

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Coronavirus Food Assistance Program 2
3-CFAP**

Amendment 7

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 1 C has been amended to update the Sources of Authority.

Subparagraph 1 F has been amended to update the website content and address to include the “CFAP 2 Contract Producer AD-3117B Tool”.

Subparagraph 15:

- A has been amended to include the updated regulation language for the definition of producer, contract producer eligible livestock and poultry, the flexibility for contract producers to use either 2018 or 2019 eligible revenue, and new 2020 contract producer provisions
- B has been amended to clarify ineligible producer.

Subparagraphs 16 D, 21 B, 50 C, 51 D and E, 52 A, have been amended to update the deadline date.

Subparagraphs 21 A, 22 A, and 35 A have been amended to update eligibility for contract producers and provides new policy associated with the eligible commodities of contract producers as eligible contract livestock or poultry, the flexibility for contract producers to use either 2018 or 2019 eligible revenue in the payment calculation, the added authority for COC and the use of AD-3117B for approved exceptions to adjust eligible revenue for payment calculation purposes.

Subparagraphs 21 A and 221 A have been amended to include Grass Seed as an eligible commodity for sales commodities.

Subparagraphs 21 B, 22 A, 22 B, 52 A and B, 222 A and 222 B have been amended to include using 2018 or 2019 sales for sales commodities and update examples.

Subparagraph 50 A has been amended to include using 2018 or 2019 for sales for sales commodities and revenue for contract producers.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 50 B has been amended to include contract producers.

Subparagraph 51 B has been amended to include added sources of documentation for contract producers.

Subparagraph 52 C has been amended to include policy for revisions to the AD-3117 and AD3117B new 2020 contract producers that do not require new producer signatures.

Subparagraph 222 C was amended to update the example of form AD-3117 Part F to include 2018 or 2019 to Sales Commodities.

Paragraphs 300 through 326 have been amended to include updated contract producer eligibility, the flexibility to use 2018 or 2019 eligible revenue, updated eligible contract livestock or poultry, updated definition of producer, the eligibility of new 2020 contract producers, approved contract producer exceptions and data collection on AD-3117B, authorized COC adjustments to eligible revenue, added definitions of average revenue loss level and turns, the instructions for the use of the “CFAP 2 Contract Producer AD-3117B Tool”, and updated payment calculation using 2018 or 2019 eligible revenue and new 2020 contract producers.

Paragraph 327 has been added to include examples of contract producer applications and payment calculations.

Exhibit 2 has been amended to add definitions for average revenue loss level, eligible contract livestock or poultry, and turn. And revise definitions for eligible revenue, producer, ineligible commodities, eligible sales-based commodities.

Exhibit 19 has been added to provide instruction on how to complete a manual AD-3117B, Continuation CFAP 2 Application for Contract Producers.

Exhibit 20 has been amended to update the AD-3117, CFAP 2 Application instructions with the changes of adding 2018 or 2019 to Sales Commodities and Contract Producers.

Page Control Chart		
TC	Text	Exhibit
5	1-1 through 1-4 2-1, 2-2 2-7, 2-8 2-13 through 2-52 3-1 through 3-22 7-21 through 7-24 7-24.5, 7-24.6 7-25 through 7-44 9-1 through 9-44 9-45 9-46 (add) 9-47 through 9-60 (add)	1, pages 1, 2 2, pages 1-4 page 5 19, pages 1-6 (add) 20, pages 3-8

Table of Contents (Continued)

Page No.

Part 9 Contract Producers

Section 1 Basic Information

300	Overview.....	9-1
301-310	(Reserved)	

Section 2 General Program Policies and Provisions

311	General Eligibility.....	9-21
312	Revenue and Other Data Certifications on AD-3117 or AD-3117B	9-22
313	CFAP 2 Contract Producer AD-3117B Tool and Instructions	9-28
314-325	(Reserved)	

Section 3 Payments

326	Contract Producers Payment Components.....	9-45
327	Examples of Contract Producer Applications and Payment Calculations	9-46

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority	
2	Definitions of Terms Used in This Handbook	
3-5	(Reserved)	
6	Example Letter to Producers Submitting CFAP 2 Application (AD-3117) after the Sign-up Period, as Applicable, Has Ended	
7-18	(Reserved)	
19	AD-3117B, Continuation Sheet for Coronavirus Food Assistance Program 2 (CFAP 2) Application for Contract Producers	
20	AD-3117, Coronavirus Food Assistance Program 2 (CFAP 2) Application	
21	AD-3117A, Continuation Sheet for Coronavirus Food Assistance Program 2 (CFAP 2) Milk Production Modification	

Part 1 Basic Information**1 Overview****A Handbook Purpose**

This handbook provides the following:

- State and County Offices with policy and procedures for administering CFAP 2
- specific eligibility and payment calculation provisions as applicable for designated commodities.

Provisions in this handbook **must not** be revised without prior approval from the National Office. Any requests or amendments must be sent to DAFP by e-mail to the PPB Mailbox according to 1-NAP (Rev. 2), paragraph 11. In the subject line, include State abbreviation, CFAP 2, and date. For example: NY/CFAP 2/06-01-2020.

The objective of CFAP 2 is to provide direct payments to producers who have been impacted by COVID-19 resulting in:

- actual losses for agricultural producers where prices and market supply chains have been impacted
- lost demand and short-term oversupply for the 2020 marketing year.

B Authority and Responsibility

SND has the authority and responsibility for the programs prescribed in this handbook.

C Sources of Authority

Following are the sources of authority for CFAP 2:

- the Coronavirus Aid, Relief, and Economic Stability Act (CARES Act, Pub. L. 116-136)
- *--the Consolidated Appropriations Act, 2021 (CAA, Pub. L. 116-260)--*
- CCC Charter Act (15 U.S.C. 714c(b), (d), and (e))
- 7 CFR Part 9.

1 Overview (Continued)

D Related FSA Handbooks

Handbooks related to CFAP 2 include:

- 9-AO for investigating program violations
- 1-APP for appeals
- 32-AS for records management
- 1-CM for signature requirements, power of attorney, deceased individuals and dissolved entities, maintaining the name and address file, assignments and producer disqualification and debarment
- 3-CM for farm, tract, and crop data
- 11-CM for maintaining customer record
- 2-CP for acreage reporting
- 6-CP for HELC and WC provisions
- 7-CP for finality rule and equitable relief
- 1-FI for processing payments initiated
- 61-FI for prompt payment and interest penalties
- 62-FI for reporting data to IRS
- 63-FI for Assignment and Joint Payment System
- 64-FI for establishing and reporting receipts and receivables on NRRS
- 2-INFO for handling requests for information (FOIA)
- 3-PL (Rev. 2) for web-based subsidiary files for 2009 and subsequent years
- 5-PL for payment eligibility, payment limitation and AGI.

1 Overview (Continued)

E Delegations of Authority and Approvals

The authority to approve routine CFAP 2 applications prepared according to this handbook may be redelegated, in writing according to 16-AO, by COC to CED, except forms and documents in which CED has a monetary interest.

Follow this table for delegated authority for approval of CFAP 2 applications.

IF the producer is...	THEN the approval authority is...
a Federal or non-Federal, State or County Office employee	CED.
COC member	
DD	
SED	
STC member	
CED	COC.
any producer in a recording county	

Notes: Questionable cases may be referred to the next higher authority for determination.

Any employee serving as Acting CED is viewed as CED.

F CFAP 2 Websites

The following websites provide information used to administer CFAP 2.

Website Content	Website Address
CFAP 2 Application	https://intranet.fsa.usda.gov/fsa/applications.asp
CFAP 2 Payment Rates	https://www.farmers.gov/CFAP 2
FFAS Employee Forms/Publications Online Website	http://intranet.fsa.usda.gov/dam/ffasforms/forms.html
Notices	http://www.fsa.usda.gov/notices
eAuthentication	https://www.eauth.usda.gov/mainPages/index.aspx
FSA Box	https://nrcs.account.box.com/login
CFAP 2 Training *--Materials, Payment Calculator, and the Contract Producer AD-3117B Tool--*	https://inside.fsa.usda.gov/program-areas/dafp/dap/CFAP 2/index

2 Administrative Provisions

A Applicability and Administration [7 CFR 9.1]

- (a) This part specifies the eligibility requirements and payment calculations for the ***--Coronavirus Food Assistance Program (CFAP). CFAP will provide payments with respect to commodities that have been significantly impacted by the effects of the COVID-19 outbreak. CFAP is being implemented through two rounds of payments, with the first round (CFAP 1) determined as specified in subpart B of this part, and the second round (CFAP 2) determined as specified in subpart C of this part. To be eligible for CFAP payments, participants must comply with all provisions under this subpart and the relevant particular subpart for CFAP 1 or CFAP 2. Payments will be made with respect to only commodities produced in the United States; commodities other than livestock that are imported into the United States may not be used to determine any payment made under this part. For livestock, “produced in the United States” means physically located in the United States: (1) For assistance under subpart B, (i) on January 15, 2020, and remaining in the United States until sold between January 15, 2020, and April 15, 2020; or (ii) On the applicable dates selected for livestock in inventory between April 16, 2020, and May 14, 2020; and (2) For assistance under subpart C, on the applicable date selected for livestock in inventory between April 16, 2020, and August 31, 2020.--***
- (b) The program is administered under the general supervision and direction of the Administrator, Farm Service Agency (FSA) with the assistance of the Agricultural Marketing Service (AMS).
- (c) The FSA State committee will take any action required by this part that an FSA county committee has not taken. The FSA State committee will also:
- (1) Correct, or require an FSA county committee to correct, any action taken by such county FSA committee that is not in accordance with the regulations of this part; or
 - (2) Require an FSA county committee to withhold taking any action that is not in accordance with this part.
- (d) No provision or delegation to an FSA State or county committee will preclude the FSA Administrator, the Deputy Administrator, or a designee or other such person, from determining any question arising under the programs of this part, or from reversing or modifying any determination made by an FSA State or county committee.

Part 2 CFAP 2 Policy and Procedures Provisions

Section 1 CFAP 2 General Program Policies and Provisions

15 Producer Eligibility

A Producer

[7 CFR Part 9 Subpart C §9.201] A producer is a person or legal entity who shares in ~~the risk of producing a commodity. Except for contract producers, producers who are not in the business of farming at the time of application are not considered a producer.~~*

A contract producer is a producer who grows or produces an eligible commodity under contract on behalf of another person or entity. The contract producer does not have ownership in the commodity and is not entitled to a share from sales proceeds of the commodity.

[7 CFR Part 9 Subpart C §9.202] Producers, excluding contract producers, are eligible for payment for eligible price-triggered crops, flat rate crops, price-triggered livestock, eggs, broilers, dairy, and sales commodities if they meet all other requirements for eligibility.

Contract producers are eligible for payment if they:

- produced eligible contract livestock or poultry under a contract in either the 2018 or 2019 calendar year and in the 2020 calendar year and received revenue under such a contract during the period from January 1, 2020, through December 27, 2020; and
- had a loss in eligible revenue for the period from January 1, 2020, to ~~December 27, 2020, compared to the period from January 1, 2018, through December 27, 2018 or January 1, 2019, through December 27, 2019;~~ **or**
- did not receive eligible revenue from January 1 through December 27 in 2018 or 2019, and received revenue for the period from January 1, 2020 through December 27, 2020.

Contract producers must meet all other requirements for eligibility, provide a copy of their contract(s), and if requested by FSA, provide documentation to support information as certified on their application.

15 Producer Eligibility (Continued)

A Producer (Continued)

[7 CFR Part 9 Subpart A §9.3] To be eligible for a CFAP 2 payment, a person or legal entity must be 1 of following:

- citizen of the United States
- resident alien (possessing a Resident Alien Card (I-551)
- partnership of citizens of the United States
- corporation, LLC, or other organizational structure organized under State law
- Indian Tribe or Tribal organization, as defined in section 4(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304)
- foreign person or foreign entity who meets Foreign Person Rules as described in 5-PL.

B Ineligible Producer

The following persons or legal entities are **ineligible** for CFAP 2 * * *:

- Federal, State, and local governments, including public schools as defined in 5-PL
- persons or legal entities who did not have a reported ownership interest in any of the eligible commodities, excluding contract producers
- persons and legal entities that have been suspended or debarred or otherwise excluded from participating in Federal programs (1-CM, paragraph 823).

* * *

16 Payment Limitation and Payment Eligibility Requirements (Continued)

D Payment Limitation Increases Because of Authorization of Additional Program Benefits

Corporations, LLC's, LP's, trusts, and estates qualifying for additional assistance because of rule changes may seek an increase in the legal entity's payment limitation to either \$500,000 or \$750,000 according to this paragraph.

For producers who previously filed an application for assistance, an authorized representative of the legal entity may revise the previously filed CFAP application to provide names of 2 or 3 persons who are members of the legal entity that provided 400 or more hours of active personal labor, active personal management, or a combination thereof. The authorized representative must sign the revised application and COC must review and approve or disapprove the revised application as applicable.

For producers who now qualify for assistance for the first time, the producer will file a new application and provide names of 2 or 3 persons who are members of the legal entity that provided the requisite labor/management contributions.

The deadline for applicants to request an optional increase in limitation on a new or revised application is October 12, 2021.

E Attribution of Payments

[7 CFR Part 9 Subpart A §9.7] CFAP 2 payments to persons and legal entities that do not qualify for the increased payment limitation will be pay limited according to the rules for attribution in 7 CFR 1400.105.

CFAP 2 payments made directly or indirectly to a person or legal entity will be combined and limited to the per person or legal entity.

CFAP 2 payments to corporations, LLC's, LP's, trusts, and estates qualified for the increased payment limitation will be limited to the lesser of the increased limitation or the sum of the amount that each eligible member, stockholder, partner, heir, or beneficiary of the legal entity may receive, regardless of ownership share.

Example 1: ABC Corporation pay limit is increased to \$500,000 based on 2 members contributing labor or management. Member 1 (90 percent ownership share) maximum payment limitation is \$250,000. Member 2 (10 percent ownership share) maximum payment limitation is \$250,000. In this example, each eligible member may receive (directly or indirectly) up to \$250,000. The sum of payments the eligible members may receive is \$500,000 (\$250,000 + \$250,000), regardless of ownership share. Total payment to ABC Corporation would be \$500,000.

Note: Payments will be reduced to ABC Corporation if any member receives prior payments through another farming operation or is otherwise ineligible for CFAP benefits (i.e. AGI non-compliant).

16 Payment Limitation and Payment Eligibility Requirements (Continued)

E Attribution of Payments (Continued)

CFAP 2 payments to a legal entity wholly owned by an embedded legal entity will be limited to the lesser of the increased limitation or the sum of the amount that each eligible member, stockholder, partner, heir or beneficiary of the *first level embedded legal entity* may receive, regardless of ownership share.

Example 2: Corporation A pay limit is increased to \$500,000 based on 2 individual persons contributing labor or management. The first-level shareholder of Corporation A is wholly owned by YZ LLC. Shareholders of YZ LLC are Joe (90% ownership share) and Jon (10% ownership share). Joe and Jon are each pay limited at \$250,000. The pay limit is increased for Corporation A and YZ LLC to the sum of payments that both Joe and Jon may receive, which is \$500,000 (\$250,000 + \$250,000), regardless of ownership share.

CFAP 2 payments to a legal entity will be tracked through 4 levels of ownership and will be reduced for members, partners, stockholders, heirs, or beneficiaries holding an ownership interest below the 4th level.

Rules for “common attribution” (such as minor children) do not apply to CFAP 2 payments.

F Changes in Farming Operations to Add Persons (Including Spouses)

Applicants seeking to add persons (including spouses) to a farming operation for CFAP 2; resulting in an increase in the number of persons to which payment limitation applies; must be legitimate, documented, and effective for the year that CFAP 2 benefits are being sought. For example, if the farming operation is requesting CFAP 2 benefits for 2019 crop corn, the addition of a person must be effective for the 2019 program year and all contracts, applications and eligibility forms must be corrected to reflect the change.

For legal entities, including general partnerships, the farming operation must provide the organizational documents to COC and the documents must evidence the person was legally added as a member, partner or stockholder to the legal entity.

For informal joint ventures, the new member must provide acceptable documentation to COC’s satisfaction and prove the member made “at-risk” contributions, commensurate with their claimed share of the farming operation. Documentation may include, but is not limited to signed loan notes and security agreements, proof of payment for capital, land, or equipment contributions, etc.

For farming operations seeking to qualify for the optional increase in payment limitation, COC must consider whether the new person being added to the farming operation made a contribution of 400+ hours of active personal labor or active personal management.

21 Eligible Commodities and Signup Period

A Eligible Commodities

CFAP 2 provides financial assistance to eligible producers with an ownership interest in the following eligible commodities that have been determined to have been impacted by the effects of the COVID-19 outbreak.

Commodity Category	Eligible Commodity		
Dairy (See Part 4)	<ul style="list-style-type: none"> Dairy (milk) 		
Eggs and Broilers (See Part 5)	<ul style="list-style-type: none"> Broilers Shell Eggs Dried Eggs Liquid Eggs Frozen Eggs 		
Livestock (See Part 6)	<ul style="list-style-type: none"> Beef Cattle Hogs and Pigs Sheep and Lambs 		
Sales Commodities (See Part 7)	<ul style="list-style-type: none"> Aquaculture grown in a controlled environment Nursery crops and floriculture Other livestock (excluding breeding stock) not included under the price trigger category that were grown for food, fiber, fur, or feathers Other crops not included in the price trigger and flat-rate categories, including tobacco Goat milk Mink (including pelts) Mohair Wool Turfgrass sod *--Grass seed--* Other commodities as determined by the Secretary. 		
Acreage Based Crops (See Part 8)	Price Trigger Crops		
	<ul style="list-style-type: none"> Barley Corn Sorghum 	<ul style="list-style-type: none"> Sorghum, Dual Purpose Soybeans Sunflowers 	<ul style="list-style-type: none"> Upland Cotton Wheat
	Flat-Rate Crops		
	<ul style="list-style-type: none"> Alfalfa Amaranth grain Buckwheat Canola Cotton, ELS Crambe (Colewort) Einkorn Emmer Flax Guar Hemp 	<ul style="list-style-type: none"> Indigo Industrial Rice Kenaf Khorasan Millet Mustard Oats Peanuts Quinoa Rapeseed Rice 	<ul style="list-style-type: none"> Rice, Sweet Rice, Wild Rye Safflower Sesame Speltz Sugar Beets Sugarcane Teff Triticale

21 Eligible Commodities and Signup Period (Continued)

A Eligible Commodities (Continued)

*--CFAP 2 provides financial assistance to eligible contract producers who meet all requirements for eligibility and produced eligible contract livestock or poultry under a contract in:

- either the 2018 or 2019 calendar year and the 2020 calendar year, received revenue under such a contract during the period from January 1, 2020, through December 27, 2020, and had a loss in eligible revenue for the period from January 1, 2020, through December 27, 2020, as compared to the period from January 1, 2018, through December 27, 2018, or January 1, 2019, through December 27, 2019; or
- the 2020 calendar year and received eligible revenue for the period from January 1, 2020, through December 27, 2020, but did not receive eligible revenue for the period from January 1 through December 27 in 2018 or 2019.

B CFAP 2 Signup Period

An eligible producer who had an ownership share interest and risk of production loss in 1 or more of the eligible CFAP 2 commodities can file a CFAP 2 application by submitting a completed AD-3117, AD-3117A, or AD-3117 B as applicable to any USDA Service Center from **September 21, 2020, through October 12, 2021**. The recording county will be responsible for acting on AD-3117, AD-3117A, and AD-3117B as applicable.

Notes: The payment calculation for sales-based commodities has been amended to include the amount of the producer's 2018 **or** 2019 sales, in addition to the amount of crop insurance indemnities, NAP, and WHIP+ payments for the **corresponding crop year 2018 or 2019**.

Producers of eligible sales-based commodities may choose to apply using 2018 or 2019 sales and crop insurance indemnities, NAP, or WHIP+ payments for the **corresponding crop year 2018 or 2019**.

If a producer did not apply for sales-based commodities due to having no sales in calendar year 2019, however they had sales in 2018, they can use the amount of 2018 sales to apply for payments.

There are no late filed provisions for CFAP 2. If a producer submits an application after October 12, 2021, then COC must disapprove the application and the producer will be notified using the letter in Exhibit 6.

Note: If a new producer signature is obtained on the AD-3117, for any reason, the date in Part K (COC determination) of the AD-3117 must be equal to or greater than the producer signature date.--*

22 CFAP 2 Payments and Payment Rates

A CFAP 2 Payments

The CFAP 2 payment is:

- *--available to eligible producers, other than contract producers, who had or still have an ownership interest in 1 or more of the eligible commodities
- available to eligible contract producers of eligible contract livestock or poultry--*
- **not** subject to sequestration
- not subject to offset.

Generally, the payment will be issued as a single payment for each producer nationwide; however, subsequent payments may be issued as more data is received from each producer. See paragraph 52 on revising AD-3117's.

Payments will be determined according to the following table.

Category	Part 1 (CARES Act Funds)	Part 2 (CCC Funds)
Dairy (See Part 4)		For each eligible producer, a payment rate per pound of milk production including dumped milk for the months of April through August 2020, and estimated production from September through December 2020.
Broiler and Eggs (See Part 5)		For each eligible producer, a payment rate per head for broilers, per dozen for shell eggs, and per pound for dried, liquid, and frozen egg 2019 total production.

22 CFAP 2 Payments and Payment Rates (Continued)

A CFAP 2 Payments (Continued)

Category	Part 1 (CARES Act Funds)	Part 2 (CCC Funds)
Livestock (See Part 6)		Payments will be based on the highest owned inventory of eligible livestock, excluding breeding stock, on a date selected by the eligible producer from April 16, 2020, through August 31, 2020.
Sales Commodities (See Part 7)	FOR TOBACCO ONLY - Payment calculations will use a sales-based approach based on 5 payment gradations associated *--with the producer's 2018 or 2019 calendar year sales, including crop insurance indemnities, NAP, and WHIP+ payments for crop year 2018 or 2019, of the commodity multiplied by the payment rate for that range.	Payment calculations for the sales commodities will use a sales-based approach based on 5 payment gradations associated with the producer's 2018 or 2019 calendar year sales, including crop insurance indemnities, NAP, and WHIP+ payments for crop year 2018 or 2019, of the commodity--* multiplied by the payment rate for that range.
Acreage Based Crops (See Part 8)		For each eligible producer, payments will be based on the number of 2020 acres of either price-trigger or flat-rate crops.
* * *	* * *	

*--Payments to contract producer (see Part 9) will be funded as authorized by the CAA.

For eligible contract producers, if eligible revenue for the period from January 1, 2020, through December 27, 2020, decreased compared to eligible revenue for the period from January 1, 2018, through December 27, 2018, or the period from January 1, 2019, through December 27, 2019, then payments will be equal to:

- eligible revenue received from January 1, 2018, through December 27, 2018, or from January 1, 2019, through December 27, 2019, minus
- eligible revenue received from January 1, 2020, through December 27, 2020, multiplied by
- 80 percent.

Note: COC has authority to adjust the eligible revenue based on information certified by the contract producer on form AD-3117B for contract producers without a full period of revenue from January 1 to December 27 for either 2018 or 2019, or who had an increase in their operation in 2020. See subparagraph 312 D.--*

22 CFAP 2 Payments and Payment Rates (Continued)**A CFAP 2 Payments (Continued)**

*--For eligible contract producers without eligible revenue for the period of January 1 through December 27 in 2018 or 2019, that received eligible revenue for the period from January 1, 2020, through December 27, 2020, an average revenue loss level by category of eligible livestock or poultry will be determined by FSA for a geographic area based on the best available data including, but not limited to, losses reported by other contract producers for the same area and type of livestock or poultry; and the payment will be equal to:

- eligible revenue received from January 1, 2020, through December 27, 2020 **divided** by
- the result of 1 minus the determined average revenue loss level, **multiplied** by
- 80 percent.--*

22 CFAP 2 Payments and Payment Rates (Continued)

B CFAP 2 Payment Rates

CFAP 2 payment rates are determined by CCC.

The payment rates are available at <http://farmers.gov/CFAP 2>. Payments rates are established according to the following table.

Commodity Category	Eligible Commodity	Unit of Measure	CARES Act Payment Rate	CCC Payment Rate
Dairy	Dairy (Milk)	LBS		\$0.012
Eggs and Broilers	Shell Eggs	DZ		\$0.05
	Liquid Eggs	LBS		\$0.04
	Frozen Eggs	LBS		\$0.05
	Dried Eggs	LBS		\$0.14
	Broilers	HD		\$1.01
Livestock (Excluding Breeding Stock)	Beef Cattle	HD		\$55.00
	Hogs and Pigs	HD		\$23.00
	Sheep	HD		\$27.00
Price-Trigger Crops ^{1/}	Barley	BU		\$0.34
	Corn	BU		\$0.23
	Cotton, Upland	LBS		\$0.04
	Sorghum	BU		\$0.31
	Soybean	BU		\$0.31
	Sunflowers	LBS		\$0.01
	Wheat (all classes)	BU		\$0.39
Flat-Rate Crops	<ul style="list-style-type: none"> • alfalfa • amaranth grain • buckwheat • canola • cotton, ELS • crambe (colewort) • einkorn • emmer • flax • guar • hemp • indigo • industrial rice • kenaf • Khorasan • millet • mustard • oats • peanuts • quinoa • rapeseed • rice • rice, sweet • rice, wild • rye • safflower • sesame • speltz • sugar beets • sugarcane • triticale 	Acre		\$15.00

^{1/} The payment for price-trigger crops is the greater of the payment calculated based on the per unit of measure or \$15 per acre. See paragraph 284 for the specific calculation.

22 CFAP 2 Payments and Payment Rates (Continued)

B CFAP 2 Payment Rates (Continued)

The following table provides payment rates for sales commodities.

--2018 or 2019 Sales Range--	Percent Payment Factor
Up to \$49,999	10.6
\$50,000-\$99,999	9.9
\$100,000-\$499,999	9.7
\$500,000-\$999,999	9.0
All sales over \$1 million	8.8

23-34 (Reserved)

Section 2 Eligibility Requirements

35 CFAP 2 Eligibility

A General Eligibility for CFAP 2 Commodities and Contract Producers

Specific commodity and contract producer eligibility policy can be found in:

- Part 4 for Dairy (Milk)
- Part 5 for Eggs and Broilers
- Part 6 for Livestock
- Part 7 for Sales Commodities
- Part 8 for Acreage-Based Crops
- *--Part 9 for Contract Producers.--*

36 Production, Sales, Revenue, Inventory, and/or Acreage Reporting for CFAP 2 Eligible Commodities

A Reporting Requirements

The requirement to provide production, sales, revenue, inventory, and/or acreage certification *--on AD-3117, AD-3117A, or AD-3117B as applicable is based on each eligible producer's--* nationwide ownership interest in the commodity, regardless of where the commodity was grown or is stored or eligible contract producer's nationwide interest in designated commodities under contract.

Note: Ownership interest does not mean interest as a landowner. In this context, ownership interest means as owners of the commodity with both control of and title to the commodity.

B Documentation

Producers must maintain documentation, as discussed in subparagraph 51 B, to support all certifications of production, sales, revenue, inventory, and/or acreage.

37 Payment Eligibility Requirements**A Payment Eligibility**

To be considered eligible for CFAP 2 payment, in addition to submitting a completed AD-3117, persons or legal entities must have filed the following forms for the 2020 production year:

- AD-1026 according to 6-CP (see subparagraph 18 A for AD-1026)
- applicable CCC-902 according to 5-PL
- CCC-941 or CCC-942 for AGI certification according to 5-PL.

Note: 2016, 2017, and 2018 tax years are used to calculate AGI for 2020 CFAP 2. All required eligibility forms **must** be filed before an CFAP 2 payment can be issued.

38-49 (Reserved)

Part 3 Application Processing and Review for Approval**Section 1 Application Processing****50 Applying for CFAP 2****A Application Submission**

Producers will submit 1 application for their entire operation nationwide. The application
*--may include any or all eligible commodities and may be revised to add 2018, 2019, and 2020
sales, revenue, or production, when applicable.--*

A producer may submit an application using any of the following methods:

- in person, when available
- by mail
- electronically by:
 - FAX
 - e-mail with a scanned or photocopy of signed AD-3117 attached
 - other authorized method (provided by supplemental notice or other guidance) online at **www.farmers.gov**
 - online application.

Note: Submitting AD-3117 online requires an active Level 2 eAuthentication account. Individual producers can register for a Level 2 eAuthentication account at **www.eauth.usda.gov**. A fillable format of AD-3117 will also be available for applicants to sign and submit by 1 of the methods in this subparagraph.

50 Applying for CFAP 2 (Continued)**B Signing and Certifying AD-3117**

By signing AD-3117, Part I, the individual is:

- applying for a CFAP 2 payment for the producer listed on Part B and if applicable, members listed in Part H of AD-3117
- certifying all the information provided on AD-3117 is true and correct
- agreeing to:
 - be in business of farming at the time of application, except dairy operations
--dissolving after enrolled in CFAP 2 and contract producers--
 - provide all information that is necessary to verify that the information provided on AD-3117 is accurate
 - allow USDA representatives access to all documents and records, including those in the possession of a third-party such as a warehouse operator, processor or packer
 - comply with maximum payment limitation and adjusted gross income provisions applicable to CFAP 2 by the required forms
 - provide to USDA all information required for program participation within 60 calendar days from the date the producer signs this application
 - comply with the provisions of the Food Security Act of 1985 that protect highly erodible land and wetlands
- acknowledging that:
 - providing false certification to FSA is cause for disapproval of AD-3117 and is punishable by imprisonment, fines, and other penalties
 - a CFAP 2 payment will only be made with respect to a commodity produced in the United States and intended to be marketed for commercial production

50 Applying for CFAP 2 (Continued)**C Signature Requirements**

*--A complete AD-3117, including the applicant's signature **must** be received no later than October 12, 2021.--*

See 1-CM for signature requirements.

D Recording Receipt of AD-3117's and Accessing CFAP 2 Application

Offices must make every effort to process the AD-3117 in the system and then have the producer sign the application. If the CFAP 2 system is not available, a manual AD-3117 must be completed.

Note: COC's are not to approve any AD-3117 until **after** AD-3117 has been loaded into the CFAP 2 system.

If a producer submits a signed manual AD-3117 to the County Office, enter the application in the system accurately, as completed by the producer. County Office will date stamp AD-3117 upon receipt of AD-3117 signed in Part I by the producer.

If a producer submits an application to a County Office that is not the producer's recording County Office, the receiving County Office will date stamp the signed application and send a copy by e-mail or FAX to the recording County Office.

See Exhibit 20 for instructions on completing AD-3117.

51 Reviewing and Acting on AD-3117's

A Redelegation of Authority for AD-3117's

COC may redelegate authority to CED to approve routine AD-3117's; however, CED **cannot** further redelegate authority to PT.

All adverse actions must go to COC for review.

Important: Approved AD-3117's are subject to prompt pay interest; therefore, every effort must be made to complete the payment process as soon as possible for approved AD-3117's.

B Reviewing AD-3117's for Reasonableness

--Production, sales, revenue, inventories, and/or acreage, as applicable, will be a-- self-certification by the producer and is subject to spot check. COC's may request additional documentation from a CFAP 2 applicant to support a producer's certification of eligible commodities. The following table provides a list of examples of supporting documentation.

Note: If a producer fails to submit additional documentation in response to a request to substantiate production, sales, and/or inventories, as applicable, of any eligible commodity on the application, COC will make the applicable COC adjustments on the application for the commodities and/or disapprove the application, as applicable.

Commodity/ *--Category	Source of Supporting Documentation--*
Dairy	<ul style="list-style-type: none"> • milk marketing statements for the months of April, May, June, July, and August 2020 • records documenting milk that was dumped during April, May, June, July, and August 2020 • other records determined acceptable by COC.
Eggs and Broilers	<ul style="list-style-type: none"> • egg and broilers marketing statements for 2019 • contracts • sales receipts • other records determined acceptable by COC. <p>Note: If the applicant was a new producer after December 31, 2019, provide 2020 documentation.</p>

51 Reviewing and Acting on AD-3117's (Continued)

B Reviewing AD-3117's for Reasonableness (Continued)

Commodity/ *--Category	Source of Supporting Documentation--*
Sales Commodities	<ul style="list-style-type: none"> • schedule F • sales receipts • other sales documents indicating when a commodity was sold • ledgers of income • income statements of deposit slips • register tapes • invoices for custom harvesting • records to verify production costs • contemporaneous measurements • truck scale tickets • contemporaneous diaries – determined acceptable by COC • crop insurance, NAP, and WHIP+ records • other records determined acceptable by COC. <p>Note: If the applicant was a new producer after December 31, 2019, provide 2020 documentation.</p>
Livestock	<p>Documentation that verifies the number of head claimed as owned inventory, which includes but is not limited to:</p> <ul style="list-style-type: none"> • breeding records • feeding records • inventory records • rendering receipts • sales receipts • veterinary records • other records determined acceptable by COC.
Contract Producers	<p>•*--2018, 2019, and 2020 1099-MISC forms as applicable</p> <p>Note: 1099-MISC forms document calendar year income. For CFAP 2, 2018, 2019 and 2020 revenue as applicable must be certified by the contract producer for a period beginning January 1 and ending on December 27 of each respective year. Revenue received between December 28 and December 31 in each calendar year must not be included.</p> <ul style="list-style-type: none"> • production records, settlement sheets • building documents that indicate square footage--* • contract grower agreements, ledgers of income, income or revenue statements, and reports issued by owners of eligible commodity • other records determined acceptable by COC.

51 Reviewing and Acting on AD-3117's (Continued)

C Acting on AD-3117's

The recording county's COC, or CED if delegated, will act on all completed and signed AD-3117's submitted. No action by COC is applicable to Part G, Specialty Crop Information.

Important: Payments cannot be authorized until DD has approved the CED's review of the first five AD-3117's according to subparagraph 3 C.

D Approving AD-3117's

Before approving AD-3117's, COC or CED, if delegated, must ensure that:

- all program eligibility requirements are met
- the person or legal entity applying for CFAP 2 is determined to be according to subparagraph 15 A
- signature requirements are met according to 1-CM, signed AD-3117 in Part I
- production, sales, revenue, and/or inventories as certified and, as applicable, are reasonable
- *--AD-3117 was received or postmarked by **October 12, 2021**.--*

If all program eligibility requirements are met and COC or delegate has determined that the information on AD-3117 is reasonable and accurate, COC or delegate will approve AD-3117 and thoroughly document approval in the COC minutes.

Notes: Situations may occur when contract approval is not available in the software. Contract approval is also not allowed "on paper" during these times.

Completing eligibility forms (AD-1026, CCC-902, CCC-941, etc.) are not a condition of COC, or CED, approving AD-3117. However, these forms must be filed within 60 calendar days of the producer signing AD-3117. Failure to timely provide all eligibility forms may result in no payment or a reduced payment. County Offices must immediately update the Business File and Subsidiary record when the eligibility forms are filed.

51 Reviewing and Acting on AD-3117's (Continued)

E COC Adjusting or Disapproving AD-3117's

If it is determined that any of the information as certified on AD-3117 is not reasonable or is questionable, evidence may be requested from the participant according to subparagraph B. If evidence provided by the participant differs from the information certified, COC's do have authority to make adjustments. See subparagraph 3 G on producer responsibilities.

COC will disapprove AD-3117 if **any** of the following occur:

- program eligibility requirements are not met
- person or legal entity applying for CFAP 2 is determined to not to be an eligible producer according to subparagraph 15 B
- information on AD-3117 or supporting documentation provided by the participant is not accurate or reasonable
- evidence that applicant did not have a reported ownership share interest in the eligible commodity
- signature requirements were not met according to 1-CM, signed AD-3117 in Part I

Note: If AD-3117 was completed but never signed by the producer or someone on behalf of the producer, take **no** action on AD-3117. It is not considered filed unless it is signed.

- *--AD-3117 was submitted or postmarked **after** October 12, 2021.--*

If COC disapproves AD-3117 for any reasons listed, or adjusts AD-3117 for any reason, then COC must take the following actions:

- adjust or disapprove AD-3117 as applicable
- notify the participant of the adjustment or disapproval
- provide participant applicable appeal rights according to 1-APP
- thoroughly document reasons for the adjustment or disapproval in the COC minutes.

52 Revised AD-3117's and Signature Requirements

A Revised AD-3117's

*--AD-3117's can be revised any time prior to October 12, 2021. Revisions after October 12, 2021, are authorized only if the revision is due to an activity completed by USDA, not the producer. Some reasons may include:

- production, sales, revenue, or inventory reported was incorrect or entered in error and discovered by the County Office through subsequent review or spot check
- a crop insurance indemnity, NAP payment or WHIP+ payment for the applicable year was not included on the application as submitted.--*

For any revision to an approved and paid AD-3117, thoroughly document the reason for the revision in the COC minutes and provide the producer a copy of the revised AD-3117.

B Revisions That Require New Producer Signatures and Approval

Any revision to a previously approved and paid AD-3117 that would increase the calculated payment amount requires a new producer signature and new approval date entered. This *--includes revisions to add or modify:

- contract producer information in Part H.
- sales-based commodities to include the amount of crop insurance indemnities, NAP and WHIP+ payments received for the **crop year** for which sales-based income is included
- sales-based commodities to use 2018 eligible **calendar year** sales rather than 2019.--*

A new producer signature on AD-3117 is required.

C Revisions That Do Not Require New Producer Signature

A revision that adversely affects an application does not require a new producer signature. Notify the participant in writing of the revision, provide participant applicable appeal rights according to 1-APP, and thoroughly document reason for the revision in the COC minutes.

If a revision results in less payment acres, CED will issue a reduced payment letter along with a copy of the revised AD-3117.

52 AD-3117's and Signature Requirements (Continued)

C Revisions That Do Not Require New Producer Signature (Continued)

A new producer signature is not required on AD-3117 if revisions or updates are required **only** in item 25, "COC Adjusted Weighted Insurance Approved Yield", according to paragraph 262.

--For new 2020 contract producers, after the COC determines the "COC Calculated Average Loss Level" and "COC Calculated 2019 Revenue" on the AD-3117B, the AD-3117 must be revised to reflect the "COC Calculated 2019 Revenue". A new producer signature on the AD-3117 and AD-3117B is not required.--

Any revised AD-3117 must have a new approval entered.

53-64 (Reserved)

Section 2 General Program Policies and Provisions

221 General Sales Commodities Eligibility

A Eligible Commodities

Eligible commodities include commercially produced:

- aquaculture, including mollusks
- specialty crops:
 - all CFAP 1 specialty crops as discussed in 1-CFAP, Part 8
 - crops identified by AMS as specialty crops

Note: A list of AMS specialty crops can be found at <https://www.ams.usda.gov/sites/default/files/media/USDASpecialtyCropDefinition.pdf>.

- nursery crops and floriculture
- other livestock commercially raised for food, fiber, fur, or feathers including:
 - alpacas
 - bison, buffalo, beefalo
 - deer
 - ducks
 - elk
 - emus
 - geese
 - goats
 - guinea pigs
 - llamas
 - ostrich
 - *--pheasants (includes chukars)
 - pullets--*
 - quail
 - rabbits
 - reindeer
 - turkeys
 - water buffalo
 - yak

*--**Note:** This includes by-products of the eligible “other livestock” live animals, such as fleece, milk, eggs (excluding eggs to be hatched for breeding stock), etc.--*

221 General Sales Commodities Eligibility (Continued)**A Eligible Commodities (Continued)**

- miscellaneous commodities including:
 - goat milk
 - mink, including pelts
 - mohair
 - Christmas trees
 - wool
 - turfgrass sod
 - tobacco
 - *--grass seed.--*

B Ineligible Commodities

All breeding stock (including eggs from “other livestock” to be hatched for breeding stock), equine, companion or comfort animals/pets, commodities produced by ineligible producers, livestock raised for hunting or game purposes, bees, amphibians, and reptiles are ineligible for CFAP 2.

222 Sales Certification**A Requirement**

*--A producer of eligible 2020 sales commodities must certify their 2018 or 2019 sales for those commodities. The 2018 or 2019 sales must be reasonable. If COC believes the sales are not reasonable, COC can require documentation to substantiate information entered on the application before approving it.

Eligible sales include:

- sales of raw commodities grown by the producer, as delivered to the first buying point, warehouse, packer, etc.

Note: For “Other Livestock” this is the value of the live animal at the point of harvest.

- by-products from the live animal “Other Livestock”, in their original form
- commodities purchased for resale only if there is a change in characteristic due to the time held (for example, purchased a 2-inch plant and sold it as an 18-inch plant after 4 months)
- crop insurance indemnities, NAP, and WHIP+ payments for crop year 2018 or 2019 for eligible sales-based commodities.

Notes: Apiculture indemnities received are not eligible to be included as the policy covers colonies, not the actual honey production.

The year of sales selected (2018 or 2019) must be the same for all sales.--*

222 General Sales Commodities Eligibility (Continued)

A Requirement (Continued)

Eligible sales do not include any portion of sales derived from adding value to or marketing of the commodity, such as sorting, processing, packaging, or costs for any other activity necessary for a consumer-ready sale that occurs off the farm.

- Example 1:** Joe grows fruit and sells it through a sorting and processing operation on his farm, which serves other local fruit growers as well. Joe harvests the fruit, packing it in large crates to transport to the processing facility. The value of sales Joe would enter on the CFAP 2 application would include the value captured by harvesting the fruit and loading it in crates on the farm. The value would be reduced for the value added to the fruit at the processing facility, such as grading, re-packaging, brokering fees, transportation to market hubs, etc.
- Example 2:** Sally breeds and grows buffalo for direct marketing of the meat and by-products to online customers. Sally's sales records show several income streams from various products she sells including buffalo meat, hides, and shoulder mounts. The sales value Sally would enter on the CFAP 2 application would be the value of the live animal "delivered" to the point of harvest, whether on or off farm. After delivery there is value added by processing the animal into the various products sold. Sales of the by products such as meat, hides, and shoulder mounts should not be included, only the value of the live animal.
- Example 3:** Charlie raises a herd of alpacas and sells primarily alpaca fleece. Charlie *--would enter the value of 2018 or 2019 raw sales of alpaca fiber on the CFAP 2 application, not the yarn. The sales of alpacas could also be included if they were not breeding stock.
- Example 4:** Sam raises cucumbers and sells raw cucumbers and cucumber pickles at a local farmer's market directly to customers. The 2018 or 2019 sales would be the value of raw cucumbers sold at the market plus the raw value of the cucumber pickles. Sam would use the quantity of cucumbers processed into pickles and the price of raw cucumbers sold at the market to calculate the raw value of the cucumber pickles.
- Example 5:** Doug raises almonds that he sells through a tree nut pool. The nuts are hulled, processed, and sold by the pool up to 18 months after harvest. Doug would use the proportion of pooled sales associated to his production that is received by the pool in the 2018 or 2019 calendar year, adjusted to reasonable--* historic raw value of the nut. This value does not include the value added from hulling and processing.
- Example 6:** Shawn grows grapes and owns a winery to process grapes into wine. Shawn also buys grapes from other growers. For the CFAP 2 application Shawn should determine the value for his raw grapes at a price comparable to what was paid by the winery for similar quality, raw grapes. The sales of the value-added product, wine, would not be included on the CFAP 2 application.

222 General Sales Commodities Eligibility (Continued)

A Requirement (Continued)

Notes: COC may require documentation to support sales.

Expenses such as bin charges and transportation costs may be included in eligible sales only if these types of expenses are broken out and can be distinguished. If expenses are recorded as a single line item, they cannot be included in the eligible sales without additional information to support the specific amounts.

Research shows a conversion factor of 37.44 percent to convert maple syrup sales to maple sap sales; therefore, producers may use a factor of 37.44 percent if they do not know the operation's conversion factor.

Example: Producer A sold 100 gallons of syrup and received \$2,500 in calendar year 2019. To get the raw value of sap that was used to produce the syrup, the conversion factor of .3744 will be used. $\$2,500 * .3744 = \936 ; therefore, Producer A will certify to a total of \$936 for their 2020 Sales Commodities.

Research shows a conversion factor of 18.72 percent to convert sorghum syrup sales to sweet sorghum cane; therefore, producers may use a factor of 18.72 percent if they do not know the operation's conversion factor.

Example: Producer A sold 100 gallons of syrup and received \$2,500 in calendar year 2019. To get to the raw value of cane that was used to produce the syrup, the conversion factor of .1872 will be used. $\$2,500 * .1872 = \468 for their 2020 Sales Commodities.

B New Producers

*--A producer who began farming an eligible sales commodity in 2020 and had no 2018 or 2019 sales will certify their actual 2020 sales, at the time of application, in lieu of 2018 or 2019 sales. The producer's actual 2020 sales must be reasonable. If COC does not believe the sales entered are reasonable, COC may require any documentation it deems necessary to determine if the sales are reasonable.

Notes: If a producer began farming an eligible sales commodity in 2018 or 2019 and had--* no sales due to the immaturity of the commodity, the producer can self-certify to their actual 2020 sales.

Actual 2020 sales are without inclusion of crop insurance indemnities, NAP, or WHIP+ payments.

222 Sales Certification (Continued)

B New Producers (Continued)

Eligible sales include only sales of raw commodities grown by the producer. Any portion of sales derived from adding value to or marketing of the commodity, such as sorting, processing, packaging, or costs for any other activity necessary for a consumer-ready sale that occurs off the farm must not be included in the amount of sales.

Note: COC may require documentation to support sales.

Example 1: Producer A grew 100 acres of blueberries as an individual with 100 percent share in 2019 with total sales of \$250,000. In 2020, Producer A's spouse, Producer B, began farming as a new producer, Producer A and Producer B grew 100 acres of blueberries and now share 50/50 with total sales of \$200,000. Producer A will certify to their 2019 total sales of \$250,000 and Producer B will certify to \$100,000, their 50 percent share of the 2020 sales.

***--Example 2:** Producer C grew 120 acres of watermelons in 2017 but did not plant anything in 2018 or 2019. In 2020, Producer C grew 120 acres of watermelons and had total sales of \$320,000. Because Producer C farmed before 2020, their 2018 or 2019 sales will be \$0.

Example 3: Producer D historically raised and sold turkeys commercially, with no other agricultural activity. In 2020, Producer D grew 50 acres of pumpkins. Producer D will certify 2018 or 2019 sales for the turkeys as the applicable sales for 2018 or 2019.--*

C AD-3117, Part F

Following is an example of AD-3117, Part F, Sales Commodities Information.

*--

PART F – SALES COMMODITIES		COC USE ONLY
18. Commodity	19. 2018 or 2019 Total Commodity Sales	20. COC Adjusted 2018 or 2019 Total Commodity Sales
AQUACULTURE		
CROPS (Excluding Part G Crops)		
NURSERY/FLORICULTURE CROPS		
MISCELLANEOUS		
OTHER LIVESTOCK (Excluding Breeding Stock)		
TOBACCO		

--*

222 Sales Certification (Continued)

D COC Adjustments

*--COC may adjust the “Total 2018 or 2019 Sales”:

- if the 2018 or 2019 total commodity sales are determined to be unreasonable or inaccurate
- to reflect the actual 2018 or 2019 total commodity sales based on documentation,--* when deemed necessary by COC
- to reflect the actual 2020 total commodity sales for new producers based on documentation, when deemed necessary by COC.

223-234 (Reserved)

--Part 9 Contract Producers*Section 1 Basic Information****300 Overview****A Purpose**

*--The second final rule published in the FR on January 19, 2021, and the third final rule published in the FR on August 27, 2021, provide assistance to contract producers of eligible contract livestock or poultry due to market disruptions and reduced harvesting facility output resulting from the COVID-19 outbreak. A contract producer is one who produces eligible livestock or poultry owned by someone else under a production contract. Contract producers may be eligible if they grew or produced an eligible livestock or poultry commodity under contract for or on behalf of another person or entity and sustained a revenue loss for the period from January 1, 2020, through December 27, 2020, as compared to January 1, 2018, through December 27, 2018, or January 1, 2019, through December 27, 2019. Contract producers may also be eligible if they did not receive eligible revenue under a contract in 2018 or 2019 but received revenue under such a contract during the period from January 1, 2020, through December 27, 2020.

B General Information

CFAP 2 payments will be issued for eligible contract producers who had a loss in revenue when producing the eligible contract livestock or poultry under contract in 2018, 2019, and 2020, as applicable.--*

301-310 (Reserved)

Section 2 General Program Policies and Provisions

311 General Eligibility

*--A Eligible Commodities

Eligible contract livestock or poultry for eligible contract producers are:

- Chickens (broilers, pullets, layers)
- Chicken Eggs
- Turkeys
- Hogs and Pigs
- Other Poultry (ducks, geese, pheasants, quail)
- Other Poultry Eggs (turkey, duck, goose, pheasant, quail)

Eligible contract livestock and poultry grown by contract producers includes breeding stock. The breeding livestock exclusion otherwise applicable to CFAP 2 does not apply to contract producers.

B Eligible Contract Producer

Contract producer means a producer who grows or produces an eligible commodity under contract for or on behalf of another person or entity. The contract producer does not have ownership in the commodity and is not entitled to a share from sales proceeds of the commodity. Contract producers are **not** required to be in the business of farming at the time of application.

Contract producers are eligible for payment if they meet all other eligibility requirements for CFAP 2 and:

- produced eligible contract livestock or poultry under a contract in either the 2018 or 2019 calendar year and in the 2020 calendar year, and
- received eligible revenue under such a contract for the period beginning on January 1, 2020, and ending December 27, 2020, and
- had a loss in eligible revenue for the period from January 1, 2020, through December 27, 2020, as compared to eligible revenue for the period from:
 - January 1, 2018, through December 27, 2018 or
 - January 1, 2019, through December 27, 2019; or
- did not receive eligible revenue under a contract in the 2018 or 2019 calendar year but received eligible revenue under such a contract during the period from January 1, 2020, through December 27, 2020.--*

311 General Eligibility (Continued)**B Eligible Contract Producer (Continued)**

Contract producers must provide:

- *--a copy of their most current contract that represents the 2020 grower agreement pursuant to which they raised an eligible commodity according to subparagraph 300 B
- documentation to support the information provided on their application if requested by FSA.

C Contract Producers Ineligible for Payment

Contract producers are ineligible for payment if any of the following apply:

- did not produce 1 of the eligible commodities identified in subparagraph 300 B in the 2020 calendar year
- were not under a contract in the 2020 calendar year
- did not receive eligible revenue under a contract at any time from January 1, 2020, through December 27, 2020
- did not suffer a loss in eligible revenue from January 1, 2020, through December 27, 2020, as compared to the period from January 1, 2018, through December 27, 2018, or January 1, 2019, through December 27, 2019
- did not meet all other requirements for CFAP 2 eligibility.

Note: The CFAP 2 requirement that an eligible producer must be in the business of farming at the time of application does not apply to contract producers. Contract producers may have had contracts terminated for reasons outside their control due to the pandemic.

312 Revenue and Other Data Certifications on AD-3117 or AD-3117B**A Requirement**

A contract producer of eligible commodities must self-certify their 2018, 2019, and 2020 eligible revenue, as applicable, for eligible commodities. FSA has identified specific exceptions where the CFAP 2 payment calculation would not accurately capture a producer's loss of eligible revenue in 2020 as compared to 2018 or 2019 due to the pandemic.--*

--312 Revenue and Other Data Certifications on AD-3117 or AD-3117B*A Requirement**

The exceptions are limited to:

- contract producers who increased their operation in size (square footage) in 2020
- new 2019 contract producers that would not have a full year of eligible revenue representation in 2019 to accurately represent a comparison to 2020 eligible revenue
- contract producers with a change in their operation such as an increased number of turns or production in 2020 compared to 2018 or 2019, not associated to an increase in square footage in the operation
- new 2020 contract producers with no revenue in 2018 or 2019 to compare to their 2020 revenue.

Contract producers who meet one of the exceptions may self-certify on both AD-3117 and AD-3117B to capture additional information such as square footage, production, and/or number of turns for 2018, 2019, and 2020, as applicable. The COC has authority to request additional information and make an adjustment to a contract producer's 2018 or 2019 revenue, as applicable, when the contract producer meets one of the identified exceptions. The authorized COC adjustments to eligible revenue must be based on the information provided on an AD-3117B and calculated using the "CFAP 2 Contract Producer AD-3117B Tool".

Note: Turn means a group of eligible contract livestock or poultry that is delivered to a contract producer who provides labor and equipment to produce the livestock or poultry for the integrator or owner.

B Eligible Revenue

Eligible revenue is the revenue received by a contract producer for contract production of the eligible commodity identified in subparagraph 300 B, as reported on IRS Form 1099. 2018, 2019, and 2020 revenue, as applicable are for the periods beginning on January 1 and ending on December 27 in each respective year. Revenue received between December 28 and December 31 in each respective year is not eligible revenue. Eligible revenue may include incentive or bonus payments associated with the production of the eligible contract livestock or poultry. Eligible revenue does not include litter treatment payments, cleaning of equipment, waste, or anything not associated with the production of the eligible contract

Note: The applicable period for eligible revenue is consistent with the provisions of the Consolidated Appropriations Act, 2021 (Pub. L. 116-260), which was signed on December 27, 2020; therefore, only revenue received on or before that date is considered eligible revenue. The same time period beginning on January 1 and ending December 27 has been established for eligible revenue received for 2018, 2019, and 2020 calendar years, as applicable.--*

--312 Revenue and Other Data Certifications on AD-3117 or AD-3117B*C AD-3117, Part H**

The following is an example of AD-3117, Part H, Contract Producer Revenue.

PART H – CONTRACT PRODUCER REVENUE			COC USE ONLY	
27. Commodity	28. 2018 or 2019 Revenue	29. 2020 Revenue	30. COC Adjusted 2018 or 2019 Revenue	31. COC Adjusted 2020 Revenue

D COC Adjustments

If COC believes the certified revenues are not reasonable, COC can require documentation to substantiate information entered on the application before approving it.

COC may adjust the “2018 or 2019 Revenue” and/or “2020 Revenue”:

- if the 2018 or 2019 and/or 2020 revenue is determined to be unreasonable or inaccurate
- to reflect the actual 2018 or 2019 and/or 2020 revenue based on documentation, when deemed necessary by COC.
- if the contract producer meets one of the exceptions identified in subparagraph A and the COC adjustment is determined using the contract producer’s information provided on AD-3117B.--*

E Continuation Sheet for CFAP 2 Application for Contract Producers, AD-3117B

COC may adjust eligible revenue based on information certified by the contract producer on a Continuation Sheet for CFAP 2 Application for Contract Producers, AD-3117B, as applicable . An example of the AD-3117B and instructions for completing the form can be found in Exhibit 19.--*

*--312 Revenue and Other Data Certifications on AD-3117 or AD-3117B (Continued)

E Continuation Sheet for CFAP 2 Application for Contract Producers, AD-3117B (Continued)

Contract producers must certify which exception applies in AD-3117B, Part A and provide the required information needed for the applicable exception in AD-3117B Parts B, C, or D. The following is an example of AD-3117B, Part A, Contract Producer Information.

PART A - CONTRACT PRODUCER INFORMATION	
3. Contract Producer's Name and Address (City, State, and Zip Code) and Phone Number (Include Area Code)	
4. Did your contract production operation increase in size (square feet) in 2020? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" Only Complete Parts B and E	
5. Were you a new contract producer in 2019? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" Only Complete Parts C and E	
6. Did your contract production operation have increased production or number of turns in 2020, not associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes, Only Complete Parts C and E	
7. Were you a new contract producer in 2020? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" Only Complete Parts D and E	

F AD-3117B, Part B, 2020 Operation Increase in Size Information

Contract producers who increased the size of their operation in square footage in 2020 may certify their eligible revenue and square footage of their operation for either 2018 or 2019 and 2020 on the AD-3117B, Part B. The COC **must** adjust the 2018 or 2019 eligible revenue, as applicable, in AD-3117, Item 30 based on the information certified by the producer in AD-3117B, Part B. A ratio representing the increase in square footage of the operation (2020 square feet divided by the 2018 or 2019 square feet) is multiplied by the actual 2018 or 2019 eligible revenue (the same year as used in the square feet calculation) to calculate a "COC Adjusted 2018 or 2019 Revenue". The following is an example of AD-3117B, Part B, "2020 Operation Increase In Size Information".

PART B – 2020 OPERATION INCREASE IN SIZE INFORMATION					COC USE ONLY
8. Commodity	9. Select Year: <input type="checkbox"/> 2018 <input type="checkbox"/> 2019		2020		12. COC Adjusted 2018 or 2019 Revenue
	9A. Revenue (Jan 1 – Dec 27)	9B. Square Footage of Operation	10. Revenue (Jan 1 – Dec 27)	11. Square Footage of Operation	

Note: The "COC Adjusted 2018 or 2019 Revenue" calculated on the AD-3117B, Item 12, is the same amount that must be entered into the CFAP 2 application software, according to 4-CFAP, as "COC Adjusted 2018 or 2019 Revenue", AD-3117 Item 30 for the applicable commodity on AD-3117B Item 8 and AD-3117 Item 27.--*

--312 Revenue and Other Data Certifications on AD-3117 or AD-3117B (Continued)*G AD-3117B, Part C, New 2019 Contract Producer or Increase in 2020 Production or Number of Turns Information**

Contract producers who began their operation in 2019 and did not have a full year's representation of revenue or who had an increase in production or number of turns in 2020 may certify their eligible revenue and total production and/or number of turns for either 2018 or 2019, as applicable, and 2020 on AD-3117B, Part C. COC **must** adjust the 2018 or 2019 revenue, as applicable, in AD-3117, item 30 based on the information certified by the producer in Part C. The higher of the ratio of increased total production or increase of turns for the operation (2020 total production or number of turns divided by 2018 or 2019 total production or number of turns) is multiplied by the actual 2018 or 2019 eligible revenue to calculate a "COC Adjusted 2018 or 2019 Revenue".

If the contract producer elects to provide production, production must be reported as applicable for each eligible contract livestock or poultry's unit of measure. The unit of measures are:

- Head
- Pounds (lbs.)
- Dozen.


If the contract producer elects to provide the number of turns, it must be reported as a whole number, (i.e., "2" for two turns between January 1 and December 27 of the applicable year). The following is an example of AD-3117B, Part C, New 2019 Contract Producer or Increased 2020 Production Information.

PART C - NEW 2019 CONTRACT PRODUCER OR INCREASED 2020 PRODUCTION INFORMATION								COC USE ONLY
13. Commodity	14. Unit of Measure for Production	15. Select Year: <input type="checkbox"/> 2018 <input type="checkbox"/> 2019			2020			19. COC Adjusted 2018 or 2019 Revenue
		15A. Revenue (Jan 1 – Dec 27)	15B. Total Production (If Applicable) (Jan 1 – Dec 27)	15C. # of Turns (If Applicable) (Jan 1 – Dec 27)	16. Revenue (Jan 1 – Dec 27)	17. Total Production (If Applicable) (Jan 1 – Dec 27)	18. # of Turns (If Applicable) (Jan 1 – Dec 27)	

Note: The "COC Adjusted 2018 or 2019 Revenue" calculated on the AD-3117B, Item 19 is the same amount that must be entered into the CFAP 2 application software, according to 4-CFAP, as "COC Adjusted 2018 or 2019 Revenue", AD-3117 Item 30 for the applicable commodity on AD-3117B Item 13 and AD-3117 Item 27.--*

*--312 Revenue and Other Data Certifications on AD-3117 or AD-3117B (Continued)

H AD-3117B, Part D, New 2020 Contract Producer Information and the Establishment of an Average Revenue Loss Level Determined by USDA

Contract producers who began their operation in 2020 may certify their 2020 eligible revenue on AD-3117B, Part D. By signing AD-3117B  Part E, Contract Producer Certification, the producer acknowledges and accepts that their CFAP 2 payment, if applicable, will be based on an average revenue loss level determined by USDA.

Average revenue loss level means the average percentage of revenue loss for contract producers determined by USDA for a geographical area based on the best available data including, but not limited to, losses reported by contract producers for the same area and type of livestock or poultry.

Once USDA determines the average revenue loss level and provides this to COC, COC must calculate a “COC Calculated 2019 Revenue” by dividing the contract producer’s 2020 eligible revenue by (1 minus the average revenue loss level percentage determined by USDA). The “COC Calculated 2019 Revenue” will be used for payment calculation purposes, which also provides a representation of an estimation what the new 2020 contract producer’s expected revenue would have been in 2020 without market disruptions because of the pandemic. The following is an example of AD-3117B, Part D, New 2020 Contract Producer Information.

PART D - NEW 2020 CONTRACT PRODUCER INFORMATION		COC USE ONLY	
20. Commodity	21. 2020 Revenue (Jan 1 – Dec 27)	22. COC Calculated Average Loss Level	23. COC Calculated 2019 Revenue

Note: The “COC Calculated 2019 Revenue” calculated on AD-3117B, item 23 is the same amount that must be entered into the CFAP 2 application software, according to 4-CFAP, as “COC Adjusted 2018 or 2019 Revenue”, AD-3117, item 30 for the applicable commodity in AD-3117B, item 20 and AD-3117, item 27.--*

*--313 CFAP 2 Contract Producer AD-3117B Tool and Instructions


A CFAP 2 Contract Producer AD-3117B Tool

The “CFAP 2 Contract Producer AD-3117B Tool” has been developed to assist State and County Offices in identifying which exception in subparagraph 312 A applies and the information required from the contract producer to calculate the “COC Adjusted 2018 or 2019 Revenue” for new 2019 contract producers, contract producers who had an increase in size or production in 2020, or “COC Calculated 2019 Revenue” for new 2020 contract producers, as applicable. The tool will assist a contract producer in completing and printing AD-3117B for producer review and signature.

Note: The eligible revenue and COC adjusted revenue from the AD-3117B must be loaded into the CFAP 2 application software according to 4-CFAP. An AD-3117 must also be completed and signed by the contract producer.

State and County Offices will access the CFAP 2 Contract Producer AD-3117B Tool from the CFAP intranet site at <https://inside.fsa.usda.gov/program-areas/dafp/special-programs/cfap/index>. Following is an example of the CFAP 2 Contract Producer Tool.

CFAP 2 Contract Producer AD-3117B Tool - Version 1.0										7/20/2021
Part A - Producer Information										
Name:										
Address 1:										
Address 2:										
City, State and Zip Code:										
Phone Number:										
Recording State:						Recording County:				
Did your contract operation increase in size (square feet) in 2020?		Yes		If "Yes" Only Complete Only Parts B and E						
Were you a new contract producer in 2019?		No		If "Yes" Only Complete Parts C and E						
Did your contract production operation have increased production or number of turns in 2020, not in associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?		No		If "Yes" Only Complete Parts C and E						
Were you a new contract producer in 2020?		No		If "Yes" Only Complete Part D and E						
Part B - 2020 Operation Increase in Size Information										
Select Year:				2020				A ratio representing the increase in square footage of the operation (2020 sq ft divided by the 2018 or 2019 sq ft) is multiplied by the actual 2018/2019 revenue (the same year as used in the sq ft calc) to calculate an adjusted 2018/2019 revenue.		
Commodity	Revenue (Jan 1 - Dec 27)	Square Footage of Operation	Revenue (Jan 1 - Dec 27)	Square Footage of Operation	COC Adjusted 2018 or 2019 Revenue					
Part C - NEW 2019 CONTRACT PRODUCERS OR INCREASED 2020 PRODUCTION INFORMATION										
Select Year:				2018		2020				The higher of the ratio of increased production or increase of turns for the operation (2020 production or # of turns divided by 2018 or 2019 production or # of turns) is multiplied by the actual 2018/2019 eligible revenue to calculate a COC adjusted 2018/2019 revenue.
Commodity	Unit of Measure for Production	Revenue (Jan 1 - Dec 27)	Total Production (Jan 1 - Dec 27)	# of Turns (Jan 1 - Dec 27)	Revenue (Jan 1 - Dec 27)	Total Production (Jan 1 - Dec 27)	# of Turns (Jan 1 - Dec 27)	COC Adjusted 2018 or 2019 Revenue		
Part D - NEW 2020 CONTRACT PRODUCER INFORMATION										
Commodity	2020 Revenue (Jan 1 - Dec 27)	COC Calculated Average Loss Level	COC Calculated 2019 Revenue	The COC will determine a "COC Calculated 2019 Revenue" for contract producers who began their operation in 2020, if applicable, by dividing the contract producer's actual 2020 revenue by (1 minus the % of average loss) as determined by FSA after the completion of signing for the area/commodity, which would represent what the 2020 expected revenue would have been without pandemic.						



PRINT
Data Entry

PRINT
AD-3117B

--*

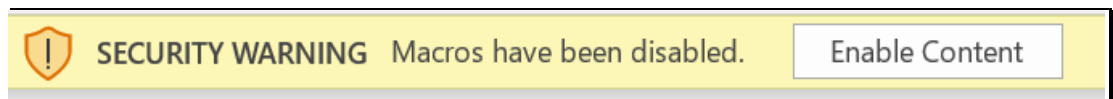
***--313 CFAP 2 Contract Producer AD-3117B Tool and Instructions**

B CFAP 2 Contract Producer AD-3117B Tool Instructions

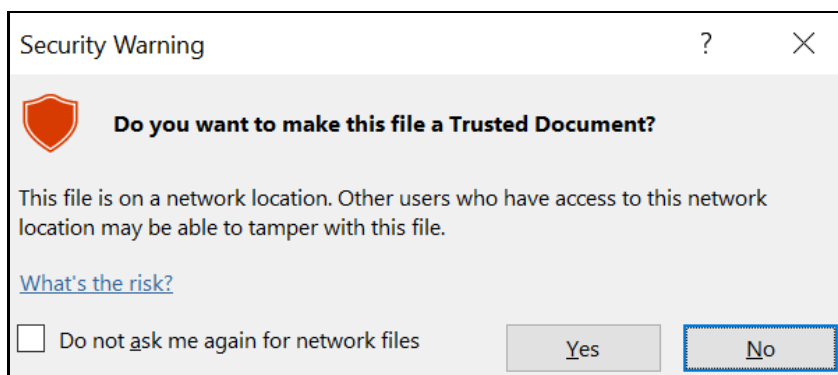
County Offices must download the tool by:

- navigating to the service center's individual S:\Service Center\FSA folder
- create a subfolder titled "CFAP 2 Contract Producer AD-3117B"
- save the tool under that folder titled "CFAP 2 Contract Producer AD-3117B Tool MASTER".

Note: The user will need to select "Enable Content" upon each use to enable macros. The following is an example of that warning:



On the following screen answer "Yes" to "Do you want to make this file a Trusted Document?"



The workbook has three separate worksheets titled:

- "Directions": Step by step directions on completing the "Data Input" worksheet
- "Data Input": Individual contract producer data entry worksheet
- "AD-3117B": Automatically populated AD-3117B for viewing and printing purposes.--*

*--313 CFAP 2 Contract Producer AD-3117B Tool and Instructions (Continued)

B CFAP 2 Contract Producer AD-3117B Tool Instructions (Continued)

Directions can be viewed and printed from the “Directions” tab or select “Data Input” and complete the CFAP 2 Contract Producer AD-3117B Tool according to the following.

Data Field Name	Instructions																				
Part A - Producer Information																					
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> CFAP 2 Contract Producer AD-3117B Tool - Version 1.0 </div> <div style="border: 2px solid red; padding: 2px;">7/20/2021</div> </div> <div style="background-color: #0056b3; color: white; padding: 5px; margin-top: 5px;"> Part A - Producer Information </div> <div style="background-color: #e6f2ff; padding: 5px; margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Name:</td><td></td></tr> <tr><td>Address 1:</td><td></td></tr> <tr><td>Address 2:</td><td></td></tr> <tr><td>City, State and Zip Code:</td><td></td></tr> <tr><td>Phone Number:</td><td></td></tr> <tr> <td>Recording State:</td><td>Recording County:</td></tr> </table> </div> <div style="background-color: #ffff00; padding: 5px; margin-top: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Did your contract operation increase in size (square feet) in 2020?</td> <td style="width: 50%;">If "Yes" Only Complete Only Parts B and E</td> </tr> <tr> <td>Were you a new contract producer in 2019?</td> <td>If "Yes" Only Complete Parts C and E</td> </tr> <tr> <td>Did your contract production operation have increased production or number of turns in 2020, not in associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?</td> <td>If "Yes" Only Complete Parts C and E</td> </tr> <tr> <td>Were you a new contract producer in 2020?</td> <td>If "Yes" Only Complete Part D and E</td> </tr> </table> </div>		Name:		Address 1:		Address 2:		City, State and Zip Code:		Phone Number:		Recording State:	Recording County:	Did your contract operation increase in size (square feet) in 2020?	If "Yes" Only Complete Only Parts B and E	Were you a new contract producer in 2019?	If "Yes" Only Complete Parts C and E	Did your contract production operation have increased production or number of turns in 2020, not in associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?	If "Yes" Only Complete Parts C and E	Were you a new contract producer in 2020?	If "Yes" Only Complete Part D and E
Name:																					
Address 1:																					
Address 2:																					
City, State and Zip Code:																					
Phone Number:																					
Recording State:	Recording County:																				
Did your contract operation increase in size (square feet) in 2020?	If "Yes" Only Complete Only Parts B and E																				
Were you a new contract producer in 2019?	If "Yes" Only Complete Parts C and E																				
Did your contract production operation have increased production or number of turns in 2020, not in associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?	If "Yes" Only Complete Parts C and E																				
Were you a new contract producer in 2020?	If "Yes" Only Complete Part D and E																				
Name Address 1 Address 2 City, State, and Zip Code Phone Number	Enter the producer's name, address, city, State, ZIP code, and phone number, including area code. Notes: This will be the same information entered into the CFAP 2 application software, according to 4-CFAP, and AD-3117 Item 5. The date of data entry automatically populates on the tool in the left-hand corner illustrated above “ ” and on AD-3117B, item 1.																				
Recording State	Use the drop-down menu to select the producer's recording State. Note: This will be the same information entered into the CFAP 2 application software according to 4-CFAP and AD-3117, item 1.																				
Recording County	Use the drop-down menu to select the producer's recording county. Note: This will be the same information entered into the CFAP 2 application software according to 4-CFAP and AD-3117 Item 3.																				
Did your contract operation increase in size (square feet) in 2020?	Use the drop-down menu to select “Yes” or “No”. If “Yes”, only complete Parts B and E. If “No” proceed to next question.																				
Were you a new contract producer in 2019?	Use the drop-down menu to select “Yes” or “No”. If “Yes”, only complete Parts C and E. If “No” proceed to next question.																				

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*--313 CFAP 2 Contract Producer AD-3117B Tool and Instructions (Continued)

B CFAP 2 Contract Producer AD-3117B Tool Instructions (Continued)

Data Field Name	Instructions				
Did your contract production operation have increased production or number of turns in 2020, not associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?	Use the drop-down Menu to select “Yes” or “No”. If “Yes”, only complete Parts C and E. If “No” proceed to next question.				
Were you a new contract producer in 2020?	Use the drop-down to select “Yes” or “No”. If “Yes”, only complete Parts D and E.				
Part B - 2020 Operation Increase in Size Information					
Part B - 2020 Operation Increase in Size Information					
Select Year:		2020			
Commodity	Revenue (Jan 1 - Dec 27)	Square Footage of Operation	Revenue (Jan 1 - Dec 27)	Square Footage of Operation	COC Adjusted 2018 or 2019 Revenue
Select Year	<p>Use the drop-down menu to select the year “2018” or “2019”, the producer elects to certify eligible revenue and square footage of the operation for the commodity or commodities selected.</p> <p>Note: If a contract producer is reporting more than one commodity and the contract producer’s year selection does not apply to all commodities, separate AD-3117B’s will need to be completed for each commodity, designating the applicable year by commodity.</p>				
Commodity	<p>Use the drop-down menu to select the eligible commodity or commodities grown under contract by the contract producer.</p> <p>Eligible commodities for contract producers are:</p> <ul style="list-style-type: none"> • Chickens (broilers, Pullets, Layers) • Chicken Eggs • Turkeys • Hogs/Pigs • Other Poultry (Ducks, Geese, Pheasants, Quail) • Other Poultry Eggs (Turkey, Duck, Goose, Pheasant, Quail). <p>Note: This will be the same entry into the CFAP 2 application software according to 4-CFAP as “Commodity” on AD-3117, item 27.</p>				

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*--313 CFAP 2 Contract Producer AD-3117B Tool and Instructions (Continued)

B CFAP 2 Contract Producer AD-3117B Tool Instructions (Continued)

Data Field Name	Instructions
Revenue (Jan 1 - Dec 27)	Enter the eligible revenue received for the commodity from January 1 to December 27 for the year selected as certified by the producer. Note: This will be the same amount entered into the CFAP 2 application software, according to 4-CFAP as “2018 or 2019 Revenue”, AD-3117, item 28 for the applicable commodity in item 27.
Square Footage of Operation	Enter the square footage of the operation for the commodity for the year selected as certified by the producer.
2020 Revenue (Jan 1 - Dec 27)	Enter the eligible revenue received for the commodity from January 1 to December 27, 2020, as certified by the producer. Note: This will be the same amount entered into the CFAP 2 application software, according to 4-CFAP as “2020 Revenue”, and AD-3117 Item 29 for the applicable commodity in item 27.
2020 Square Footage of Operation	Enter the square footage of the operation for the commodity for 2020, as certified by the producer.
COC Adjusted 2018 or 2019 Revenue	No Entry Required. A “COC Adjusted 2018 or 2019 Revenue” will automatically be calculated based on the information certified by the producer in Part B. The formula for the calculation by eligibility commodity is the producer’s: <ul style="list-style-type: none"> 2020 square footage ÷ 2018 or 2019 square footage X 2018 or 2019 revenue. Note: The “COC Adjusted 2018 or 2019 Revenue” calculated on AD-3117B will be the same amount entered into the CFAP 2 application software, according to 4-CFAP, as “COC Adjusted 2018 or 2019 Revenue”, AD-3117, item 30 for the applicable commodity in item 27.
PRINT Data Entry	Select “Print Data Entry” to print data entry worksheet for review and the producer’s file, if needed.
PRINT AD-3117B	Select “Print AD-3117B” to print AD-3117B to review with the contract producer and obtain contract producer’s signature after review of Part E “Contract Producer Certification”.
GO TO DATA ENTRY	Select “Go to Data Entry” to return to the “Data Entry” worksheet or select the worksheet tab on the bottom of the workbook, if needed to return to make any additions or corrections.

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*--313 CFAP 2 Contract Producer AD-3117B Tool and Instructions (Continued)

B CFAP 2 Contract Producer AD-3117B Tool Instructions (Continued)

Data Field Name	Instructions																																				
Select "File", "Save As"	Save each individual producer's workbook on the shared drive under the subfolder established. Example: S:\Baker\CFAP 2 Contract Producer AD-3117B\LastFirst.																																				
Part C - New 2019 Contract Producers or Increased 2020 Production Information																																					
Part C - NEW 2019 CONTRACT PRODUCERS OR INCREASED 2020 PRODUCTION INFORMATION (Provide Production and/or # of Turns)																																					
<table border="1"> <thead> <tr> <th colspan="5">Select Year:</th><th colspan="3">2020</th><th></th></tr> <tr> <th>Commodity</th><th>Unit of Measure for Production</th><th>Revenue (Jan 1 - Dec 27)</th><th>Total Production (Jan 1 - Dec 27)</th><th># of Turns (Jan 1 - Dec 27)</th><th>Revenue (Jan 1 - Dec 27)</th><th>Total Production (Jan 1 - Dec 27)</th><th># of Turns (Jan 1 - Dec 27)</th><th>COC Adjusted 2018 or 2019 Revenue</th></tr> </thead> <tbody> <tr> <td>Chickens</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Turkeys</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Select Year:					2020				Commodity	Unit of Measure for Production	Revenue (Jan 1 - Dec 27)	Total Production (Jan 1 - Dec 27)	# of Turns (Jan 1 - Dec 27)	Revenue (Jan 1 - Dec 27)	Total Production (Jan 1 - Dec 27)	# of Turns (Jan 1 - Dec 27)	COC Adjusted 2018 or 2019 Revenue	Chickens									Turkeys								
Select Year:					2020																																
Commodity	Unit of Measure for Production	Revenue (Jan 1 - Dec 27)	Total Production (Jan 1 - Dec 27)	# of Turns (Jan 1 - Dec 27)	Revenue (Jan 1 - Dec 27)	Total Production (Jan 1 - Dec 27)	# of Turns (Jan 1 - Dec 27)	COC Adjusted 2018 or 2019 Revenue																													
Chickens																																					
Turkeys																																					
Select Year	<p>Use the drop-down menu to select the year "2018" or "2019", the producer elects to report eligible revenue, production, and/or number (#) of turns for the commodity or commodities selected.</p> <p>Note: If a contract producer is reporting more than one Commodity and the contract producer's year selection does not apply to all commodities, separate AD-3117Bs will need to be completed for each commodity, designating the applicable year by commodity.</p>																																				
Commodity	<p>Use the drop-down menu to select the eligible commodity or commodities grown under contract by the contract producer.</p> <p>Eligible commodities for contract producers are:</p> <ul style="list-style-type: none"> Chickens (Broilers, Pullets, Layers) Chicken Eggs Turkeys Hogs/Pigs Other Poultry (Ducks, Geese, Pheasants, Quail) Other Poultry Eggs (Turkey, Duck, Goose, Pheasant, Quail). <p>Note: This will be the same entry into the CFAP 2 application software, according to 4-CFAP, as "Commodity" on AD-3117, item 27.</p>																																				

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*--313 CFAP 2 Contract Producer AD-3117B Tool and Instructions (Continued)


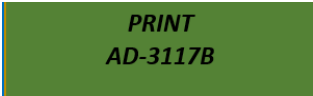

B CFAP 2 Contract Producer AD-3117B Tool Instructions (Continued)

Data Field Name	Instructions
Unit of Measure	<p>If applicable, use the drop-down menu to select the unit of measure for the commodity:</p> <p>The units of measure are:</p> <ul style="list-style-type: none"> • Head • Lbs. • Dozen • N/A.
Revenue (Jan 1 - Dec 27)	<p>Enter the revenue received for the commodity from January 1 - December 27 for the year selected.</p> <p>Note: This will be the same amount entered into the CFAP 2 application software, according to 4-CFAP, as “2018 or 2019 Revenue”, AD-3117 Item 28 for the applicable commodity in item 27.</p>
Total Production (Jan 1 - Dec 27)	Enter the total production for the commodity between January 1 and December 27 for the year selected, if applicable.
# of Turns (Jan 1 - Dec 27)	Enter the number of turns for the commodity between January 1 and December 27 for the year selected, if applicable.
2020 Revenue (Jan 1 - Dec 27)	<p>Enter the eligible revenue received for the commodity from January 1 - December 27, 2020.</p> <p>Note: This will be the same amount entered into the CFAP 2 application software, according to 4-CFAP, as “2020 Revenue”, and AD-3117, item 29 for the applicable commodity in Item 27.</p>
2020 Total Production (Jan 1 - Dec 27)	Enter the total production for the commodity between January 1 and December 27, 2020 if applicable.
2020 # of Turns (Jan 1 - Dec 27)	Enter the number (#) of turns for the commodity between January 1 and December 27, 2020 if applicable.

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*--313 CFAP 2 Contract Producer AD-3117B Tool and Instructions (Continued)

B CFAP 2 Contract Producer AD-3117B Tool Instructions (Continued)

Data Field Name	Instructions
COC Adjusted 2018 or 2019 Revenue	<p>No Entry Required. A “COC Adjusted 2018 or 2019 Revenue” will automatically calculate based on the information provided in Part C.</p> <p>The formula for the calculation is the higher of:</p> <ul style="list-style-type: none"> • (2020 total production ÷ 2018 or 2019 total production) X 2018 or 2019 revenue, or; • (2020 number of turns ÷ 2018 or 2019 number of turns) X 2018 or 2018 revenue. <p>Note: The “COC Adjusted 2018 or 2019 Revenue” calculated on AD-3117B will be the same amount entered into the CFAP 2 application software, according to 4-CFAP, as “COC Adjusted 2018 or 2019 Revenue”, AD-3117 Item 30 for the applicable commodity in Item 27.</p>
	Select “Print Data Entry” to print data entry worksheet for review and the producer’s file, if needed.
	Select “Print AD-3117B” to print AD-3117B form to review with the contract producer and obtain contract producer’s signature after review of Part E “Contract Producer Certification”.
	Select “Go to Data Entry” to return to the “Data Entry” worksheet or select the worksheet tab on the bottom of the workbook, if needed to return to make any additions or corrections.
Select “File”, “Save As”	<p>Save each individual producer’s workbook on the shared drive under the subfolder established.</p> <p>Example: S:\Baker\CFAP 2 Contract Producer AD-3117B\LastFirst.</p>

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*--313 CFAP 2 Contract Producer AD-3117B Tool and Instructions (Continued)

B CFAP 2 Contract Producer AD-3117B Tool Instructions (Continued)

Part D - NEW 2020 CONTRACT PRODUCER INFORMATION			
Part D - NEW 2020 CONTRACT PRODUCER INFORMATION			
Commodity	2020 Revenue (Jan 1 - Dec 27)	COC Calculated Average Loss Level	COC Calculated 2019 Revenue
Commodity	<p>Use the drop-down menu to select the eligible commodity or commodities grown under contract by the contract producer.</p> <p>Eligible commodities for contract producers are:</p> <ul style="list-style-type: none"> • Chickens (Broilers, Pullets, Layers) • Chicken Eggs • Turkeys • Hogs/Pigs • Other Poultry (Ducks, Geese, Pheasants, Quail) • Other Poultry Eggs (Turkey, Duck, Goose, Pheasant, Quail). <p>Note: This will be the same entry into the CFAP 2 application software, according to 4-CFAP, as “Commodity” and AD-3117 Item 27.</p>		
2020 Revenue (Jan 1 - Dec 27)	<p>Enter the revenue received for the commodity from January 1 - December 27, 2020.</p> <p>Note: This will be the same amount entered into the CFAP 2 application software, according to 4-CFAP, as “2020 Revenue”, and AD-3117 Item 29 for the applicable commodity in Item 27.</p>		
COC Calculated Average Loss Level	<p>COC will determine, after the CFAP 2 application period has closed, an average loss level for the commodity based on a geographic area to be determined by USDA. Once the “COC Calculated Average Loss Level” has been determined and entered, select “Print Data Entry”, if needed, and “Print AD-3117B.</p> <p>Example: The USDA determined that chicken contract Producers in Baker County, Georgia area experienced a 15.42% loss in 2020 revenue compared to 2019 revenue. An entry of “15.42” must be entered in this field for the commodity “Chickens”.</p>		

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*--313 CFAP 2 Contract Producer AD-3117B Tool and Instructions (Continued)

B CFAP 2 Contract Producer AD-3117B Tool Instructions (Continued)

Data Field Name	Instructions
COC Calculated 2019 Revenue	<p>No Entry Required. A “COC Calculated 2019 Revenue” will automatically calculate based on the information provided in Part D. The formula for the calculation is:</p> <ul style="list-style-type: none"> 2020 Revenue ÷ (1 - COC Calculated Average Loss Level) <p>Note: The “COC Calculated 2019 Revenue” on the AD-3117B will be the same amount entered into the CFAP 2 application software, according to 4-CFAP, as “COC Adjusted 2018 or 2019 Revenue”, AD-3117, item 30 for the applicable commodity in Item 27.</p>
PRINT Data Entry	Select “Print Data Entry” to print data entry worksheet for review and the producer’s file, if needed.
PRINT AD-3117B	Select “Print AD-3117B” to print AD-3117B to review with the contract producer and obtain contract producer’s signature after review of Part E “Contract Producer Certification”.
GO TO DATA ENTRY	Select “Go to Data Entry” to return to the “Data Entry” worksheet or select the worksheet tab on the bottom of the workbook, if needed to return to make any additions or corrections.
Select “File”, “Save As”	<p>Save each individual producer’s workbook on the shared drive under the subfolder established. This worksheet will need to be accessed again after the end of the CFAP 2 deadline to enter “COC Calculated Average Loss Level”.</p> <p>Example: S:\Baker\CFAP 2 Contract Producer AD-117B\LastFirst.</p>

The worksheet tab, “AD-3117B”, may be selected at any time to view how the information entered into the “Data Entry” tab populates into AD-3117B. The user may select “Go to Data Entry” to return to the “Data Entry” worksheet or select the worksheet tab on the bottom of the workbook. If needed, the eraser button on the “Data Entry” worksheet can be selected to erase all data entered in the worksheet.--*

314-325 (Reserved)

Section 3 Payments

326 Contract Producers Payment Components

A Basis for Payment

*--Contract producers are paid based on their revenue loss in 2020 compared to their 2018 or 2019 revenue for the respective periods as specified.

B Payment Calculation

For eligible contract producers of eligible contract livestock or poultry, if eligible revenue for the period from January 1, 2020, through December 27, 2020, decreased compared to eligible revenue for the period from either January 1, 2018, through December 27, 2018, or January 1, 2019, through December 27, 2019 then payments will be equal to:

- eligible revenue received from either January 1, 2018, through December 27, 2018, or January 1, 2019, through December 27, 2019, minus eligible revenue received January 1, 2020, through December 27, 2020, multiplied by
- 80 percent.

USDA will adjust the eligible revenue based on information certified by the contract producer on AD-3117B for contract producers who did not have a full period of revenue from January 1 to December 2018 or 2019, or who increased their operation size in 2020. Information required to calculate these adjustments provided in subparagraphs 312 F and G and may include a contract producer's square footage increase to the operation in 2020, or a contract producer's production and/or number of turns for 2018, 2019, and 2020 as applicable.

For eligible contract producers who did not receive eligible revenue in 2018 or 2019, but received eligible revenue for the period from January 1, 2020, through December 27, 2020, USDA will determine an average revenue loss as outlined in subparagraph 312 H, and the payment will be equal to:

- eligible revenue received from January 1, 2020, through December 27, 2020, divided by (1 minus the average revenue loss level), minus
- eligible revenue received from January 1, 2020, through December 27, 2020, multiplied by
- 80 percent.--*

This calculation is subject to the availability of funds and will be factored, if needed.

***--327 Examples of Contract Producer Applications and Payment Calculations**

A Overview

CFAP 2 applications for contract producers who do not meet one of the four exceptions outlined in subparagraph 312 A, will be entered into the CFAP 2 application software according to 4-CFAP. CFAP applications for contract producers who meet one of the four identified exceptions in subparagraph 312 A will be accepted in the following steps.

Step	Action
1	Access the CFAP 2 Contract Producer Tool and enter contract producer's self-certified information.
2	Print the automatically populated AD-3117B from the tool for producer review and signature.
3	Save the workbook according to subparagraph 313 B.
4	Access the CFAP 2 application software according to 4-CFAP and enter the information from the AD-3117B
5	Print the AD-3117 for producer review and signature
6	For new 2020 contract producers, after the average revenue loss level has been determined according to subparagraph 312 H, access the saved producer's CFAP 2 Contract Producer Tool workbook and enter the average revenue loss level provided by USDA. Print an updated AD-3117B with the updated information, including the "COC Calculated 2019 Revenue" and attach to the original AD-3117 B signed by the producer. Access the CFAP 2 application software, according to 4-CFAP, and select the original producer's application and enter the updated information according to the revised AD-3117B. Print out a revised AD-3117 and attach to the original signed AD-3117. No new signatures are required.
7	Document all actions thoroughly in COC minutes.
8	Approve/Disapprove the application according to paragraph 51.

B Example 1 - Contract Producer With An Increase in Operation Square Footage in 2020

Floyd's Broiler Operation added an additional broiler house in 2020. Floyd elects to report 2019 revenue and square footage. In 2019, Floyd's eligible revenue was \$250,000 from the broiler operation of 100,000 square feet. In 2020, Floyd's eligible revenue was \$275,000 and increased in size to 125,000 square feet.--*

*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

B Example 1 – Contract Producer With An Increase in Operation Square Footage in 2020 (Continued)

The CFAP 2 Contract Producer Tool would be completed as follows.

CFAP 2 Contract Producer AD-3117B Tool - Version 1.0				8/2/2021	
Part A - Producer Information					
Name:	Floyd's Broiler Operation				
Address 1:	1 Anywhere St				
Address 2:					
City, State and Zip Code:	Broilerville, GA 99999				
Phone Number:	999-999-9999				
Recording State:	Georgia	Recording County:	Brooks		
Did your contract operation increase in size (square feet) in 2020?	Yes	If "Yes" Only Complete Only Parts B and E			
Were you a new contract producer in 2019?	No	If "Yes" Only Complete Parts C and E			
Did your contract production operation have increased production or number of turns in 2020, not in associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?	No	If "Yes" Only Complete Parts C and E			
Were you a new contract producer in 2020?	No	If "Yes" Only Complete Part D and E			
Part B - 2020 Operation Increase in Size Information					
Select Year:	2019		2020		COC Adjusted 2018 or 2019 Revenue
Commodity	Revenue (Jan 1 - Dec 27)	Square Footage of Operation	Revenue (Jan 1 - Dec 27)	Square Footage of Operation	
Chickens	\$250,000.00	100,000	\$275,000.00	125,000	
					\$312,500.00
A ratio representing the increase in square footage of the operation (2020 sq ft divided by the 2018 or 2019 sq ft) is multiplied by the actual 2018/2019 revenue (the same year as used in the sq ft calc) to calculate an adjusted 2018/2019 revenue.					

The formula for "COC Adjusted 2018 or 2019 Revenue" for contract producers who increased their size, square footage in 2020 is the following:

- 2020 square footage divided by 2018 or 2019 square footage (the increase in square footage ratio) multiplied by 2018 or 2019 revenue.

Floyd's COC Adjusted 2019 Revenue is \$312,500 and is calculated as follows.

A	B	C	
Floyd's 2019 Square Footage of Operation	Floyd's 2020 Square Footage of Operation	Floyd's 2019 Eligible Revenue	Floyd's COC Adjusted 2019 Revenue (B / A) X C
100,000	125,000	\$250,000	\$312,500

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*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

B Example 1 – Contract Producer With An Increase in Operation Square Footage in 2020 (Continued)

The following is an example of the AD-3117B for Floyd's Broiler Operation.

AD-3117B U.S. DEPARTMENT OF AGRICULTURE		1. Date (MM-DD-YYYY)	2. State/County		
CONTINUATION SHEET FOR CORONAVIRUS FOOD ASSISTANCE PROGRAM 2 (CFAP 2) APPLICATION FOR CONTRACT PRODUCERS		8/2/2021	Georgia Brooks		
		<small>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 9, the CARES Act (Pub. L. 116-136), the Consolidated Appropriations Act, 2021 (Pub. L. 116-260), and 15 U.S.C. 714b and 714c. The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, and 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 program benefits. Payments may be made under the program to which the form applies only to the extent permitted by applicable authorities.</small> <small>Public Burden Statement (Paperwork Reduction Act): Public reporting burden for this collection is estimated to average 20 minutes per response, including reviewing instructions, gathering and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection, or USDA may not conduct or sponsor a collection of information unless it displays a valid OMB control number. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small>			
PART A - CONTRACT PRODUCER INFORMATION					
5. Producer's Name and Address (City, State and Zip Code) and Phone Number (Include Area Code):					
Floyd's Broiler Operation 1 Anywhere St Broilerville, GA 99999 999-999-9999					
4. Did your contract production operation increase in size (square feet) in 2020? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If "Yes" Only Complete Parts B and E					
5. Were you a new contract producer in 2019? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If "Yes" Only Complete Parts C and E					
6. Did your contract production operation have increased production or number of turns in 2020, not associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If "Yes" Only Complete Parts C and E					
7. Were you a new contract producer in 2020? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If "Yes" Only Complete Parts D and E					
PART B – 2020 OPERATION INCREASE IN SIZE INFORMATION			COC USE ONLY		
8. Commodity	9. Select Year:		2020		12. COC Adjusted 2018 or 2019 Revenue
	9A. Revenue (Jan 1 - Dec 27)	9B. Square Footage of Operation	10. Revenue (Jan 1 - Dec 27)	11. Square Footage of Operation	
Chickens	\$250,000.00	100,000	\$275,000.00	125,000	\$312,500.00

The following would be entered into the CFAP 2 application software, according to 4-CFAP, for Floyd's Broiler Operation.

Dairy	Eggs/Broilers	Livestock	Sales Commodities	Contract Producer	Acreage-Based Crop	Summary
Program Year: 2020		State: Georgia (13)		County: Brooks (027)		Application Status: Initiated
Producer: Floyd's Broiler Operation		Recording State: Georgia (13)		Recording County: Brooks (027)		Application ID: XXXXX
Commodity	Source	2018 or 2019 Revenue		2020 Revenue		
Chickens(Broilers,Pullets,Layr)	PRODUCER	250,000		275,000		
	COC USE ONLY	312,500				

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*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

B Example 1 – Contract Producer With An Increase in Operation Square Footage in 2020 (Continued)

The following is AD-3117, Part H for Floyd.

PART H – CONTRACT PRODUCER REVENUE			COC USE ONLY	
27. Commodity	28. 2018 or 2019 Revenue	29. 2020 Revenue	30. COC Adjusted 2018 or 2019 Revenue	31. COC Adjusted 2020 Revenue
Chickens	250,000	275,000	312,500	

The estimated gross CFAP 2 payment calculation for Floyd's Broiler Operation, prior to any reductions and payment factor, as applicable, is the following.

Floyd's COC Adjusted 2019 Revenue	Floyd's 2020 Eligible Revenue	Floyd's Estimated Gross CFAP 2 Payment (2019 COC Adjusted Revenue - 2020 Revenue) x 80%
\$312,500	\$275,000	\$30,000

C Example 2 - New 2019 Contract Producer

Iowa Swine Operation began operating in July 2019. Iowa Swine's 2019 eligible revenue was \$75,000 and produced 40,000 hogs for the integrator. Iowa Swine's 2020 eligible revenue was \$100,000 and produced 60,000 hogs.

The CFAP 2 Contract Producer Tool would be completed as follows.

CFAP 2 Contract Producer AD-3117B Tool - Version 1.0					8/2/2021			
Part A - Producer Information								
Name:	Iowa Swine Operation							
Address 1:	1 Anywhere St							
Address 2:								
City, State and Zip Code:	Somewhere, IA 99999							
Phone Number:	999-999-9999							
Recording State:	Iowa	Recording County:	Adair					
Did your contract operation increase in size (square feet) in 2020?	No	If "Yes" Only Complete Only Parts B and E						
Were you a new contract producer in 2019?	Yes	If "Yes" Only Complete Parts C and E						
Did your contract production operation have increased production or number of turns in 2020, not in associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?	No	If "Yes" Only Complete Parts C and E						
Were you a new contract producer in 2020?	No	If "Yes" Only Complete Part D and E						
Part C - NEW 2019 CONTRACT PRODUCERS OR INCREASED 2020 PRODUCTION INFORMATION								
Select Year:		2019			2020			COC Adjusted 2018 or 2019 Revenue
Commodity	Unit of Measure for Production	Revenue (Jan 1 - Dec 27)	Total Production (Jan 1 - Dec 27)	# of Turns (Jan 1 - Dec 27)	Revenue (Jan 1 - Dec 27)	Total Production (Jan 1 - Dec 27)	# of Turns (Jan 1 - Dec 27)	
Hogs & Pigs	Head	\$75,000.00	40,000		\$100,000.00	60,000		\$112,500.00

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***--327 Examples of Contract Producer Applications and Payment Calculations (Continued)**

C Example 2 - New 2019 Contract Producer (Continued)

The formula for “COC Adjusted 2018 or 2019 Revenue” for new 2019 contract producers who did not have a full year of revenue and production to compare to 2020 is the following:

- The higher of 2020 production or # of turns divided by 2019 production or # of turns (the increase in production or # of turns ratio) multiplied by 2019 eligible revenue.

Iowa Swine’s COC Adjusted 2019 Revenue is \$112,500 and is calculated as follows.

A	B	C	
Iowa Swine's 2019 Production (hd)	Iowa Swine's 2020 Production (hd)	Iowa Swine's 2019 Eligible Revenue	Iowa Swine's COC Adjusted 2019 Revenue (B / A) x C
40,000	60,000	\$75,000	\$112,500

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*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

C Example 2 - New 2019 Contract Producer (Continued)

The following is AD-3117B for the Iowa Swine Operation.

AD-3117B U.S. DEPARTMENT OF AGRICULTURE		1. Date (MM-DD-YYYY) 8/2/2021		2. State/County Iowa Adair				
CONTINUATION SHEET FOR CORONAVIRUS FOOD ASSISTANCE PROGRAM 2 (CFAP 2) APPLICATION FOR CONTRACT PRODUCERS								
<small>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 9, the CARES Act (Pub. L. 116-136), the Consolidated Appropriations Act, 2021 (Pub. L. 116-260), and 15 U.S.C. 714b and 714c. The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, and 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 program benefits. Payments may be made under the program to which the form applies only to the extent permitted by applicable authorities.</small>								
<small>Public Burden Statement (Paperwork Reduction Act): Public reporting burden for this collection is estimated to average 20 minutes per response, including reviewing instructions, gathering and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection, or USDA may not conduct or sponsor a collection of information unless it displays a valid OMB control number. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small>								
PART A - CONTRACT PRODUCER INFORMATION								
5. Producer's Name and Address (City, State and Zip Code) and Phone Number (Include Area Code):								
Iowa Swine Operation 1 Anywhere St Somewhere, IA 99999 999-999-9999								
4. Did your contract production operation increase in size (square feet) in 2020? Yes No <input checked="" type="checkbox"/> If "Yes" Only Complete Parts B and E								
5. Were you a new contract producer in 2019? Yes <input checked="" type="checkbox"/> No If "Yes" Only Complete Parts C and E								
6. Did your contract production operation have increased production or number of turns in 2020, not associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue? Yes No <input checked="" type="checkbox"/> If "Yes" Only Complete Parts C and E								
7. Were you a new contract producer in 2020? Yes No <input checked="" type="checkbox"/> If "Yes" Only Complete Parts D and E								
PART B - 2020 OPERATION INCREASE IN SIZE INFORMATION					COC USE ONLY			
8. Commodity	9. Select Year:		2020		12. COC Adjusted 2018 or 2019 Revenue			
	9A. Revenue (Jan 1 - Dec 27)	9B. Square Footage of Operation	10. Revenue (Jan 1 - Dec 27)	11. Square Footage of Operation				
PART C - NEW 2019 CONTRACT PRODUCER OR INCREASED 2020 PRODUCTION INFORMATION					COC USE ONLY			
13. Commodity	14. Unit of Measure for Production	15. Select Year:			2020			19. COC Adjusted 2018 or 2019 Revenue
		15A. Revenue (Jan 1 - Dec 27)	15B. Total Production (If Applicable) (Jan 1 - Dec 27)	15C. # of Turns (If Applicable) (Jan 1 - Dec 27)	16. Revenue (Jan 1 - Dec 27)	17. Total Production (If Applicable) (Jan 1 - Dec 27)	18. # of Turns (If Applicable) (Jan 1 - Dec 27)	
Hogs & Pigs	Head	\$75,000.00	40,000		\$100,000.00	60,000		\$112,500.00

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*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

C Example 2 - New 2019 Contract Producer (Continued)

The following would be entered into the CFAP 2 application software, according to 4-CFAP, for Iowa Swine Operation.

Dairy	Eggs/Broilers	Livestock	Sales Commodities	Contract Producer	Acreage-Based Crop	Summary
Program Year: 2020 Producer: Iowa Swine Operation		State: Iowa (19) Recording State: Iowa (19)		County: Adair (001) Recording County: Adair (001)		Application Status: Initiated Application ID: XXXXXX
Commodity	Source	2018 or 2019 Revenue	2020 Revenue			
Chickens(Broilers,Pullets,Layr)	PRODUCER	<input type="text"/>	<input type="text"/>			
	COC USE ONLY	<input type="text"/>	<input type="text"/>			
Chicken Eggs	PRODUCER	<input type="text"/>	<input type="text"/>			
	COC USE ONLY	<input type="text"/>	<input type="text"/>			
Turkeys	PRODUCER	<input type="text"/>	<input type="text"/>			
	COC USE ONLY	<input type="text"/>	<input type="text"/>			
Hogs / Pigs	PRODUCER	75,000	100,000			
	COC USE ONLY	112,500	<input type="text"/>			

The following is AD-3117, Part H for Iowa Swine.

PART H – CONTRACT PRODUCER REVENUE			COC USE ONLY	
27. Commodity	28. 2018 or 2019 Revenue	29. 2020 Revenue	30. COC Adjusted 2018 or 2019 Revenue	31. COC Adjusted 2020 Revenue
Hogs & Pigs	75,000	100,000	112,500	

The estimated gross CFAP 2 payment calculation for Iowa Swine Operation, prior to any reductions and payment factor, as applicable, is the following.

Iowa Swine's COC Adjusted 2019 Revenue	Iowa Swine's 2020 Eligible Revenue	Iowa Swine's Estimated Gross CFAP 2 Payment (2019 COC Adjusted Revenue - 2020 Revenue) x 80%
\$112,500	\$100,000	\$10,000

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*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

D Example 3 - Contract Producer Who Increased Their Production or Number of Turns In 2020

Cooper Turkey Operation had 4 turns in 2020. Cooper elects to report 2018 with 3 turns. In 2018, Cooper's eligible revenue was \$300,000 from 3 turns. In 2020, Cooper's eligible revenue was \$350,000 from 4 turns.

The CFAP 2 Contract Producer Tool would be completed as follows.

CFAP 2 Contract Producer AD-3117B Tool - Version 1.0				8/2/2021	
Part A - Producer Information					
Name:	Cooper Turkey Operation				
Address 1:	1 Anywhere St				
Address 2:					
City, State and Zip Code:	Somewhere, NC 99999				
Phone Number:	999-999-9999				
Recording State:	North Carolina	Recording County:	Duplin		
Did your contract operation increase in size (square feet) in 2020?	No	If "Yes" Only Complete Only Parts B and E			
Were you a new contract producer in 2019?	No	If "Yes" Only Complete Parts C and E			
Did your contract production operation have increased production or number of turns in 2020, not in associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?	Yes	If "Yes" Only Complete Parts C and E			
Were you a new contract producer in 2020?	No	If "Yes" Only Complete Part D and E			
Part C - NEW 2019 CONTRACT PRODUCERS OR INCREASED 2020 PRODUCTION INFORMATION					
Select Year:		2018		2020	
Commodity	Unit of Measure for Production	Revenue (Jan 1 - Dec 27)	Total Production (Jan 1 - Dec 27)	# of Turns (Jan 1 - Dec 27)	COC Adjusted 2018 or 2019 Revenue
Turkeys		\$300,000.00		3	\$400,000.00

The formula for "COC Adjusted 2018 or 2019 Revenue" for contract producers who increased their production or number of turns in 2020 compared to production or number of turns in 2018 or 2019 is the following:

- The higher of 2020 production or number of turns divided by 2019 production or number of turns (the increase in production or number of turns ratio) multiplied by 2019 eligible revenue.

Cooper's COC Adjusted 2018 Revenue is \$400,000 and is calculated as follows.

A	B	C	
Cooper's 2018 # of Turns	Cooper's 2020 # of Turns	Cooper's 2018 Eligible Revenue	Cooper's COC Adjusted 2018 Revenue (B / A) X C
3	4	\$300,000	\$400,000

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*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

D Example 3 - Contract Producer Who Increased Their Production or Number of Turns In 2020 (Continued)

The following is AD-3117B for Cooper Turkey Operation.

AD-3117B U.S. DEPARTMENT OF AGRICULTURE		1. Date (MM-DD-YYYY)		2. State/County			
CONTINUATION SHEET FOR CORONAVIRUS FOOD ASSISTANCE PROGRAM 2 (CFAP 2) APPLICATION FOR CONTRACT PRODUCERS		8/2/2021		North Carolina			
				Duplin			
<small>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 9, the CARES Act (Pub. L. 116-136), the Consolidated Appropriations Act, 2021 (Pub. L. 116-260), and 15 U.S.C. 714b and 714c. The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, and 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 program benefits. Payments may be made under the program to which the form applies only to the extent permitted by applicable authorities.</small>							
<small>Public Burden Statement (Paperwork Reduction Act): Public reporting burden for this collection is estimated to average 20 minutes per response, including reviewing instructions, gathering and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection, or USDA may not conduct or sponsor a collection of information unless it displays a valid OMB control number. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small>							
PART A - CONTRACT PRODUCER INFORMATION							
5. Producer's Name and Address (City, State and Zip Code) and Phone Number (Include Area Code):							
Cooper Turkey Operation 1 Anywhere St Somewhere, NC 99999 999-999-9999							
4. Did your contract production operation increase in size (square feet) in 2020? Yes No X If "Yes" Only Complete Parts B and E							
5. Were you a new contract producer in 2019? Yes No X If "Yes" Only Complete Parts C and E							
6. Did your contract production operation have increased production or number of turns in 2020, not associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue? Yes X No If "Yes" Only Complete Parts C and E							
7. Were you a new contract producer in 2020? Yes No X If "Yes" Only Complete Parts D and E							
PART B - 2020 OPERATION INCREASE IN SIZE INFORMATION					COC USE ONLY		
8. Commodity	9. Select Year:		2020		12. COC Adjusted 2018 or 2019 Revenue		
	9A. Revenue (Jan 1 - Dec 27)	9B. Square Footage of Operation	10. Revenue (Jan 1 - Dec 27)	11. Square Footage of Operation			
PART C - NEW 2019 CONTRACT PRODUCER OR INCREASED 2020 PRODUCTION INFORMATION					COC USE ONLY		
13. Commodity	14. Unit of Measure for Production	15. Select Year: X 2018 2019		2020		19. COC Adjusted 2018 or 2019 Revenue	
		15A. Revenue (Jan 1 - Dec 27)	15B. Total Production (If Applicable) (Jan 1 - Dec 27)	15C. # of Turns (If Applicable) (Jan 1 - Dec 27)	16. Revenue (Jan 1 - Dec 27)		17. Total Production (If Applicable) (Jan 1 - Dec 27)
Turkeys		\$300,000.00		3	\$350,000.00	4	\$400,000.00

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*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

D Example 3 - Contract Producer Who Increased Their Production or Number of Turns In 2020 (Continued)

The following would be entered into the CFAP 2 application software, according to 4-CFAP, for Cooper Turkey Operation.

Dairy	Eggs/Broilers	Livestock	Sales Commodities	Contract Producer	Acreage-Based Crop	Summary
Program Year: 2020		State: North Carolina (37)		County: Duplin (061)		Application Status: Initiated
Producer: Cooper Turkey Operation		Recording State: North Carolina (37)		Recording County: Duplin (061)		Application ID: XXXXX
Commodity	Source	2018 or 2019 Revenue	2020 Revenue			
Chickens(Broilers,Pullets,Layr)	PRODUCER	<input type="text"/>	<input type="text"/>			
	COC USE ONLY	<input type="text"/>	<input type="text"/>			
Chicken Eggs	PRODUCER	<input type="text"/>	<input type="text"/>			
	COC USE ONLY	<input type="text"/>	<input type="text"/>			
Turkeys	PRODUCER	300,000	350,000			
	COC USE ONLY	400,000	<input type="text"/>			

The following is the AD-3117, Part H for Cooper Turkey Operation.

PART H – CONTRACT PRODUCER REVENUE			COC USE ONLY	
27. Commodity	28. 2018 or 2019 Revenue	29. 2020 Revenue	30. COC Adjusted 2018 or 2019 Revenue	31. COC Adjusted 2020 Revenue
Turkeys	300,000	350,000	400,000	

The estimated gross CFAP 2 payment calculation for Cooper Turkey Operation, prior to any reductions and payment factor, as applicable, is the following.

Cooper's COC Adjusted 2018 Revenue	Cooper's 2020 Eligible Revenue	Cooper's Estimated Gross CFAP 2 Payment (2018 COC Adjusted Revenue - 2020 Revenue) x 80%
\$400,000	\$350,000	\$40,000

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*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

E Example 4 - New 2020 Contract Producer

New Pullet Operation began their operation in March 2020. New Pullet's 2020 eligible revenue was \$60,000.

The CFAP 2 Contract Producer Tool would initially be completed as follows.

CFAP 2 Contract Producer AD-3117B Tool - Version 1.0				8/3/2021
Part A - Producer Information				
Name:	New Pullet Operation			
Address 1:	1 Anywhere St			
Address 2:				
City, State and Zip Code:	Somewhere, NE 99999			
Phone Number:	999-999-9999			
Recording State:	Nebraska	Recording County:	Furnas	
Did your contract operation increase in size (square feet) in 2020?	No	If "Yes" Only Complete Only Parts B and E		
Were you a new contract producer in 2019?	No	If "Yes" Only Complete Parts C and E		
Did your contract production operation have increased production or number of turns in 2020, not in associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?	No	If "Yes" Only Complete Parts C and E		
Were you a new contract producer in 2020?	Yes	If "Yes" Only Complete Part D and E		
Part D - NEW 2020 CONTRACT PRODUCER INFORMATION				
Commodity	2020 Revenue (Jan 1 - Dec 27)	COC Calculated Average Loss Level	COC Calculated 2019 Revenue	The COC will determine a "COC Calculated 2019 Revenue" for contract producers who began their operation in 2020, (if applicable, by dividing the contract producer's actual 2020 revenue by (1 minus the % of average revenue loss level) as determined by USDA after the completion of signup for the area/commodity, which would represent what the 2020 expected revenue would have been without pandemic.
Chickens	\$ 60,000.00			

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*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

E Example 4 - New 2020 Contract Producer (Continued)

The following is AD-3117B for New Pullet Operation.

AD-3117B U.S. DEPARTMENT OF AGRICULTURE		1. Date (MM-DD-YYYY) 8/3/2021		2. State/County Nebraska Furnas		
CONTINUATION SHEET FOR CORONAVIRUS FOOD ASSISTANCE PROGRAM 2 (CFAP 2) APPLICATION FOR CONTRACT PRODUCERS						
<small>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 9, the CARES Act (Pub. L. 116-136), the Consolidated Appropriations Act, 2021 (Pub. L. 116-260), and 15 U.S.C. 714b and 714c. The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, and 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 program benefits. Payments may be made under the program to which the form applies only to the extent permitted by applicable authorities.</small>						
<small>Public Burden Statement (Paperwork Reduction Act): Public reporting burden for this collection is estimated to average 20 minutes per response, including reviewing instructions, gathering and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection, or USDA may not conduct or sponsor a collection of information unless it displays a valid OMB control number. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small>						
PART A - CONTRACT PRODUCER INFORMATION						
5. Producer's Name and Address (City, State and Zip Code) and Phone Number (Include Area Code):						
New Pullet Operation 1 Anywhere St Somewhere, NE 99999					999-999-9999	
4. Did your contract production operation increase in size (square feet) in 2020? Yes No <input checked="" type="checkbox"/> If "Yes" Only Complete Parts B and E						
5. Were you a new contract producer in 2019? Yes No <input checked="" type="checkbox"/> If "Yes" Only Complete Parts C and E						
6. Did your contract production operation have increased production or number of turns in 2020, not associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue? Yes No <input checked="" type="checkbox"/> If "Yes" Only Complete Parts C and E						
7. Were you a new contract producer in 2020? Yes <input checked="" type="checkbox"/> No If "Yes" Only Complete Parts D and E						
PART B - 2020 OPERATION INCREASE IN SIZE INFORMATION					COC USE ONLY	
8. Commodity	9. Select Year:		2020		12. COC Adjusted 2018 or 2019 Revenue	
	9A. Revenue (Jan 1 - Dec 27)	9B. Square Footage of Operation	10. Revenue (Jan 1 - Dec 27)	11. Square Footage of Operation		
PART C - NEW 2019 CONTRACT PRODUCER OR INCREASED 2020 PRODUCTION INFORMATION					COC USE ONLY	
13. Commodity	14. Unit of Measure for Production	15. Select Year:		2020		19. COC Adjusted 2018 or 2019 Revenue
		15A. Revenue (Jan 1 - Dec 27)	15B. Total Production (If Applicable) (Jan 1 - Dec 27)	15C. # of Turns (If Applicable) (Jan 1 - Dec 27)	16. Revenue (Jan 1 - Dec 27)	
PART D - NEW 2020 CONTRACT PRODUCER INFORMATION					COC USE ONLY	
20. Commodity	21. 2020 Revenue (Jan 1 - Dec 27)		22. COC Calculated Average Loss Level	23. COC Calculated 2019 Revenue		
Chickens	\$80,000.00					

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***--327 Examples of Contract Producer Applications and Payment Calculations (Continued)**

E Example 4 - New 2020 Contract Producer (Continued)

The following would initially be entered into the CFAP 2 application software, according to 4-CFAP, for New Pullet Operation.

Dairy	Eggs/Broilers	Livestock	Sales Commodities	Contract Producer	Acreage-Based Crop	Summary
Program Year: 2020		State: Nebraska (31)		County: Furnas (065)		Application Status: Initiated
Producer: New Pullet Operation		Recording State: Nebraska (31)		Recording County: Furnas (065)		Application ID: XXXXX
Commodity	Source	2018 or 2019 Revenue	2020 Revenue			
Chickens(Broilers,Pullets,Layr)	PRODUCER	0	60,000			
	COC USE ONLY					

The following is the AD-3117, Part H for New Pullet Operation.

PART H – CONTRACT PRODUCER REVENUE			COC USE ONLY	
27. Commodity	28. 2018 or 2019 Revenue	29. 2020 Revenue	30. COC Adjusted 2018 or 2019 Revenue	31. COC Adjusted 2020 Revenue
Chickens	0	60,000		

After the completion of CFAP 2 signup, USDA calculated a 20% average revenue loss level for “Chickens” for the area. The formula for “COC Calculated 2019 Revenue” for new 2020 contract producers is the following.

- Dividing the contract producer's actual 2020 eligible revenue by (1 minus the % of average revenue loss level) as determined by USDA after the completion of signup for the area and commodity.--*

*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

E Example 4 - New 2020 Contract Producer (Continued)

New Pullet's AD-3117B worksheet would need to be updated with the COC Calculated Average Loss Level to calculate the "COC Calculated 2019 Revenue".

CFAP 2 Contract Producer AD-3117B Tool - Version 1.0				8/3/2021
Part A - Producer Information				
Name:	New Pullet Operation			
Address 1:	1 Anywhere St			
Address 2:				
City, State and Zip Code:	Somewhere, NE 99999			
Phone Number:	999-999-9999			
Recording State:	Nebraska	Recording County:	Furnas	
Did your contract operation increase in size (square feet) in 2020?	No	If "Yes" Only Complete Only Parts B and E		
Were you a new contract producer in 2019?	No	If "Yes" Only Complete Parts C and E		
Did your contract production operation have increased production or number of turns in 2020, not in associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?	No	If "Yes" Only Complete Parts C and E		
Were you a new contract producer in 2020?	Yes	If "Yes" Only Complete Part D and E		
Part D - NEW 2020 CONTRACT PRODUCER INFORMATION				
Commodity	2020 Revenue (Jan 1 - Dec 27)	COC Calculated Average Loss Level	COC Calculated 2019 Revenue	The COC will determine a "COC Calculated 2019 Revenue" for contract producers who began their operation in 2020, if applicable, by dividing the contract producer's actual 2020 revenue by (1 minus the % of average revenue loss level) as determined by USDA after the completion of sign up for the area/commodity, which would represent what the 2020 expected revenue would have been without pandemic.
Chickens	\$ 60,000.00	20.00%	\$75,000.00	

The following is the revised AD-3117B Part D would be completed for New Pullet Operation.

PART D - NEW 2020 CONTRACT PRODUCER INFORMATION		COC USE ONLY	
20. Commodity	21. 2020 Revenue (Jan 1 - Dec 27)	22. COC Calculated Average Loss Level	23. COC Calculated 2019 Revenue
Chickens	\$60,000.00	20.00%	\$75,000.00

COC Calculated 2019 Revenue is \$75,000 and is calculated as follows.

A	B	
New Pullet's 2020 Eligible Revenue	COC Calculated Average Loss Level for Chickens for the area, determined by USDA	New Pullet's COC Calculated 2019 Revenue (A / (1 - B))
\$60,000	20%	\$75,000

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*--327 Examples of Contract Producer Applications and Payment Calculations (Continued)

E Example 4 - New 2020 Contract Producer (Continued)

New Pullet's application in the CFAP 2 application software would need to be updated, according to 4-CFAP, and the following would be entered into the CFAP 2 application software.

Dairy	Eggs/Broilers	Livestock	Sales Commodities	Contract Producer	Acreage-Based Crop	Summary
Program Year: 2020		State: Nebraska (31)		County: Furnas (065)		Application Status: Initiated
Producer: New Pullet Operation		Recording State: Nebraska (31)		Recording County: Furnas (065)		Application ID: XXXXX
Commodity	Source	2018 or 2019 Revenue	2020 Revenue			
Chickens(Broilers,Pullets,Layr)	PRODUCER	0	60,000			
	COC USE ONLY	75,000				

The following is the AD-3117, Part H of the revised AD-3117 for New Pullet Operation.

PART H – CONTRACT PRODUCER REVENUE			COC USE ONLY	
27. Commodity	28. 2018 or 2019 Revenue	29. 2020 Revenue	30. COC Adjusted 2018 or 2019 Revenue	31. COC Adjusted 2020 Revenue
Chickens	0	60,000	75,000	

The estimated gross CFAP 2 payment calculation for New Pullet Operation, prior to any reductions and payment factor, as applicable, is the following.

New Pullet's COC Calculated 2019 Revenue	New Pullet's 2020 Eligible Revenue	New Pullet's Estimated Gross CFAP 2 Payment (COC Calculated 2019 Revenue - 2020 Revenue) x 80%
\$75,000	\$60,000	\$12,000

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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 (Includes Form AD-1026 Appendix)		5, 18, 19, 37, 51, 67, 68
AD-3117	Coronavirus Food Assistance Program 2 (CFAP 2) Application	Ex. 20	Text
AD-3117A	Continuation Sheet for Coronavirus Food Assistance Program 2 (CFAP 2) Milk Production Modification	Ex. 21	Text
AD-3117B	Continuation Sheet for Coronavirus Food Assistance Program 2 (CFAP 2) Application for Contract Producers	Ex. 19	Text
CCC-36	Assignment of Payment		65, 68
CCC-37	Joint Payment Authorization		65, 68
CCC-901	Members Information		5, 19, Ex. 20
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		5, 16, 19, 37, 51, 68, Ex. 20
CCC-902E	Farm Operating Plan for an Entity		19
CCC-902I	Farm Operating Plan for an Individual		19
CCC-903	Worksheet for Payment Eligibility and Payment Limitation Determinations		19
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		5, 17, 19, 37, 51, 67, 68
CCC-942	Certification of Income From Farming, Ranching, and Forestry Operations		5, 17, 19, 37, 68
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		65

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-578	Report of Acreage		250, 251, 262, 284, 285, Ex. 20
IRS Form 1099	Miscellaneous Information		312, Ex. 2
1099-MISC Form	Miscellaneous Information		51
SF-3881	ACH Vender/Miscellaneous Payment Enrollment Form		68

Abbreviations Not Listed in 1-CM

This table lists all abbreviations not listed in 1-CM.

Approved Abbreviations	Term	Reference
ARC-CO	Agriculture Risk Coverage-County Option	250, 262, 284
CARES Act	Coronavirus Aid, Relief, and Economic Stability Act	1, 22, Ex. 20
CARS	Crop Acreage Reporting System	251, 273
CFAP	Coronavirus Food Assistance Program	Text, Ex. 2, 20
IPIA	Improper Payments Information Act	3
LP	limited partnership	16, Ex. 20
PPB	Program Policy Branch, SND	1
SND	Safety Net Division	1
WHIP+	Wildfires and Hurricanes Indemnity Program+	21, 22, 50-52, 222, Ex. 2, 20
WHIPIR	WHIP Information Report	262

Delegations of Authority

This table lists the delegations of authority in this handbook.

Delegation	Reference
In routine cases, COC may redelegate, in writing, to CED the authority to review and approve AD-3117.	1, 51
The re delegation must define what COC considers routine.	

Definitions of Terms Used in This Handbook

Aquaculture

Aquaculture means any species of aquatic organisms grown as food for human consumption, fish raised as feed for fish that are consumed by humans, ornamental fish propagated and reared in an aquatic medium.

*--Average Revenue Loss Level

Average revenue loss level means the average percentage of revenue loss for contract producers determined by USDA for a geographic area based on the best available data including, but not limited to, losses reported by contract producers for the same area and type of livestock or poultry.--*

Breeding Stock

Breeding stock means:

- for cattle, bulls and cows
- for hogs and pigs, boars and sows
- for lambs and sheep, rams and ewes
- for other livestock, livestock that are a sire or dam maintained to produce offspring.

Broilers

Broilers includes any chicken that has been commercially produced for meat purposes that has left the farm for slaughter, and not used for laying or breeding purposes.

Commodity

Commodity means an agricultural commodity produced in the United States and intended to be marketed for commercial production that has been designated as eligible for payments under CFAP.

Contract Producer

Contract producer means a producer who grows or produces an eligible commodity under contract for or on behalf of another person or entity. The contract producer does not have ownership in the commodity and is not entitled to a share from sales proceeds of the commodity.

Controlled Environment

Controlled environment means an environment, with respect to crops for which a controlled environment is expected to be provided, including but not limited to ornamental nursery, aquaculture (including ornamental fish), and floriculture, an environment in which everything that can practicably be controlled with structures, facilities, growing media (including but not limited to water, soil, or nutrients) by the producer, that is in fact controlled by the producer, as determined by industry standards.

Definitions of Terms Used in This Handbook (Continued)**Crop Insurance**

Crop insurance means an insurance policy reinsured by FCIC under the provisions of the Federal Crop Insurance Act, as amended. It does not include private plans of insurance.

Eggs

Eggs means dried, frozen, liquid, and shell eggs.

***--Eligible Contract Livestock or Poultry**

Eligible contract livestock or poultry means broilers, pullets, layers, poultry eggs, turkeys, ducks, geese, pheasants, quail, hogs, pigs, and other livestock or poultry types determined eligible and announced by USDA, including breeding stock of those eligible livestock and poultry types.

Eligible Revenue

Eligible revenue means the revenue received by a contract producer for contract production of eligible contract livestock or poultry, as reported on IRS Form 1099.--*

Experimental

Experimental means a crop for which all of the following apply:

- the crop is planted for experimental purposes conducted under the direct supervision of a State experiment station or commercial company
- production of the crop is destroyed before harvest or used for testing or other experimental purposes
- a representative of the State experiment station or the commercial company certifies that any production harvested from the experiment will not be marketed in any form.

Flat-Rate Crop

Flat-rate crop means alfalfa, amaranth grain, buckwheat, canola, cotton, ELS, crambe (colewort), einkorn, emmer, flax, guar, hemp, indigo, industrial rice, kenaf, khorasan, millet, mustard, oats, peanuts, quinoa, rapeseed, rice, rice, sweet, rice, wild, rye, safflower, sesame, speltz, sugar beets, sugarcane, teff, triticale, and other crops as determined by the Secretary. The term excludes hay, except alfalfa, and crops with intended uses of grazing, green manure, or left standing.

Floriculture

Floriculture means cut flowers and cut greenery from annual and perennial flowering plants grown in a container or controlled environment for commercial sale.

Definitions of Terms Used in This Handbook (Continued)

Fruits

Fruits means any of the following fruits: Abiu, acerola (Barbados cherry), achachairu, antidesma, apples, apricots, aronia (chokeberry), atemoya (custard apple), avocados, bananas, blueberries, breadfruit, cacao, caimito, calabaza melon, canary melon, canary seed, caneberries, canistel, cantaloupes, carambola (star fruit), casaba melon, cherimoya (sugar apple), cherries, Chinese bitter melon, citron, citron melon, coconuts, cranberries, crenshaw melon, dates, donaquia (winter melon), durian, elderberries, figs, genip, gooseberries, grapefruit, grapes, ground cherry, guamabana (soursop), guava, guavaberry, honeyberries, honeydew, huckleberries, Israel melons, jack fruit, jujube, juneberries, kiwiberry, kiwifruit, Korean golden melon, kumquats, langsats, lemons, limequats, limes, longan, loquats, lychee, mangos, mangosteen, mayhaw berries, mesple, mulberries, nectarines, noni, olives, oranges, papaya, passion fruits, pawpaw, peaches, pears, pecans, persimmons, pineapple, pitaya (dragon fruit), plantain, plumcots, plums, pomegranates, prunes, pummelo, quinces, raisins, rambutan, sapodilla, sapote, schizandra berries, sprite melon, star gooseberry, strawberries, tangelos, tangerines, tangors, wampee, watermelon, wax jamboo fruit, and wolfberry (goji).

Hemp

Hemp means the plant *Cannabis sativa* L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a THC concentration of not more than 0.3 percent on a dry weight basis, that is grown under an official certification or license issued by the applicable governing authority that permits the production of the hemp.

Hogs

Hogs means any swine 120 pounds or more.

Ineligible Commodities

Ineligible commodities for CFAP 2 means any of the following commodities: birdsfoot and trefoil, clover, cover crop, fallow, forage soybeans, forage sorghum, gardens (commercial and home), grass, kochia (prostrata), lespedeza, milkweed, mixed forage, pelts (excluding mink), *--perennial peanuts, pollinators, sunn hemp, vetch, seed of ineligible crops (other than grass seed), and other commodities as determined by the Secretary.--*

Layer

Layer means a chicken producing table or commercial type shell eggs.

NAP

NAP means the Noninsured Crop Disaster Assistance Program under section 196 of the Federal Agriculture Improvement and Reform Act of 1996 (7 U.S.C. 7333) and part 1437 of this title.

Definitions of Terms Used in This Handbook (Continued)**Nursery**

Nursery means decorative or nondecorative plants grown in a container or controlled environment for commercial sale.

Other Livestock

Other livestock means any of the following livestock: animals commercially raised for food, fur, fiber, or feathers, including alpacas, bison, buffalo, beefalo, deer, ducks, elk, emus, geese, goats, guinea pigs, llamas, mink, ostrich, pheasants, pullets, quail, rabbits, reindeer, turkey, and other livestock as determined by the Secretary. It excludes all equine, reptiles, bees, breeding stock (including eggs to be hatched for breeding stock), companion or comfort animals, pets, and animals raised for hunting or game purposes and other livestock, as determined by the Secretary.

Pigs

Pigs means any swine weighing less than 120 pounds.

Prevented Planting

Prevented planting means the inability to plant the intended crop acreage with proper equipment by the final planting date for the crop type because of a natural disaster.

Price Trigger Commodities

Price trigger commodities means price trigger crops and price trigger livestock and products as defined in this section.

Price Trigger Crops

Price trigger crops means any of the following crops: barley, corn, sorghum, soybeans, sunflowers, upland cotton, wheat (all classes), excluding crops with an intended use of grazing, green manure, or left standing.

Price Trigger Livestock and Products

Price trigger livestock and products means any of the following livestock and products: beef cattle, broilers, dairy (cow milk), eggs, lambs, sheep, hogs, and pigs; excluding breeding stock.

Producer

Producer means a person or legal entity who shares in the risk of producing a commodity.

--Except for contract producers, producers who are not in the business of farming at the time of application are not considered eligible producers.--

Definitions of Terms Used in This Handbook (Continued)

Pullet

Pullet means a young female chicken that has not laid an egg.

Sales-Based Commodities

Sales-based commodities means, as defined in this section, aquaculture, sales-based crops, nursery crops and floriculture, other livestock, and the following commodities: goat milk, mink *--(including pelts); mohair, wool, turfgrass sod, grass seed and other commodities as--* determined by the Secretary.

Sales-Based Crops

Sales-based crops means ambrosia, arundo, camelina, cactus, cardoon, fruits, honey, horticulture, maple sap, tobacco, tree nuts, and vegetables. The term excludes crops with an intended use of grazing, green manure, or left standing.

*--Turn

Turn means a group of eligible contract livestock or poultry that is delivered to a contract producer who provides labor and equipment to produce the livestock or poultry for the integrator or owner--*

Tree Nuts

Tree nuts means any of the following tree nuts: Almonds, carob, cashew, chestnuts, coffee, hazel nuts, jojoba, macadamia nuts, pecans, pine nuts, pistachios, and walnuts.

Vegetables

Vegetables means any of the following vegetables: Alfalfa sprouts, aloe vera, artichokes, arugula (greens), asparagus, bamboo shoots, batatas, bean sprouts, beans (including dry edible), beets, bok choy, broccoflower, broccoli, broccolini, broccolo-cavalo, Brussel sprouts, cabbage, calaloo, carrots, cauliflower, celeriac, celery, chickpea (see beans, garbanzo), chives, collard greens, coriander, corn sweet, cucumbers, daikon, dandelion greens, dasheen (taro root, malanga), dill, eggplant, endive, escarole, frisee, gailon (gai lein, Chinese broccoli), garlic, gourds, greens, horseradish, Jerusalem artichokes (sunchoke), kale, kohlrabi, leeks, lentils, lettuce, melongene, mesculin mix, microgreens, mushrooms, okra, onions, parsnip, peas (including dry edible), pejobaye (heart of palm), peppers, potatoes, potatoes sweet, pumpkins, radicchio, radishes, rhubarb, rutabaga, salsify (oyster plant), scallions, seed—vegetable, shallots, spinach, squash, swiss chard, tannier, taro, tomatillos, tomatoes, truffles, turnip top (greens), turnips, yam, and yautia (malanga).

WHIP+

WHIP+ means the Wildfires and Hurricanes Indemnity Program Plus (WHIP+) under part 760, subpart O of this title.

***--AD-3117B, Continuation Sheet for Coronavirus Food Assistance Program 2 (CFAP 2)
Application for Contract Producers**

A Completing AD-3117B

The following table provides instructions for completing a manual AD-3117B.

Note: For FSA County Offices, enter the data for all AD-3117B's received in the County Office in the "CFAP2 Contract Producer AD-3117B Tool" to print the completed AD-3117B for the applicant.

Item	Instructions
For COC Use Only	
1	Enter the date the form was completed. Note: If the County Office uses the "CFAP 2 Contract Producer AD-3117B Tool" then the date the County Office prints out AD-3117B will automatically display.
2	Enter the producer's recording State and recording County.
Part A – Contract Producer Information	
3	Enter the contract producer's name, address (City, State, Zip Code), and phone number, including area code.
4	Check "Yes" or "No" if the producer in item 3's contract production operation increased in size (sq. ft.) in 2020. Note: If "Yes" the producer in Item 3 will only complete Parts B and E. If "No" , proceed to item 5.
5	Check "Yes" or "No" if the producer in item 3 was a new contract producer in 2019. Note: If "Yes" the producer in item 3 will only complete Parts C and E. If "No" , proceed to item 6.
6	Check "Yes" or "No" if the producer in item 3's contract production operation had increased production or number of turns in 2020, not associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue. Note: If "Yes" the producer in item 3 will only complete Parts C and E. If "No" , proceed to item 7.

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***--AD-3117B, Continuation Sheet for Coronavirus Food Assistance Program 2 (CFAP 2)
Application for Contract Producers (Continued)**

A Completing AD-3117B (Continued)

Item	Instructions
Part A – Contract Producer Information (Continued)	
7	Check “Yes” or “No” if the producer in item 3 was a new contract producer in 2020. Note: If “Yes” the producer in item 3 will only complete Parts D and E. If “No” , proceed to the applicable Part B or Part C.
Part B – 2020 Operation Increase Size Information	
8	Enter the eligible commodity or commodities grown under contract by the contract producer identified in item 3. Eligible commodities for contract producers are: <ul style="list-style-type: none">• Chickens• Chicken Eggs• Turkeys• Hogs/Pigs• Other Poultry (Ducks, Geese, Pheasants, Quail)• Other Poultry Eggs (Turkey, Duck, Goose, Pheasant, Quail).
9	Select the year that the contract producer in item 3 elects to certify eligible revenue and square footage for the commodity or commodities entered in item 8. The years to select are: <ul style="list-style-type: none">• 2018• 2019. Note: If a contract producer is reporting more than one commodity and the contract producer’s year selection does not apply to all commodities, separate AD-3117Bs will need to be completed for each commodity, designating the applicable year by commodity.
9A	Enter the revenue for the commodity in item 8 between January 1 and December 27 of the applicable year selected in item 9.
9B	Enter the square footage of the operation for the commodity in item 8 for the applicable year selected in item 9.
10	Enter the revenue for the commodity in item 8 between January 1, 2020 and December 27, 2020.

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***--AD-3117B, Continuation Sheet for Coronavirus Food Assistance Program 2 (CFAP 2)
Application for Contract Producers (Continued)**

A Completing AD-3117B (Continued)

Item	Instructions
Part B – 2020 Operation Increase Size Information (Continued)	
11	Enter the square footage of the operation for the commodity in 2020 and proceed to Part E.
12	The CFAP 2 Contract Producer AD-3117B Tool used by the County Office will calculate and display the COC adjusted 2018 or 2019 revenue based on the information provided in items 9 -11, as applicable.
Part C – New 2019 Contract Producer or Increased 2020 Production Information	
13	<p>Enter the eligible commodity or commodities grown under contract by the contract producer identified in item 3.</p> <p>The eligible commodities for contract producers are:</p> <ul style="list-style-type: none"> • Chickens • Chicken Eggs • Turkeys • Hogs/Pigs • Other Poultry (Ducks, Geese, Pheasants, Quail) • Other Poultry Eggs (Turkey, Duck, Goose, Pheasant, Quail).
14	<p>If applicable, enter the unit of measure for the commodity entered in item 13. (head, pounds, dozen, etc.).</p> <p>Note: Contract producers who answered “Yes” in Item 6 are required to provide production and/or the number of turns.</p>
15	<p>Select the year that the contract producer in item 3 elects to certify revenue, production, and/or the # of turns for the commodity or commodities entered in item 8.</p> <p>The years to select are:</p> <ul style="list-style-type: none"> • 2018 • 2019. <p>Note: If a contract producer is reporting more than one commodity and the contract producer’s year selection does not apply to all commodities, separate AD-3117Bs will need to be completed for each commodity, designating the applicable year by commodity.</p>

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***--AD-3117B, Continuation Sheet for Coronavirus Food Assistance Program 2 (CFAP 2)
Application for Contract Producers (Continued)**

A Completing AD-3117B (Continued)

Item	Instructions
Part D – Egg/Broiler Production (Continued)	
15A	Enter the revenue for the commodity in item 13 between January 1 and December 27 for the year selected in item 15.
15B	Enter the total production for the commodity in item 13 between January 1 and December 27 for the year selected in item 15, if applicable. Note: Contract producers who answered “Yes” in item 6 are required to provide production and/or the number of turns.
15C	Enter the number of turns (groups of livestock that were fed or raised according to the contract, sent on to the integrator or owner, and payment issued) for the commodity in item 13 between January 1 and December 27 for the year selected in item 15, if applicable. Notes: Contract producers who answered “Yes” in item 6 are required to provide production and/or the number of turns. Entry is limited to a whole number, no decimals. No partial turns can be included.
16	Enter the revenue for the commodity in item 13 between January 1, 2020 and December 27, 2020.
17	Enter the total production for the commodity in item 13 between January 1, 2020 and December 27, 2020, if applicable. Note: Contract producers who answered “Yes” in item 6 are required to provide production and/or the number of turns.
18	Enter the number of turns (groups of livestock that were fed or raised according to the contract, sent on to the integrator or owner, and payment issued) for the commodity in item 13 between January 1 and December 27, 2020, if applicable. Notes: Contract producers who answered “Yes” in item 6 are required to provide production and/or the number of turns. Entry is limited to a whole number, no decimals. No partial turns can be included.
19	The CFAP 2 Contract Producer AD-3117B Tool used by the County Office will calculate and display the COC adjusted 2018 or 2019 revenue based on the information provided in items 13 -18, as applicable.

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***--AD-3117B, Continuation Sheet for Coronavirus Food Assistance Program 2 (CFAP 2)
Application for Contract Producers (Continued)**

A Completing AD-3117B (Continued)

Item	Instructions
Part D – New 2020 Contract Producer Information	
20	Enter the eligible commodity or commodities grown under contract by the contract producer identified in item 3. The eligible commodities for contract producers are: <ul style="list-style-type: none"> • Chickens • Chicken Eggs • Turkeys • Hogs/Pigs • Other Poultry (Ducks, Geese, Pheasants, Quail) • Other Poultry Eggs (Turkey, Duck, Goose, Pheasant, Quail).
21	Enter the revenue for the commodity in item 20 between January 1, 2020 and December 27, 2020 and proceed to Part E.
22	This will be determined by the COC once the application period for CFAP 2 concludes.
23	This will be determined by the COC once the application period for CFAP 2 concludes.
Part E – Contract Producer Certification	
24	Contract Producer applying for CFAP 2 benefits must sign after reviewing the certification statement.
25	Enter title and/or relationship for the individual to the entity when signing in a representative capacity. Note: If the producer signing is not signing in a representative capacity, this field should be left blank.
26	Enter the date AD-3117B is signed in item 24.
Part F – COC Determination – COC USE ONLY	
27	COC or their representative will sign.
28	Enter the date COC or their representative signs AD-3117B.
29	COC or their representative will check (ü) either “Approved” or “Disapproved”. Important: AD-3117B will be approved or disapproved after applicable COC adjustment fields are completed.

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***--AD-3117B, Continuation Sheet for Coronavirus Food Assistance Program 2 (CFAP 2)
Application for Contract Producers (Continued)**

B Example of AD-3117B

The following is an example of AD-3117B.

OMB Control No. 0560-0297 OMB Expiration Date: 10/31/2021	
AD-3117B 8/27/21	U.S. DEPARTMENT OF AGRICULTURE CONTINUATION SHEET FOR CORONAVIRUS FOOD ASSISTANCE PROGRAM 2 (CFAP 2) APPLICATION FOR CONTRACT PRODUCERS
1. Date (MM-DD-YYYY) 2. State/County	
<small>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 9, the CARES Act (Pub. L. 116-136), the Consolidated Appropriations Act, 2021 (Pub. L. 116-260), and 15 U.S.C. 714b and 714c. The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, and 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 program benefits. Payments may be made under the program to which the form applies only to the extent permitted by applicable authorities.</small> <small>Public Burden Statement (Paperwork Reduction Act): Public reporting burden for this collection is estimated to average 60 minutes per response, including reviewing instructions, gathering and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection, or USDA may not conduct or sponsor a collection of information unless it displays a valid OMB control number. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small>	
PART A CONTRACT PRODUCER INFORMATION	
3. Contract Producer's Name and Address (City, State, and Zip Code) and Phone Number (Include Area Code)	
4. Did your contract production operation increase in size (square feet) in 2020? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" Only Complete Parts B and E	
5. Were you a new contract producer in 2019? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" Only Complete Parts C and E	
6. Did your contract production operation have increased production or number of turns in 2020, not associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes, Only Complete Parts C and E	
7. Were you a new contract producer in 2020? Yes <input type="checkbox"/> No <input type="checkbox"/> If "Yes" Only Complete Parts D and E	
PART B 2020 OPERATION INCREASE IN SIZE INFORMATION	
COC USE ONLY	
8. Commodity	9. Select Year: <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 9A. Revenue (Jan 1 - Dec 27) 9B. Square Footage of Operation 10. Revenue (Jan 1 - Dec 27) 11. Square Footage of Operation 12. COC Adjusted 2018 or 2019 Revenue
PART C NEW 2019 CONTRACT PRODUCER OR INCREASED 2020 PRODUCTION INFORMATION	
COC USE ONLY	
13. Commodity	14. Unit of Measure for Production 15. Select Year: <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 15A. Revenue (Jan 1 - Dec 27) 15B. Total Production (If Applicable) (Jan 1 - Dec 27) 15C. # of Turns (If Applicable) (Jan 1 - Dec 27) 16. Revenue (Jan 1 - Dec 27) 17. Total Production (If Applicable) (Jan 1 - Dec 27) 18. # of Turns (If Applicable) (Jan 1 - Dec 27) 19. COC Adjusted 2018 or 2019 Revenue
PART D NEW 2020 CONTRACT PRODUCER INFORMATION	
COC USE ONLY	
20. Commodity	21. 2020 Revenue (Jan 1 - Dec 27) 22. COC Calculated Average Loss Level 23. COC Calculated 2019 Revenue
PART E CONTRACT PRODUCER CERTIFICATION	
I hereby sign and acknowledge under penalty of perjury in accordance with 28 U.S.C. § 1746 and 18 U.S.C. § 1621 that the foregoing is true and correct. If I am a new 2020 contract producer, I understand that my level of loss, if applicable, will be determined by USDA based on the best available data for eligible contract livestock or poultry operations in a geographic area for payment calculation purposes.	
24. Signature (By)	25. Title/Relationship of the Individual Signing in the Representative Capacity 26. Date ((MM/DD/YYYY))
PART F COC DETERMINATION	
27. COC or Designee Signature	28. Date (MM/DD/YYYY) 29. Determination <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
<small>In accordance with Federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, and employees participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail, U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.</small>	
Date Stamp	

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AD-3117, Coronavirus Food Assistance Program 2 (CFAP 2) Application (Continued)

A Completing AD-3117 (Continued)

Item	Instructions
Part D – Egg/Broiler Production (Continued)	
12	<p>Displays the applicable unit of measure for the commodities entered in item 11.</p> <p>The applicable unit of measure for the eligible commodities in Part D are:</p> <ul style="list-style-type: none"> • Broilers – Head • Dried Eggs – Pounds (LBS) • Frozen Eggs – Pounds (LBS) • Liquid Eggs – Pounds (LBS) • Shell Eggs – Dozen.
13	<p>Enter the 2019 total production nationally for the commodities entered in item 11, if applicable.</p> <p>Note: If farming began after December 31, 2019, then the producer must provide 2020 production.</p>
14	<p>COC may enter the adjusted 2019 total production, if applicable.</p> <p>Note: An entry is only required when COC determines the 2019 total production is different than what is certified to by the producer in item 13.</p>
Part E – Livestock Inventory (Excluding Breeding Stock)	
15	<p>Displays the eligible livestock for Part E.</p> <p>The eligible livestock are:</p> <ul style="list-style-type: none"> • Cattle (Beef Cattle Only) • Hogs/Pigs • Sheep.
16	<p>Enter the highest owned inventory (excluding breeding stock) on a date between April 16, 2020, and August 31, 2020, for the livestock entered in item 15, if applicable.</p>
17	<p>COC will enter the adjusted highest owned inventory (excluding breeding stock) on a date between April 16, 2020, and August 31, 2020, if applicable.</p> <p>Note: An entry is only required when COC determines the highest owned inventory (excluding breeding stock) on a date between April 16, 2020, and August 31, 2020, is different than what is certified to by the producer in item 16.</p>

AD-3117, Coronavirus Food Assistance Program 2 (CFAP 2) Application (Continued)

A Completing AD-3117 (Continued)

Item	Instructions
Part F – Sales Commodities	
18	<p>Displays the eligible sales commodities.</p> <p>The eligible sales commodities are:</p> <ul style="list-style-type: none"> • Aquaculture • Crops (excluding Part G crops) • Nursery/Floriculture Crops • Miscellaneous • Other Livestock (Excluding Breeding Stock) <p>Note: Other livestock means any of the following livestock: animals commercially raised for food, fur, fiber, or feathers, including alpacas, bison, buffalo, beefalo, deer, ducks, elk, emus, geese, goats, guinea pigs, llamas, mink, ostrich, pheasants, pullets, quail, rabbits, reindeer, turkeys, water buffalo, and yak.</p> <ul style="list-style-type: none"> • Tobacco.
19	<p>*--Enter the total dollar value of either 2018 or 2019 sales and all of either 2018 or 2019 crop year crop insurance indemnities, NAP, and WHIP+ payments received for the commodity(s) in item 18.</p> <p>Notes: If farming began after December 31, 2019, producer must provide 2020 sales (not including crop insurance indemnities, NAP, or WHIP+ payments).</p> <p>Same year must be used for all sales commodities.</p>
20	<p>COC will enter the adjusted dollar value of either 2018 or 2019 total commodity(s) sales, including all of either 2018 or 2019 crop year crop insurance indemnities, NAP, and WHIP+ payments received, if applicable.</p> <p>Note: An entry is only required when COC determines the dollar value of either 2018 or 2019 total commodity(s) sales is different than what is certified to by the producer in item 19.--*</p>

AD-3117, Coronavirus Food Assistance Program 2 (CFAP 2) Application (Continued)

A Completing AD-3117 (Continued)

Item	Instructions
Part G – Acreage-Based Crops	
21	System will display eligible commodities based on the 2020 FSA-578's on file, nationally for the producer.
22	System will display the total 2020 reported acres or determined acres, if available, on the 2020 FSA-578's on file, nationally for the producer, for the commodities displayed in item 21.
23	COC will enter adjusted total 2020 reported acres, if applicable. Note: An entry is only required when COC determines the acres to be unreasonable or inaccurate.
24	System will display the producer's Weighted Insurance Approved Yield from RMA for the commodities displayed in item 21, if applicable. Note: If no Weighted Insurance Approved Yield is available, then item 26 will be populated.
25	COC will enter Adjusted Weighted Insurance Approved Yield, if applicable. Note: An entry is only required when COC determines the Weighted Insurance Approved Yield is different than the result in item 24 or as required according to paragraph 262.
26	System will display 85 percent of the Weighted County Yield for the commodity displayed in item 21, if applicable. Note: Will only display if item 24 is not available.
Part H – Contract Producer Revenue	
27	If a contract producer, enter the eligible commodities grown pursuant to a grower contract. The eligible contract producer commodities are: <ul style="list-style-type: none"> • Chickens (Broilers, Layers, and Pullets) •*--Chicken Eggs (All) • Turkeys (All) • Hogs/Pigs • Other Poultry (Ducks, Geese, Pheasants, Quail) • Other Poultry Eggs (Turkey, Duck, Goose, Pheasant, Quail).
28	Enter the total dollar value of eligible revenue received either January 1, 2018, through December 27, 2018 or January 1, 2019, through December 27, 2019, that best represents what was expected for January 1, 2020, through December 27, 2020, for the commodity entered in--* item 27.
29	Enter the total dollar value of eligible revenue received January 1, 2020, through December 27, 2020, for the commodity entered in item 27.

AD-3117, Coronavirus Food Assistance Program 2 (CFAP 2) Application (Continued)

A Completing AD-3117 (Continued)

Item	Instructions
30	<p>*--COC will enter the total dollar value of eligible revenue received either January 1, 2018, through December 27, 2018, or January 1, 2019, through December 27, 2019, if applicable.</p> <p>Note: An entry is only required when COC determines the total dollar value of eligible revenue for the 2018 or 2019 calendar year is different than the result in item 28.--*</p>
31	<p>COC will enter the total dollar value of eligible revenue received January 1, 2020, through December 27, 2020, if applicable.</p> <p>Note: An entry is only required when COC determines the total dollar value of eligible revenue for the 2020 calendar year is different than the result in item 29.</p>
Part I – Increased Payment Limitation for Corporations, Limited Liability Companies, Limited Partnerships, Trusts and Estates	
32 A-C	<p>Enter the member, partner stockholder, beneficiary, or heir name(s) who provide 400 hours or more of active personal labor or active personal management, or combination thereof, to the farming operation identified in Part A, item 5.</p> <p>Note: Entry only required to be completed by Corporations, LLC's, LP's Trusts, or Estates.</p>
Part J – Producer Certification	
33A	Producer applying for CFAP 2 benefits must sign.
33B	<p>Enter title and/or relationship to the individual when signing in a representative capacity.</p> <p>Note: If the producer signing is not signing representative capacity, this field should be left blank.</p>
33C	Enter the date AD-3117 is signed in item 33A.
Part K – COC Determination	
34	*--Displays the payment parts – CARES and CCC.--*
35	<p>COC or their representative will sign.</p> <p>Note: COC must complete for both payment parts, if applicable in item 34.</p>
36	Enter the date COC or their representative signs AD-3117.
37	<p>COC or their representative will check (✓) either “Approved” or “Disapproved” for both payment parts in item 34.</p> <p>Important: AD-3117 will be approved or disapproved as certified by the producer after applicable COC adjustment fields are completed.</p>

AD-3117, Coronavirus Food Assistance Program 2 (CFAP 2) Application (Continued)

B Example of AD-3117

The following is an example of AD-3117.

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Form Approved - OMB No. 0560-0297 OMB Expiration Date: 10/31/2021					
AD-3117 (08-27-21) U.S. DEPARTMENT OF AGRICULTURE CORONAVIRUS FOOD ASSISTANCE PROGRAM 2 (CFAP 2) APPLICATION	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">1. Recording State</td> <td style="width: 50%; padding: 5px;">2. Program Year 2020</td> </tr> <tr> <td style="padding: 5px;">3. Recording County</td> <td style="padding: 5px;">4. Application Number</td> </tr> </table>	1. Recording State	2. Program Year 2020	3. Recording County	4. Application Number
1. Recording State	2. Program Year 2020				
3. Recording County	4. Application Number				
<p>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 the CARES Act (Pub. L. 116-136), 7 CFR Part 9, 15 U.S.C. 714b and 714c. The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, and 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 program benefits. Payments may be made under the program to which the form applies only to the extent permitted by applicable authorities.</p> <p>Public Burden Statement (Paperwork Reduction Act): Public reporting burden for this collection is estimated to average 60 minutes per response, including reviewing instructions, gathering and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection, or USDA may not conduct or sponsor a collection of information unless it displays a valid OMB control number. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p>					
PART A – PRODUCER AGREEMENT					
<p>The Department of Agriculture (USDA) will make payments under the CFAP 2 to producers who meet the requirements of the program. The following information is needed in order for USDA to make a determination that the applicant is eligible to receive a CFAP 2 payment. By submitting this application, and upon its approval by USDA, the applicant agrees:</p> <ol style="list-style-type: none"> 1. To comply with regulations set forth in 7 CFR Part 9 and any applicable Notice of Funds Availability published by USDA. Copies of these documents may be found at www.regulations.gov/docket?D=FSA-2020-0004. 2. That the applicant is in the business of farming at the time of application. 3. That payments for producers who began farming in 2020, for which 2019 production or sales is required, must provide actual 2020 production or sales information, as applicable. 4. That a CFAP 2 payment will only be made with respect to a commodity produced in the United States and intended to be marketed for commercial production. 5. To provide to USDA all information that is necessary to verify that the information provided on this form is accurate, and to allow USDA representatives access to all documents and records of the producer, including those in the possession of a third-party such as a warehouse operator, processor or packer. 6. To comply with maximum payment limitation and adjusted gross income provisions applicable to the CFAP 2 by completing forms: <ul style="list-style-type: none"> • CCC-902, Farm Operating Plan for Payment Eligibility (NOTE: Only Parts A and B of the form are required.) • CCC-901, Member Information for Legal Entities, if applicable • CCC-941, Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information • CCC-942, Certification of Income from Farming, Ranching and Forestry Operations (optional) 7. To provide to USDA all information required for program participation within 60 days from the date the applicant signs this application. Failure of an individual, entity, or member of an entity to timely submit all information required may result in no payment or a reduced payment. 8. To comply with the provisions of the Food Security Act of 1985 that protect highly erodible land and wetlands. All applicants must complete and submit all portions of form AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification unless: <ol style="list-style-type: none"> 8A. <ol style="list-style-type: none"> i. The applicant does not participate in USDA benefits subject to HELC and WC compliance except Federal Crop Insurance or CFAP, and ii. The applicant only has an interest in land devoted to the production of agricultural commodities that are perennial crops, excluding sugarcane, such as tree fruits, tree nuts, grapes, olives, native pasture and perennial forage. If the applicant produces alfalfa, the applicant must contact the Natural Resources Conservation Service to determine if such production qualifies as the production of a perennial crop; and iii. The applicant has not converted a wetland after December 23, 1985; or 8B. <ol style="list-style-type: none"> i. The applicant does not own or rent land devoted to an agricultural activity including cropland, rangeland, pastureland or forestland; ii. The applicant is a producer of livestock, nursery crops, honey or similar commodity that is not produced from tillage of land 9. If the applicant meets either the conditions in section 8A (certification with box 5 B on AD-1026) or 8B (certification with box 5 A on AD-1026), the applicant is only required to complete Parts A and D of form AD-1026.					
PART B – PRODUCER INFORMATION					
5. Producer's Name, Address (City, State and Zip Code) and Phone Number (Include Area Code)					
PART C – DAIRY PRODUCTION					
6. Unit of Measure LBS	7. Total Production (April 1, 2020 – August 31, 2020)	8. COC Adjusted Total Production (April 1, 2020 – August 31, 2020)	9. Estimated Total Production (Sept. 1, 2020 – Dec. 31, 2020)		
10A. If you are no longer producing milk, what is the last date milk was produced? (MM/DD/YYYY): _____		COC USE ONLY			
NOTE: If you cease producing milk before Dec. 31, 2020, or if you are a seasonal dairy, you are required to notify the FSA County office of the date you stopped producing milk.		10B. COC Adjusted Last Date Milk was Produced			
PART D – EGGS/BROILERS PRODUCTION		COC USE ONLY			
11. Commodity	12. Unit of Measure	13. 2019 Total Production	14. COC Adjusted 2019 Total Production		
BROILERS	HEAD				
DRIED EGGS	LBS				
FROZEN EGGS	LBS				
LIQUID EGGS	LBS				
SHELL EGGS	DOZEN				

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AD-3117, Coronavirus Food Assistance Program 2 (CFAP 2) Application (Continued)

B Example of AD-3117 (Continued)

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AD-3117 (08-27-21)		Page 2 of 2	
PART E – LIVESTOCK INVENTORY (Excluding Breeding Stock)		COC USE ONLY	
15. Livestock	16. Inventory (Excluding Breeding Stock) (Highest on a Date Between April 16, 2020 – August 31, 2020)	17. COC Adjusted Inventory (Excluding Breeding Stock) (Highest on a Date Between April 16, 2020 – August 31, 2020)	
CATTLE			
HOGS/PIGS			
SHEEP			
PART F – SALES COMMODITIES		COC USE ONLY	
18. Commodity	19. 2018 or 2019 Total Commodity Sales	20. COC Adjusted 2018 or 2019 Total Commodity Sales	
AQUACULTURE			
CROPS (Excluding Part G Crops)			
NURSERY/FLORICULTURE CROPS			
MISCELLANEOUS			
OTHER LIVESTOCK (Excluding Breeding Stock)			
TOBACCO			
PART G – ACREAGE-BASED CROPS		COC USE ONLY	
21. Crop	22. Total 2020 Reported Acres	23. COC Adjusted Total 2020 Reported Acres	24. Weighted Insurance Approved Yield
		25. COC Adjusted Weighted Insurance Approved Yield	26. 85% of Weighted County Yield
PART H – CONTRACT PRODUCER REVENUE		COC USE ONLY	
27. Commodity	28. 2018 or 2019 Revenue	29. 2020 Revenue	30. COC Adjusted 2018 or 2019 Revenue
			31. COC Adjusted 2020 Revenue
PART I – INCREASED PAYMENT LIMITATION FOR CORPORATIONS, LIMITED LIABILITY COMPANIES (LLCS), LIMITED PARTNERSHIPS, TRUSTS & ESTATES			
32. Applicants who are corporations, LLCs, and limited partnerships, trusts or estates may seek an increase in the per-person payment limitation from \$250,000 to either \$500,000, if such entity has two members, partners, stockholders, beneficiaries or heirs who each provided at least 400 hours or more of personal labor or active personal management, or combination thereof, to the farming operation as defined in 7 CFR Part 1400, or a maximum of \$750,000 if such entity has three members, partners, stockholders, beneficiaries or heirs who each provided at least 400 hours or more of personal labor or active personal management, or combination thereof, to the farming operation as defined in 7 CFR Part 1400. The applicant must identify the names of members, partners, stockholders, beneficiaries or heirs who provided at least 400 hours of active personal labor or active personal management, or combination thereof, to the farming operation identified in Part B Item 5:			
A.		B.	
		C.	
PART J – PRODUCER CERTIFICATION			
I hereby sign and acknowledge under penalty of perjury in accordance with 28 U.S.C. § 1746 and 18 U.S.C. § 1621 that the foregoing is true and correct.			
33A. Signature (By)		33B. Title/Relationship of the Individual Signing in the Representative Capacity	
		33C. Date (MM/DD/YYYY)	
PART K – COC DETERMINATION			
34. Payment Part	35. COC or Designee Signature	36. Date (MM/DD/YYYY)	37. Determination
CARES			<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
CCC			<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED

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