

For: State and County Offices

Semi-Automated Redistribution Spreadsheet

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

A semi-automated redistribution spreadsheet has been developed to assist County Offices in redistributing base acres on out-of-balance tracts. The spreadsheet automatically calculates the new tract level base acres after redistribution with only a minimal amount of data entry required by the County Office. Lori Jones from Utah County, Utah, developed this spreadsheet in Microsoft Excel.

B Purpose

This notice:

- provides instructions for:
 - downloading and entering data into the semi-automated redistribution spreadsheet
 - determining new tract level base acres
 - final action to be taken by the County Office
- obsoletes Notice CM-489.

Disposal Date	Distribution
October 1, 2004 2-18-04	State Offices; State Offices relay to County Offices

Notice CM-490

2 Instructions for Downloading the Spreadsheet

A Downloading the Spreadsheet

Download the semi-automated redistribution spreadsheet according to the following.

Step	Action
1	Open Internet Explorer.
2	ENTER “ http://dc.ffasintranet.usda.gov/farmbill/ ” on the address line and PRESS “Enter”.
3	Click on “Shared Documents”, which is listed on the left-hand side of the page under the heading “Quick Launch”.
4	Right click on “Out-of-Balance Tracts”, which is listed under the heading “File Name”.
5	Select “Save Target As...” from the menu.
6	Save the spreadsheet to a directory on the computer.

3 Using the Semi-Automated Redistribution Spreadsheet

A Entering Data Into the Spreadsheet

The following provides instructions for entering data into the semi-automated redistribution spreadsheet.

Item	Instructions
Header	Enter the farm number and tract number(s).
1	Enter the DCP cropland for each tract.
2	If applicable, enter the CRP, WBP, WRP, State conservation, and other conservation acres for each tract.
3	
4	If applicable, enter the double-cropped acres for each tract.
5	
6	Enter the base acres by crop for each tract.
7	
8a	
8b	
9	
10	Enter the acres of each crop to be redistributed to the tract(s) with excess DCP cropland. The only tracts that will have data in this section are those with values in item 8a. DCP direct lowest paying crops shall be redistributed first or, if applicable, the owner(s) of the out-of-balance tract(s) may select the crop(s) to be redistributed.
11	
12	

Note: Item numbers 3, 5, 7, 8a, 8b, 9, 11, and 12 are automatically calculated by the spreadsheet.

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3 Using the Semi-Automated Redistribution Spreadsheet (Continued)

B Final Action

After completing the steps in subparagraph A, the County Office employee shall:

- print the semi-automated redistribution spreadsheet
- initial and date the spreadsheet
- if applicable, have the owner(s) complete CCC-517 according to 3-CM (Rev. 3), paragraph 249 showing the new tract level base acres that were determined by the spreadsheet in item 12

Note: CCC-517 shall be completed only if the requirements in 3-CM (Rev. 3), subparagraph 247 C were met **and** the owner(s) is the 1 requesting the redistribution.

- enter the new tract level base acres from item 12 on the spreadsheet into farm maintenance according to 3-CM (Rev. 3), paragraph 246
- file the spreadsheet in the farm folder.