

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Tree Assistance Program 1-TAP (Revision 4)	Amendment 18
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 402 B has been amended to update PDD employee names.

Subparagraph 403 D has been amended to include updates to the TAP payment calculation.

Paragraph 411 has been amended to include ECPR for program years 2008 through 2012.

Paragraph 411.5 has been added to include ECPR for program years 2012 and future.

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1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
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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 FPAC Business Center, FMD to obtain additional funds, if possible. PDD will send an email 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 will advise PDD of the situation by contacting **all** of the following employees:

- Lisa Berry by email to lisa.berry@usda.gov
- Amanda Brosch by email to amanda.brosch@usda.gov--*
- Tina Nemecek by email to tina.nemec@usda.gov
- Lenior Simmons by email 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

403 Payment Processing (Continued)

B Prerequisites for Issuing Payments

Before issuing any payments, certain actions **must** be completed to ensure that the producer is eligible for payment. The following provides actions that **must** be completed **before** issuing payments. COC, CED, or designee shall ensure that the actions are completed.

Step	Action
1	Ensure that CCC-899 has been approved and approval date has been recorded into the system according to Part 10, subsections 6 and 7.
2	Ensure that: <ul style="list-style-type: none"> • AD-1026 is on file for the applicable year for producers seeking benefits • eligibility information is recorded in the web-based eligibility system.
3	Ensure that CCC-901 is on file for legal entities according to 5-PL.
4	For producers seeking benefits, ensure that that certification information is recorded in the web-based eligibility system and CCC-941 is on file.
5	Ensure that all eligibility determinations have been updated according to the determinations made by COC for producers and members of joint operations. Note: See 3-PL (Rev. 1).
6	Ensure that the Business File System is updated correctly for the applicable year according to 5-PL.
7	Ensure that member contribution and substantive change values are updated according to 5-PL.
8	Ensure that combined producer files are updated correctly for the applicable year. Note: See 3-PL (Rev. 1).
9	Ensure that all adjustments to payment limitation have been updated for the producer or members of joint operations. Note: See 3-PL (Rev. 1).
10	Ensure that all assignment and joint payees have been updated in FSA Financial Services if CCC-36, CCC-37, or both are filed.

403 Payment Processing (Continued)**C TAP Payment Rates**

Payment rates have been established by DAFP as the maximum rates payable by practice to eligible owners. DAFP-established maximum payment rates are displayed in subparagraph 152 A.

Note: STC may establish rates lower than the rates established in subparagraph 152 A, but the rates established by STC shall **not** exceed the maximum rates established by DAFP.

D TAP Payment Calculations

An eligible CCC-899 **must** exceed a 15 percent threshold plus normal mortality as outlined in subparagraph 64 A. The amount of the TAP payment is the lesser of the following:

- Actual Cost **times** Producer Share **times** Payment Level
- Number of Lost/Damaged Trees/Acres **times** Producer Share **times** Practice Payment
--Rate for Practice.--

Section 2 Report CCC-899E, Estimated Calculated Payment Report

--411 Information Displayed on ECPR for Program Years 2008 Through 2012--

A Overview

ECPR's are computer-generated documents that print summarized estimated calculated payment amounts for producers based on data loaded from CCC-899.

B ECPR Content

The following information will be displayed on ECPR's.

Note: One page will display or print for each stand.

Field	Description	CCC-899 Item
Program Year	Year associated with CCC-899 that was filed by the affected producer.	1C
Program Name	Defaults to Tree Assistance Program.	
State	State as selected.	
County	County as selected.	
Report ID	Defaults to CCC-899E.	
Applicant's Name	Name of the applicant associated with the selection. Note: The producer's name will only be displayed on the first page, if multiple pages exist for a producer.	2A
Applicant's Address	Address of the applicant associated with the selection.	2B
Application Number	Number assigned by the system.	
Notice of Loss #	Notice of loss number associated with CCC-899.	
Stand Number	Stand number associated with the loss.	7
Disaster Event	Disaster event.	4
Disaster Dates	Date associated with the disaster event.	5
Crop Name	Crop for which the producer is applying for a TAP payment.	6
Stand Status	The completion status of the stand. One of the following will be displayed: <ul style="list-style-type: none"> • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed". 	
Normal Mortality	The normal mortality rate for the crop.	

--411 Information Displayed on ECPR for Program Years 2008 Through 2012 (Continued)--

B ECPR Content (Continued)

Field	Description	CCC-899 Item
Total Determined Trees in Stand	Number of trees in stand as determined by COC.	22
Total Determined Lost Trees in Stand	Number of trees lost in stand as determined by COC.	23
Total Determined Lost Trees for Payment	Total Determined Trees in Stand times 15 percent plus normal mortality. Note: See paragraph 311 for an explanation of this determination made on CCC-899.	24
Total Determined Damaged Trees in Stand	Number of trees damaged in stand as determined by COC.	25
Total Determined Damaged Trees for Payment	Total Determined Trees in Stand times 15 percent plus normal mortality. Note: See paragraph 311 for an explanation of this determination made on CCC-899.	26
Total Determined Acres in Stand	Number of acres in stand as determined by COC.	27
Total Determined Damaged Acres in Stand	Number of damaged acres as determined by COC.	28
Total Determined Acres for Payment	Total Determined Trees in Stand times 15 percent plus normal mortality minus Total Determined Damaged Acres in Stand.	29
Practice Code	COC-determined practice code for the stand.	31
Maximum Practice Rate Approved Trees/Acres for Practice	Maximum rate approved for the practice.	

--411 Information Displayed on ECPR for Program Years 2008 Through 2012 (Continued)--

B ECPR Content (Continued)

Field	Description	CCC-899 Item
Approved Trees/Acres for Practice	Number of trees/acres approved by COC for each practice.	32
Producer Share	Producer's share of the stand.	8
Maximum Projected Payment Amount	<p>Maximum amount of the payment calculated for each practice. The amount is calculated by multiplying the following:</p> <ul style="list-style-type: none"> • Approved Trees/Acres for Payment times • Producer Share times • Maximum Practice Rate for practice. 	
The following will be displayed after the actual costs have been entered on CCC-899.		
Tree/Acres Completed	Number of trees/acres completed by the producer for each practice.	40
Actual Cost	Actual cost for the practice based on documentation received from the producer.	41
Producers Share	Producer's share of the stand.	8
Payment Level	Payment level approved for the practice.	
Actual Cost for Practice	<p>Amount of the actual costs eligible for payment. The amount is calculated by the following:</p> <ul style="list-style-type: none"> • Actual Costs times • Producer Share times • Payment Level. 	
Total Estimated Payment Amount	<p>Lesser of the "maximum projected payment" and the "actual cost for practice", per practice code line item, are totaled.</p> <p>Note: If no "actual costs" have been entered, this amount will be the total of the maximum projected payment amounts for each practice.</p>	
Calculation Explanation	The explanation will be displayed on the last ECPR printed for the producer.	

C Example of ECPR

The following is an example of the TAP ECPR.

Page: 3 of 6
Date: 06/26/2018

State: FL
County: Dade, Monroe
Report ID: CCC-899E

**United States Department of
Farm Service Agency
2017 Tree Assistance Program
Estimated Calculated Payment Report**

Ima Farmer
1212 Farmer Lane
Kansas City, KS 66111

Application Number: 5446

Notice of Loss # 1

Stand Number: 210
Disaster Dates: 01/21/2017 to 01/21/2017
Stand Status: Completed

Disaster Event: Fire
Crop Name: Almonds
Normal Mortality: 3.0

Trees				Acres					
Total Determined Trees in Stand				1,000	Total Determined Acres in Stand				10
Total Determined Lost Trees in Stand				750	Total Determined Damaged Acres in Stand				10
Total Determined Lost Trees for Payment				615	Total Determined Acres for Payment				8.2
Total Determined Damaged Trees in Stand				200					
Total Determined Damaged Trees for Payment				164					

Practice Code	Maximum Practice Rate (\$)	Approved Trees/Acres for Practice	Producer Share (%)	Maximum Projected Payment Amount (\$)	Trees/Acres Completed	Actual Cost (\$)	Producer Share (%)	Payment Level (%)	Actual Cost for Practice (\$)
01	\$ 8.00	615	100 %	\$ 4,920.00	615	\$ 4,950.00	100 %	65 %	\$ 3,217.50
02	\$ 15.00	164	100 %	\$ 2,460.00	164	\$ 2,500.00	100 %	50 %	\$ 1,250.00
10	\$ 2.00	615	100 %	\$ 1,230.00	615	\$ 1,250.00	100 %	65 %	\$ 812.50
11	\$ 7.00	164	100 %	\$ 1,148.00	164	\$ 1,175.00	100 %	50 %	\$ 587.50
14	\$ 500.00	8.2	100 %	\$ 4,100.00	8.2	\$ 4,500.00	100 %	50 %	\$ 2,250.00

Estimated Payment Amount - \$ 8,118.00

Total Estimated Payment for All Approved \$8,118.00

Calculation Explanation:

Maximum Projected Payment Determined by multiplying "Maximum Practice rate" times "Approved Trees/Acres for Practices" times "Producer Share"

Actual Costs for Determined by multiplying "Actual Cost" times "Producer Share" times "Payment Level"

Estimated Payment Determined by adding the lesser of the "Maximum Projected Payment Amount" and "Actual Cost for Practice" for each Practice Code.

DISCLAIMER: The payment data reflected on this report includes estimated payment amounts and may vary due to changes in tree losses, share, producer program eligibility, and payment limitation.

The distribution of this report does not in any way obligate FSA to disburse the payment amounts reflected.

--411.5 Information Displayed on ECPR for Program Years 2012 and Future*A Overview**

ECPR's are computer-generated documents that print summarized estimated calculated payment amounts for producers based on data loaded from CCC-899.

ECPR for 2012 and future has been updated to show multiple replacement crops per practice category.

B ECPR Content

The following information will be displayed on ECPR's.

Note: One page will display or print for each stand.

Field	Description	CCC-899 Item
Program Year	Year associated with CCC-899 that was filed by the affected producer.	3
Program Name	Defaults to Tree Assistance Program.	
State	State as selected.	
County	County as selected.	
Report ID	Defaults to CCC-899E.	
Applicant's Name	Name of the applicant associated with the selection. Note: The producer's name will only be displayed on the first page, if multiple pages exist for a producer.	5A
Applicant's Address	Address of the applicant associated with the selection.	5B
Application Number	Number assigned by the system.	
Notice of Loss #	Notice of loss number associated with CCC-899.	
Stand Number	Stand number associated with the loss.	10
Disaster Event	Disaster event.	7
Disaster Dates	Date associated with the disaster event.	8
Crop Name	Crop for which the producer is applying for a TAP payment.	9
Stand Status	The completion status of the stand. One of the following will be displayed: <ul style="list-style-type: none"> • "Initiated" • "COC Determined" • "Applicant Signed for Payment" • "Completed". 	
Normal Mortality	The normal mortality rate for the crop.	

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*--411.5 Information Displayed on ECPR for Program Years 2012 and Future (Continued)

B ECPR Content (Continued)

Field	Description	CCC-899 Item
Total Determined Trees in Stand	Number of trees in stand as determined by COC.	25
Total Determined Lost Trees in Stand	Number of trees lost in stand as determined by COC.	26
Total Determined Lost Trees for Payment	Total Determined Trees in Stand times 15 percent plus normal mortality. Note: See paragraph 311 for an explanation of this determination made on CCC-899.	27
Total Determined Damaged Trees in Stand	Number of trees damaged in stand as determined by COC.	28
Total Determined Damaged Trees for Payment	Total Determined Trees in Stand times 15 percent plus normal mortality. Note: See paragraph 311 for an explanation of this determination made on CCC-899.	29
Total Determined Acres in Stand	Number of acres in stand as determined by COC.	30
Total Determined Damaged Acres in Stand	Number of damaged acres as determined by COC.	31
Total Determined Acres for Payment	Total Determined Trees in Stand times 15 percent plus normal mortality minus Total Determined Damaged Acres in Stand.	32
Crop	Name of crop.	
Practice Code	COC-determined practice code for the stand.	42
Maximum Practice Rate Approved Trees/Acres for Practice	Maximum rate approved for the practice.	

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*--411.5 Information Displayed on ECPR for Program Years 2012 and Future (Continued)

B ECPR Content (Continued)

Field	Description	CCC-899 Item
Approved Trees/ Acres for Practice	Number of trees/acres approved by COC for each practice.	43
Producer Share	Producer's share of the stand.	11
Maximum Projected Payment Amount	Maximum amount of the payment calculated for each practice. The amount is calculated by multiplying the following: <ul style="list-style-type: none"> • Approved Trees/Acres for Payment times • Producer Share times • Maximum Practice Rate for practice. 	
The following will be displayed after the actual costs have been entered on CCC-899.		
Trees/Acres Completed	Number of replacement trees/acres completed.	43
Actual Cost	Actual cost for the practice based on documentation received from the producer.	44
Replacement Crop Name	Name of the replacement crop.	45
Replacement Practice Code	Practice code for the replacement crop.	46
Replacement Tree/Acres Completed	Number of trees/acres completed by the producer for each practice.	47
Actual Costs	Actual cost for the replacement practice based on documentation received from the producer.	48
Producers Share	Producer's share of the stand.	11
Payment Level	Payment level approved for the practice.	
Actual Cost for Practice	Amount of the actual costs eligible for payment. The amount is calculated by the following: <ul style="list-style-type: none"> • Actual Costs times • Producer Share times • Payment Level. 	
Total Estimated Payment Amount	Lesser of the "maximum projected payment" and the "actual cost for practice", per practice code line item, are totaled. Note: If no "actual costs" have been entered, this amount will be the total of the maximum projected payment amounts for each practice.	
Calculation Explanation	The explanation will be displayed on the last ECPR printed for the producer.	

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*--411.5 Information Displayed on ECPR for Program Years 2012 and Future (Continued)

C Example of ECPR

The following is an example of the TAP ECPR.

State: FL County: Dade, Monroe Report ID: CCC-899E GPM Associates 5900 SWS 34th Ave Miami, FL 336067-6955 Stand Number: 1 Disaster Dates: 06/25/2022 Stand Status: Initiated	United States Department of Agricultural Farm Service Agency 2023 Tree Assistance Program Estimated Calculated Payment Report	Date: 01/17/2023 Page 1 of 3 Application Number: 78854 Disaster Event: Blizzards Crop Name: Almonds Normal Mortality: 3.0
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Trees		Acres	
Total Determined Trees in Stand	456	Total Determined Acres in Stand	60
Total Determined Lost Trees in Stand	123	Total Determined Damaged Acres in Stand	45
Total Determined Lost Trees for Payment	101	Total Determined Acres for Payment	36.9
Total Determined Damaged Trees in Stand	142		
Total Determined Damaged Trees for Payment	116		

Projected						Actual						
Crop	Practice Code	Max. Practice Rate (\$)	Approved Trees / Acres for Practice	Producer Share (%)	Max. Projected Payment Amount (\$)	Replacement Crop	Replacement Practice Code	Trees / Acres Completed	Actual Cost (\$)	Producer Share (%)	Payment Level (%)	Actual Cost for Practice (\$)
Almonds	01	\$8.00	105	75%	\$630.00	Almonds	01	10	\$100.00	75%	65%	\$48.75
						Apples	01	50	\$700.00	75%	65%	\$341.25
						Grapes	03	150	\$300.00	75%	65%	\$146.25
Total Actual Cost for Practice Category (Replacement)												\$536.25
Almonds	11	\$7.00	116	75%	\$609.00	Almonds	11	50	\$500.00	75%	50%	\$187.50
Total Actual Cost for Practice Category (Pruning)												\$187.50
Almonds	14	\$500.00	36.9	75%	\$13,837.50	Almonds	14	10	\$4,000.00	75%	50%	\$1,500.00
						Apples	14	10	\$4,000.00	75%	50%	\$1,500.00
						Grapes	14	17	\$2,500.00	75%	50%	\$937.50
Total Actual Cost for Practice Category (Site Preparation)												\$3,937.50

Estimated Payment Amount - \$4,661.00

Estimated Payment Amount: Determined by totaling the lesser of the "Maximum Projected Payment Amount" and the "Total Actual Cost for Practice Category" per Practice Code line item

Disclaimer:
 The payment data reflected on this report includes estimated payment amounts and may vary due to changes in tree losses, share, producer program eligibility, and payment limitation.
 The distribution of this report does not in any way obligate FSA to disburse the payment amounts reflected.

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412 TAP Payment Reports

A Overview

A Common Payment Reporting System has been developed to provide a central location for generating reports. The common reports provide a standardized set of reports that can be used to assist with payment reconciliation issues. The following common reports are available for TAP and can be accessed from the Common Payment Reporting System.



Notes:  Indicates that the report's data is live.

 Indicates that the reports data is from a reporting database. The last update will be displayed.

B Accessing Common Payment Reports

See 9-CM, Part 5 for instructions on accessing the Common Payment Reporting System and details about the other common payment reports.

413-424 (Reserved)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		123, 401, 403
CCC-36	Assignment of Payment		403
CCC-37	Joint Payment Authorization		403
CCC-526	2008 Payment Eligibility Average Adjusted Gross Income Certification		401
CCC-770	TAP Checklist	155	
CCC-899	Tree Assistance Program Application for Trees, Bushes, and Vines	61	Text
CCC-901	Members Information 2009 and Subsequent Years		403
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		403
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		91, 401
FSA-578	Report of Acreage		33, 122
FSA-850	Environmental Screening Worksheet		5, 63, 125
NRCS-CPA-052	Environmental Evaluation Worksheet		125

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviations	Term	Reference
2002 Farm Bill	The Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171)	401
2014 Farm Bill	Agricultural Act of 2014 (Pub. L. 113-79)	1, 2, 121
DAS	Disaster Assistance Section	33
EA	Environmental Assessment	125
ECPR	Estimated Calculated Payment Report	411, 411.5
HTML	hyper-text markup language	271,376
NEPA	National Environmental Policy Act	2, 125
PDD	Program Delivery Division	402
PPB	Program Policy Branch	33
SEC	State Environmental Coordinator	5, 125
SND	Safety Net Division	31

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
CED may redelegate approval authority to PT's for routine cases.	5, 61
Note: PT's shall not be delegated authority to disapprove any CCC-899's.	