

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 15

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 2 A has been amended to update sources of authority.

Subparagraph 11 E has been amended to update eligible entities.

Subparagraph 12 A has been amended to clarify AGI eligibility provisions.

Subparagraph 12 C has been amended to update the foreign person provisions.

Subparagraph 21 A has been amended to include FY 2022 funding information.

Subparagraph 21 B has been amended to provide COLA rates information and update the example.

Subparagraph 21 F has been amended to provide FY 2022 accounting codes.

Subparagraph 23 A has been amended to update to whom FSA-218-2 is submitted.

Subparagraph 32 A has been amended to include FY 2022 for the application period.

Subparagraph 32 B has been amended to update the deadline for mailed applications.

Subparagraph 41 F has been amended to provide the submission deadline for FY 2022.

Subparagraph 42 E has been amended to update to whom the RTCP Totals - State Master Worksheet is submitted and the deadline they are due to the National Office.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Page Control Chart		
TC	Text	Exhibit
	1-1, 1-2 2-3, 2-4 3-1, 3-2 3-2.5, 3-2.6 (add) 3-5, 3-6 4-1, 4-2 5-7, 5-8 5-11, 5-12 5-13 (add)	1, pages 1, 2

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
- Consolidated Appropriation Act of 2021 (Pub. L. 110-246), Section 747 for FY 2021
- *--Consolidated Appropriation Act of 2022 (Pub. L. 117-103), Section 1621 for FY 2022.--*

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.

11 RTCP Program Eligibility (Continued)**E Eligible Entities**

An eligible producer under the RTCP Program must share in the risk of producing an agricultural commodity in substantial commercial quantities and be entitled to a share of the agricultural commodity from the agricultural operation. An eligible producer may include any of the following entities engaged in an agricultural operation:

- individual or group of individuals who are citizens of, or legal resident aliens in, the U.S.
- association, cooperative, corporation, estate, partnership, trust, or other business enterprise or other legal entity whose members are a citizen of, or legal resident alien in, the U.S.
- *--foreign entities meeting the foreign person provisions in 6-PL.--*

F Eligible Agricultural Operation

An eligible agricultural operation for RTCP Program purposes is as follows:

- a parcel or parcels of land; or body of water applicable to aquaculture, whether contiguous or noncontiguous, constituting a cohesive management unit for agricultural purposes
- located in a county in which the principal dwelling is situated, or if there is no dwelling thereon, it will be regarded to be in the county in which the major portion of the land or applicable body of water is located.

12 RTCP Program Eligibility Provisions

A AGI

Producers who certify on applicable CCC-926, CCC-931, or CCC-933 that their nonfarm average AGI exceeds \$500,000, or on CCC-941 that their average AGI exceeds \$900,000, are ineligible for RTCP Program benefits. The relevant periods and forms for determining relevant average AGI for RTCP are as follows:--*

- FY 2010 on CCC-926
- FY 2011 on CCC-926
- FY 2012 on CCC-931
- FY 2013 on CCC-933
- FY 2014 and subsequent FY's on CCC-941.

Note: The applicable AGI form must be completed and submitted to the County Office before an RTCP payment for the applicable FY can be disbursed.

*--**Note:** See 4-PL, 5-PL, or 6-PL for additional guidance on AGI provisions.--*

B HELC/WC Provisions

Eligible producers must comply with HELC/WC provisions according to 7 CFR Part 12. If not already completed and on file in the FSA County Office, then producers applying for benefits must certify compliance on AD-1026 **before** RTCP's are issued. See 6-CP for guidance.

C Foreign Person Provisions

Foreign persons legally admitted in the U.S., and in an eligible agricultural operation in an eligible area, are eligible to receive RTCP Program benefits, if they meet the eligibility requirements of paragraph 11 and:

- 7 CFR Part 1400
- *--6-PL, Part 5.--*

See 62-FI, Part 5, for tax reporting guidelines when RTCP's are made to producers that are nonresident aliens.

D AD-3030

AD-3030 is required to be completed and submitted by corporate applicants when applying for RTCP benefits. Each time a corporate applicant applies for benefits, the applicant must complete and submit an executed AD-3030.

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	\$2,000,000
2021	RTCP-XII	\$2,000,000
--2022	RTCP-XIII	\$3,000,000--

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 2022 **only**.--*

21 RTCP Program Payment Provisions (Continued)

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:** COLA rates are frozen at the FY 2007 percentages. See Exhibit 6 for the applicable COLA's.

Example: Producer A incurred actual transportation costs in Hawaii for FY 2021 totaling \$15,000. The FY 2021 percentage of allowance in Maui County,--* Hawaii is 25 percent. $\$15,000 \times 25 \text{ percent} = \$3,750$. 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
- 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.

21 RTCP Program Payment Provisions (Continued)**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)
- 21RTCP-2921, for FY 2021 (RTCPXII)
- *--RTCP-2922 for FY 2022 (RTCPXIII) – FY 2022 is the first year for No-Year Appropriation.--*

Note: RTCP program codes for FY's 2010 through 2016 are no longer valid for payment due to canceled appropriations.

23 **STC Established Rates**

A FSA-218-2

Fixed and set transportation cost rates established and approved by STC for eligible agricultural commodities and/or inputs must be submitted on FSA-218-2 (subparagraph C).

No later than 30 calendar days after the application period begins for the applicable FY, according to subparagraph 32 A, STC-approved fixed and set transportation cost rates must be submitted by e-mail to both of the following:

- Douglas Kilgore at douglas.kilgore@usda.gov
- *--Angela Pope at angela.pope@usda.gov.--*

B Instructions for Completing FSA-218-2

Complete FSA-218-2 according to the following.

Item	Instruction
1	Enter applicable FY.
2	Enter name of the State or insular area.
Part A – Established Fixed Transportation Cost Rates	
3	Enter eligible commodity and/or input.
4	Enter unit of measure that corresponds with the eligible commodity and/or input indicated in item 3.
5	Enter fixed transportation cost rate established and approved by STC that corresponds with the eligible commodity and/or input indicated in item 3.
6	Enter sources used to establish the STC-approved fixed transportation rate indicated in item 5 and/or the percentage factor, if any, indicated in item 7, that corresponds with the eligible commodity and/or input indicated in item 3.
7	Enter percentage factor used, if any, to determine the fixed transportation cost rate that corresponds with the eligible commodity and/or input indicated in item 3.
Part B – Established Set Transportation Cost Rates	
8	Enter eligible commodity and/or input.
9	Enter unit of measure that corresponds with the eligible commodity and/or input indicated in item 8.
10	Enter set transportation cost rate established and approved by STC that corresponds with the eligible commodity and/or input indicated in item 8.
11	Enter sources used to establish the STC-approved set transportation rate indicated in item 10 and/or the percentage factor, if any, indicated in item 12, that corresponds with the eligible commodity and/or input indicated in item 8.
12	Enter percentage factor used, if any, to determine the set transportation cost rate that corresponds with the eligible commodity and/or input indicated in item 8.
Part C – Transportation Cost Rate Approval	
13	Enter STC approval date.
14	Enter name of the person completing FSA-218-2.
15	Enter title of the person completing FSA-218-2.
16	Enter date FSA-218 is completed.
17	Enter any pertinent remarks.

Note: Multiple FSA-218-2’s may be submitted if additional entries are needed to support all applicable agricultural commodities and/or inputs for each rate category.

23 STC Established Rates (Continued)

C Example of FSA-218-2

The following is an example of FSA-218-2.

<p>This form is available electronically. FSA-218-2 U.S. DEPARTMENT OF AGRICULTURE (06-20-11) Farm Service Agency</p>		1. Fiscal Year		
<p>STATE COMMITTEE (STC) ESTABLISHED FIXED AND SET TRANSPORTATION COST RATE FOR REIMBURSEMENT TRANSPORTATION COST PAYMENT (RTCP) PROGRAM</p>		2. State Office/Insular Area		
<p>PART A – FIXED TRANSPORTATION COST RATE</p>				
3. Eligible Commodity and/or Input	4. Unit of Measure	5. Fixed Rate	6. Sources Used to Calculate Fixed Rate	7. Percentage Factor Used (If Any)
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
<p>PART B – SET TRANSPORTATION COST RATE</p>				
8. Eligible Commodity and/or Input	9. Unit of Measure	10. Set Rate	11. Sources Used to Calculate Set Rate	12. Percentage Factor Used (If Any)
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
<p>PART C – TRANSPORTATION COST RATE APPROVAL</p>				
13. STC Approval Date (MM-DD-YYYY)	14. Prepared By	15. Title	16. Completion Date (MM-DD-YYYY)	
17. Remarks				
<p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all 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, genetic information, political beliefs, 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) 377-6642 (English Federal-relay) or (800) 945-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</small></p>				

24-30 (Reserved)

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)
- July 12, 2021, through September 3, 2021, for FY 2021 (RTCP-XII)
- *--July 11, 2022, through September 2, 2022, for FY 2022 (RTCP-XIII), extended to September 9, 2022.--*

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

Late-filed provisions will **not** apply to the RTCP Program. FSA-218's (including FAXED submissions) 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 9, 2021, 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 1 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.

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.	8.	9.	10.	11.	12.	
Eligible Agricultural Commodity and/or Input	Unit (Quantity)	Unit of Measure	Rate	Transportation Costs for Item 7 (sum of 8 x 10)	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						

--*

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
FY 2021	COB January 21, 2022
--FY 2022	COB January 20, 2023--

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.

*--

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 Pope at **angela.pope@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)
- **COB February 4, 2022**, for FY 2021 (RTCP-XII)
- *--**COB February 3, 2023**, for FY 2022 (RTCP-XIII).--*

42 RTCP Totals – State Master Worksheets (Continued)

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)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

Reports are available through the Common Payment Reporting System.

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		12, 35, 66, 67, 75
CCC-36	Assignment of Payment		75
CCC-37	Joint Payment Authorization		75
CCC-770 Eligibility	Eligibility Checklist		33, 34, 66, 85, 90
* * *			
* * *			
CCC-901	Member's Information 2009 and Subsequent Years		35
CCC-902 Automated	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		66
CCC-902E	Farm Operating Plan for Entity 2009 and Subsequent Program Years		35
CCC-902I	Farm Operating Plan for Individual 2009 and Subsequent Program Years		35
CCC-926	Average Adjusted Gross Income (AGI) Statement		12, 35
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		12, 35
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Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
CC	counter-cyclical	3
COOC	County Office Outreach Coordinator	3
COLA	cost of living allowance	21, 36, 41, Ex. 6
OTIS	Outreach Tracking Information System	3
RTCP	Reimbursement Transportation Cost Payment	Text, Ex. 6

Redelegations of Authority

This table lists the redelegation of authority in this handbook.

Redelegation	Reference
Except for RTCP requests in which CED has a monetary interest, COC may delegate the authority to approve or disapprove FSA-218's, and any other RTCP Program documents, to CED.	3
Except for RTCP requests in which the person approving has a monetary interest, CED may delegate the authority to approve or disapprove FSA-218's, and any other RTCP Program documents, to Federal and non-Federal County Office employees.	3