position to finance.			
	YES	NO	
6. Whether the losses will cause undue hardship to a certain segment of farmers in the county.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Whether the damage to particular crops has resulted in undue hardship.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Whether other Federal and/or State benefit programs, which are being made available because of the same disaster, will consequently lessen undue hardship and the demand for EM loans.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Any other factors considered relevant (<i>Briefly summarize: List/explain, if applicable</i>):			

December 2016

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Example of Draft Memorandum of Deferral for a Secretarial Disaster Designation

The following is an example of the draft memorandum of deferral for a Secretarial Disaster Designation.

 United States Department of Agriculture	
Farm and Foreign Agricultural Services Farm Service Agency Farm Programs [State Office Address Here] <small>Voice: xxx-xxx-xxxx Fax: xxx-xxx-xxxx</small>	<p>[DATE], 20XX</p> <p>TO: [Name of Current Administrator] Administrator Farm Service Agency</p> <p>THROUGH: Program Policy Branch/Common Provisions Section (PPB/CPS) (Stop Code 0517)</p> <p>FROM: [SED Name] State Executive Director</p> <p>SUBJECT: Request for Secretarial Disaster Designation and DEFERRAL</p> <p>State:</p> <p>Initial request submitted by:</p> <p>Date of initial request:</p> <p>Primary counties requested:</p> <p>Primary counties included in the Deferral:</p> <p>Beginning date of disaster incident period:</p> <p>Ending date of disaster incident period:</p> <p>Disaster Description:</p> <p>Background:</p> <p>Brief summary of reason for deferral:</p> <p>Target date to complete final review for approval or rejection:</p>
<small>USDA is an equal opportunity provider, employer, and lender.</small>	

Example of Draft Memorandum of Request for a Secretarial Disaster Designation

The following is an example of the draft memorandum of request for a Secretarial Disaster Designation.

 United States Department of Agriculture	
Farm and Foreign Agricultural Services	[DATE] , 20XX
Farm Service Agency	TO: [Name of Current Administrator] Administrator Farm Service Agency
Farm Programs	
[State Office Address Here]	THROUGH: Program Policy Branch/Common Provisions Section (PPB/CPS) (Stop Code 0517)
Voice: xxx-xxx-xxxx Fax: xxx-xxx-xxxx	FROM: [SED Name] State Executive Director
	SUBJECT: Request for Secretarial Disaster Designation
	State:
	Initial request submitted by:
	Date of initial request:
	Primary counties requested:
	Beginning date of disaster incident period:
	Ending date of disaster incident period:
	Disaster Description:
	Background:
<small>USDA is an equal opportunity provider, employer, and lender.</small>	

Example of Draft Memorandum of Request for an ALPN

The following is an example of the draft memorandum of request for an ALPN.

	
United States Department of Agriculture	
Farm and Foreign Agricultural Services	[DATE] , 20XX
Farm Service Agency	TO: [Name of Current Administrator] Administrator Farm Service Agency
Farm Programs	
[State Office Address Here]	THROUGH: Program Policy Branch/Common Provisions Section (PPB/CPS) (Stop Code 0517)
Voice: xxx-xxx-xxxx Fax: xxx-xxx-xxxx	FROM: [SED Name] State Executive Director
	SUBJECT: Request for an Administrator's Physical Loss Notification (APLN) For [State Name]
	We are requesting emergency loans be made available for physical losses in [State Name], due to the following disaster conditions: [Describe Disaster Event.]
	Primary counties requested:
	Beginning date of disaster incident period:
	Ending date of disaster incident period:
	Background: [Additional supporting documentation, etc. if applicable]
	ATTACHMENTS [if applicable]
USDA is an equal opportunity provider, employer, and lender.	

***--Example of Draft Memorandum of Request for a Quarantine**

The following is an example of the draft memorandum of request for a quarantine.

	
United States Department of Agriculture	
<hr/>	
<i>Farm and Foreign Agricultural Services</i>	[DATE] , 20XX
<i>Farm Service Agency</i>	TO: [Current Deputy Administrator] Deputy Administrator for Farm Programs
<i>Farm Programs</i>	THROUGH: Program Policy Branch, Common Provisions Section
<i>[State Office Address Here]</i>	FROM: [SED Name] State Executive Director
<i>Voice: 800-800-XXXX Fax: 800-800-XXXX</i>	SUBJECT: <i>Request for a Quarantine Designation</i> For [Number/Name] Counties, [State Name]
<p>We are requesting emergency loans be made available, for losses, in [Name/Number] counties, in [State Name], due to a Quarantine, approved by the Secretary of Agriculture on [date]. The Quarantine is for [Nature of Quarantine] as documented in the attached copy of the Federal Register Notice, dated [date of notice].</p> <p>[Nature and dates of disaster(s), including BEGINNING and ENDING dates of disaster(s)]</p> <p>[Additional supporting documentation/background, etc., if applicable. This should include a copy of the Federal Register Notice for the applicable Quarantine]</p> <p>ATTACHMENTS: (Documentation of losses due to quarantine-also may REFER to STORM information)</p>	
<p>USDA is an equal opportunity provider, employer, and lender.</p>	

Homeland Security Categories

The following table provides the categories available under the “Homeland Security” option on the Loss Information Page.

Category	Example	Category	Example
Request for Aerial Maps	Request for aerial maps of a city, nuclear power plant, airport, water treatment plant, power plant, drinking water reservoir, or military site.	Report of Missing Maps or Information	Aerial maps missing from an office. Courthouse reports sensitive information missing.
Request for Information	Requests from suspicious individuals for information about where to purchase large amounts of chemicals, renting crop dusting planes, or loans for unusual purposes.	Report of Other Suspicious Missing Items	
Powder Found	Suspicious powder found in an office, on a farm, or in the mail.	Stolen Equipment or Fuel Found	Producer reports finding equipment stolen from neighbor.
Other Chemicals Found	Suspicious chemicals found on a farm, building, or other site where these chemicals are not common.	Stolen Fertilizer or Chemicals Found	Producer reports finding chemicals in a farm building.
Weapons Found		Stolen Weapons Found	Stolen weapons discovered during a farm inspection.
Package Found	Suspicious package found or observed. Package left unattended for an uncommon period of time.	Stolen Maps or Information Found	
Report of Missing Equipment or Fuel	Producer reports fuel missing from a farm tank.	Other Suspicious Stolen Items Found	
Report of Missing Fertilizer or Chemicals	Producer reports fertilizer missing from a farm storage building or holding tank.	Report of Abandoned Vehicle	Suspicious abandoned vehicle found on a county road.
Report of Missing Weapons		Report of Abandoned Building	Suspicious activity taken place in an abandoned building.

Homeland Security Categories (Continued)

Category	Example	Category	Example
Equipment Purchase or Rental	Person buys or rents a crop dusting plane in a county where crop dusting is not a common practice.	Tampering of Equipment	Person observed tampering with water treatment plant equipment.
Building Purchase or Rental	Person buys or rents a large building but does not open a business.	Pharmaceutical Tampering	Reports of pharmaceutical tampering at the local drugstore or veterinary hospital.
Fuel Purchase	Person buys a large amount of fuel but has few or no equipment.	Vandalism	Person observed vandalizing equipment near a power plant.
Fertilizer Purchase	Person buys a large amount of fertilizer but does not own or operate a farm.	Hate Crimes	
Other Chemical Purchases	Person buys chemicals that are not used on the type of operation the person owns.	Flag Burning	
Weapons Purchase or Sale	Person buys multiple semi-automatic rifles.	Other Crimes	
Stock Purchase or Sale	Person buys a large amount of stock in a fertilizer company.	Verbal Threat in Person	FSA employee is threatened at home or the office.
Insurance Purchase	Person buys a large insurance policy for an inexpensive building.	Verbal Threat by Phone	FSA employee is threatened during a phone conversation.
Sale of Assets	Suspicious or sudden sale of assets.	Other Verbal Threats	
Other Suspicious Purchases, Rentals, or Sales		Written Threat by E-Mail	E-mail received threatening FSA employee or FSA office.
Identity Fraud	Person provides false identification when applying for a loan.	Written Threat by FAX	

Homeland Security Categories (Continued)

Category	Example	Category	Example
False Documentation	Person presents fake or fraudulent bank records when applying for a loan.	Written Threat Thru US Mail	
Contact With Suspected Terrorist	Person reports sighting a suspected terrorist in the county.	Other Written Threats	
Public or Private Gathering	Unannounced, unplanned, and unsupervised suspicious gatherings.	Crop Contamination or Disease	
Suspicious Individual Behaviors	Person taking photos of a power plant, airport, or water treatment plant. Person asking many questions about livestock vaccines when they have no livestock.	Other Suspicious Crop Activity	Potential illegal plants found growing on a farm.
Suspicious Human Illness or Outbreak		Livestock Contamination or Disease	Report of suspected poisoning of livestock or livestock feed/water source.
Hazardous Waste	Sighting of hazardous waste in unauthorized area. Suspicious use or transport of hazardous waste.	Other Suspicious Livestock Activity	A larger than normal number of livestock found dead.
Disabled Communications	Communications down for long periods or on a frequent basis.	Water Contamination	Report of suspicious contamination of water reservoir.
Disabled Utility	Utility service down for long periods or on a frequent basis.	Food Contamination	Report of suspicious tampering with food at a packing plant.
Other Terrorist Activity		Air Contamination	Report of suspicious particulates in air around a power plant.

