

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 4
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Approved: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 2:

- A has been amended to include the following:
 - authority to extend the program for FY 2013
 - source of authority for FY 2013 funding
- B has been amended to update the program duration through September 30, 2013.

Subparagraph 12:

- A has been amended to include:
 - applicable AGI forms for the applicable calendar years
 - CCC-933 applicable to FY 2013 certifications
- D has been added to include the requirement for corporate applicants to file AD-3030 when applying for RTCP benefits.

Subparagraph 21:

- A has been amended to include the appropriated funding for FY 2013 RTCP payments
- B has been amended to update FY in the example
- F has been amended to provide accounting codes for FY 2013.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 32 A has been amended to include the period for accepting FSA-218's for FY 2013 RTCP-4.

Subparagraph 35 G has been amended to include CCC-933 as an applicable form for AGI compliance.

Subparagraph 36 B has been amended to provide an updated example of FSA-218.

Subparagraph 41 F has been amended to provide the submission deadline for FSA-218-1 for FY 2013 RTCP-4.

Subparagraph 42 E has been amended to provide the date RTCP Total – State Master Worksheets must be received by the National Office.

Page Control Chart		
TC	Text	Exhibit
	1-1 through 1-4 2-3, 2-4 3-1, 3-2 4-1, 4-2 4-5, 4-6 4-11, 4-12 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). 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
- 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.

B RTCP Program Duration

The RTCP Program is authorized through September 30, 2013, 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.

2 Sources of Authority and Related References (Continued)

D Related Handbooks (Continued)

Handbooks related to the RTCP Program include the following.

Purpose	Handbook
AGI and foreign person provisions.	4-PL
Appeals.	1-APP
Assignments and joint payments.	63-FI
Foreign person provisions.	1-PL
HELC/WC provisions.	6-CP
Issuing payments.	1-FI
Misaction, misinformation, or equitable relief.	7-CP
Offsets.	58-FI
Prompt payment provisions or foreign person tax withholding.	61-FI
Reporting to IRS.	62-FI
Scheme, device, or failure to fully comply.	7-CP
Signatures, estates, trusts, minors, or powers of attorney.	1-CM
Common Payment System	9-CM

3 Administration and Responsibilities

A Program Administration

Administered under the general supervision of DAFP, through PSD, FSA has the primary responsibility, through STC’s and COC’s, for administering the RTCP Program.

B STC Responsibilities

STC’s shall:

- supervise and monitor the RTCP Program to ensure that policies and procedures authorized in this handbook are being uniformly followed by County Offices
- take any action required by this handbook that has not been taken by COC
- correct, or require COC to correct, any action taken by COC that is not authorized according to this handbook.

3 Administration and Responsibilities (Continued)

C COC Responsibilities

COC's shall:

- administer the RTCP Program at the county level through CED under STC supervision
- inform producers about the eligibility requirements for RTCP benefits
- complete and review applicable RTCP Program forms for completeness and accuracy
- approve or disapprove requests for RTCP Program benefits according to this handbook
- determine whether the submitted production documentation provides the required information needed for the appropriate RTCP's.

Note: 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.

D CED Responsibilities

CED's shall:

- carryout the day-to-day operations of the RTCP Program according to COC's determinations and this handbook
- approve or disapprove FSA-218's, if delegated by COC.

Note: 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.

E Nondiscrimination Responsibilities

STC or COC shall **not**, on the basis of race, color, age, sex, national origin, disability, religion, or marital status, bar any producer from participation in, or otherwise subject any producer to discrimination with respect to any benefits resulting from its approval to participate in the RTCP Program.

F Outreach Responsibilities

STC and COC shall ensure that RTCP Program information and awareness is communicated to underrepresented individuals, groups, and communities. Underrepresented individuals, groups, and communities, may include, but are **not** limited to minority farmers and ranchers in insular areas.

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.

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 are ineligible for RTCP Program benefits. The relevant periods for determining nonfarm average AGI are as follows:

- calendar years 2006 through 2008 for FY 2010 on CCC-926
- calendar years 2007 through 2009 for FY 2011 on CCC-926
- calendar years 2008 through 2010 for FY 2012 on CCC-931
- calendar years 2009 through 2011 for FY 2013 on CCC-933.

Notes: CCC-931 with 2012 selected must be completed and submitted to the County Office before a RTCP-III payment for FY 2012 can be disbursed

CCC-933 with 2013 selected must be completed and submitted to the County Office before RTCP- IV payment for FY 2013 can be disbursed.--*

Note: See 4-PL for guidance.

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
- 1-PL, Part 3.

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	\$1,941,849 <u>2/</u> --

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

--2/ After 0.20 and 2.513 percent across, the board rescission is applied.--

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, FY 2011, FY 2012, and FY 2013 **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 2013 totaling \$15,000. The FY 2013 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--*

21 RTCP Program Payment Provisions (Continued)

B Basis of RTCP's (Continued)

- issued after the date announced for submitting supporting documentation and after all FSA-218's have been filed to determine if 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 1-FI, Part 7.

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).--*

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).--*

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.

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 4 (November 5 for FY 2012) 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 he/she 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 4 (November 5 for FY 2012) following the applicable FY. If supporting documentation to support actual transportation costs is not received in the State or County Office on or before November 4 (November 5 for FY 2012) 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 4 (November 5 for FY 2012) 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 4 (November 5 for FY 2012) 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, or CCC-933 as applicable, for AGI compliance.--*

36 Completing FSA-218's (Continued)

B Example of FSA-218

The following is an example of FSA-218.

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This form is available electronically.

FSA-218 (06-13-13)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	1. State Code	2. County Code	3. Fiscal Year
REIMBURSEMENT TRANSPORTATION COST PAYMENT PROGRAM (RTCP) FOR GEOGRAPHICALLY DISADVANTAGED FARMERS AND RANCHERS APPLICATION		4. Application Number:		
FOR FSA USE ONLY				
		5. Cost of Living Rate (COLA): %		

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 755 and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246) as amended by the American Taxpayer Relief Act of 2012 (Pub. L. 112-240). The information will be used to determine eligibility for direct reimbursement payments to a geographically disadvantaged farmer or rancher to transport an agricultural commodity or inputs used to produce an agricultural commodity. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for direct reimbursement payments to a geographically disadvantaged farmer or rancher to transport an agricultural commodity or inputs used to produce an agricultural commodity.*

This information collection is exempt from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F - Administration) as amended by the American Taxpayer Relief Act of 2012 (Pub. L. 112-240, Title VII, Extension of Agricultural Programs).

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.

6A. Producer's Name and Address (Including Zip Code)	7A. Contact Producer's Name and Address (Including Zip Code)
6B. Telephone and/or Cell Number (Include Area Code): <input type="checkbox"/> Home <input type="checkbox"/> Cell	7B. Telephone and/or Cell Number (Optional) (Include Area Code): <input type="checkbox"/> Home <input type="checkbox"/> Cell
6C. Email (Optional):	7C. Email (Optional):

PART A - TRANSPORTATION RATES

There will be three types of transportation rates used to determine reimbursable amounts. These are defined as: actual, fixed, and set transportation rates.

ACTUAL TRANSPORTATION RATES: are rates based on the actual costs incurred by the applicant and must be determined from verifiable records in all cases.

FIXED TRANSPORTATION RATES: are established by State FSA Committee (STC) with Deputy Administrator for Farm Programs (DAFP) concurrence and reflects transportation rates applicable to certain agricultural commodities or inputs used to produce the agricultural commodity.

SET TRANSPORTATION RATES: are established by STC with DAFP concurrence and reflects a percent of the total costs used to reflect the transportation cost incurred. This rate will be used only if the input does not have a fixed rate established or a breakdown of the transportation costs cannot occur.

NOTE: *For those applicants who certified their costs, and either a fixed transportation rate or set transportation rate is used to determine reimbursable amounts, a compliance spot check will be developed in which those selected applicants would be required to provide verifiable proof that the transportation of the agricultural commodity and/or inputs occurred for the applicable fiscal year.*

8. Do you have actual documentation? <input type="checkbox"/> YES <input type="checkbox"/> NO If you checked "YES", complete Part B.	9. Select the Type of Transportation Cost (You may select a combination of costs): <input type="checkbox"/> Actual Rate <input type="checkbox"/> Fixed Rate <input type="checkbox"/> Set Rate
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PART B - ACTUAL TRANSPORTATION COSTS (Continued on Page 5)

10. Eligible Agricultural Commodity and/or Input	11. Unit (Quantity)	12. Unit of Measure	13. Actual Cost Per Unit	FOR FSA USE ONLY	
				14. Transportation Cost (Item 11 x Item 13)	15. Reimbursable Amount (Item 14 x Item 5)
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
16. Total Actual Transportation Costs:				\$	

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 696-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.

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36 Completing FSA-218's (Continued)

B Example of FSA-218 (Continued)

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FSA-218 (06-13-13)			Page 2 of 7		
PART C – FIXED TRANSPORTATION COSTS (Continued on Page 6)					
17. Eligible Agricultural Commodity and/or Input	18. Unit (Quantity)	19. Unit of Measure	FOR FSA USE ONLY		
			20. Approved Rate	21. Transportation Cost (Item 18 x Item 20)	22. Reimbursable Amount (Item 21 x Item 5)
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
23. Total Fixed Transportation Costs:					\$
PART D – SET TRANSPORTATION COSTS (Continued on Page 7)					
24. Eligible Agricultural Commodity and/or Input	25. Unit (Quantity)	26. Unit of Measure	FOR FSA USE ONLY		
			27. Approved Rate	28. Transportation Cost (Item 25 x Item 27)	29. Reimbursable Amount (Item 28 x Item 5)
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
30. Total Set Transportation Costs:					\$
PART E – TOTAL PAYMENT – FOR FSA USE ONLY					
31. Total all transportation costs from Parts B, C, and D. (Sum of Items 16, 23, 30, 44, 51 and 58)				\$	
32. Enter the total from Item 31, if less than \$8,000. If greater than \$8,000, enter \$8,000.				\$	
33. Factored amount, if applicable.				\$	

36 Completing FSA-218's (Continued)

B Example of FSA-218 (Continued)

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FSA-218 (06-13-13)		Page 4 of 7	
PART G – STC OR COUNTY COMMITTEE DETERMINATION (FOR FSA USE ONLY)			
35A. STC, COC or Designee Signature	35B. Title of STC, COC or Designee	35C. Date (MM-DD-YYYY)	35D. Determination (Check one): <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved (Complete Item 35G) <input type="checkbox"/> Partially Approved (Complete Item 35G)
35E. Name and Address of County FSA Office		35F. Telephone Number (Include Area Code)	35G. Justification for Disapproval/Partial Approval
36A. Signature of Second Party Review	36B. Title of Second Party Reviewer	36C. Date Signed (MM-DD-YYYY)	
37. Additional Remarks			

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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--

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
						\$ 40,750.00	-	-		
15	003	001	ABC Dairy Operation	123-45-6789		\$ 300.00			MAC	DLC
15	007	001	J & J Farms	011-11-1111		\$ 25,300.00			MAC	DLC
15	009	001	Pineapple Express, Inc.	11-2345678		\$ 15,000.00			DLC	MAC
15	009	002	Papaya Unlimited	22-1234567		\$ 150.00			MAC	DLC

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, to Dani Cooke, PSD, by e-mail to **danielle.cooke@wdc.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).--*

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 “” • CLICK “Prepare” • CLICK “Encrypt Document”.
3	In Encrypt Document dialog box, enter user’s chosen password and CLICK “ OK ”.
4	In Confirm Password dialog box, in the “Reenter password” box, re-enter user’s chosen password and CLICK “ OK ”, CLICK “ Save ”, and close the file.
5	E-mail the encrypted Excel file to contact in subparagraph E.
6	Provide the encryption password in a separate e-mail to contact in subparagraph E.

43-50 Reserved