

**For:** State and County Offices

**Issuing 2011 ELAP Payments**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

The Food, Conservation, and Energy Act of 2008 authorizes up to \$50 million in a calendar year for ELAP to provide emergency assistance to eligible producers of livestock, honeybees, and farm-raised fish that have losses because of disease, adverse weather, or other conditions, including losses because of blizzards and wildfires, as determined by the Secretary.

To ensure that program funding allocation is not exceeded, Notice LDAP-48 required State Offices to submit 2011 ELAP workbooks, including program enrollment data, to the National Office.

1-LDAP provides County Offices with procedure for issuing 2011 ELAP payments through the web-based payment system. County Offices may begin issuing 2011 ELAP payments on March 26, 2012, according to 1-LDAP, Part 5, Section 8.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2013	State Offices; State Offices relay to County Offices

## Notice LDAP-49

### 1 Overview (Continued)

#### B Purpose

This notice:

- informs State and County Offices that:
  - the web-based payment system will be used to issue 2011 ELAP payments
  - 2011 ELAP payments will be available on the web-based payment system on or about March 26, 2012
  - a national payment factor will **not** be applied to 2011 ELAP payments
  - the National Office will return approved 2011 ELAP workbooks, with **gross** 2011 ELAP payment data, to State Offices before March 26, 2012
  - the administrative county is the County Office that shall record ELAP payment data in the web-based payment system
- instructs County Offices to issue 2011 ELAP payments to eligible producers through the web-based payment system according to 1-LDAP, Part 5, Section 8.

### 2 2011 ELAP Workbooks

#### A National Factor

After receiving 2011 ELAP workbooks from State Offices, the National Office determined that gross 2011 ELAP payments do not exceed the \$50 million allocated for 2011 calendar year losses. As a result, a national factor will **not** be applied to 2011 ELAP payments.

#### B Approved 2011 ELAP Workbooks

The approved 2011 ELAP workbooks, that the National Office will return to State Offices, will differ from the 2011 ELAP workbooks submitted by State Offices to the National Office in the following ways:

- applications entered in 2011 ELAP workbooks by the State Office that are in appeal status or anticipated to be appealed have been removed from approved 2011 ELAP workbooks

**Note:** If an application currently in appeal status is approved for payment, see subparagraph 3 C to request additional 2011 ELAP funding

- all cells in the workbook are locked and cannot be edited.

## Notice LDAP-49

### 2 2011 ELAP Workbooks (Continued)

#### C Transferring Approved 2011 ELAP Workbooks to State Offices

The National Office will return approved 2011 ELAP workbooks to State Offices, by e-mail. The file name for the approved 2011 ELAP workbook for each State will be “ELAP\_2011\_{ST}\_final.xlsx”. The approved 2011 ELAP workbook will be encrypted with the same password used by the State.

#### D Transferring Approved 2011 ELAP Workbooks to County Offices

State Offices are responsible for ensuring that the approved 2011 ELAP workbook payment data is provided to the appropriate administrative County Office.

**Note:** This procedure is different from the 2010 ELAP payments which instructed the “recording county” for the producer to record ELAP payment data in the web-based payment system.

### 3 2011 ELAP Payments

#### A Before Issuing Payments

The COC, CED, or designee shall ensure that the actions provided in 1-LDAP, subparagraph 311 B are completed before issuing 2011 ELAP payments.

#### B Recording 2011 ELAP Payment Data in the Web-Based Payment System

The County Office designated as the producer’s administrative county must enter 2011 ELAP payment data in the web-based payment system, according to 1-LDAP, paragraphs 312 and 313, to initiate the 2011 ELAP payment process.

An eligible producer’s 2011 ELAP gross payment amounts, to be recorded in the web-based payment system, are provided in the following columns on the “Total” worksheet of the State’s approved 2011 ELAP workbook:

- I. FRF - Farm-Raised Fish Death gross payment amount – column K
- II. HB Colony - Honey Bee Colony gross payment amount – column L
- III. HB Hive – Honey Bee Hive gross payment amount – column M
- IV. HB Feed – Honey Bee Feed gross payment amount – column N
- V. FRF Feed – Farm Raised Fish Feed gross payment amount – column O
- VI. LS Feed - Livestock Feed gross payment amount – column P
- VII. LS Grazing – Livestock Grazing gross payment amount – column Q
- VIII. LS Death – Livestock Death gross payment amount – column R.

## Notice LDAP-49

### 3 2011 ELAP Payments (Continued)

#### B Recording 2011 ELAP Payment Data in the Web-Based Payment System (Continued)

County Offices will enter the payment amounts, by type of loss, in the web-based payment system; however, only 1 payment amount, after applying reductions, if applicable, will be provided to NPS, per producer.

#### C Funds Control

Because of the specific funding allocation for ELAP, payments will be controlled through the funds control process. On March 26, 2012, allotments will be provided to each County Office through the funds control process. Specific allotments will be determined by the National Office based on total gross 2011 ELAP payment amounts, by the administrative county, provided in the State's approved 2011 ELAP workbook. Funds for 2011 ELAP will be allocated to program code "Emergency Assistance for Livestock" (2567), and this is how the program code will appear on the eFunds web page.

State Offices will have "Read-Only" access to e-fund allocations to the County Offices. If additional funds are required, County Offices shall contact the appropriate State Office specialist. If the State Office has determined additional funding is needed to pay an approved ELAP application, the State Office shall forward a request for additional funds. The request shall include producer, county, and payment amount, and be sent to the National Office by e-mail to **all** of the following National Office contacts:

- [tina.nemec@wdc.usda.gov](mailto:tina.nemec@wdc.usda.gov)
- [amy.mitchell1@wdc.usda.gov](mailto:amy.mitchell1@wdc.usda.gov)
- [lenior.simmons@wdc.usda.gov](mailto:lenior.simmons@wdc.usda.gov)
- [kerry.sefton@wdc.usda.gov](mailto:kerry.sefton@wdc.usda.gov)

## Notice LDAP-49

### 4 Action

#### A County Office Action

County Offices shall ensure that:

- the administrative county is the County Office that records the ELAP payment data
- 2011 ELAP payment data is recorded in the web-based payment system according to 1-LDAP, Part 5, Section 8
- the State Office is contacted if additional 2011 ELAP funds are needed.

#### B State Office Action

State Offices shall:

- immediately inform County Offices of the contents of this notice
- provide the applicable administrative County Offices with the approved 2011 ELAP workbook payment data, by any means necessary
- contact the National Office if additional ELAP funds are needed according to subparagraph 3 C.