

**For:** State and County Offices

**Issuing 2014 ELAP Payments**

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



**1 Overview**

**A Background**

The Agricultural Adjustment Act of 2014 authorizes up to \$20 million in a FY 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, as determined by the Secretary.

To ensure that program funding allocation is not exceeded, Notice LDAP-71 required County Offices to complete 2014 automated ELAP payment calculation worksheets in the Microsoft InfoPath ELAP database, by COB, February 27, 2015.

1-LDAP (Rev. 1) provides County Offices with procedure for issuing 2014 ELAP payments through the web-based payment system. County Offices may begin issuing 2014 ELAP payments on April 6, 2015, according to 1-LDAP (Rev. 1), Part 11.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2015	State Offices; State Offices relay to County Offices

## Notice LDAP-73

### 1 Overview (Continued)

#### B Purpose

This notice:

- informs State and County Offices that:
  - the web-based payment system will be used to issue 2014 ELAP payments
  - 2014 ELAP payments will be available on the web-based payment system on or about April 6, 2015
  - a national payment factor of .66 will be applied to 2014 ELAP payments
  - sequestration rate of 7.3 percent will be applied to 2014 ELAP payments
  - County Offices shall record the payment data from the approved 2014 ELAP Gross Payments Report located on the ELAP Payment Calculation Worksheets Main Menu of the ELAP database, when issuing payments through the web-based payment system
  - the administrative county is the County Office that shall record ELAP payment data in the web-based payment system
- instructs County Offices to issue 2014 ELAP payments to eligible producers through the web-based payment system according to 1-LDAP (Rev. 1), Part 11.

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### 2 2014 ELAP Payments

#### A National Payment Reduction Factor

After reviewing the payment data provided in the ELAP database, the National Office has determined that gross 2014 ELAP payments exceed the \$20 million authorized for 2014 ELAP losses. As a result, the national payment factor of .66 will be applied to ELAP payments.

**Note:** If an application currently in appeal status is approved for payment, see subparagraph 4 D to request additional 2014 ELAP funding.

The 2014 ELAP national payment factor has been loaded in the web-based payment system; therefore, the national payment factor will be applied to 2014 ELAP payments after the gross ELAP payment amounts are recorded by the administrative County Offices in the web-based payment system.

#### B 2014 Sequestration Rate

It has been determined that 2014 ELAP payments are subject to the FY 2015 sequestration rate of 7.3 percent.

#### C Approved ELAP Gross Payments Reports

The 2014 ELAP Approved Gross Payments Reports will provide County Offices with the payment data required when initiating ELAP payments through the web-based payment system. County Offices must access **both** of the following reports for the 2014 program year:

- Approved Gross Payments Report – Honeybees and Farm-Raised Fish (HBFRF)
- Approved Gross Payments Report – Livestock.

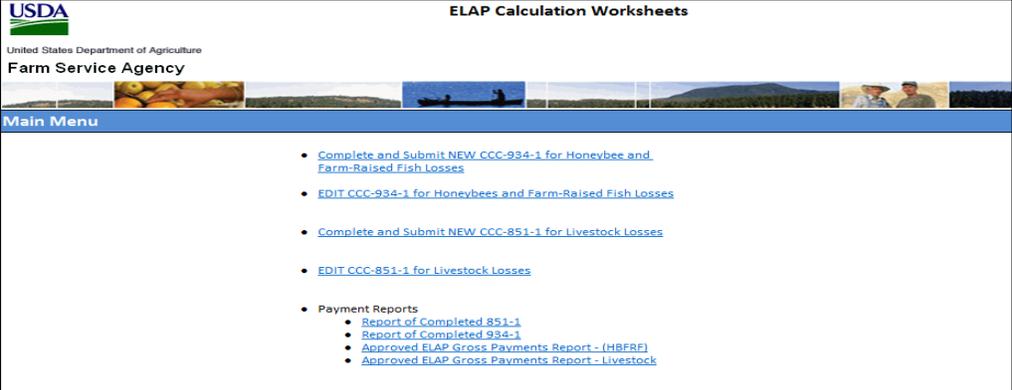
**Note:** If a producer suffered both a honeybee/farm-raised fish loss and a livestock loss in the same program year, the County Office will need to record payment data from both of the above reports, as provided in paragraph 4.

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**3 Approved ELAP Gross Payments Reports**

**A Access ELAP Payment Calculation Worksheets Main Menu**

The 2014 ELAP Gross Payments Reports must be accessed on the ELAP Payment Calculation Worksheets Main Menu. The following table provides the administrative County Offices with instructions for accessing the ELAP Payment Calculation Worksheets Main Menu.

<b>Step</b>	<b>Action</b>
1	Access FSA’s Intranet DAFP web site at <a href="http://fsaintranet.sc.egov.usda.gov/dafp/">http://fsaintranet.sc.egov.usda.gov/dafp/</a> .
2	<p>On the FSA Intranet DAFP Screen, scroll down and CLICK “<b>ELAP Payment Calculation Worksheets (Share Point)</b>”.</p> <p>The ELAP Payment Calculation Worksheets Main Menu will be displayed. The following is an example of the ELAP Payment Calculation Worksheets Main Menu.</p> 

**Notes:** See subparagraph B for instructions on accessing the Approved ELAP Gross Payments Report – (HBFR).

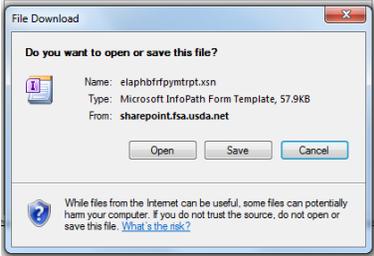
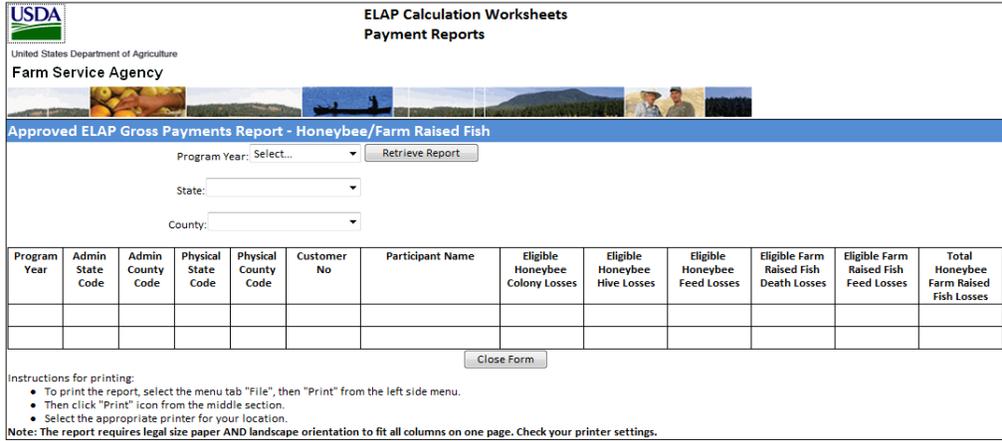
See subparagraph C for instructions on accessing the Approved ELAP Gross Payments Report – Livestock.

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3 Approved ELAP Gross Payments Reports (Continued)

B Approved Gross Payments Report – Honeybees and Farm-Raised Fish

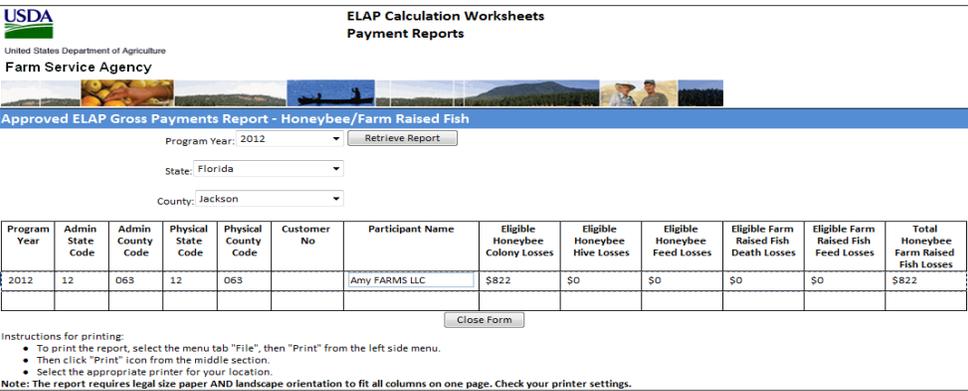
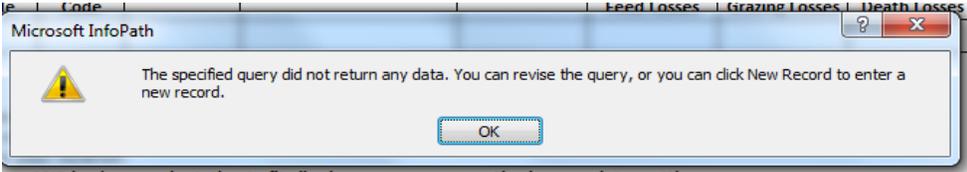
The following table provides instructions for accessing the Approved Gross Payments Report – Honeybees and Farm-Raised Fish.

Step	Action
1	On the ELAP Payment Calculations Worksheet Main Menu, CLICK “Approved ELAP Gross Payments Report - (HBFRF)”.
2	<p>The following dialog box will be displayed.</p>  <p>CLICK “Open”.</p>
3	<p>The Approved ELAP Gross Payments – Honeybee/Farm Raised Fish Screen will be displayed. The following is an example of the Approved ELAP Gross Payments – Honeybee/Farm Raised Fish Screen.</p>  <p>From the drop-down menus, SELECT the applicable program year, administrative State Office, and the administrative County Office and CLICK “Retrieve Report”.</p>

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3 Approved ELAP Gross Payments Reports (Continued)

B Approved Gross Payments Report – Honeybees and Farm-Raised Fish (Continued)

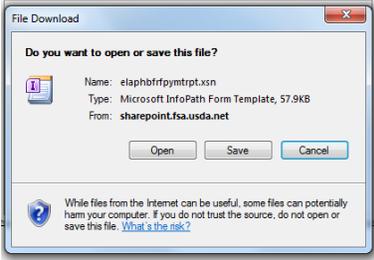
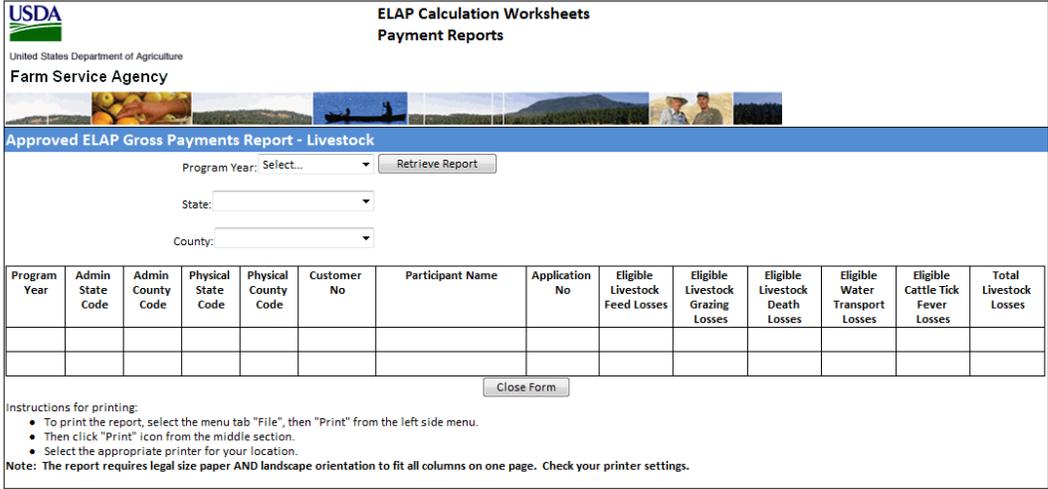
Step	Action
4	<p>The Approved ELAP Gross Payments Report for Honeybees and Farm Raised Fish for the applicable administrative State and County will be displayed. Following is an example of the Approved ELAP Gross Payments Report for Honeybees and Farm Raised Fish.</p>  <p>If the administrative State and County Office selected does not have any honeybees or farm-raised fish payments for the program year selected, the following dialog box will be displayed.</p>  <p>CLICK “OK”.</p> <p><b>Note:</b> See subparagraph D for instructions on saving and printing the report.</p>

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### 3 Approved ELAP Gross Payments Reports (Continued)

#### C Approved Gross Payments Report – Livestock

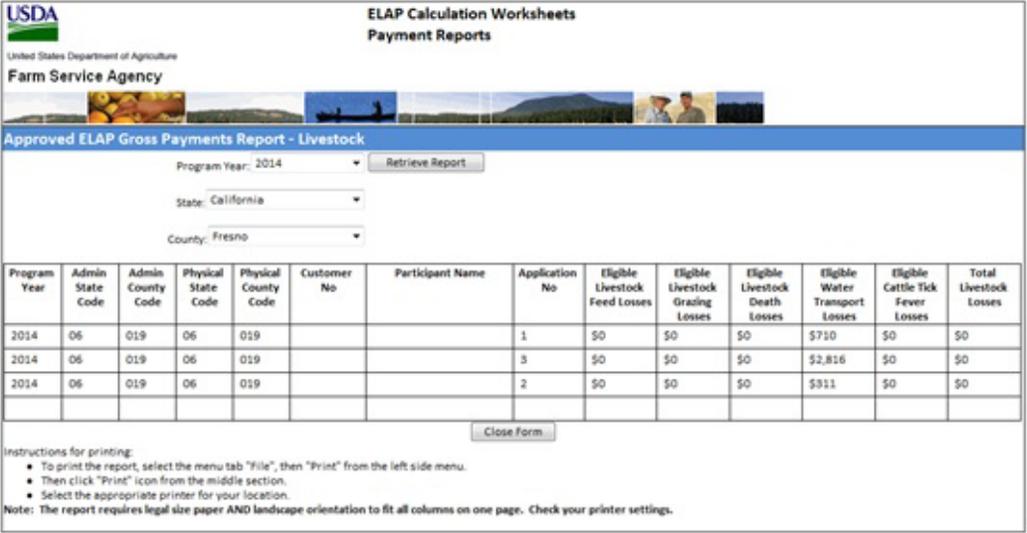
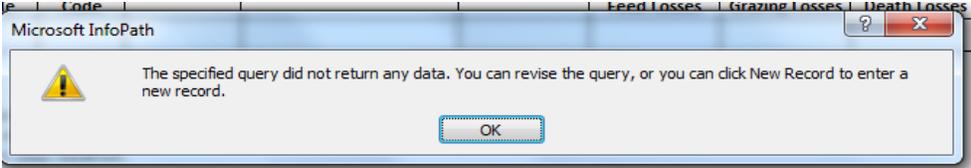
The following table provides instructions for accessing the Approved Gross Payments Report – Livestock.

Step	Action
1	On the ELAP Payment Calculations Worksheet Main Menu, CLICK “Approved ELAP Gross Payments Report - Livestock”.
2	<p>The following dialog box will be displayed.</p> <div style="text-align: center;">  </div> <p>CLICK “Open”.</p>
3	<p>The Approved ELAP Gross Payments – Livestock Screen will be displayed. The following is an example of the Approved ELAP Gross Payments – Livestock Screen.</p> <div style="text-align: center;">  </div> <p>From the drop-down menus, SELECT the applicable program year, administrative State Office, and administrative County Office and CLICK “Retrieve Report”.</p>

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3 Approved ELAP Gross Payments Reports (Continued)

C Approved Gross Payments Report – Livestock (Continued)

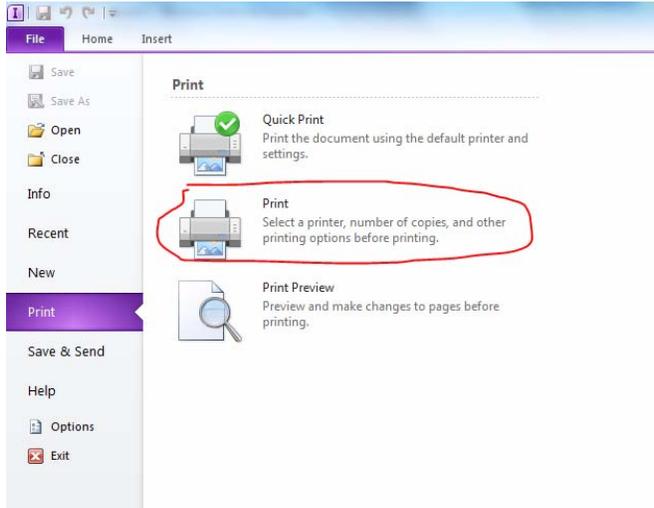
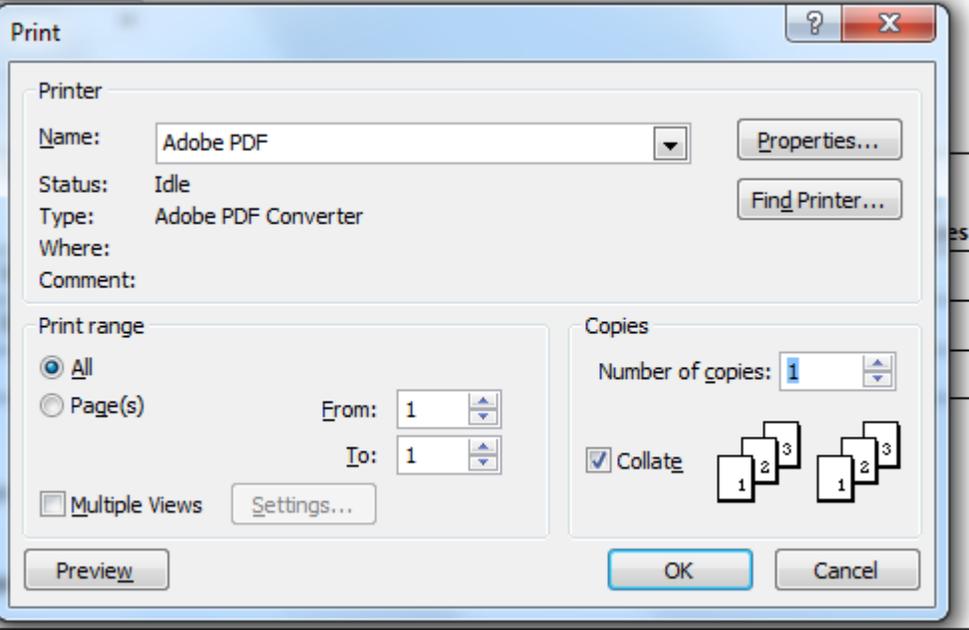
Step	Action
4	<p>The Approved ELAP Gross Payments Report for Livestock will be displayed for the applicable administrative State and County Office. Following is an example of the Approved ELAP Gross Payments Report for Livestock.</p>  <p>If the administrative State and County Office selected does not have any livestock payments for the program year selected, the following dialog box will be displayed.</p>  <p>CLICK “OK”.</p> <p><b>Note:</b> See subparagraph D for instructions on saving and printing the report.</p>

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### 3 Approved ELAP Gross Payments Reports (Continued)

#### D Saving and Printing Approved Gross Payments Reports

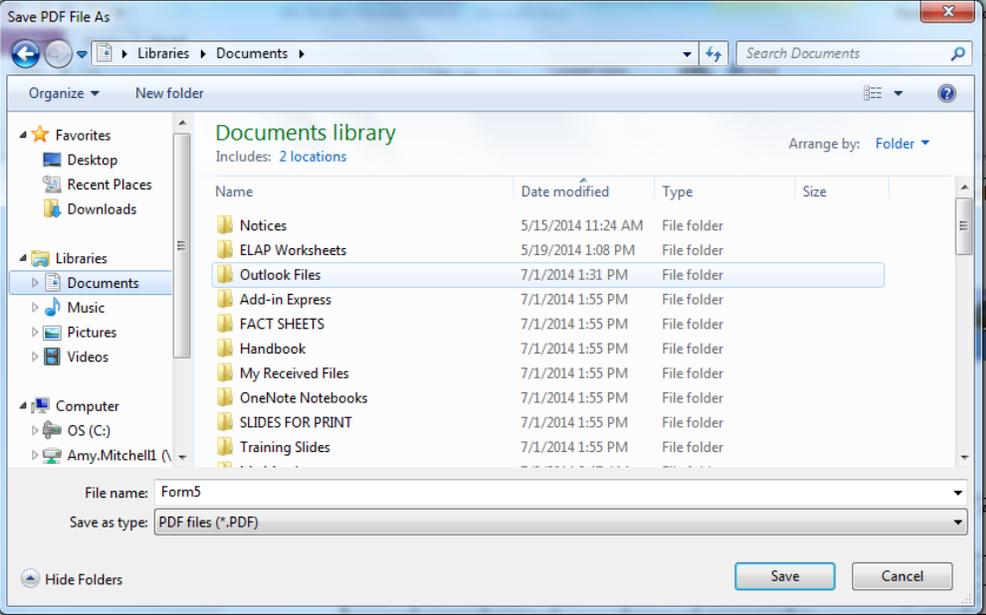
The Administrative County Office must save and print **both** the Approved ELAP Gross Payments Report for Honeybees/Farm Raised Fish and the Approved ELAP Gross Payments Report for Livestock. The following table provides instructions for printing the Approved ELAP Gross Payments Reports.

Step	Action
1	<p>After the report is generated, from the File Menu, CLICK “Print” and “Print” again.</p>  A screenshot of the Microsoft Word application's File menu. The menu items include Save, Save As, Open, Close, Info, Recent, New, Print, Save & Send, Help, Options, and Exit. The Print option is highlighted with a red oval. The Print submenu is open, showing three options: Quick Print (with a green checkmark), Print (with a printer icon), and Print Preview (with a magnifying glass icon). The Print option is also circled in red.
2	<p>The “Print” dialog box will be displayed. Ensure that the “Printer Name” drop-down menu displays “Adobe PDF”, and CLICK “OK”.</p>  A screenshot of the Windows Print dialog box. The Printer section shows Name: Adobe PDF, Status: Idle, Type: Adobe PDF Converter, and Where: . The Print range section has All selected, with From: 1 and To: 1. The Copies section has Number of copies: 1 and Collate checked. There are buttons for Properties..., Find Printer..., Preview, OK, and Cancel.

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### 3 Approved ELAP Gross Payments Reports (Continued)

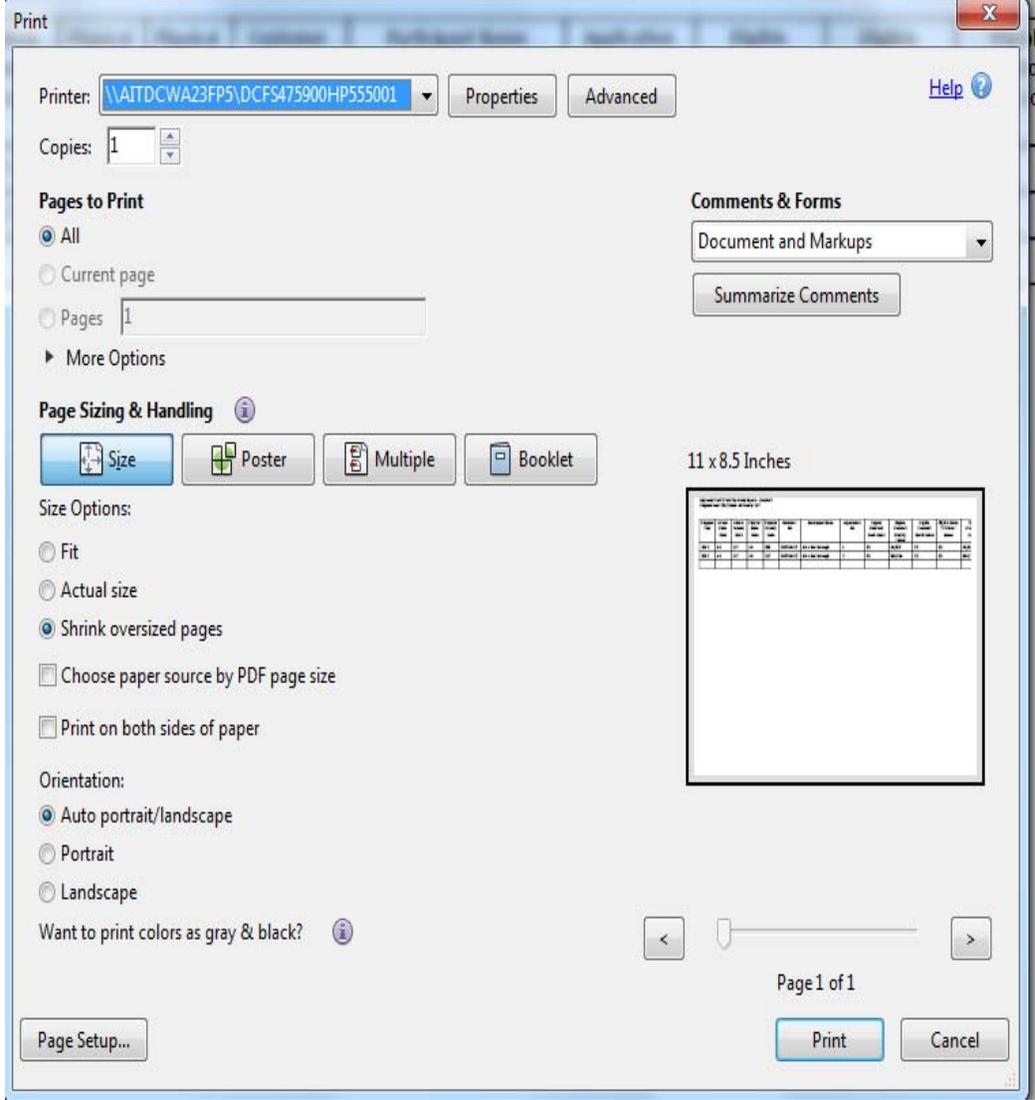
#### D Saving and Printing Approved Gross Payments Reports (Continued)

Step	Action
3	<p data-bbox="386 363 1073 394">The “Save PDF File As” dialog box will be displayed.</p>  <p data-bbox="386 1087 748 1119">Users shall do the following:</p> <ul data-bbox="386 1161 1456 1644" style="list-style-type: none"><li data-bbox="386 1161 878 1192">• navigate to S:\Service Center\FSA\</li><li data-bbox="386 1241 1456 1304">• within S:\Service Center\FSA\, create the subfolder titled 2014 ELAP Approved Gross Payments Report</li><li data-bbox="386 1352 1456 1644">• enter file name as:<ul data-bbox="430 1423 1456 1644" style="list-style-type: none"><li data-bbox="430 1423 1456 1497">• “ELAP_<i>[Program year]</i>_<i>[State abbr]</i>_<i>[County code]</i>_Livestock Payments”, for the Approved Gross Payments Report – Livestock</li><li data-bbox="430 1539 1456 1644">• “ELAP_<i>[Program year]</i>_<i>[State abbr]</i>_<i>[County code]</i>_Honeybee Farm Raised Fish Payments”, for the Approved Gross Payments Report – Honeybees/Farm-Raised Fish</li></ul></li></ul> <p data-bbox="430 1682 1414 1713"><b>Notes:</b> “[<i>State abbr</i>]” is 2-alpha State abbreviation, such as VA for Virginia.</p> <p data-bbox="537 1755 1260 1787">“[<i>County code</i>]” is 2-numeric administrative count code.</p> <ul data-bbox="386 1833 634 1864" style="list-style-type: none"><li data-bbox="386 1833 634 1864">• CLICK “<b>Save</b>”.</li></ul>

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3 Approved ELAP Gross Payments Reports (Continued)

D Saving and Printing Approved Gross Payments Reports (Continued)

Step	Action
4 (Cntd)	<p>The report will open in Adobe Acrobat. From the File Menu, CLICK “Print”. The “Print” dialog box will be displayed. CLICK “Print”. The PDF version of the report will print.</p>
 <p>The screenshot shows the Adobe Acrobat Print dialog box. At the top, the printer is set to \\VAITDCWA23FP5\DCFS475900HP555001. Below that, the number of copies is set to 1. The 'Pages to Print' section has 'All' selected. The 'Page Sizing &amp; Handling' section has 'Shrink oversized pages' selected. The orientation is 'Auto portrait/landscape'. The page size is 11 x 8.5 inches. A preview of the report is shown on the right. The 'Print' button is highlighted.</p>	

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### 4 Recording 2014 ELAP Payment Data in the Web-Based Payment System

#### A Approved Gross Payment Data

After saving and printing the Approved ELAP Gross Payments Reports, as instructed in this paragraph, County Offices will enter the gross payment amounts, by type of loss, in the web-based payment system; however, only 1 payment amount, after applying the sequestration rate, national payment factor, and other reductions, if applicable, will be provided to NPS, per producer.

The County Office designated as the producer's administrative county must enter 2014 ELAP gross payment data in the web-based payment system, according to 1-LDAP, Part 11, Section 2, to initiate the 2014 ELAP payment process.

Gross payment data from the Approved ELAP Gross Payments Report – Honeybees/Farm-Raised Fish and the Approved ELAP Gross Payments Report – Livestock will be recorded in the web-based payment system.

**Notes:** See subparagraph B for specific payment data from the Approved ELAP Gross Payments Report – Honeybees/Farm-Raised Fish that will be entered in the web-based payment system.

See subparagraph C for specific payment data from the Approved ELAP Gross Payments Report – Livestock that will be entered in the web-based payment system.

#### B Payment Data – Honeybees/Farm-Raised Fish

The following payment data from the Approved ELAP Gross Payments Report – Honeybees/Farm-Raised Fish will be recorded in the web-based payment system:

Eligible:

- Honeybee Colony Losses
- Honeybee Hive Losses
- Honeybee Feed Losses
- Farm Raised Fish Death Losses
- Farm Raised Fish Feed Losses.

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### 4 Recording 2014 ELAP Payment Data in the Web-Based Payment System (Continued)

#### B Payment Data – Honeybees/Farm-Raised Fish (Continued)

The following payment data from the Approved ELAP Gross Payments Report – Livestock will be recorded in the web-based payment system.

Eligible:

- Livestock Feed Losses
- Livestock Grazing Losses
- Livestock Death Losses
- Cattle Tick Fever Losses
- Water Transportation Losses.

#### D Funds Control

Because of the specific funding allocation for ELAP, payments will be controlled through the funds control process. On April 6, 2015, 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 2015 ELAP payment amounts, by the administrative county, after applying the National payment factor and sequestration rate. Funds for 2014 ELAP will be allocated to program code “EMERG ASSIST LVSTK PROGRAM” (2833), 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**
- **amy.mitchell1@wdc.usda.gov**
- **lenior.simmons@wdc.usda.gov.**

## Notice LDAP-73

### 5 Action

#### A County Office Action

County Offices shall ensure that:

- they access, save, and print the 2014 ELAP Approved Gross Payments Reports for Livestock and Honeybees/Farm-Raised Fish, according to paragraph 3
- the administrative county is the County Office that records the ELAP payment data
- 2014 ELAP payment data is recorded in the web-based payment system according to 1-LDAP, Part 11, Section 2
- the State Office is contacted if additional 2014 ELAP funds are needed.

#### B State Office Action

State Offices shall:

- immediately inform County Offices of the contents of this notice
- contact the National Office if additional 2014 ELAP funds are needed according to subparagraph 4 D.