

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Tree Assistance Program
1-TAP (Revision 4)**

Amendment 13

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 1 B has been amended to update the 5-PL and 6-PL references.

Subparagraph 62 D has been amended to update the paragraph title and reference for the form used for certification as a beginning farmer, rancher, or veteran farmer or rancher.

Subparagraph 152 C has been amended to add Bay Leaf, Mangosteen, Tea, and Vanilla to the list of eligible crops.

Subparagraph 154 E has been amended to update Example 2 to provide that producers may elect **not** to replant the entire stand, but payments will be calculated based on the number of actual trees, bushes, and vines replanted.

Subparagraph 155:

- G has been amended to include the updated CCC-770 TAP
- H has been amended to update the instructions for completing CCC-770.

Subparagraph 376 B has been amended to update the instructions for requesting system access.

Subparagraph 402 B has been amended to update contact information for eFund allotment and access.

Subparagraph 404 D has been amended to update sequestration rates.

Exhibit 2 has been amended to update the definition of “commercially viable”.

Amendment Transmittal (Continued)

Page Control Chart		
TC	Text	Exhibit
	1-1, 1-2 3-7 through 3-10 6-3 through 6-6 6-9, 6-10 6-13 through 6-16 10-201, 10-202 11-5 through 11-6 11-11 through 11-24	2, pages 1, 2

Part 1 Handbook Purpose and Responsibilities

1 Handbook Purpose and Coverage

A Handbook Purpose

This handbook provides procedure for TAP authorized under the 2014 Farm Bill and implemented by DAFP through PECD.

B Related Handbooks

Related handbooks include the following.

IF the material concerns...	THEN see...
referring possible fraud cases to OIG	9-AO.
TAP appeals	1-APP.
State and County Office records management	32-AS Supplement.
signatures, power of attorney, name and address, controlled substance, deceased individuals, or closed estates	1-CM.
digital photography	8-CM.
Common Payment System	9-CM.
Farm Records	10-CM
acreage reporting or compliance	2-CP.
HELIC/WC provisions	6-CP.
requests for relief or finality rule	7-CP.
Environmental Quality and Cultural Resource Protection (Cultural resources and wildlife protection and consultation)	1-EQ
bankruptcy flags, claims, or withholdings	58-FI.
prompt payment interest	61-FI.
assignments or joint payees	63-FI.
establishing and reporting debts in CRS	67-FI.
information policies and procedures or information available to the public	2-INFO.
eligibility flags or payment limitation allocations	2-PL.
web-based subsidiary files	3-PL.
*--AGI/payment limitation/direct attribution (applicable to 2014 through 2020 program years)	5-PL.
AGI/payment limitation/direct attribution (applicable to 2021 and subsequent program years)--*	6-PL.
loss adjuster management	2-NAP.

2 Authority

A Statutory Authority

*--The Agricultural Act of 2014 (Pub. L. 113-79), as amended by the Agriculture Improvement Act of 2018 (Pub. L. 115-334), provides the authority to implement TAP.

B Regulatory Authority

Regulations governing general provisions for supplemental agricultural disaster programs, including TAP, are at 7 CFR Part 1416, Subpart A. Regulations for TAP are at 7 CFR Part 1416, Subpart E. Regulations governing environmental compliance are at 7 CFR Part 799, and 40 CFR 1500-1508, National Environmental Policy Act (NEPA).--*

C Regulatory Reference

The following table provides the regulatory references for TAP.

General Eligibility Provision	Regulatory Reference
Applicability and general statement	7 CFR 1416.1 and .400
Administration	7 CFR 1416.2 and .401
Eligible producers on a farm	7 CFR 1416.3
Equitable relief	7 CFR 1416.5
Payment limitation	7 CFR 1416.6
Misrepresentation	7 CFR 1416.7
Appeals	7 CFR 1416.8
Offsets, assignments, and debt settlement	7 CFR 1416.9
Records and inspections	7 CFR 1416.10
Refunds, joint and several liability	7 CFR 1416.11
Minors	7 CFR 1416.12
Deceased individuals or dissolved entities	7 CFR 1416.13
Miscellaneous	7 CFR 1416.14
Definitions	7 CFR 1416.402
Eligible Losses	7 CFR 1416.403
Eligible orchardists and nursery tree growers	7 CFR 1416.404
Application	7 CFR 1416.405
Payment calculation	7 CFR 1416.406
Obligations of participant	7 CFR 1416.407

D Funding Authority

TAP is administered by FSA using funds from CCC.

62 Reimbursement and Qualifying Losses

A Eligibility Overview

TAP provides replanting and rehabilitation assistance to eligible orchardists and nursery tree growers that suffered more than a 15 percent tree, bush, or vine mortality loss, adjusted for normal mortality, on a stand as a result of natural disaster.

Important: A stand that did not sustain a mortality loss is **not** eligible for payment.

B TAP Eligibility for Those Who Replant Trees

Eligible orchardists or nursery tree growers who planted trees for commercial production, but lost those previously planted trees because of an eligible natural disaster, may be reimbursed for the cost of replanting trees and/or rehabilitating trees damaged, in excess of 15 percent mortality (adjusted for normal tree mortality), as follows:

- for replanting and the cost of seedlings or cuttings, for tree, bush, or vine replacement the lesser of either of the following:
 - 65 percent of the actual total cost of the practice
 - total amount calculated using rates established by DAFP for the practice
- for the cost of pruning, removal, and other costs incurred for salvaging existing trees, bushes, or vines, or in the case of mortality, to prepare the land to replant trees, bushes, or vines, the lesser of either of the following:
 - 50 percent of the actual cost of the practice
 - amount calculated using rates established by DAFP for the practice.

C Eligibility for Replanting or Rehabilitation Under TAP Following Natural Disaster

Eligible orchardists or nursery tree growers who did not plant the trees that were lost or suffered damage because of an eligible natural disaster, but have a production history for commercial purposes on planted or existing trees may be eligible for TAP for rehabilitation of damaged trees if **both** of the following occur:

- tree mortality exceeds 15 percent (adjusted for normal mortality)
- tree damage exceeds 15 percent (adjusted for normal tree damage).

Notes: An eligible orchardists or nursery tree grower who rehabilitates will not be eligible for TAP payments for replanting practices.

Only an owner of planted trees or a lessee who had planted trees that were lost because of natural disaster, and who also replants the trees (all other eligibility and loss threshold provisions apply) is eligible for replanting of trees.

62 Reimbursement and Qualifying Losses (Continued)

C Eligibility for Replanting or Rehabilitation Under TAP Following Natural Disaster (Continued)

If there is tree damage, then tree loss (mortality plus normal mortality) **must** be met **before** eligibility for tree damage can be determined. Payments for pruning, removing, and other costs incurred for salvaging existing trees or, for tree mortality, to prepare the land to replant trees, is the lesser of the following:

- 50 percent of the actual total cost of the practice
- total amount calculated using rates established by DAFP for the practice.

Note: Losses from different stands with the same crop type will **not** be averaged to determine loss eligibility.

***--D TAP Eligibility for Beginning or Veteran Farmer or Rancher**

Beginning with 2019 losses, eligible beginning farmers or ranchers and veteran farmers or--* ranchers who planted trees for commercial production, but lost those previously planted trees because of an eligible natural disaster, may be reimbursed for the cost of replanting trees and/or rehabilitating trees damaged, in excess of 15 percent mortality (adjusted for normal tree mortality), as follows:

- for replanting and the cost of seedlings or cuttings, for tree, bush, or vine replacement the lesser of either of the following:
 - 75 percent of the actual total cost of the practice
 - total amount calculated using rates established by DAFP for the practice
- for the cost of pruning, removal, and other costs incurred for salvaging existing trees, bushes, or vines, or in the case of mortality, to prepare the land to replant trees, bushes, or vines, the lesser of the following:
 - 75 percent of the actual total cost of the practice
 - total amount calculated using rates established by DAFP for the practice.

Important: Applicants must meet the definition of a beginning farmer or rancher or veteran farmer or rancher at the time the CCC-899 is filed.

--Applicants requesting assistance as a beginning farmer or rancher or veteran farmer or rancher must provide their certification on CCC-860, according to 1-CM.--

62 Reimbursement and Qualifying Losses (Continued)**E Acreage Reports Determining Losses Without Physical Evidence**

An acreage report for trees, bushes, and vines must be filed according to 2-CP. If physical--* evidence of the lost trees, bushes, or vines no longer exists, the owner must provide evidence acceptable for COC to determine the eligible trees, bushes, or vines existed and were lost on each stand because of the approved eligible natural disaster condition. The owner has the burden of proof to substantiate previous existence of trees that no longer exist. Evidence that COC may determine acceptable includes the following:

- receipts for the original purchase of the eligible trees, bushes, or vines where TAP is requested
- documentation of labor and equipment used to plant or remove the eligible trees, bushes, or vines that were lost
- chemical, fertilizer, or other related receipts to substantiate the existence of the eligible trees, bushes, or vines
- RMA appraisal worksheet may be used by COC to substantiate applicant's certification of trees lost

Note: This may be considered; however, FSA is under **no** obligation to find or obtain these records.

- certifications of tree, bush, or vine losses by third parties (indirectly involved), such as consultants, Extension Service, universities, or Government personnel, but only if the following conditions are met:
 - there is no other documentation available
 - COC determines the cost estimates are reasonable for the practice compared to actual cost documentation submitted by other contractors or vendors for comparable practice components for that crop type and stand.

62 Reimbursement and Qualifying Losses (Continued)

F Ineligible Trees, Bushes, or Vines

See Exhibit 2 for the definitions of trees, bushes, or vines.

The following are examples of trees, bushes, or vines **not** eligible for TAP:

- trees grown for pulp or timber
- *--other trees, bushes, or vines **not** grown for commercial sale or use or for production of--* annual crops
- tomatoes, pumpkins, watermelons, and pineapple.

G Ineligible Losses

Losses ineligible for TAP include the following:

- trees replanted, but destroyed either before an application for payment is filed or paid by FSA, or destroyed within 1 year of replanting for other than natural disaster
- losses because of lack of irrigation systems, or other conditions not included in the definition of natural disaster (see Exhibit 2 for definition)
- losses that could have been prevented through readily available horticultural measures
- losses of trees, bushes, or vines that would have normally been replanted within the 12-month period following the loss, in absence of a natural disaster
- losses of fruit and nut trees that were not planted for commercial purposes
- losses of eligible trees covered by a current CRP, ECP, or WRP contract (paragraph 154)
- losses of plants grown outside USDA hardiness zone for the recognized crop type grown
- losses of trees grown for commercial timber or pulp
- losses not directly affected by an eligible natural disaster.

Example: Damaging weather interrupts electrical power service causing irrigation pumps to fail. The loss of trees, bushes, or vines because of the lack of water from the failure of the irrigation equipment is **not** eligible because natural disaster did not directly impact the trees, bushes, or vines.

152 TAP Payment and Mortality Rates (Continued)

A Maximum Payment Rates (Continued)

Practice Code	Practice	Maximum Rates
11	Pruning cost per eligible tree. <u>1/</u> Notes: Applies to rehabilitation only . Does not apply to TAP pecans.	\$7
12	Rehabilitation cost per eligible tree (including Christmas trees and ornamental trees), bushes (including shrubs), and vines on a tree farm . Note: Research indicates that potted trees are not ordinarily rehabilitated, but are replaced.	\$4
13	Replacement cost per eligible tree (including Christmas trees, ornamental trees, and potted trees), bushes (including shrubs), and vines on a tree farm .	\$2
14	Site preparation per acre (including cleanup, tree and debris removal, and tillage). Note: Not applicable to Practice Code 09 (pecan rehabilitation).	\$500
15	Replacement cost per eligible cranberry plant.	\$0.06
16	Planting cost per eligible cranberry plant.	\$0.03
17	Hawaii papaya replacement cost per hill.	\$0.67
18	Hawaii papaya replanting cost per hill.	\$1.04

Notes: See subparagraph C for practice code applicability.

--TAP does not provide cost share for royalty or shipping expenses.--

1/ Practice code 11 (Pruning - \$7) is only used, if pruning is the only practice completed. In all other cases, where stakes, ties, fertilizer, trellis, etc. are added to practice completion, practice code 02 (Rehabilitation - \$15) for orchards, which includes pruning, is eligible for payment. For orchards, applicant would never be eligible for both practice codes 02 and 11.

B Normal Mortality

Eligible orchardists and nursery tree growers may be eligible for TAP if the **tree mortality**, as a result of an eligible cause of loss, exceeds 15 percent (adjusted for normal mortality).

Note: State Offices are responsible for establishing normal mortality rates for their State.

152 TAP Payment and Mortality Rates (Continued)

C Practice Code Applicability

The following table provides the list of crop codes and practices to where they can be applied.

Note: Beginning in crop year 2017, bananas and plantains will no longer be eligible for TAP.

Crop Code	Crop	Crop Abbreviation	Eligible Practice Codes
0023	Oranges	ORANG	01, 02, 10, 11, 14
0024	Tangelo	TANGL	01, 02, 10, 11, 14
0028	Almonds	ALMND	01, 02, 10, 11, 14
0029	Walnuts	WLNUT	01, 02, 10, 11, 14
0030	Grapefruit	GFRUT	01, 02, 10, 11, 14
0032	Elderberries	ELDER	10, 12, 13, 14
0034	Peaches	PEACH	01, 02, 10, 11, 14
0035	Lemons	LEMON	01, 02, 10, 11, 14
0036	Limes	LIMES	01, 02, 10, 11, 14
0048	Tangerines	TANGR	01, 02, 10, 11, 14
0053	Grapes	GRAPE	03, 04, 10, 14
0054	Apples	APPLE	01, 02, 10, 11, 14
0058	Cranberries	CRNBR	14, 15, 16
0060	Figs	FIGS	01, 02, 10, 11, 14
0086	Prunes	PRUNS	01, 02, 03, 04
0100	Maple	MAPSP	05, 06, 10, 11, 14
0106	Avocado	AVOCD	01, 02, 10, 11, 14
0108	Blueberries	BLUBR	10, 12, 13, 14
0128	Cherries	CHERY	01, 02, 10, 11, 14
0143	Aronia (Photinia Melanocarpa, formerly Aronia Melanocarpa)	ARONIA	10, 12, 13, 14
0144	Pears	PEARS	01, 02, 10, 11, 14
0146	Pecans	PECAN	01, 09, 10
0175	Coconuts	COCON	01, 02, 10, 11, 14
0176	Coffee	COFFE	01, 02, 10, 11, 14
--0179	Tea	TEA	01, 02, 10, 11, 14--
0181	Papaya	PAPAY	01, 02, 10, 11, 14, 17, 18
0182	Cacao	CACAO	01, 02, 10, 11, 14
0250	Nectarines	NECTR	01, 02, 10, 11, 14
0254	Plums	PLUMS	01, 02, 10, 11, 14
0326	Apricots	APRCT	01, 02, 10, 11, 14
0370	Mulberries	MULBR	01, 02, 10, 12, 13, 14
0375	Chestnuts	CHENT	01, 02, 10, 11, 14
0376	Hazel Nuts	HAZNT	01, 02, 10, 11, 14
0380	Dragonfruit	DRAGFR	03, 04, 10, 14
0381	Pawpaw Trees	PAWPA	01, 02, 10, 11, 14
0421	Noni	NONI	01, 02, 10, 11, 14
0463	Kiwifruit	KIWIF	03, 04, 10, 14

152 TAP Payment and Mortality Rates (Continued)

C Practice Code Applicability (Continued)

Crop Code	Crop	Crop Abbreviation	Eligible Practice Codes
0464	Mango	MANGO	01, 02, 03, 04
0465	Persimmons	PERSI	01, 02, 10, 11, 14
0466	Plumcotes	PLUMC	01, 02, 10, 11, 14
0467	Pomegranates	POMEG	01, 02, 10, 11, 14
0468	Quinces	QUINC	01, 02, 10, 11, 14
0469	Macadamia	MACAD	01, 02, 10, 11, 14
0470	Pistachios	PISTA	01, 02, 10, 11, 14
0496	Dates	DATES	01, 02, 10, 11, 14
0498	Guavas	GUAVA	01, 02, 10, 11, 14
0500	Loquats	LOQUA	01, 02, 10, 11, 14
0501	Olives	OLIVE	01, 02, 10, 11, 14
0502	Passion Fruit	PASFT	03, 04, 10, 14
0622	Huckleberries	HUKBR	10, 12, 13, 14
7164	Rambutan	RMBTN	01, 02, 03, 04
9904	Mayhew berries	MAYHW	01, 02, 03, 04
0906	Pummelo	PUMLO	01, 02, 10, 11, 14
0997	Atemoya	ATMYA	01, 02, 10, 11, 14
0998	Sapote	SAPBK	01, 02, 10, 11, 14
0999	Carambola/Star Fruit	CRMBA	01, 02, 10, 11, 14
1010	Nursery – Container	NRSRY	07, 08, 10
1010	Nursery – Field	NRSRY	07, 08, 10, 11, 14
1166	Caimito (star apple)	CAMTO	01, 02, 10, 11, 14
1167	Guamabana/Soursop	GUANA	01, 02, 10, 11, 14
1290	Breadfruit	BREAD	01, 02, 10, 11, 14
1291	Cashew	CASHE	01, 02, 10, 11, 14
1292	Genip	GENIP	01, 02, 10, 11, 14
--1295	Vanilla	VANIL	03, 04, 10, 14--
1297	Honeyberries	HONEYB	10, 12, 13, 14
1302	Tangors	TANGS	01, 02, 10, 11, 14
2018	JuJube	JUJU	01, 02, 10, 11, 14
2019	Ume	UME	01, 02, 10, 11, 14
--5000	Bay Leaf	BAY	01, 11, 12, 13, 14--
6000	Caneberries	CANBR	03, 04, 10, 14
7037	Jack Fruit	JCKFR	01, 02, 10, 11, 14
--7208	Mangosteen	MNGST	01, 02, 10, 11, 14--
7302	Wax Jambu	WXJM	01, 02, 10, 11, 14
7321	Christmas Trees	CHRUT	10, 12, 13, 14
8004	Longan	LONGN	01, 02, 10, 11, 14
8005	Lychee	LYCHE	01, 02, 10, 11, 14
8008	Sapodilla	SPDLA	01, 02, 10, 11, 14
8045	Cherimoya	CHRMY	01, 02, 10, 11, 14
9995	Citron	CTRON	01, 02, 10, 11, 14

Note: Eligible producers who did not plant or own trees will not be eligible for TAP payments for replanting practices.

153 TAP Practice Completion and Expiration

A Practice Completion

Eligible owners are required to replant and rehabilitate **only** the qualifying eligible trees, bushes, or vines, on that portion where they seek payment. All practices **must** be completed and actual cost receipts provided on each stand **before** payments can be issued.

B Practice Expiration

Eligible owners must complete approved replacement and rehabilitation practices within **12** months from the date CCC-899 is approved for payment by COC or designee. If an applicant is unable to complete the approved practice within 12 months from the date CCC-899, Part E is approved, STC's may grant an extension of up to 1 additional year.

Notes: If the producer still cannot complete the practice within the 1-year STC extension, the State Office must submit the request to DAFP along with supporting documentation, such as COC minutes, weather data, etc., indicating reasons why the practices could not be completed within the allotted time, and the timeframe required for practice completion.

If applicant chooses to replant different eligible trees, bushes, or vines than those initially lost, CCC-889, Part F must reflect the new crop, applicable practice codes, trees and/or acres completed, and actual cost.

Example: CCC-899, Part B indicates a loss of 500 orange trees on 3 acres in stand number 344 on September 12, 2012. COC determines applicant is eligible for practice codes 01, 02, 10, 11, and 14.

On August 1, 2013, applicant visits the County Office to report practice completion. Applicant reports their decision to replant blueberry bushes, instead of oranges. Applicant submits actual cost documentation for the replanting of 600 blueberry bushes on stand 344 which consists of 3 acres. Practice codes for blueberry bushes are 10, 12, 13, and 14.

C Replanting Different Eligible Trees, Bushes, or Vines

When eligible trees, bushes, or vines are replanted, the eligible tree, bush, or vine:

- types planted may be different than types lost as long as the new eligible trees, bushes, or vines have the same general end use, as determined by COC

Note: Payments to eligible owners who replant different eligible trees, bushes, or vines **will not** exceed the established maximum payment rates to re-establish the eligible trees, bushes, or vines that were actually lost, as determined by COC.

154 Payment Policy (Continued)**B Receiving Benefits on Both ECP and TAP**

An applicant may be eligible to receive benefits on the same stand for both ECP and TAP, providing the compensation is **not** approved for the same type of practice.

Example: If an applicant used ECP practices EC-1 (Debris Removal) and EC-2 (Grading, Shaping, Re-leveling), then the applicant would not be eligible to use TAP Practice 14 (Site Preparation). The applicant could be eligible for Practice 10 (Tree Planting Cost) and Practice 01 (Tree Replacement Cost) under TAP.

Note: All CCC-899's for payment that use both ECP and TAP practices for the same loss **must** be approved by a STC representative and documented in COC minutes.

C Payment Amount

Payments are limited to the lesser of either of the following:

- DAFP-established practice rates (subparagraph 152 A) **or**
- 65 percent of the actual cost of replanting trees on the * * * stand, in excess of 15 percent mortality (adjusted for normal mortality) **and**
- reimbursement of 50 percent of the cost of pruning, removing, and other costs incurred to salvage existing trees or, in the case of tree mortality, to prepare the land to replant the trees, in excess of 15 percent damage or mortality (adjusted for normal tree damage and mortality).

154 Payment Policy (Continued)

D Timing of Payments

Payments will be made after the latest of the following:

- regulations have been published
- owner's submission of documentation that the practice was completed
- COC approval of CCC-899, Part G.

E Payments

Payments are computed using the smaller of either of the following:

- maximum trees/acres determined and approved for payment by COC on CCC-899, Part G
- the trees/acres actually completed and certified by the applicant from CCC-899, Part F.

The following are examples of payments.

Example 1: The applicant requested 3 stands with each stand having Practice 14 (Site Preparation), Practice 10 (Tree Planting Cost), and Practice 13 (Tree Replacement Cost) on CCC-899, Part B. The applicant completed all 3 practices on 1 stand and completed CCC-899, Part F. This applicant is eligible for a payment on the stand that was completed.

Example 2: The applicant requested 1 stand with Practice 14 (Site Preparation), Practice 10 (Tree Planting Cost), and Practice 13 (Tree Replacement Cost) on CCC-899, Part B. The applicant completed site preparation, but is able to complete only half of the tree planting and tree replacement on that stand *--because of the unavailability of trees. COC will calculate payment based on the number of qualifying trees, bushes, or vines replanted.--*

***--155 CCC-770 TAP, TAP Checklist (Continued)**

F Determining When to Use CCC-770 TAP

SED, STC or designee, DD, or CED shall determine:

- when County Offices are to complete CCC-770 TAP if apparent control deficiencies are found during CED, STC representative, or DD reviews
- whether CCC-770 TAP is necessary to avoid findings indicated by CORP reviews
- when additional internal controls are necessary to reduce improper payments.--*

155 CCC-770 TAP, TAP Checklist (Continued)

G Example of CCC-770 TAP

This is an example of CCC-770-TAP.

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This form is available electronically.

CCC-770 TAP (06-16-21)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Applicant's Name		2. State Name	
TREE ASSISTANCE PROGRAM (TAP) CHECKLIST				3. County FSA Office Name		4. Crop Year	
				Office Staff Actions		Applicable Handbooks	
5.	Did the stand sustain a mortality loss in excess of 15 percent after adjustment for normal mortality due to an eligible natural disaster?	1-TAP (Rev. 4), Paragraph 31					
6.	Was an acreage report completed and signed by the participant identifying crop type, trees and acres in stand, and applicant's share?	1-TAP (Rev. 4), Paragraph 122 B, and 2-CP (Rev. 16, Par. 162)					
7.	If participant requested eligibility consideration based on beginning or veteran farmer or rancher, did the participant provide their certification on the CCC-860?	1-TAP (Rev. 4), Subparagraph D, and 1-CM (Rev. 3), Par. 950.					
8.	Has the participant filed the required AGI certification and has the certification information been recorded in the web-based eligibility system?	5-PL, Paragraphs 3 and 41, and 1-TAP (Rev. 4), Subparagraph 121D					
9.	Has the participant filed the required AD-1026 and has the eligibility information been recorded in the web-based eligibility system?	6-CP (Rev. 4), and 1-TAP (Rev. 4) Paragraph 123					
10.	Has the FSA-850, or an EA, when appropriate, been completed prior to CCC-899 approval?	1-TAP (Rev. 4), Par. 125 and 1-EQ, paragraph 23, and subsequent revisions					
11.	Was Part C of the CCC-899 (Applicant Certification Statement) signed by a person or legal entity who has signature authority on file (if the person is signing in a representative capacity)?	1-CM (Rev. 3), Part 25, and 1-TAP (Rev. 4) Paragraph 61					
12.	Before COC approval, was the initial field visit performed by a certified FSA loss adjuster or FSA representative to verify the loss?	1-TAP (Rev. 4), Par. 63					
13.	Was CCC-899, Part E, signed, dated, and approved by COC, or authorized representative, and recorded in the COC minutes?	1-TAP (Rev. 4), Paragraph 61					
14.	Was an approval/disapproval letter issued to participant regarding the COC or authorized representative's decision for Part E?	1-TAP (Rev. 4), Paragraphs 61 and 65					
15.	Has participant submitted applicable cost documentation for all components on the stand for the completed practices?	1-TAP (Rev. 4), Paragraph 153					
16.	Has a certified FSA loss adjuster or FSA representative completed a final inspection to verify practice completion?	1-TAP (Rev. 4), Paragraph 63					
17.	Was the CCC-899, Part G, (Approval or Disapproval for TAP Payment) signed and dated by COC or authorized representative, and recorded in the COC minutes?	1-TAP (Rev. 4), Paragraph 61					
Certification:							
18A. Signature of Preparer(s)				18B. Date (MM-DD-YYYY)			
19A. I concur/do not concur the above items have been verified and updated.				<input type="checkbox"/> Concur		<input type="checkbox"/> Do Not Concur	
19B. CED Signature for Spotcheck				19C. Date (MM-DD-YYYY)			
20A. I concur/do not concur the above items have been verified and updated.				<input type="checkbox"/> Concur		<input type="checkbox"/> Do Not Concur	
20B. DD Signature for Spotcheck				20C. Date (MM-DD-YYYY)			

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155 CCC-770 TAP, TAP Checklist (Continued)

G Example of CCC-770 TAP (Continued)

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CCC-770 TAP (06-16-2021)	Page 2 of 2
21. Remarks:	

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155 CCC-770 TAP, TAP Checklist (Continued)

H Completing CCC-770 TAP

Complete CCC-770 TAP according to the following table.

Item	Instructions
1	Enter name of the applicant.
2	Enter applicable State name.
3	Enter administrative County Office name that is completing CCC-770 TAP.
4	Enter applicable crop year.
*--5 through 17	Check (✓) “Yes”, “No”, or ENTER “N/A”.
18A and 18B	County Office employee who reviews items 5 through 17 shall sign, as preparer, and enter the current date.
19A	When applicable, CED or designated representative shall indicate whether or not they concur with the accuracy of items 5 through 17.
19B and 19C	CED or designated representative who completed item 19 A shall sign and enter the current date.
20A	When applicable, STC or their representative shall indicate whether or not they concur with the accuracy of items 5 through 17.
20B and 20C	STC or its representative who completed item 20 A shall sign and enter the current date.
21	Enter applicable remarks.--*

156-180 (Reserved)

Parts 7-9 (Reserved)

181-270 (Reserved)

Section 2 State Office Administrative Access

376 State Office Administrative Access to TAP Web Site

A Overview

State Office employees have access to the CCC-899 through Nationwide Customer Service. State Office employees shall follow procedure in paragraph 336 to use the CCC-899 software.

State Office employees who have been authorized by SED to load TAP mortality rates into the system will need to request access as a State Office Administrative user.

B Requesting State Office Administrative Access

If State Office administrative access has not already been requested for users within a State *--Office, requests must be made on FSA-13-A, System Access Request Form, and emailed to **ESC.AM@kcc.usda.gov.--***

376 State Office Administrative Access to TAP Web Site (Continued)

C Accessing the TAP Web Site

Access the TAP Home Page from the FSA Applications Intranet web site at *--<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>. From the FSA Intranet Screen, under “FSA Applications” “Applications Directory”, CLICK “**P-Z**”. The FSA Intranet Screen will be redisplayed with applications with names started from P to Z. Scroll down--* and CLICK “**TAP – Tree Assistance Program**”.

Note: Internet Explorer shall be used when accessing the TAP Home Page.

D TAP Login Screen

State Office users will be prompted with the following TAP Home Page. CLICK “**Enter TAP**” to continue.



402 Funds Control**A eFunds Account**

Funding for TAP has been established in eFunds with a national allocation that does **not** require State or county allotments.

Note: Because TAP has a national allocation, State Office specialists do **not** have to monitor or request funds for their State.

B eFunds Allotment and Access

*--If the national eFunds allocation is ever depleted, PDD will work with OBF to obtain additional funds, if possible. PDD will send an e-mail message to all applicable State Office specialists advising them of the situation.

If a County Office reports that producer payments are being displayed on the Insufficient Funds Report and no information has been received by PDD, State Offices shall advise--* PECD of the situation by contacting **all** of the following employees:

- Lisa Berry by e-mail to lisa.berry@usda.gov
- Tim Gravlin by email to tim.gravlin@usda.gov
- * * *
- Tina Nemecek by e-mail to tina.nemec@usda.gov
- Lenior Simmons by e-mail to lenior.simmons@usda.gov.

403 Payment Processing

A Supporting Files for Integrated Payment Processing

The TAP payment process is a web-based integrated process that reads a wide range of information from other program determinations and values to determine whether a payment should be issued, the amount of the gross payment, reductions, and net payment amount. For payments to be calculated correctly, all supporting files **must** be updated correctly, including the following.

Type of Information	How Information is Used for Payment Processing	Source
CCC-899 Data	To compute the payment amount for the producer.	Web-Based TAP Application Software
Payment Eligibility Information	To determine whether the producer and members of a joint operation are eligible for payment for the year in which CCC-899 was filed.	Web-Based Eligibility System
General Name and Address Information	To determine the producer’s business type and general name and address information.	SCIMS
Entity and Joint Operation Information	To determine the following for the year in which CCC-899 is filed: <ul style="list-style-type: none"> • member contribution value • substantive change value • members and members share of the following: <ul style="list-style-type: none"> • general partnership • joint ventures • entities. 	Business File System
Combined Producer Information	To: <ul style="list-style-type: none"> • determine whether the TAP producer or members of entities or joint operations are combined with other producers • ensure that the payment limitation is controlled properly. 	Combined Producer System
Available Payment Limitation	To determine payment limitation availability.	Payment Limitation System
Financial Related Information	Calculated payment information is provided to NPS. Determined overpayment amount is provided to NRRS.	NPS or NRRS

404 Issuing TAP Payments (Continued)

D Sequestration Percentage

The sequestration percentage is based on the original approval date of the TAP application. This table provides the sequestration percentage based on the applicable original approval date for the TAP application regardless of the program year of the contract.

Original Approval Date	Sequestration Percentage
October 1, 2014 to September 30, 2015	7.3 percent
October 1, 2015 to September 30, 2016	6.8 percent
October 1, 2016 to September 30, 2017	6.9 percent
October 1, 2017 to September 30, 2018	6.6 percent
*--October 1, 2018 to September 30, 2019	6.2 percent
October 1, 2019 to September 30, 2020	5.9 percent
October 1, 2020 and Future	5.7 percent--*

405-410 (Reserved)

Definitions of Terms Used in This Handbook

Bush

Bush means a low, branching, woody plant from which, at maturity of the bush, an annual fruit or vegetable crop is produced for commercial purposes, such as a blueberry bush. The definition does not cover plants that produce a bush after the normal crop is harvested such as asparagus.

Commercial Use

Commercial use means used in the operation of a business activity engaged in as a means of livelihood for profit by an eligible grower.

Commercially Viable

--Commercially viable means an eligible tree, bush, or vine, though damaged, that can rejuvenate and return to an acceptable level of commercial production at some time with rehabilitation and without replanting. A commercially viable tree, bush, or vine, regardless of the extent of damage or years of reduced production, is always excluded and never included as part of mortality under 7 CFR § 1416.403.--

County Committee (COC)

COC means the respective FSA COC.

County Office

County Office means the FSA or USDA Service Center that is responsible for servicing the farm on which trees, bushes, or vines are located.

Cutting

Cutting means a piece of vine which was planted in the ground to propagate a new vine for the commercial production of fruit, such as grapes, kiwi fruit, passion fruit or similar fruit.

Eligible Nursery Tree Grower

Eligible Nursery Tree Grower means a person or legal entity that produces nursery, ornamental, fruit, nut, or Christmas trees for commercial sale.

Eligible Orchardist

Eligible orchardist means a person or legal entity that produces annual crops from trees, bushes, or vines for commercial purposes.

