

For: State and County Offices

2010 ELAP Workbook (Workbook) Instructions

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

A workbook was created to assist the State and National Offices in calculating ELAP payments for 2008 and 2009. The State Offices collected ELAP applications from their County Offices and entered the application data into the workbook. The workbooks were then submitted to the National Office for review and finalization. The National Office issued final workbooks back to the State Offices, which contained the gross ELAP payment amount for the respective program year, 2008 or 2009, and the State Offices disseminated this information to County Offices for payment issuance.

The Workbook is very similar, but not exactly identical, to the 2008 and 2009 ELAP Workbooks. The Workbook is in Microsoft Excel format and shall be completed by the State Office for all producers applying for ELAP in the State. The County Office 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 honey bee losses
- COC-approved FSA-918 and completed FSA-918-1 for livestock losses.

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

Disposal Date	Distribution
June 1, 2011	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice instructs State Offices to:

- collect all required ELAP forms from County Offices according to subparagraph 2 E
- complete 1 Workbook for all 2010 COC-approved ELAP applications in the State
- submit the completed Workbook to the National Office by COB March 14, 2011
- send a negative report to the National Office if there are zero ELAP applicants for the State.

2 Workbook

A About the Workbook

The Workbook:

- was created to assist the State and National Offices in calculating ELAP payments for 2010
- is in Microsoft Excel 2007 format and must be accessed and completed on a computer running Microsoft Excel 2007 software.

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

Each Workbook will accommodate 500 producer line entries. If there are more 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.

B Changes for the Workbook

Most of the data entry required and the source of the data for the Workbook remains the same as required in the 2008 and 2009 ELAP Workbooks. However, the Workbook is different from the 2008 and 2009 ELAP Workbooks in the following ways:

- a column was added to the producer's information worksheet to identify applications in appeal status or anticipated to be appealed and applications pending equitable relief
- feed losses for farm-raised fish and honey bees are recorded separately according to subparagraph C

2 Workbook (Continued)

B Changes for the Workbook (Continued)

- livestock feed, grazing, and death losses are recorded separately according to subparagraph C
- 2010 SURE, LFP, and LIP payments previously received by producers are **not** required Workbook entries according to subparagraph D.

Important: The Workbook does **not** require more data entry than previous years. Instead, the Workbook requires less data entry, because of removing producer payment information as described in subparagraph C. The Workbook is simply categorized and displayed differently for 2010, for the sole purpose of capturing program data for all types of losses covered under ELAP.

C Workbook Parts

The 2008 and 2009 ELAP Workbooks contained 7 worksheets in which the user recorded the producer's information and the following **5** different types of losses:

- Part I - Farm-Raised Fish
- Part II - Honey Bee Colonies
- Part III - Honey Bee Hives
- Part IV - Honey Bee and Farm-Raised Fish Feed (to be divided into 2 parts for 2010)
- Part V - Livestock (to be divided into 3 parts for 2010).

The Workbook contains 8 worksheets in which the user records the producer's information and the following **8** different types of losses:

- Part I - Farm-Raised Fish
- Part II- Honey Bee Colonies
- Part III - Honey Bee Hives
- Part IV - Honey Bee Feed
- Part V - Farm-Raised Fish Feed
- Part VI - Livestock Feed
- Part VII - Livestock Grazing
- Part VIII - Livestock Death.

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2 Workbook (Continued)

D Payment Limitation

Because of 2008 and 2009 ELAP payments being issued manually, State Offices were required to enter producer payments received for SURE, LFP, and LIP in the 2008 and 2009 ELAP Workbooks to maintain payment limitation.

Since 2010 ELAP payments are automated and the system is able to maintain payment limitation, it will no longer be necessary for State Offices to enter the SURE, LFP, and LIP payment amounts in the Workbooks.

E State Office Action

The State Office shall:

- ensure that County Offices:
 - act on all completed and signed 2010 FSA-918's and FSA-930's
 - complete FSA-918-1 for all 2010 COC-approved FSA-918's, according to Notice LDAP-35
 - transmit approved 2010 FSA-918's, FSA-930's, and corresponding FSA-918-1's to the State Office

Notes: 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.

CCC-770 ELIG is **not** required to be completed for 2010 ELAP.

- submit a negative report if there are zero applicants in the county for 2010 ELAP
- coordinate and provide instruction to the 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 Workbook for the State

Note: The Workbook shall contain data from all COC-approved FSA-918's and FSA-930's in the State for 2010, including all ELAP applications in appeal status or anticipated to be appealed.

- use information from FSA-918-1, for livestock, and the approved FSA-930, for farm-raised fish and honey bees, to enter data into the Workbook

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2 Workbook (Continued)

E State Office Action (Continued)

- encrypt and transmit the Workbook to the National Office after the workbook is complete according to subparagraph 5 C

Note: The Workbook 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.

- obtain negative reports from all County Offices that did **not** submit an ELAP application to the State Office
- transmit the Workbook and encryption password, or negative report, to the National Office no later than COB March 14, 2011.

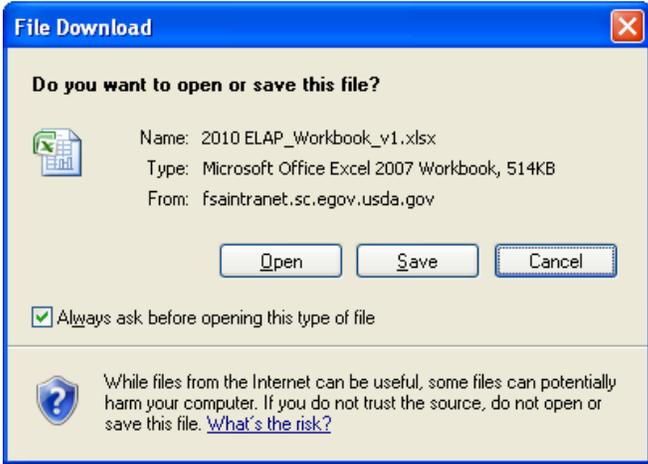
Note: A negative report shall be sent to the National Office if there was no workbook was completed for 2010, because of zero ELAP applicants in the State. Notify Kerry Sefton at kerry.sefton@wdc.usda.gov by no later than COB March 14, 2011.

Notice LDAP-40

3 Creating and Navigating Through the Workbook

A Accessing and Saving the Workbook

Access and save the Workbook according to the following. There shall only be one Workbook per State for 2010, unless the State has more than 500 applicants, and the Workbook shall be saved and completed by the State Office.

Step	Action
1	Access the DAFP Home Page at http://fsaintranet.sc.egov.usda.gov/dafp/ .
2	<ul style="list-style-type: none"><li data-bbox="407 548 1455 621">• CLICK “2010 ELAP Workbook v 1.0”. The file download dialog box will be displayed. <li data-bbox="407 1161 662 1192">• CLICK “Open”.<li data-bbox="407 1236 1127 1268">• The workbook will open with Microsoft Excel 2007.

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3 Creating and Navigating Through the Workbook (Continued)

A Accessing and Saving the Workbook (Continued)

Step	Action
3	<ul style="list-style-type: none"> • CLICK “ • Enter the file name as “ELAP_2010_{State abbr}_{#of#}”. <p>Notes: “{State abbr}” is 2-alpha State abbreviation, i.e. MD for Maryland.</p> <p>“{#of#}” is the workbook number out of the total number of workbooks for 2010. If the State has more than 500 producer applicants, 2 or more workbooks may be completed. Use the following naming convention if 2 or more workbooks are created:</p> <ul style="list-style-type: none"> • “ELAP_2010_{state abbr}_1of3” • “ELAP_2010_{state abbr}_2of3” • “ELAP_2010_{state abbr}_3of3”. <ul style="list-style-type: none"> • Click the “Save as type:” drop down menu and select “Microsoft Office Excel 2007 Workbook”. • CLICK “Save”. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>File name: <input type="text" value="ELAP_2010_MD_1of1.xlsx"/> <input type="button" value="Open"/></p> <p>Save as type: <input type="text" value="Microsoft Office Excel 2007 Workbook"/> <input type="button" value="Cancel"/></p> </div> <p>In this example, Maryland had less than 500 producer applicants for the 2010 program year, therefore all producers were captured in 1 Workbook. This is workbook 1 of a total of 1.</p>
4	Begin entering producer data

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3 Creating and Navigating Through the Workbook (Continued)

B Data Worksheets Included in the Workbook

The Workbook contains the following 8 worksheets, each of which may require data entry.

Worksheet Tab Name	Worksheet Contents	Subparagraph
Producer Info	Producer Information Entry	4 A
I - FRF	Farm-Raised Fish Death Loss Calculation	4 B
II - HB Colony	Honey Bee Colony Loss Calculation	4 C
III - HB Hive	Honey Bee Hive Loss Calculation	4 D
IV - HB Feed	Honey Bee Feed Loss Calculation	4 E
V - FRF Feed	Farm-Raised Fish Feed Loss Calculation	4 F
VI, VII, VIII - Livestock	Livestock Feed, Grazing and Death Loss Calculations	4 G
Total	Producer Totals	4 H

To navigate through the 8 worksheets, click on the worksheet tab at the bottom of the Workbook.



C Worksheet Layout and Data Entry Information

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

IF the cell color is...	THEN the cell...	Action
yellow	will allow user to enter data.	User shall enter the correct data in the cell, if applicable.
pink	contains data that is automatically copied from another location in the Workbook.	User shall do nothing. 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.	

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3 Creating and Navigating Through the Workbook (Continued)

C Worksheet Layout and Data Entry Information (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 appear. 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 or FSA-918-1, or other source where the user shall obtain the data from. 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.**

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

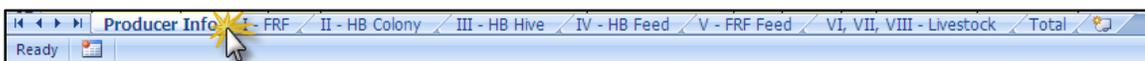
A portion of each worksheet is “frozen” so that when scrolling to the right, or down the page, the producer’s information and the column headers will still be able to be viewed. Columns A through H and rows 1 through 4 are frozen and will always remain in view.

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4 Entering Data Into the Workbook

A Producer Information

The first worksheet in the Workbook contains the producer information. Click the “Producer Info” tab at the bottom of the Workbook.



Enter each producer on a separate line. Begin on worksheet row 5, which is the very first yellow row on the worksheet, and enter the following for the first producer’s information.

- State code – enter the 2-digit State code according to 1-CM, Exhibit 101.
- Admin Cty Code – enter the 3-digit county code according to 1-CM, Exhibit 101, for the administrative County Office of the farm.

Note: The manual ELAP application does **not** contain the administrative County Office information. The administrative County Office is the county that submitted the application to the State Office.

- Phys Loc Cty Code – enter the 3-digit county code according to 1-CM, Exhibit 101, for the physical location of the farm.

Note: The physical location County Office is listed in block 1 on the manual ELAP application.

- Prod TIN – enter the last 4-digits of the producer’s TIN from SCIMS according to 1-CM.
- Producer Last Name – enter the producer’s last name or business name.
- Producer First Name – enter the producer’s first name.
- Prod MI – enter the producer’s middle initial, if applicable.
- Prod Suffix – enter the producer’s name suffix, i.e: Jr., III, etc, if applicable.
- Appeal Status:
 - ENTER “A” if the producer’s application is in appeal status or is anticipated to be appealed
 - ENTER “ER” if the producer’s application is pending equitable relief
 - otherwise, leave blank

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4 Entering Data Into the Workbook (Continued)

A Producer Information (Continued)

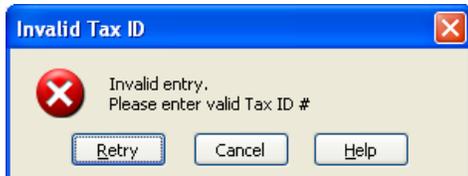
- Producer Data Loader – enter the initials of the person completing the data entry for this producer. This is required as a contact for the National Office.

2010 ELAP Workbook										
Producer Information Entry										Enter Initials
State code	Admin Cty Code	Phys Loc Cty Code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Appeal?	Data Loader	Secondary Reviewer
03	030	030	1111	Producer	Peggy				kas	
03	041	043	2222	Farmer	John		Jr	A	kas	
03	152	171	3333	Three Brothers Farms					kas	
03	171	171	4444	Rancher	Randy	R			kas	

If an invalid State or county code is entered, 1 of the following error messages will be displayed.



If TIN is entered with less than or greater than 4 digits, the following error message will be displayed.



After entering the first producer's complete information on the producer information worksheet, the user may either:

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

2010 ELAP Workbook										
Producer Information Entry										Enter Initials
State code	Admin Cty Code	Phys Loc Cty Code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Appeal?	Data Loader	Secondary Reviewer
03	030	030	1111	Producer	Peggy				kas	

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4 Entering Data Into the Workbook (Continued)

A Producer Information (Continued)

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



All of the remaining worksheets in the Workbook will automatically copy the producer's information from this worksheet and be displayed in the pink cells.

	A	B	C	D	E	F	G	H	I
1	2010 ELAP Workbook								
2	Part I - Farm Raised Fish Death Loss Calculation								
3	State code	Admin Cty Code	Phys Loc Cty Code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Appeal?
4									
5	03	30	30	1111	Producer	Peggy			
6	03	41	43	2222	Farmer	John		Jr	A
7	03	152	171	3333	Three Brothers Farms				
8	03	171	171	4444	Rancher	Randy	R		
9									
10									

If any producer information requires modification, return to the “Producer Info” worksheet in the yellow cells.

B Part I – Farm-Raised Fish Death Loss Calculation

The second worksheet in the workbook contains data required to calculate the farm-raised fish death losses. Click the “I - FRF” tab at the bottom of the Workbook.



All of the data to be entered on this worksheet will come from the 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.

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4 Entering Data Into the Workbook (Continued)

B Part I – Farm-Raised Fish Death Loss Calculation (Continued)

Enter the producer’s data from FSA-930, Part D, if there are farm-raised fish death losses. If not and FSA-930, Part D is blank, leave all yellow cells on the “I - FRF” worksheet blank.

Workbook Column Header	Description	Enter value from...		
Beginning Inventory	Beginning inventory before loss	FSA-930, item:	11H if value is present.	11D; only if 11H is empty.
Ending Inventory	Ending inventory after loss		11I if value is present.	11E; only if 11H is empty.
Ineligible Inventory Lost	Ineligible inventory lost		11J if value is present.	11F; only if 11J is empty.
Producer’s Share	Share		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 honey bees	FSA-930, item 18. Note: Only enter the amount included 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 section for “Fish Species #2”. Continue as needed for up to 4 different species/types of fish. If the producer has no additional fish in FSA-930, Part D, proceed to Part II - Honey Bee Colony Loss according to subparagraph C.

Each species line item from FSA-930 shall be entered into a separate fish species block on the worksheet, on that producer’s line/row.

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4 Entering Data Into the Workbook (Continued)

B Part I – Farm-Raised Fish Death Loss Calculation (Continued)

FSA-930

PART D – FARM-RAISED FISH DEATH LOSS INFORMATION

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	COC USE ONLY		
							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
one species per line item, FSA-930 Part D

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
one species per line item, FSA-930 Part D

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
one species per line item, FSA-930 Part D

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 different species of fish in FSA-930, Part D, contact Kerry Sefton by telephone at 202-720-6120 or by e-mail at kerry.sefton@wdc.usda.gov. If required, a customized Workbook will be provided to the State Office for entry of additional fish species/types.

Notice LDAP-40

4 Entering Data Into the Workbook (Continued)

C Part II – Honey Bee Colony Loss Calculation

The third worksheet in the Workbook contains data required to calculate honey bee colony losses. Click on the “II - HB Colony” tab at the bottom of the Workbook.



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

Enter the producer’s data from FSA-930, Part F, if there are honey bee colony losses. If the producer has no honey bee colony loss in FSA-930, Part F, leave all the yellow cells on the “II – HB Colony” worksheet blank.

Important: If the producer suffered honey bee 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:

- verify with the County Office that the beginning inventory of honey bee colonies for any subsequent disaster event in the same calendar year is accurately calculated in FSA-930, item 13B, according to 1-LDAP, subparagraph 299 A
- 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 honey bee colonies	13F if value is present.	13B; only if 13F is empty.
Total # of Honey Bee Colonies Lost	Total number of honey bee colonies lost	13G if value is present.	13C; only if 13G is empty.
# Ineligible Honey Bee Colonies Lost	Ineligible honey bee colonies lost	13H if value is present.	13D; only if 13H is empty.
Producer’s Share	Share	13E.	
FRF/HB payment reduction	Payment reduction amount for farm-raised fish and honey bees	18. Note: Only enter the amount included in item 18 that applies to honey bee colony losses, if any.	

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4 Entering Data Into the Workbook (Continued)

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

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		
					13F Adjusted Beginning Colony Inventory	13G Adjusted Total Number of Colonies Lost	13H Adjusted Ineligible Colonies Lost
5/29/08	1500	1050	0	100			
8/4/08	1000	600	200	100			
10/23/08	1000	200	0	100			

ELAP Workbook

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
5	07	013	1234	Producer	Any	D Jr	1500	0.175	263	1050	0	1050	788
6	07	015	4321	Farmer	This	A		0.175					
7	07	015	2341	Producer	That	III		0.175					
8								0.175					

Disaster Event #1

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
1500	0.175	263	1050	0	1050	788
	0.175					
	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

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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 by telephone at 202-720-6120 or by e-mail to kerry.sefton@wdc.usda.gov. If required, a customized Workbook will be provided to the State Office for entry of additional disaster events.

D Part III – Honey Bee Hive Loss Calculation

The fourth worksheet in the Workbook contains data required to calculate the honey bee hive losses. Click on the “III – HB Hive” tab at the bottom of the Workbook.

The image shows the bottom of an Excel window with several tabs: 'Producer Info', 'I - FRF', 'II - HB Colony', 'III - HB Hive' (which is highlighted with a mouse cursor), 'IV - HB Feed', 'V - FRF Feed', 'VI, VII, VIII - Livestock', and 'Total'. The status bar at the bottom left shows 'Ready'.

2-10-11

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4 Entering Data Into the Workbook (Continued)

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

All of the data to be entered on this Worksheet will come from the 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
6/23/10	450	247	0	100%			

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 there are honey bee hive losses. If the producer has no honey bee hive losses, leave all the yellow cells on the “III – HB Hive” worksheet blank.

Important: If the producer suffered honey bee 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 Workbook according to the following.

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

Notice LDAP-40

4 Entering Data Into the Workbook (Continued)

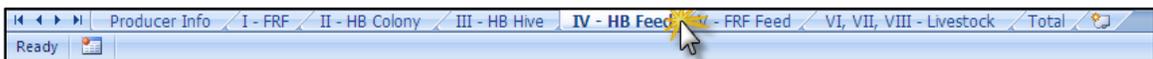
D Part III – Honey Bee Hive Loss Calculation (Continued)

	A	B	C	D	E	F	G	H	I
1	2010 ELAP Workbook								
2	Part III - Honey Bee Hive Loss Calculation								
3	State code	Admin Cty Code	Phys Loc Cty Code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Appeal?
4									
5	03	30	30	1111	Producer	Peggy			
6	03	41	43	2222	Farmer	John		Jr	A
7	03	152	171	3333	Three Brothers Farms				
8	03	171	171	4444	Rancher	Randy	R		
9									
10									

	J	K	L	M	N	O	P	Q
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	
247	0	247	100%	\$ 200	\$ 29,640	\$ -	\$ 29,640	
700	160	540	100%	\$ 200	\$ 64,800	\$ -	\$ 64,800	
				\$ 200	\$ -		\$ -	
				\$ 200	\$ -		\$ -	
				\$ 200	\$ -		\$ -	
				\$ 200	\$ -		\$ -	

E Part IV – Honey Bee Feed Loss Calculation

The fifth worksheet in the Workbook contains data required to calculate the honey bee feed losses. Click on the “IV – HB Feed” tab at the bottom of the Workbook.



Notice LDAP-40

4 Entering Data Into the Workbook (Continued)

E Part IV – Honey Bee Feed Loss Calculation (Continued)

All of the 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	COC USE ONLY 17E. Adjusted Value of Feed Lost or Additional Expense Incurred
5/23/10	High Fructose Syrup	\$ 17,651	100%	\$
		\$		\$
		\$		\$
		\$		\$

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

Enter the producer’s data pertaining to honey bee feed losses only from FSA-930, Part J.

Note: If the producer also has fish feed loss data recorded in FSA_930, Part J, do **not** enter this data on this worksheet. It will be recorded on the “V – FRF Feed” worksheet according to subparagraph F.

If the producer does not have any honey bee feed losses recorded in FSA-930, Part J, leave all the yellow cells on the “IV – HB Feed” worksheet blank.

Important: If the producer suffered honey bee 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 pertaining to honey bee feed losses only, before entering the values into the Workbook as instructed in the following.

Workbook Column Header	Description	Enter value from FSA-930, item:	
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 honey bees	18. Note: Only enter the amount included in item 18 that applies to honey bees feed losses.	

Notice LDAP-40

4 Entering Data Into the Workbook (Continued)

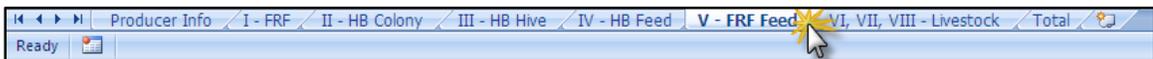
E Part IV – Honey Bee Feed Loss Calculation (Continued)

	A	B	C	D	E	F	G	H	I
1	2010 ELAP Workbook								
2	Part IV - Honey Bee Feed Loss Calculation								
3	State code	Admin Cty Code	Phys Loc Cty Code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Appeal?
4									
5	03	30	30	1111	Producer	Peggy			
6	03	41	43	2222	Farmer	John		Jr	A
7	03	152	171	3333	Three Brothers Farms				
8	03	171	171	4444	Rancher	Randy	R		
9									
10									

J	K	L	M	N	O
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
High Fructose Syrup	\$ 17,651	100%	\$ 10,591	\$ -	\$ 10,591
			\$ -		\$ -
			\$ -		\$ -
Sucrose	\$ 8,855	100%	\$ 5,313	\$ -	\$ 5,313
			\$ -		\$ -
			\$ -		\$ -

F Part V – Farm-Raised Fish Feed Loss Calculation

The sixth worksheet in the Workbook contains data required to calculate the farm-raised fish feed losses. Click on the “V – FRF Feed” tab at the bottom of the Workbook.



Notice LDAP-40

4 Entering Data Into the Workbook (Continued)

F Part V – Farm-Raised Fish Feed Loss Calculation (Continued)

All of the 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	COC USE ONLY 17E. Adjusted Value of Feed Lost or Additional Expense Incurred
4/28/10	Minnows	\$ 5,620	100%	\$
6/10/10	Fructose	\$ 1,890	100%	\$
		\$		\$
		\$		\$

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

Enter the producer’s data pertaining only to farm-raised fish feed losses from FSA-930, Part J.

Note: If the producer also has honey bee feed loss data recorded in FSA-930, Part J, do not enter this data on this worksheet page. It will be recorded on “IV – HB Feed” worksheet according to subparagraph E.

If the producer does not have any farm-raised fish feed losses recorded in FSA-930, Part J, leave all the yellow cells on the “V – FRF Feed” worksheet blank.

Important: If the producer suffered 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 pertaining to farm-raised fish feed losses only, before entering the values into the Workbook according to the following.

Workbook Column Header	Description	Enter value from FSA-930, item...	
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 item 17E is empty.
Producer’s Share	Share	17D.	
FRF/HB payment reduction	Payment reduction amount for farm-raised fish and honey bees	18. Note: Only enter the amount included in item 18 that applies to farm-raised fish feed losses.	

Notice LDAP-40

4 Entering Data Into the Workbook (Continued)

G Parts VI, VII, VIII – Livestock Loss Calculations (Continued)

All of the data to be entered on this worksheet will come from FSA-918-1. Enter the producer’s data from FSA-918-1, if there are livestock losses. If the producer does not have a completed FSA-918-1, leave all the yellow cells on the “VI, VII, VIII - Livestock” worksheet blank.

Workbook Column Header	Description	Enter value from FSA-918-1, item...
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.

	A	B	C	D	E	F	G	H	I
1	2010 ELAP Workbook								
2	Part VI, VII and VIII - Livestock Loss Calculations								
3	State code	Admin Cty Code	Phys Loc Cty Code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Appeal?
4									
5	03	30	30	1111	Producer	Peggy			
6	03	41	43	2222	Farmer	John		Jr	A
7	03	152	171	3333	Three Brothers Farms				
8	03	171	171	4444	Rancher	Randy	R		
9									
10									

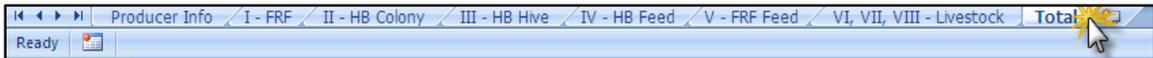
J	K	L
Part VI	Part VII	Part VIII
Net Payment for Feed Lost and Additional Feed Expenses	Net Payment for All Grazing Losses or Additional Feed Purchased	Total Net Calc'd Payment for Livestock Death
\$ 6,208	\$ 13,512	\$ 35,847
\$ 3,498	\$ 11,439	

Notice LDAP-40

4 Entering Data Into the Workbook (Continued)

H Total – Producer Totals

The eighth worksheet in the Workbook contains the data required to calculate total ELAP losses per producer. Click on the “Total” tab at the bottom of the Workbook.



There will be **no** data entry required on this worksheet. The worksheet serves only to summarize the total losses from each of the following 8 parts:

- I – Farm-Raised Fish
- II- Honey Bee Colonies
- III – Honey Bee Hives
- IV – Honey Bee Feed
- V – Farm-Raised Fish Feed
- VI – Livestock Feed
- VII – Livestock Grazing
- VIII – Livestock Death.

The subtotal net losses (blue column) on the “Totals” worksheet page provides the National Office the total reported 2010 ELAP losses needed to determine whether a National factor will be applicable. No State Office input is required, nor permitted, on the “Totals” worksheet.

	A	B	C	D	E	F	G	H	I
1	2010 ELAP Workbook								
2	Producer Totals								
3	State code	Admin Cty Code	Phys Loc Cty Code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Appeal?
4									
5	03	30	30	1111	Producer	Peggy			
6	03	41	43	2222	Farmer	John		Jr	A
7	03	152	171	3333	Three Brothers Farms				
8	03	171	171	4444	Rancher	Randy	R		
9									
10									

	J	K	L	M	N	O	P	Q	R
	Net Losses								
	I - FRF	II - HB Colony	III - HB Hive	IV - HB Feed	V - FRF Feed	VI - LS Feed	VII - LS Grazing	VIII - LS Death	sub total net losses
	\$ -	\$ 53,172	\$ 29,640	\$ 10,591	\$ -	\$ -	\$ -	\$ -	\$ 93,403
	\$ 133,947	\$ 23,940	\$ 64,800	\$ -	\$ 3,372	\$ -	\$ -	\$ -	\$ 226,059
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,208	\$ 13,512	\$ 35,847	\$ 55,567
	\$ 12,149	\$ -	\$ -	\$ 5,313	\$ 1,932	\$ 3,498	\$ 11,439	\$ -	\$ 34,331
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Notice LDAP-40

5 Completing the Workbook

A Secondary Review

All data entered into the Workbook shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall put their name or initials on the first page of the workbook ('producer info' worksheet). If any discrepancies are discovered during the review, the State Office shall correct the data before transmitting the Workbook to the National Office.

	A	B	C	D	E	F	G	H	I	J	K
1	2010 ELAP Workbook										
2	Producer Information Entry										Enter Initials
3	State code	Admin Cty Code	Phys Loc Cty Code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Appeal?	Data Loader	Secondary Reviewer
4											
5	03	030	030	1111	Producer	Peggy				kas	akm
6	03	041	043	2222	Farmer	John		Jr	A	kas	akm
7	03	152	171	3333	Three Brothers Farms					kas	akm
8	03	171	171	4444	Rancher	Randy	R			kas	akm
9											
10											
11											

B Negative County Report

In 2008 and 2009, the National Office received a large number of ELAP applications after the State Offices submitted their final workbooks to the National Office. A large majority of these applications were timely filed by producers, but were late because of the County Office failing to submit the applications to the State Office, **and** failure of the State Office to verify with County Offices the number of ELAP applications in the county.

For 2010, State Offices are required to contact all county offices that failed to submit any 2010 ELAP applications, and **verify** that the County Office has zero applicants. The State Office must provide the National Office with a negative report for all County Offices in the State that had zero applications.

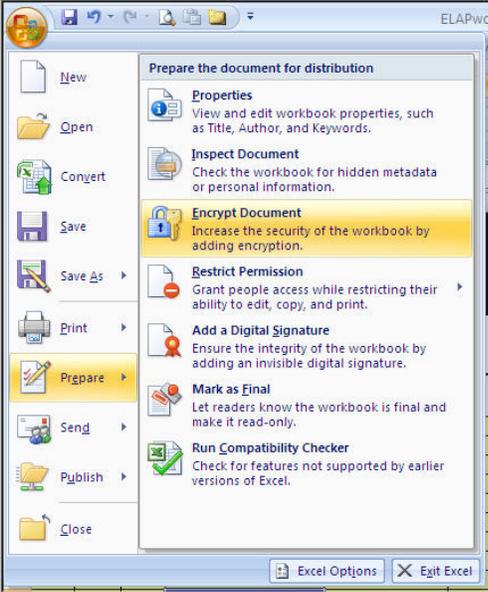
State Offices:

- shall **not** assume that a County Office has zero 2010 ELAP applicants if FSA-930, FSA-918, and FSA-918-1 is not received from the County Office
- must instruct their County Offices to submit a negative report if there are zero applicants in the county for 2010 ELAP
- must contact each County Office that fails to submit FSA-930, FSA-918, and FSA-918-1, or negative report, to verify the ELAP application status, before submitting the Workbook to the National Office.

5 Completing the Workbook (Continued)

C Encrypting and Transmitting

The State Office shall encrypt the file according to the following.

Step	Action
1	Choose an encryption password and write it down using paper and pen. This is critical so that the password can be relayed to the National Office.
2	<ul style="list-style-type: none"> • CLICK “
3	Enter the chosen password into the password field on the “Encrypt Document” window and CLICK “OK”.



Notice LDAP-40

5 Completing the Workbook (Continued)

C Encrypting and Transmitting (Continued)

Step	Action
4	<ul style="list-style-type: none"> Re-enter the chosen password into the password field on the “Confirm Password” window and CLICK “OK”.  <ul style="list-style-type: none"> CLICK “Save” and close the file.
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 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 the National Office.</p>
6	<p>Provide the encryption password to Kerry Sefton by either of the following:</p> <ul style="list-style-type: none"> telephone at 202-720-6120 e-mail at kerry.sefton@wdc.usda.gov.
7	<p>If the State has zero ELAP applicants for 2010, e-mail a negative report to kerry.sefton@wdc.usda.gov.</p>