

For: State Offices

2008 and 2009 ELAP Workbook Instructions

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

A workbook was created to assist the National and State Offices in calculating ELAP payments for 2008 and 2009. The workbook is in Microsoft Excel format and shall be completed by the State Office for all producers applying for ELAP in the State. County Offices will complete the following for each applicant and forward the completed forms to the State Office:

- COC-approved **FSA-930**, for farm-raised fish and honeybee losses
- COC-approved **FSA-918** and completed **FSA-918-1**, for livestock losses
- CCC-770 ELIG for honeybees, farm-raised fish, and death losses.

The State Office will then complete the ELAP Workbook using the producer information supplied on these forms.

B Purpose

This notice instructs State Offices to:

- collect all required ELAP forms from County Offices, as provided in subparagraph 2 B
- complete 1 ELAP Workbook for each program year for all COC-approved ELAP applications in the State
- submit the completed ELAP Workbooks to the National Office by:
 - June 18, 2010, for the 2008 ELAP Workbook
 - July 2, 2010, for the 2009 ELAP Workbook
- send a negative report to the National Office if there are **no** ELAP applications for the State.

Disposal Date	Distribution
November 1, 2010	State Offices; State Offices relay to County Offices

Notice LDAP-26

2 ELAP Workbooks

A Using ELAP Workbooks

The workbook was created to assist the National and State Offices in calculating ELAP payments for 2008 and 2009. The workbook is in Microsoft Excel format and must be accessed and completed on a computer running Microsoft Excel 2007 software.

Two separate ELAP Workbooks will be completed by each State Office, 1 for each program year of 2008 and 2009.

County Office personnel shall **not** complete the ELAP Workbook and forward it to the State Office. ELAP Workbooks **must be** completed by the State Office.

Each ELAP Workbook will accommodate 500 producer line entries. If there are greater than 500 ELAP producer applicants in the State per program year, the State Office may need to complete 2 or more workbooks per program year, to capture all of the applicants (see subparagraph 3 A if the State has greater than 500 applicants). The State Office shall **only** submit more than 1 workbook per program year if there are greater than 500 producers in the State.

B State Office Action

The State Office shall:

- ensure that the County Offices:
 - act on all completed and signed 2008 and 2009 FSA-918's and FSA-930's
 - complete FSA-918-1's for all 2008 and 2009 COC-approved FSA-918's, according to Notice LDAP-25
 - complete CCC-770 ELIG for all 2008 and 2009 FSA-918's and FSA-930's
 - transmit approved 2008 and 2009 FSA-918's, FSA-930's, and corresponding FSA-918-1's and CCC-770 ELIG's to the State Office
- **Note:** FSA-918's and FSA-930's in appeal status, or anticipated to be appealed, shall be transmitted to the State Office, in addition to the corresponding FSA-918-1's and CCC-770 ELIG's.
- coordinate and provide instruction to their County Offices for the safe and secure transmission of the applicable forms to the State Office, either by fax or encrypted electronic transmission
- complete 1 ELAP Workbook for each program year (2008 and 2009); each ELAP Workbook shall contain data from all COC-Approved FSA-918's and FSA-930's in the State for that program year, including all ELAP applications in appeal status or anticipated to be appealed

Notice LDAP-26

2 ELAP Workbooks (Continued)

B State Office Action (Continued)

- use information from the FSA-918-1 (for livestock) and the approved FSA-930 (for farm-raised fish and honeybees) to enter data into the ELAP Workbook
- encrypt and transmit the ELAP Workbook to Washington, DC, after the ELAP Workbook is complete, as instructed in subparagraph 5 B

Note: ELAP Workbooks shall **not** be submitted to the National Office until **all** approved ELAP applications, including applications in appeal status or anticipated to be appealed, from **all** counties in the State have been entered.

- transmit the ELAP Workbooks and encryption password, or negative report, to the National Office no later than:
 - June 18, 2010, for the 2008 ELAP Workbook
 - July 2, 2010, for the 2009 ELAP Workbook.

Note: Negative reports shall be sent by the dates indicated to Kerry Sefton, National Office, at kerry.sefton@wdc.usda.gov, if no workbooks were completed for 1 or both program years, because of zero ELAP applicants in the State.

3 Creating and Navigating Through ELAP Workbooks

A Accessing and Saving ELAP Workbooks

Follow these steps to access and save the ELAP Workbook. There shall only be 1 ELAP Workbook per State per program year (unless the State has more than 500 applicants), and it shall be saved and completed by the State Office.

Step	Action
1	Go to http://fsaintranet.sc.egov.usda.gov/dafp .
2	CLICK “ELAP Workbook v 1.0”; the following File Download dialog box will be displayed. CLICK “Open”; the ELAP Workbook will be displayed in Microsoft Excel 2007. 

Notice LDAP-26

3 Creating and Navigating Through ELAP Workbooks (Continued)

A Accessing and Saving ELAP Workbooks (Continued)

Step	Action
3	<ul style="list-style-type: none"> • CLICK ". • Scroll to and CLICK "Save As". • Navigate to S:\Service Center\FSA. <p>Note: The State Office may create a subfolder, if preferred, but it must be located within S:\Service Center\FSA.</p> <ul style="list-style-type: none"> • In "File name", enter "<i>ELAP_{year}_{State abbr}_{#of#}</i>", as follows: <ul style="list-style-type: none"> • <i>{year}</i> is 4-digit year (ie: 2008) • <i>{State abbr}</i> is 2-alpha State abbreviation (ie: MD for Maryland) • <i>{#of#}</i> is the workbook number out of the total number of workbooks for that program year. <p>Note: If the State has more than 500 producer applicants, more than 1 ELAP Workbook may be completed per program year. Use the following naming convention if 2 or more workbooks are created:</p> <ul style="list-style-type: none"> • "<i>ELAP_{year}_{state abbr}_1of3</i>" • "<i>ELAP_{year}_{state abbr}_2of3</i>" • "<i>ELAP_{year}_{state abbr}_3of3</i>". <ul style="list-style-type: none"> • Pull down the "Save as type:" Menu and select "Excel Workbook (*.xlsx)". • CLICK "Save". <div data-bbox="386 1524 1446 1682" style="border: 1px solid black; padding: 5px;"> <p>File name: <input type="text" value="ELAP_2008_MD_1of1"/> ▼</p> <p>Save as type: <input type="text" value="Excel Workbook (*.xlsx)"/> ▼</p> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </p> </div> <p>In this example, Maryland had less than 500 producer applicants for the 2008 program year; therefore, all producers were captured in 1 ELAP Workbook. This is ELAP Workbook #1 of a total of 1.</p>
4	Begin entering producer information.

Notice LDAP-26

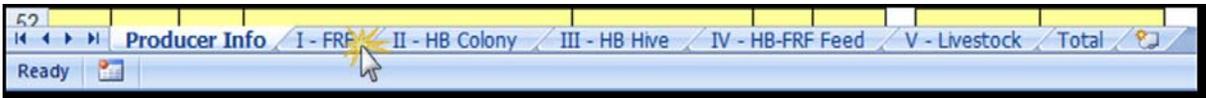
3 Creating and Navigating Through ELAP Workbooks (Continued)

B Data Worksheets Included in the ELAP Workbook

ELAP Workbooks contain 7 worksheets, as follows, each of which may require data entry.

Worksheet Tab Name	Worksheet Contents	See Subparagraph
Producer Info	Producer Information Entry	4 A
I - FRF	Farm-Raised Fish Death Loss Calculation	4 B
II – HB Colony	Honeybee Colony Loss Calculation	4 C
III – HB Hive	Honeybee Hive Loss Calculation	4 D
IV – HB-FRF Feed	Honeybee and Farm-Raised Fish Feed Loss Calculation	4 E
V- Livestock	Livestock Loss Calculation	4 F
Total	Producer Totals	4 G

To navigate through the 7 worksheets, CLICK “worksheet tab” at the bottom of the screen.



C Worksheet Layout and Data Entry

On each worksheet, the data cells are color-coded, depending on what type of data the cell contains, as follows.

IF the cell color is...	THEN the cell...	Action
yellow	will allow user to enter data.	Enter the correct data in the cell, if applicable.
pink	contains data that is automatically copied from another location in the workbook.	None. The user is not permitted to change or modify the cell contents.
blue	contains a formula to perform a calculation.	
green	is reserved for National Office use.	

Notice LDAP-26

3 Creating and Navigating Through ELAP Workbooks (Continued)

C Worksheet Layout and Data Entry (Continued)

The column headers for the yellow data entry cells contain comments that can assist the user with entering data. Header cells that contain comments are indicated with a small red triangle in the upper-right corner of the cell. When the cursor is hovered over the cell (no click required) a light green comment box will be displayed. The comment will contain descriptive information about the data to be entered into the cells in that column. This descriptive information will be a line reference (from FSA-930's or FSA-918-1's) or other source from which the user shall obtain data. Some of the column headers for the blue calculation cells also contain comments, for informational purposes **only**. No data entry is permitted in blue, pink, or green cells.

I	J	K	L	M	N	O	P
Total # of Honey Bee Hives Lost	# Ineligible Honey Bee Hives Lost	# of Eligible Lost Hives	Producer's Share	Payment Rate	Losses	FRF/HB payment reduction	Total Eligible Hive Losses
3	0	3	100%	\$ 200	\$ 360	\$ 150	\$ 210
8	1	7	50%	\$ 200	\$ 420	\$ 75	\$ 345
10	1	9	100%	\$ 200	\$ 1,080		\$ 1,080
26	0	26	25%	\$ 200	\$ 780		\$ 780
55	2	53	100%	\$ 200	\$ 6,360		\$ 6,360
63	30	33	80%	\$ 200	\$ 3,168		\$ 3,168

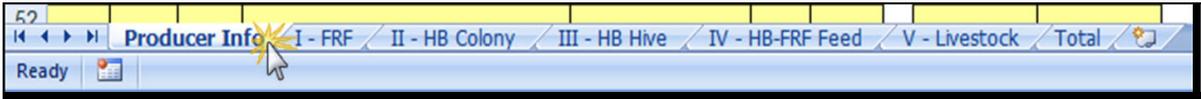
A portion of each worksheet is frozen so that as users scroll to the right, or down the page, users will still be able to view the producer's information and the column headers. Columns A through H and Rows 1 through 4 are frozen, so they will always remain in view, regardless of the position of the worksheet to which users have scrolled.

Notice LDAP-26

4 Entering Data Into ELAP Workbooks

A Producer Information Worksheet

The first worksheet in the ELAP Workbook is titled, “Producer Information” and contains producer information. To access this worksheet, CLICK “**Producer Info**” tab at the bottom of the ELAP Workbook.



Enter each producer on a separate line. Begin on Producer Info Worksheet row 5 (that is the very first yellow row on the Producer Info Worksheet) and enter the first producer’s information as follows:

- “State code”, enter 2-digit State code according to 1-CM, Exhibit 101
- “Cnty code”, enter 3-digit county code according to 1-CM, Exhibit 101
- “Prod TIN”, enter last 4 digits of producer’s TIN from SCIMS (according to 1-CM)
- “Producer Last Name”, enter producer’s last name
- “Producer First Name”, enter producer’s first name
- “Prod MI”, enter producer’s middle initial, if applicable
- “Prod Suffix”, enter producer’s name suffix; that is Jr., III, etc., if applicable
- “Data Loader”, enter initials of the person completing the data entry for this producer (**required** as a contact for Washington, DC).

	A	B	C	D	E	F	G	H	I	J	
1	ELAP Workbook										
2	Producer Information Entry								Enter Initials		
3	State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix		Data Loader	Secondary Reviewer	
4											
5	07	013	1234	Producer	Any	D	Jr.		kas		
6	07	015	4321	Farmer	His	A			kas		
7	07	015	2341	Producer	That		III		kas		
8											
9											

Notice LDAP-26

4 Entering Data Into ELAP Workbooks (Continued)

A Producer Information Worksheet (Continued)

If an invalid State or county code is entered, either of the following code error dialog boxes will be displayed, as applicable.



If TIN is entered with other than 4 digits, the following Invalid Tax ID dialog box will be displayed.

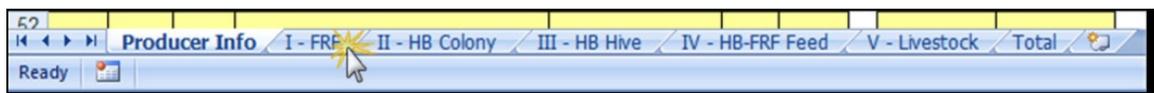


After entering the first producer's complete information on the Producer Info Worksheet, the user may do either of the following:

- continue to enter additional producers before proceeding to the next worksheet

	A	B	C	D	E	F	G	H	I	J
1	ELAP Workbook									
2	Producer Information Entry								Enter Initials	
3	State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Data Loader	Secondary Reviewer	
4										
5	07	013	1234	Producer	Any	D	Jr.	kas		
6										
7										
8										

- proceed to the next worksheet immediately to continue entering data for this first producer.



Notice LDAP-26

4 Entering Data Into ELAP Workbooks (Continued)

A Producer Information Worksheet (Continued)

All of the remaining worksheets in the ELAP Workbook will automatically copy the producer's information from the Producer Info Worksheet, and it will be displayed in pink cells, as follows.

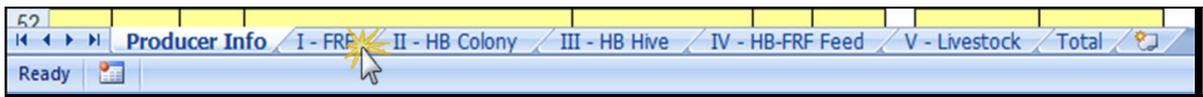
3	State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix
4							
5	07	013	1234	Producer	Any	D	Jr.
6	07	015	4321	Farmer	This	A	
7	07	015	2341	Producer	That		III
8							
9							

If any producer information requires modification, it shall be done on the Producer Info Worksheet in the yellow cells.

Important: Each producer shall be entered on 1 individual line, or row. This is critical for data entry and calculations to be used later in the ELAP Workbook. There **shall not** be 2 or more line items for the same producer.

B Part I, Farm Raised Fish Death Loss Calculation Worksheet

The second worksheet in the ELAP Workbook is titled, "Part I, Farm Raised Fish Death Loss Calculation" and contains data required to calculate the farm-raised fish death losses. To access this worksheet, CLICK "I - FRF" tab at the bottom of the ELAP Workbook.



All data to be entered on this worksheet will come from COC-approved FSA-930, Part D, **except** for payment rates. STC shall establish average fair market values and payment rates for each different type of bait and game-fish farmed in the State according to 1-LDAP, subparagraph 271 G.

Notice LDAP-26

4 Entering Data Into ELAP Workbooks (Continued)

B Part I, Farm Raised Fish Death Loss Calculation Worksheet (Continued)

Enter the producer's data from FSA-930, Part D, if they have farm-raised fish death losses. If they do **not**, and FSA-930, Part D is blank, leave all the yellow cells on the Part I, Farm Raised Fish Death Loss Calculation Worksheet **blank**.

Workbook Column Header	Description	Enter Value From
Beginning Inventory	Beginning inventory (before loss).	FSA-930, item 11H, if value is present. Enter FSA-930, item 11D only if item 11H is empty.
Ending Inventory	Ending inventory (after loss).	FSA-930, item 11I, if value is present. Enter FSA-930, item 11E; only if item 11I is empty.
Ineligible Inventory Lost	Ineligible inventory lost.	FSA-930, item 11J, if value is present. Enter FSA-930, item 11F; only if item 11J is empty.
Producer's Share	Share.	FSA-930, item 11G.
Payment Rate	Payment rate.	STC minutes from which average fair market values were established.
FRF/HB payment reduction	Payment reduction amount for farm-raised fish and honeybees.	FSA-930, item 18. Note: Only enter the amount in item 18 that applies to farm-raised fish death losses, if any.

If the same producer has more than 1 line item of fish species completed on FSA-930, Part D, scroll to the right on the worksheet and complete the next "Fish Species #2" section. Continue as needed for up to 4 species/types of fish. If the producer has **no** additional fish in Part D, proceed to Part II (see subparagraph C).

Notice LDAP-26

4 Entering Data Into ELAP Workbooks (Continued)

B Part I, Farm Raised Fish Death Loss Calculation Worksheet (Continued)

Each species line item from FSA-930 shall be entered into a separate “Fish Species” block on the Farm Raised Fish Death Loss Calculation Worksheet, on that producer’s line/row.

FSA-930

PART D – FARM-RAISED FISH DEATH LOSS INFORMATION							COC USE ONLY		
11A. Date of Occurrence Number	11B. Type/Kind/Size	11C. Unit of Measure	11D. Beginning Inventory (Before Loss)	11E. Ending Inventory (After Loss)	11F. Ineligible Inventory Lost	11G. Share	11H. Adjusted Beginning Inventory (Before Loss)	11I. Adjusted Ending Inventory (After Loss)	11J. Adjusted Ineligible Inventory Lost
7/13/08	Minnow	Pounds	100	25	10	100			
7/13/08	Bass	Each	200	0	0	75			
7/13/08	Trout	Each	2000	500	0	50			

ELAP Workbook

Part I - Farm Raised Fish Death Loss Calculation

State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Species or Type	Beginning Inventory	Ending Inventory	Ineligible Inventory Lost	Eligible Inventory Lost	Producer's Share	Payment Rate	Eligible Death Losses species #1
07	013	1234	Producer	Any	D	Jr	minnow	100	25	10	65	100%	\$100.00	\$ 3,900
07	015	4321	Farmer	This	A									\$ -
07	015	2341	Producer	That		III								\$ -

Fish Species #2

Species or Type	Beginning Inventory	Ending Inventory	Ineligible Inventory Lost	Eligible Inventory Lost	Producer's Share	Payment Rate	Eligible Death Losses species #2
bass	200	0	0	200	75%	\$100.00	\$ 9,000
							\$ -
							\$ -
							\$ -

Fish Species #3

Species or Type	Beginning Inventory	Ending Inventory	Ineligible Inventory Lost	Eligible Inventory Lost	Producer's Share	Payment Rate	Eligible Death Losses species #3
trout	2000	500	0	1500	50%	\$100.00	\$ 45,000
							\$ -
							\$ -
							\$ -

Fish Species #4

Species or Type	Beginning Inventory	Ending Inventory	Ineligible Inventory Lost	Eligible Inventory Lost	Producer's Share	Payment Rate	Eligible Death Losses species #4
							\$ -
							\$ -
							\$ -
							\$ -

On the workbook line entry, scroll to the right to enter additional fish types/species

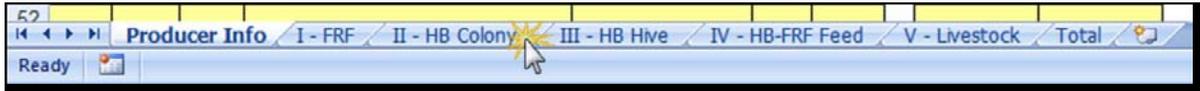
If the producer has more than 4 species of fish in FSA-930, Part D, contact Kerry Sefton at 202-720-6120 or kerry.sefton@wdc.usda.gov. If required, a customized ELAP Workbook will be provided to the State Office for entering additional fish species/types.

Notice LDAP-26

4 Entering Data Into ELAP Workbooks (Continued)

C Part II – Honey Bee Colony Loss Calculation Worksheet

The third worksheet in the ELAP Workbook is titled, “Part II – Honey Bee Colony Loss Calculation” and contains data required to calculate the honeybee colony losses. To access this worksheet, CLICK “**II - HB Colony**” tab at the bottom of the ELAP Workbook.



All data to be entered on this worksheet will come from COC-approved FSA-930, Parts F and K.

Enter the producer’s data from FSA-930, Part F, if they have honeybee colony losses. If they do **not**, and FSA-930, Part F is **blank**, leave all the yellow cells on the Part II – Honey Bee Colony Loss Calculation Worksheet blank.

Important: If the producer suffered honeybee colony losses because of multiple disaster events, then 2 or more lines of data will be entered in FSA-930, Part F. In this case, State Offices shall enter the following data into the workbook **separately** for each disaster event.

Workbook Column Header	Description:	Enter value from FSA-930, item...	
Beginning Inventory (Colonies)	Beginning inventory of honeybee colonies.	13F, if value is present.	13B; only if 13F is empty.
Total # of Honey Bee Colonies Lost	Total number of honeybee colonies lost.	13G, if value is present.	13C; only if 13G is empty.
# Ineligible Honey Bee Colonies Lost	Ineligible honeybee colonies lost.	13H, if value is present.	13D; only if 13-H is empty.
Producer’s Share	Share.	13E.	
FRF/HB payment reduction	Payment reduction amount for farm-raised fish and honeybees.	18. Note: Only enter the amount in item 18 that applies to honeybee colony losses, if any.	

Notice LDAP-26

4 Entering Data Into ELAP Workbooks (Continued)

C Part II – Honey Bee Colony Loss Calculation Worksheet (Continued)

Each disaster event from FSA-930, Part F shall be entered into a separate “Disaster Event” section on the Honey Bee Colony Loss Calculation Worksheet, on that producer’s line/row.

FSA-930								
PART F – HONEY BEE COLONY LOSS INFORMATION								
13A. Date of Occurrence Number	13B. Beginning Inventory of Honey Bee Colonies	13C. Total Number of Honey Bee Colonies Lost	13D. Ineligible Honey Bee Colonies Lost	13E. Share	COC USE ONLY			
5/29/08	1500	1050	0	100	13F. Adjusted Beginning Colony Inventory	13G. Adjusted Total Number of Colonies Lost	13H. Adjusted Ineligible Colonies Lost	
8/4/08	1000	600	200	100				
10/23/08	1000	200	0	100				

ELAP Workbook								Disaster Event #1						
Part II - Honey Bee Colony Loss Calculation														
State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Beginning Inventory (Colonies)	Percent of Normal Mortality	Minimum Colony Loss Threshold	Total # of Honey Bee Colonies Lost	# Ineligible Honey Bee Colonies Lost	# of Eligible Lost Colonies	Payment Colonies	
07	013	1234	Producer	Any	D	Jr	1500	0.175	263	1050	0	1050	788	
07	015	4321	Farmer	This	A			0.175						
07	015	2341	Producer	That		III		0.175						
								0.175						

Disaster Event #2						
Beginning Inventory (Colonies)	Percent of Normal Mortality	Minimum Colony Loss Threshold	Total # of Honey Bee Colonies Lost	# Ineligible Honey Bee Colonies Lost	# of Eligible Lost Colonies	Payment Colonies
1000	0.175	175	600	200	400	225
	0.175					
	0.175					
	0.175					

Disaster Event #3						
Beginning Inventory (Colonies)	Percent of Normal Mortality	Minimum Colony Loss Threshold	Total # of Honey Bee Colonies Lost	# Ineligible Honey Bee Colonies Lost	# of Eligible Lost Colonies	Payment Colonies
1000	0.175	175	200	0	200	25
	0.175					
	0.175					
	0.175					

On the workbook line entry, scroll to the right to enter additional Disaster Events

FSA-930 (09-11-09)	Page 3 of 3
PART K – PAYMENT REDUCTIONS	
18. Payment Reduction Amount \$	

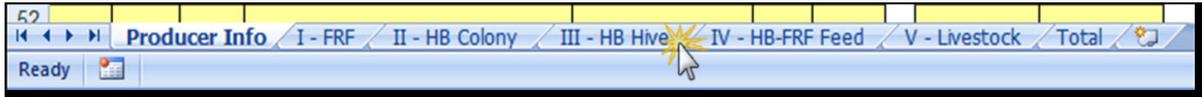
If the producer has more than 3 disaster events in FSA-930, Part F, contact Kerry Sefton at 202-720-6120 or kerry.sefton@wdc.usda.gov. If required, a customized ELAP workbook will be provided to the State Office for entry of additional disaster events.

Notice LDAP-26

4 Entering Data Into ELAP Workbooks (Continued)

D Part III – Honey Bee Hive Loss Calculation Worksheet

The fourth worksheet in the ELAP Workbook is titled, “Part III – Honey Bee Hive Loss Calculation Worksheet” and contains data required to calculate the honeybee hive losses. To access this worksheet, CLICK “III – HB Hive” tab at the bottom of the workbook.



All data to be entered on this worksheet will come from COC-approved FSA-930, Parts H and K.

FSA-930 (09-11-09)					Page 2 of 3		
PART H – HONEY BEE HIVE LOSS INFORMATION							
15A. Date of Occurrence Number	15B. Beginning Inventory of Honey Bee Hives	15C. Total Number of Honey Bee Hives Lost	15D. Ineligible Honey Bee Hives Lost	15E. Share	COC USE ONLY		
					15F. Adjusted Beginning Hive Inventory	15G. Adjusted Total Number of Hives Lost	15H. Adjusted Ineligible Hives Lost
6/23/08	8	6	0	80%			

FSA-930 (09-11-09)	Page 3 of 3
PART K – PAYMENT REDUCTIONS	
18. Payment Reduction Amount \$	

Enter the producer’s data from FSA-930, Part H, if they have honeybee hive losses. If they do **not**, and FSA-930, Part H is **blank**, leave all the yellow cells on the “Part III – Honey Bee Hive Loss Calculation Worksheet blank.

Important: If the producer suffered honeybee hive losses because of multiple disaster events, then 2 or more lines of data will be entered in FSA-930, Part H. In this case, the State Office shall sum the data in FSA-930, columns 15C, 15D, 15G, and 15H, **before** entering the values into the ELAP Workbook as instructed in the following table.

Workbook Column Header	Description	Enter value from FSA-930 line...	
Total # of Honey Bee Hives Lost	Total number of honeybee hives lost.	15G, if value is present.	15C; only if 15G is empty.
# Ineligible Honey Bee Hives Lost	Ineligible honeybee hives lost.	15H, if value is present.	15D; only if 15H is empty.
Producer’s Share	Share	15E.	
FRF/HB Payment Reduction	Payment reduction amount for farm-raised fish and honeybees.	18. Note: Only enter amount in item 18 that applies to honeybee hive losses, if any.	

Notice LDAP-26

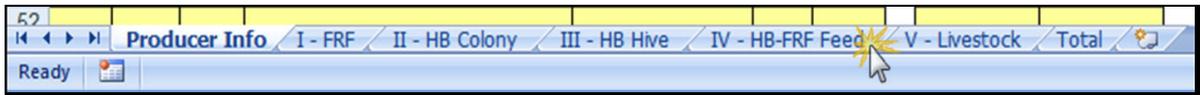
4 Entering Data Into ELAP Workbooks (Continued)

D Part III – Honey Bee Hive Loss Calculation Worksheet (Continued)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	ELAP Workbook																
2	Part III - Honey Bee Hive Loss Calculation																
3	State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Total # of Honey Bee Hives Lost	# Ineligible Honey Bee Hives Lost	# of Eligible Lost Hives	Producer's Share	Payment Rate	Subtotal Eligible Hive Losses	FRF/HB payment reduction	Total Eligible Hive Losses		
4																	
5	07	013	1234	Producer	Any	D	Jr	6	0	6	80%	\$ 200	\$ 576		\$ 576		
6	07	015	4321	Farmer	This	A						\$ 200	\$ -		\$ -		
7	07	015	2341	Producer	That		III					\$ 200	\$ -		\$ -		
8												\$ 200	\$ -		\$ -		
9												\$ 200	\$ -		\$ -		

E Part IV – Honey Bee and Farm-Raised Fish Feed Loss Calculation Worksheet

The fifth worksheet in the ELAP Workbook is titled, “Part IV – Honey Bee and Farm-Raised Fish Feed Loss Calculation Worksheet” and contains data required to calculate the honeybee and farm-raised fish feed losses. To access this worksheet, CLICK “IV – HB-FRF Feed” tab at the bottom of the workbook.



All data to be entered on this worksheet will come from the COC-approved FSA-930, Parts J and K.

FSA-930 (09-11-09)				Page 2 of 3
PART J- VALUE OF PURCHASED FEED LOST AND/OR ADDITIONAL EXPENSES – FARM-RAISED FISH AND HONEY BEES				
17A. Date of Occurrence Number	17B. Type of Feed Lost or Additional Expense Incurred	17C. Value of Feed Lost or Additional Expense Incurred	17D. Share	17E. COC USE ONLY Adjusted Value of Feed Lost or Additional Expense Incurred
5/23/08	Trout Feed	\$ 200	50%	\$
		\$		\$

FSA-930 (09-11-09)		Page 3 of 3
PART K – PAYMENT REDUCTIONS		
18. Payment Reduction Amount	\$	

Enter the producer’s data from FSA-930, Part J, if they have honeybee and/or farm-raised fish feed losses. If they do **not**, and FSA-930, Part J is **blank**), leave all the yellow cells on the Part IV – Honey Bee and Farm-Raised Fish Feed Loss Calculation Worksheet blank.

Important: If the producer suffered honeybee and/or farm-raised fish feed losses because of multiple disaster events, then 2 or more lines of data will be entered in FSA-930, Part J. In this case, the State Office shall sum the data in FSA-930, columns 17C and 17E, **before** entering the values into the ELAP Workbook as instructed in the following table.

4 Entering Data Into ELAP Workbooks (Continued)

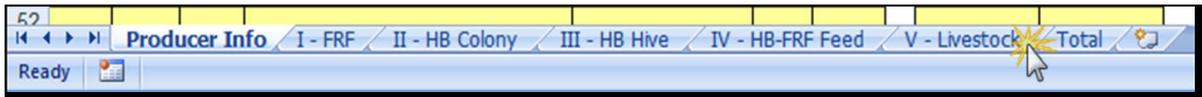
E Part IV – Honey Bee and Farm-Raised Fish Feed Loss Calculation Worksheet (Continued)

Workbook Column Header	Description	Enter value from FSA-930 line:	
Type of Feed Lost	Type of feed lost or additional expense incurred.	17B.	
Value of Feed Lost or Additional Expenses Incurred	Value of feed lost or additional expenses incurred, enter in whole dollars.	17E, if value is present.	17C; only if 17E is empty.
Producer’s Share	Share.	17D.	
FRF/HB payment reduction	Payment reduction amount for farm-raised fish and honeybees.	18. Note: Only enter the amount in item 18 that applies to honeybees and farm-raised fish feed losses.	

State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Type of Feed Lost	Value of Feed Lost or Additional Expense Incurred	Producer's Share	Subtotal Eligible Feed Losses	FRF/HB payment reduction	Total Eligible Feed Losses
07	013	1234	Producer	Any	D	Jr	Trout feed	200	50%	\$ 60		\$ 60
07	015	4321	Farmer	This	A					\$ -		\$ -
07	015	2341	Producer	That		III				\$ -		\$ -

F Part V – Livestock Loss Calculation Worksheet

The sixth worksheet in the ELAP Workbook is titled, “Part V – Livestock Loss Calculation Worksheet” and contains data required to calculate the livestock losses. To access this worksheet, CLICK “V - Livestock” tab at the bottom of the workbook.



All data to be entered on this worksheet will come from FSA-918-1. Enter the producer’s data from FSA-918-1, if they have livestock losses. If they do **not** have a completed FSA-918-1, leave all the yellow cells on the Part V – Livestock Loss Calculation Worksheet.

Notice LDAP-26

4 Entering Data Into ELAP Workbooks (Continued)

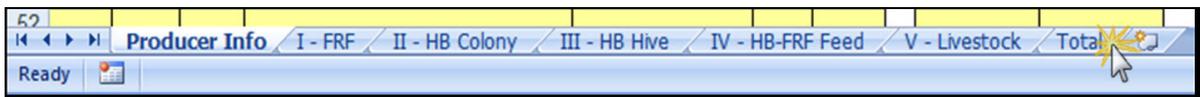
F Part V – Livestock Loss Calculation Worksheet (Continued)

Workbook Column Header	Description	Enter value from FSA-918-1 line...
Net Payment for Feed Lost and Additional Feed Expenses	Net calculated payment for purchased and produced feed lost and additional feed expenses.	66.
Net Payment for All Grazing Losses or Additional Feed Purchased	Total calculated payment for all grazing losses (fire and nonfire) or additional feed purchased above normal.	86.
Total Net Calc'd Payment for Livestock Death	Total calculated payment for livestock death losses.	101.
Livestock Net Payment Amount	Total net calculated payment for all livestock losses.	102.

State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Net Payment for Feed Lost and Additional Feed Expenses	Net Payment for All Grazing Losses or Additional Feed Purchased	Total Net Calc'd Payment for Livestock Death	Livestock Net Payment Amount
07	013	1234	Producer	Any	D	Jr.	\$ 300	\$ 250	\$ 100	\$ 650
07	015	4321	Farmer	This	A		\$ 6,000	\$ 15,000	\$ 21,000	\$ 42,000
07	015	2341	Producer	That		III				

G Total – Producer Totals Worksheet

The seventh worksheet in the ELAP Workbook is titled, “Total – Producer Totals Worksheet” and contains the data required to calculate total ELAP losses per producer. To access this worksheet, CLICK “Total” tab at the bottom of the workbook.



All data to be entered on this worksheet will come from other supplemental Agricultural Disaster Assistance Programs’ payment data, if applicable.

Enter the payments received for the same program year from LIP, LFP, and Supplemental Revenue Assistance Payments Program (SURE). If they did **not** receive any disaster payments under LIP, LFP, or SURE, enter zero into the appropriate cell. There **must** be an entry in the yellow cells for all producers, with either a zero or a payment amount.

Notice LDAP-26

4 Entering Data Into ELAP Workbooks (Continued)

G Total – Producer Totals Worksheet (Continued)

Workbook Column Header	Description:	Enter value from...
LIP Payment Received	Total LIP payment received for the program year.	LIP payment data.
LFP Payment Received	Total LFP payment received for the program year.	LFP payment data.
SURE Payment Received	Total SURE payment received for the program year.	SURE payment data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ELAP Workbook													
2	Producer Totals													
3	State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	net loss Part I	net loss Part II	net loss Part III	net loss Part IV	net loss Part V	sub total net losses	
4														
5	07	013	1234	Producer	Any	D	Jr	\$ 3,900	\$ 28,350	\$ 576	\$ 60	\$ 24,750	\$ 57,636	
6	07	015	4321	Farmer	This	A		\$ 7,650	\$ 64,971	\$ -	\$ -	\$ 39,000	\$ 111,621	
7	07	015	2341	Producer	That		III	\$ 14,400	\$ -	\$ 1,944	\$ -	\$ -	\$ 16,344	
8								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9								\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Scroll to right for next screen.

	A	B	C	D	E	F	G	H	O	P	Q	R	S	T	U
1	ELAP Workbook														
2	Producer Totals														
3	State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	LIP payment received	LFP payment received	SURE payment received	Total LIP/LFP/SURE payments received	adjusted paylimit	paylimit reduction	total	
4															
5	07	013	1234	Producer	Any	D	Jr	\$200	\$500	\$6,000	\$ 6,700	\$ 93,300	\$ -	\$ 57,636	
6	07	015	4321	Farmer	This	A		\$0	\$5,000	\$15,000	\$ 20,000	\$ 80,000	\$ 31,621	\$ 80,000	
7	07	015	2341	Producer	That		III	\$3,000	\$0	\$60,000	\$ 63,000	\$ 37,000	\$ -	\$ 16,344	
8											\$ -	\$ 100,000	\$ -	\$ -	
9											\$ -	\$ 100,000	\$ -	\$ -	

Notice LDAP-26

5 Completing ELAP Workbooks

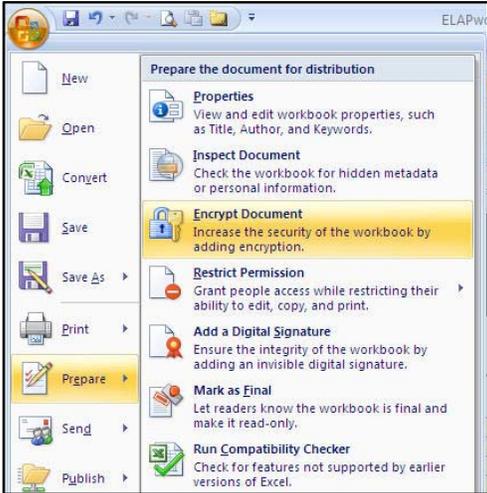
A Secondary Review

All data entered into the ELAP Workbook shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name or initials on the ELAP Workbook, Producer Information Worksheet. If any discrepancies are discovered during the review, the State Office shall correct the data **before** transmitting the workbook to Washington, DC.

	A	B	C	D	E	F	G	H	I	J
1	ELAP Workbook									
2	Producer Information Entry								Enter Initials	
3	State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Data Loader	Secondary Reviewer	
4										
5	07	013	1234	Producer	Any	D	Jr.	kas	ajj	
6	07	015	4321	Farmer	This	A		kas	ajj	
7	07	015	2341	Producer	That		III	kas	ajj	
8										

B Encrypting and Transmitting ELAP Workbooks

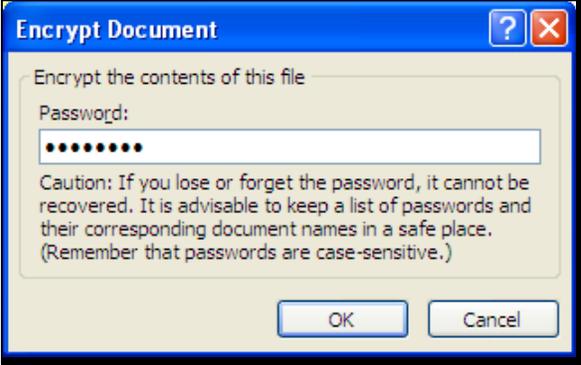
The State Office shall follow these steps to encrypt the ELAP Workbook files.

Step	Action
1	Choose an encryption password and write it down using paper and pen. This is critical so that you can relay the password to the National Office.
2	<ul style="list-style-type: none"> • CLICK ". • CLICK "Prepare". • CLICK "Encrypt Document". 

Notice LDAP-26

5 Completing ELAP Workbooks (Continued)

B Encrypting and Transmitting ELAP Workbooks (Continued)

Step	Action
3	<p>On the “Encrypt Document” dialog box, type user’s chosen “Password” box and CLICK “OK”.</p> 
4	<p>On the “Confirm Password” dialog box, in the “Reenter password” box, retype the user’s chosen password and CLICK “OK”. CLICK “Save” and close the file.</p> 
5	<p>E-mail the encrypted Excel file to kerry.sefton@wdc.usda.gov. Identify in the e-mail the ELAP applications that were entered in the ELAP Workbook that are in appeal status or anticipated to be appealed.</p> <p>Note: If there were more than 500 producer applicants in the State, and multiple workbooks were created, be sure to send all completed workbooks to Washington, DC.</p>
6	<p>Provide the encryption password to Kerry Sefton by either of the following:</p> <ul style="list-style-type: none"> • e-mail to kerry.sefton@wdc.usda.gov • telephone at 202-720-6120.