

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Reimbursement Transportation Cost Payment
Program for Geographically Disadvantaged
Farmers and Ranchers
2-SP**

Amendment 13

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 2 A has been amended to include the source of authority for FY 2020 Funding.

Subparagraph 21:

- A has been amended to include the appropriated funding for 2020 RTCP payments
- B has been amended to update the FY in the example
- F has been amended to provide accounting codes for FY 2020.

Subparagraph 32:

- A has been amended to include the period for accepting FSA-218's for FY 2020 RTCP – XI
- B has been amended to update the deadline date for mailed applications
- C has been amended to update the deadline for changes to FSA-218.

Subparagraph 35:

- B has been amended to update the deadline for submitting supporting RTCP documentation
- E has been amended to update the deadline for changing the transportation cost category on FSA-218.

Subparagraph 41 F has been amended to provide the FY 2020 submission deadline for FSA-218-1.

Subparagraph 42 E has been amended provide the RTCP totals for the State Master Worksheets due date to the National Office.

Amendment Transmittal (Continued)

Page Control Chart		
TC	Text	Exhibit
	1-1, 1-2 3-1, 3-2 4-1, 4-2 4-5, 4-6 5-7, 5-8 5-11, 5-12	

Part 1 Basic Program Provisions

1 Handbook Purpose, Availability, and Restrictions

A Purpose

This handbook provides general instructions for administering the RTCP Program for geographically disadvantaged farmers and ranchers.

B RTCP Program Availability

The RTCP Program is available to geographically disadvantaged farmers and ranchers in Alaska, Hawaii, and insular areas who paid to transport either of the following:

- an agricultural commodity
- an input used to produce an agricultural commodity.

C Restrictions

STC's and COC's, and representatives and employees thereof, do **not** have the authority to modify or waive any of the provisions of this handbook unless authorized by DAFP.

2 Sources of Authority and Related References

A Source of Authority

The source of authority for RTCP Program is the Food, Conservation, and Energy Act of 2008, Section 1621, (Pub. L. 110-246), as amended by the Agricultural Act of 2014, Section 1606 (Pub. L. 113-79). RTCP funding has been authorized according to the following:

- Agriculture, Rural Development, Food and Drug Administration, Section 741, and Related Agencies Appropriations Act of 2010 (Pub. L. 111-80) for FY 2010
- Department of Defense and Full-Year Continuing Appropriations Act of 2011 (Pub. L. 112-10), Section 1291 for FY 2011

2 Sources of Authority and Related References (Continued)

A Source of Authority (Continued)

- Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L. 112-55), Section 724 for FY 2012
- The American Taxpayer Relief Act of 2012 (Pub. L. 112-240)
- Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L. 113-6), Section 720 for FY 2013
- Consolidated Appropriations Act of 2014 (Pub. L. 113-76), Section 728 for FY 2014
- The Agricultural Act of 2014 (Pub. L. 113-79), Section 1606 for FY 2015
- Consolidated Appropriation Act of 2016 (Pub. L. 114-113), Section 725 for FY 2016
- Consolidated Appropriation Act of 2017 (Pub. L. 115-31), Section 731 for FY 2017
- Consolidated Appropriation Act of 2018 (Pub. L. 115-141), Section 737 for FY 2018
- Consolidated Appropriation Act of 2019 (Pub. L. 116-6), Section 741 for FY 2019
- *--Further Consolidated Appropriation Act of 2020 (Pub. L. 116-94), Section 1621 for FY 2020.--*

B RTCP Program Duration

The RTCP Program is authorized on a FY basis, subject to the availability of appropriated funds.

Note: No funding was appropriated for the RTCP Program for FY's 2008 and 2009; therefore, transportation costs in FY's 2008 and 2009 are **not** eligible for reimbursement.

C Federal Regulations

Regulations governing the administration of the RTCP Program are provided in 7 CFR Part 755.

Part 3 Computing RTCP's

21 RTCP Program Payment Provisions

A Funding

Funding has been made available to producers under the RTCP Program for reimbursement of transportation costs according to the following table.

FY	RTCP Program	Appropriated Funding
2010	RTCP-I	\$2,600,000
2011	RTCP-II	\$1,996,000 <u>1/</u>
2012	RTCP-III	\$1,996,000
2013	RTCP-IV	\$1,841,538 <u>2/</u>
2014	RTCP-V	\$1,996,000
2015	RTCP-VI	\$1,996,000
2016	RTCP-VII	\$1,996,000
2017	RTCP-VIII	\$1,996,000
2018	RTCP-IX	\$1,996,000
2019	RTCP-X	\$1,996,000
--2020	RTCP-XI	\$1,996,000--

1/ After 0.20 percent across-the-board rescission is applied.

2/ After 0.20 percent (\$3,892) and 2.513 percent (\$50,159) across, the board rescission is applied and 5.1 percent (\$100,411) sequestration.

Because the spending authority is limited to FY appropriated funding, less a reserve, if funds are not sufficient to cover all FY requests, RTCP's may be prorated by a National factor based on the amount of eligible transportation costs eligible for RTCP.

Although the RTCP Program was authorized for FY's 2008 through 2013, there was no appropriated funding for the RTCP Program for FY's 2008 and 2009. Funds were *--appropriated for FY 2010 through FY 2020 **only**.--*

B Basis of RTCP's

RTCP's will be:

- computed based on the amount of costs incurred by the producer for transportation of the agricultural commodity or inputs during a FY and multiplied by applicable percentage of COLA's for the applicable FY in the applicable area

Note: See Exhibit 6 for the applicable COLA's.

Example: Producer A incurred actual transportation costs in Hawaii for FY 2018 *--totaling \$15,000. The FY 2019 percentage of allowance in Maui County,--* Hawaii is 25 percent. \$15,000 x 25 percent = \$3,750. Producer A would receive direct reimbursement in the amount of \$3,750.

- subject to \$8,000 per applicant per FY
- subject to assignments, offsets, and withholdings

21 RTCP Program Payment Provisions (Continued)

B Basis of RTCP's (Continued)

- subject to a National factor, if applicable
- subject to sequestration, if applicable
- issued after the date announced for submitting supporting documentation and after all FSA-218's have been filed to determine whether the funds available are sufficient to pay each applicant.

C Advance RTCP's

There will be **no** advance RTCP's issued under the RTCP Program.

D Assignments and Offsets

RTCP's are subject to assignment and offset.

E Direct Deposit Requirement

DCIA requires any recipient of Federal payments who becomes eligible for that payment after July 25, 1996, to receive the payment by EFT. All producers receiving benefits under the RTCP Program must file SF-3881 or retain SF-1199A according to 63-FI, Part 2.

Note: New ACH/direct deposit information shall be obtained on SF-3881 only. County Offices may retain prior SF-1199A.

F Accounting Codes

The RTCP Program accounting codes are:

- 10RTCP-2773, for FY 2010 (RTCP-I)
- 11RTCP-2785, for FY 2011 (RTCP-II)
- 12RTCP-2789, for FY 2012 (RTCP-III)
- 13RTCP-2823, for FY 2013 (RTCP-IV)
- 14RTCP-2836, for FY 2014 (RTCP-V)
- 15RTCP-2852, for FY 2015 (RTCP-VI)
- 16RTCP-2858, for FY 2016 (RTCP-VII)
- 17RTCP-2860, for FY 2017 (RTCP-VIII)
- 18RTCP-2865, for FY 2018 (RTCP-IX)
- 19RTCP-2874, for FY 2019 (RTCP-X)
- *--20RTCP-2887, for FY 2020 (RTCP-XI).

Note: RTCP program codes for FY's 10, 11, 12, 13, and 14 are no longer valid for payment due to canceled appropriations.--*

Part 4 RTCP Application Process**31 Applying for RTCP Benefits****A Filing FSA-218's**

Eligible producers must use FSA-218 to apply for RTCP benefits. All persons who share in the risk of transportation cost losses for the applicable FY must certify to the information on FSA-218 **before** being considered complete for review by FSA. More than one FSA-218 is **not** acceptable by the same producers during the eligible signup period.

B FSA-218 Availability

FSA-218 is available electronically at either of the following:

- Public eForms web site at <http://forms.sc.egov.usda.gov/>
- FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

FSA-218 may also be obtained from the County Office where the agricultural operation is physically located as follows:

- in person
- by FAX
- by mail
- by telephone.

FSA-218's must be completed correctly, signed, and returned to the applicable County Office by COB, on the deadline date for the applicable FY provided in subparagraph 32 A, to be considered eligible for RTCP benefits.

Note: Multi-county producers **must** return completed FSA-218's to their administrative County Office to apply for RTCP benefits.

32 Application Period

A Period for Accepting FSA-218's

Eligible applicants may file FSA-218 for benefits anytime during the application period for the applicable FY. Completed FSA-218's must be submitted to either the County Office where the agricultural operation is located or in the producer's administrative County Office. Established application periods are as follows:

- August 3, 2010, through September 10, 2010, for FY 2010 (RTCP-I)
- July 25, 2011, through September 9, 2011, for FY 2011 (RTCP-II)
- July 23, 2012, through September 10, 2012, for FY 2012 (RTCP-III)
- July 22, 2013, through September 9, 2013, for FY 2013 (RTCP-IV)
- July 21, 2014, through September 8, 2014, for FY 2014 (RTCP-V)
- July 20, 2015, through September 11, 2015, for FY 2015 (RTCP-VI)
- July 18, 2016, through September 9, 2016, for FY 2016 (RTCP-VII)
- July 17, 2017, through September 8, 2017, for FY 2017 (RTCP-VIII)
- July 16, 2018, through September 7, 2018, for FY 2018 (RTCP-IX)
- July 15, 2019, through September 6, 2019, for FY 2019 (RTCP-X)
- *--July 13, 2020, through September 4, 2020, for FY 2019 (RTCP-XI).--*

For areas where FSA County Offices do **not** exist, FSA-218's may be submitted to the respective State Office.

B Late-Filed FSA-218's

Late-filed provisions will **not** apply to the RTCP Program. FSA-218's received after the deadline date will **not** be approved. This includes FAXed FSA-218's. FSA-218's received by mail after the application deadline date must have a postmark date no later than *--September 4, 2020, to be considered timely filed.--*

C Changing FSA-218's

Producers, who timely file FSA-218 on or before the application deadline provided in subparagraph A, may change or modify the information on FSA-218 on or before *--November 2 of the applicable year, if supporting documentation cannot be provided.--* Any changes to an already approved FSA-218 **must** be reviewed and approved by STC, COC, or designee.

35 RTCP Documentation**A Supporting Documentation**

To be eligible for reimbursement of actual transportation costs, the producer must provide supporting documentation that substantiates the actual costs incurred for transportation of each eligible agricultural commodity and/or input. Producers will be required to certify on FSA-218 whether they have actual documentation.

B Deadline to Submit Supporting Documentation

Producers who request RTCP benefits for actual transportation cost rates **must** submit ~~supporting~~ documentation to the State or County Office by COB November 2 following ~~the~~ applicable FY. If supporting documentation to support actual transportation costs is not received in the State or County Office before November 1 following the applicable FY, the State or County Office will use the approved fixed or set rate established for the applicable agricultural commodity and/or input.

Producers who request RTCP benefits using either the fixed or set transportation cost rate must also submit supporting documentation to the State and County Office by COB November 1 following the applicable FY.

C Compliance Checks

Since proof of eligible reimbursement costs incurred will be submitted when FSA-218 is submitted, no further compliance check will be necessary by the State or County Office.

D Documentation Exceeding \$10,000

To alleviate some potential burden on the producer and FSA State and County Offices, supporting documentation exceeding a total of \$10,000 in eligible reimbursement costs incurred per applicant will **not** be required. However, if the County Office determines at the conclusion of signup, based on the amount of applicants, that eligible reimbursable transportation costs do not meet State or County Office's expectations, those applicants must be contacted for the additional supporting documentation.

35 RTCP Documentation (Continued)

E Changing Transportation Cost Category

Producers, who originally submit FSA-218 for a fixed and/or set transportation cost category, can make changes to FSA-218 to request the actual transportation cost category, if supporting documentation to substantiate the actual costs incurred can be provided to the State or *--County Office by COB November 2 following the applicable FY. Any change made to--* the transportation cost category **must** be made in ink and initialed and dated by the producer.

F Verifiable Records

Eligible verifiable records supporting eligible actual, fixed, and set transportation costs include, but are **not** limited to:

- account statements
- bill of lading
- contractual agreements
- financial statements
- invoices
- retail sales receipts.

Verifiable records must show:

- name of producers, except on retail sales receipts
- commodity, unit (quantity), and unit of measure, or unit price
- type of inputs associated with transportation costs
- date of service/sale
- name of person or entity providing the service/sale, as applicable.

Note: Additional supporting documents may be requested from the producer, as necessary, to help STC or COC determine whether the quantity of inputs claimed is reasonable.

G Other Applicable Forms

The following forms are also required to apply for RTCP benefits:

- AD-1026, for HELC/WC compliance
- CCC-901, as applicable
- CCC-902I or CCC-902E
- CCC-926, CCC-931, CCC-933, or CCC-941 as applicable, for AGI compliance.

41 FSA-218-1's (Continued)

E Example of FSA-218-1 (Continued)

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FSA-218-1 (01-12-15)						Page 4 of 4
PART D - ELIGIBLE AGRICULTURAL COMMODITY AND/INPUT INFORMATION (ADDITIONAL ENTRIES)						
7. Eligible Agricultural Commodity and/or Input	8. Unit (Quantity)	9. Unit of Measure	10. Rate	11. Transportation Costs for Item 7 (sum of 8 x 10)	12. Total Reimbursement for Item 7 (COLA applied)(sum of 11 x 6)	
				\$ -	\$ -	
				\$ -	\$ -	
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				\$ -	\$ -	
13. ADDITIONAL ENTRIES TOTAL					\$0.00	
PART E - GRAND TOTALS AND PAYMENT AMOUNT						
14. Total of all transportation costs from item 13A, 13B, 13C, and 13D.					\$0.00	
15. REMARKS:						
			Name and Date			
			Name and Date			
16. Data Loader :					17. Data Reviewed by:	

v1.01.005

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41 FSA-218-1's (Continued)

F Submitting FSA-218-1

For each approved RTCP applicant, County Offices **must** submit to their applicable State Office copies of the following documents:

- FSA-218
- FSA-218-1.

State Offices shall coordinate and provide instruction to their County Offices for the safe and secure transmission of FSA-218's and FSA-218-1's to the State Office, either by FAX or encrypted electronic transmission. FSA-218's and FSA-218-1's **must** be received in the State Office according to the following table.

FY	Submission Deadline
FY 2010	COB February 18, 2011
FY 2011	COB November 30, 2011
FY 2012	COB November 30, 2012
FY 2013	COB November 29, 2013
FY 2014	COB November 28, 2014
FY 2015	COB January 29, 2016
FY 2016	COB January 27, 2017
FY 2017	COB January 26, 2018
FY 2018	COB January 25, 2019
FY 2019	COB January 24, 2020
--FY 2020	COB January 22, 2021--

G Secondary Review

All data entered into FSA-218-1 shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name and the date the data was reviewed according to subparagraph D. All discrepancies discovered during the review **must** be corrected **before** transmitting FSA-218-1's to the State Office.

H Converting Set Transportation Cost Rates to Percentages

Set transportation cost rate percentages must be manually converted to a dollar value rate **before** entering the set rate in FSA-218-1. To convert the set rate to a dollar value rate, apply the FSA-approved set rate percentage to the agricultural commodity and/or input used to produce the agricultural commodity.

Example: A bag of fertilizer is \$20. The FSA-approved set rate percentage for imports/exports without a fixed rate is 15 percent. The result of multiplying the price of fertilizer times the set rate percentage is \$3 (\$20 x 15 percent = \$3). The result of \$3 is the dollar value to be entered in FSA-218-1, Part C, item 10.

42 RTCP Totals – State Master Worksheets (Continued)

C Entering RTCP FSA-218-1 Totals Into the RTCP Totals - State Master Worksheets (Continued)

The total of all transportation costs obtained from each applicant’s information entered in the RTCP Totals - State Master Worksheet is displayed in red at the top of the worksheet and will be automatically totaled as entered. These totals will assist the National Office PSD in determining if a factor will be applied. No entries should be made in the grayed-out columns for factored RTCP’s and total capped RTCP.

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RTCP Totals - State Master Worksheet										
State Code	County Code	Application Number	Producer Name	Tax ID Number	Tax ID Type	Total Transportation Costs	Factored Payment (%)	Total Capped Payment (If applicable)	Data Loader Initials	2nd Reviewer Initials
						\$ 212,750.00	\$ -	\$ 40,950.00		
15 003	001	001	ABC Dairy Operation	123-45-6789		\$ 300.00		\$ 300.00	MAC	DLC
15 007	001	001	J & J Farms	011-11-1111		\$ 25,300.00		\$ 8,000.00	MAC	DLC
15 009	001	001	Pineapple Express, Inc.	11-2345678		\$ 15,000.00		\$ 8,000.00	DLC	MAC
15 009	002	002	Papaya Unlimited	22-1234567		\$ 150.00		\$ 150.00	MAC	DLC
15 005	001	001	XYZ Dairy Partners	12-1212122		\$ 55,000.00		\$ 8,000.00	DLC	GMC
15 009	005	005	Coconut Cove LLC	13-1456784		\$ 89,000.00		\$ 8,000.00	MAC	GMC
15 009	005	005	Maple Farms	48-9568443		\$ 27,500.00		\$ 8,000.00	DLC	MAC
15 003	003	003	D & D Inc.			\$ 500.00		\$ 500.00	DLC	GMC
								\$ -		
								\$ -		

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D Secondary Review

All data entered into the RTCP Totals - State Master Worksheet shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name or initials in the RTCP Totals - State Master Worksheet under the appropriate header. The State Office shall correct all discrepancies discovered during the review **before** transmitting the RTCP Totals - State Master Worksheet to the National Office PSD.

42 RTCP Totals – State Master Worksheets (Continued)

E Submitting RTCP Totals - State Master Worksheets to the National Office PSD

State Offices shall:

- transmit 1 RTCP Totals - State Master Worksheet containing data for all approved applicants in their State and responsible insular area, as applicable, by e-mail to both of the following:
 - Douglas Kilgore at douglas.kilgore@usda.gov
 - Angela Payton at angela.payton@usda.gov
- encrypt the RTCP Totals - State Master Worksheet **before** transmitting according to subparagraph F, to ensure safe electronic transmission.

RTCP Totals - State Master Worksheets **must** be received by the National Office PSD by:

- **COB February 28, 2011**, for FY 2010 (RTCP-I)
- **COB December 9, 2011**, for FY 2011 (RTCP-II)
- **COB December 7, 2012**, for FY 2012 (RTCP-III)
- **COB December 6, 2013**, for FY 2013 (RTCP-IV)
- **COB December 5, 2014**, for FY 2014 (RTCP-V)
- **COB February 12, 2016**, for FY 2015 (RTCP-VI)
- **COB February 10, 2017**, for FY 2016 (RTCP-VII)
- **COB February 9, 2018**, for FY 2017 (RTCP-VIII)
- **COB February 8, 2019**, for FY 2018 (RTCP-IX)
- **COB February 7, 2020**, for FY 2019 (RTCP-X)
- ***--COB February 5, 2021**, for FY 2020 (RTCP-XI).--*

F Encrypting and Transmitting RTCP Totals - State Master Worksheets

The State Office shall follow these steps to encrypt the RTCP Totals - State Master Worksheet **before** transmitting to the National Office PSD.

Step	Action
1	Choose an encryption password and write it down using paper and pen. This is critical so that users can relay the password to the National Office PSD.
2	<ul style="list-style-type: none"> • CLICK “File”. • CLICK “Protect-Document”. • CLICK “Encrypt with Password”.
3	Enter a strong password when prompted and CLICK “ OK ”.
4	Word 2013 will ask users to confirm their password. Once the password is confirmed, the user will be returned to the Info Page which will show that the document is protected, and a password is required to open.
5	E-mail the encrypted Excel file to the contact in subparagraph E.
6	Provide the encryption password in a separate e-mail to the contact in subparagraph E.

43-50 (Reserved)