

For: AK, FL, HI, and PR State and County Offices

Reimbursement Transportation Cost Payment (RTCP) Program for Geographically Disadvantaged Farmers and Ranchers Worksheet Calculator Instructions

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The 2010 Agriculture Appropriations Bill authorized \$2.6 million for the RTCP Program for FY 2010. The RTCP Program provides monetary assistance to geographically disadvantaged farmers and ranchers by reimbursing them for a portion of the transportation cost of their agricultural commodity, or transported inputs used to produce an agricultural commodity during FY.

RTCP will be calculated based on the amount of costs incurred by the producer for transportation of the agricultural commodity or inputs during a FY and multiplied by the applicable percentage of cost of living allowance (COLA) for the applicable FY in the applicable area, subject to an \$8,000 per producer cap per FY. A payment factor may be applied to RTCP benefits if payments for approved applications exceed available funding, less a reserve.

Worksheet calculator tools have been created in Microsoft Excel format to assist State and County Offices in calculating RTCP for FY 2010. The RTCP Microsoft Excel Worksheet Calculator Tool (FSA-218-1) (Exhibit 1) shall be completed for all producers with an approved FSA-218. State Offices shall then compile information obtained from FSA-218-1's into the RTCP Totals - State Master Worksheet (Exhibit 2) and submit to the National Office to determine if:

- funding is sufficient to pay all approved claims
- a national payment factor will be applied.

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

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1 Overview (Continued)

B Purpose

This notice provides State and County Offices with instructions to do the following:

- complete FSA-218-1 for each completed and approved FSA-218
- compile RTCP data into the RTCP Totals - State Master Worksheet and submit to the National Office.

C Contact

If there are questions about this notice, State Offices shall contact either of the following.

Contact	Telephone Number	E-Mail Address
Dani Cooke	202-720-1919	danielle.cooke@wdc.usda.gov
Toni Williams	202-720-2270	toni.williams@wdc.usda.gov

2 FSA-218-1's

A Using FSA-218-1's

FSA-218-1 was created to assist State and County Offices in calculating RTCP benefits for FY 2010 and **must** be accessed and completed on a computer running Microsoft Excel 2007 software. County Offices must:

- complete FSA-218-1 for each completed FSA-218 approved for payment by the COC or designee, according to subparagraph D
- forward a copy of both FSA-218 and FSA-218-1 to the State Office for compilation of payment data into the RTCP Totals - State Master Worksheet.

Note: State Offices **must** complete FSA-218-1's for areas where County Offices do **not** exist.

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2 FSA-218-1's (Continued)

B Accessing and Saving FSA-218-1's

Follow these steps to access and save FSA-218-1 for each completed FSA-218 approved for payment.

Step	Action
1	Go to www.fsa.usda.gov/FSA/webapp?area=home&subject=prsu&topic=landing .
2	Under Hot Links, CLICK “ RTCP 218-1 ”. A File Download dialog box will be displayed.
3	CLICK “ Open ” and FSA-218-1 will be displayed in Microsoft Excel 2007.
4	<div style="display: flex; align-items: center;">  CLICK “Save As”, to save the document in user’s desired location on your network share drive. </div> <p>Note: The State Office may create a RTCP subfolder on the S:\ drive for placement of saved FSA-218-1's.</p>
5	Designate a file name for the document to be saved.
6	CLICK “ Save ”.

C FSA-218-1 Layout and Data Entry

FSA-218-1 is made up of a series of the following.

Cell	Action
Drop-Down Menus	Select the following: <ul style="list-style-type: none"> • “State Code” • “County Code” • “Fiscal Year” • “Eligible Agricultural Commodity and/or Input” • “Unit of Measure” • “Rate Type” (Part D only)”.

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2 FSA-218-1's (Continued)

C FSA-218-1 Layout and Data Entry (Continued)

Cell	Action
Yellow-Shaded	<p>Manually enter the following:</p> <ul style="list-style-type: none"> • producer name • producer tax ID number and type • application number • COLA rate • unit (quantity) • actual rate • fixed rate • set rate • eligible agricultural commodities and/or inputs not listed in the drop-down menu • unit of measure • remarks • data loader • data reviewer.
Blue-Shaded	<p>Automatically calculates the following for each agricultural commodity or input:</p> <ul style="list-style-type: none"> • transportation costs • total eligible reimbursement cost.
Orange-Shaded	<p>Automatically calculates and displays the total reimbursement cost for all eligible agricultural commodities and/or inputs according to the applicable rate category.</p>
Red-Shaded	<p>Automatically calculates and displays the total of all transportation costs for all applicable rate categories.</p>

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2 FSA-218-1's (Continued)

D Instructions for Completing FSA-218-1's

All data to be entered in FSA-218-1 will come from a completed FSA-218. Complete FSA-218-1 according to the following table.

Item	Instruction
1	Select 2-digit State code from the drop-down menu.
2	Select 3-digit county code from the drop-down menu.
3	Select appropriate FY from the drop-down menu.
4	Enter producer's name. Note: A producer means any geographically disadvantaged farmer or rancher who is an individual, group of individuals, partnership, corporation, estate, trust, association, cooperative, other business enterprise, or other legal entity, as defined by 7 CFR Part 1400.3, who is, or whose members are, a citizen or legal resident alien in the U.S., and who, as determined by the Secretary, shares in the risk of producing an agricultural commodity in substantial commercial quantities, and who is entitled to a share of the agricultural commodity from the agricultural operation.
4a	Enter producer's TIN and TIN type.
5	Enter application number assigned to FSA-218.
6	Enter applicable COLA according to Notice SP-53, Exhibit 1.
7 Parts A, B, C and D	Select eligible agricultural commodity and/or input from the drop-down menu. Note: This item may be manually entered in Part D, item 7, if the eligible agricultural commodity and/or input are not listed.
8 Parts A, B, C, and D	Enter number of eligible units that represent the eligible agricultural commodity and/or input from item 7. Note: This item may be manually entered in Part D, item 8. to correspond with the applicable eligible agricultural commodity and/or input.
9 Parts A, B, C, and D	Select unit of measure applicable to the corresponding eligible agricultural commodity and/or input from item 7. Note: This item may be manually entered in Part D, item 9. to correspond with the applicable eligible agricultural commodity and/or input.
10 Parts A, B, C, and D	Enter actual, fixed, or set rate in each appropriate part, as applicable. Note: The applicable rate category for this item that corresponds to the applicable eligible agricultural commodity and/or input may be selected from the drop-down menu in Part D, item 10.
11-14	No entries required. Program will automatically calculate entries.
15	Enter any notable remarks.
16	Enter name of the data loader and the date the data was loaded.
17	Enter name of the data reviewer and the date the data was reviewed.

Note: See Exhibit 1 for an example of FSA-218-1.

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2 FSA-218-1's (Continued)

E Submitting FSA-218-1's

For each approved RTCP applicant, County Offices **must** submit to their applicable State Office copies of the following documents:

- FSA-218-1
- FSA-218.

State Offices shall coordinate and provide instruction to their County Offices for the safe and secure transmission of FSA-218's and FSA-218-1's to the State Office, either by FAX or encrypted electronic transmission. FSA-218's and FSA-218-1's **must** be received in the State Office by **COB February 18, 2011**.

F Secondary Review

All data entered into FSA-218-1 shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name and the date the data was reviewed according to subparagraph D. All discrepancies discovered during the review **must** be corrected **before** transmitting FSA-218-1's to the State Office.

3 RTCP Totals - State Master Worksheets

A Using the RTCP Totals - State Master Worksheet

The RTCP Totals - State Master Worksheet Calculator Tool was created to compile all pertinent data from all applicants in the State and/or responsible insular area into 1 document. The Microsoft Excel RTCP Totals - State Master Worksheet Calculator Tool **must** be accessed and completed on a computer running Microsoft Excel 2007 software. The RTCP Totals - State Master Worksheet **must** be completed by **each** State from data obtained from FSA-218-1's received from County Offices.

The RTCP Totals - State Master Worksheet will accommodate 1,100 producer line entries. If there are greater than 1,100 applicants in the State for FY 2010, the State Office may need to complete 2 or more RTCP Totals - State Master Worksheets to capture all of the applicants. The State Office shall only submit more than 1 RTCP Totals - State Master Worksheet for the FY if there are greater than 1,100 producers in the State or responsible area. If submitting more than 1 RTCP Totals - State Master Worksheet, each should be numbered accordingly.

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3 RTCP Totals - State Master Worksheets (Continued)

B Accessing and Saving RTCP Totals - State Master Worksheets

Follow these steps to access and save the RTCP Totals - State Master Worksheet.

Step	Action
1	Go to www.fsa.usda.gov/FSA/webapp?area=home&subject=prsu&topic=landing .
2	Under Hot Links, CLICK “RTCP ST Master-Wrksht”. A File Download dialog box will be displayed.
3	CLICK “Open”; the RTCP Totals - State Master Worksheet will be displayed in Microsoft Excel 2007.
4	 CLICK “  ”. Select “Save As” to save the document in user’s desired location on their network share drive. Note: The State Office may create an RTCP subfolder on the S:\ drive for placement of the saved RTCP Totals - State Master Worksheets.
5	Designate a file name for the document to be saved.
6	CLICK “Save”.

C Entering RTCP FSA-218-1 Totals Into the RTCP Totals - State Master Worksheets

State Offices shall:

- make entries in the RTCP Totals - State Master Worksheet in all white cells under appropriate column headers
- enter each applicant’s total transportation costs on a separate line from data obtained from each FSA-218-1, item 14 received from the County Office.

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3 RTCP Totals - State Master Worksheets (Continued)

C Entering RTCP FSA-218-1 Totals Into the RTCP Totals - State Master Worksheets (Continued)

The RTCP Totals - State Master Worksheet **must** be completed according to the following table.

IF column header is...	THEN...	AND enter information from FSA-218-1 in...
“State Code”	enter 2-digit State code	item 1.
“County Code”	enter 3-digit county code	item 2.
“Producer Name”	enter producer’s name	item 4.
“Tax ID Number”	enter producer’s 9-digit TIN	item 4a.
“Tax ID Type”	enter TIN type	item 4a.
“Application Number”	enter application number	item 5.
“Total Transportation Costs”	enter total transportation costs	item 14.
“Factored Payment (%)”	no entry required.	
“Total Capped Payment”	no entry required.	
“Data Loader Initials”	enter initials of the person entering data	item 16.
“2nd Reviewer Initials”	enter initials of the person reviewing data entered	item 17.

Note: An entry is **required** for each field under each appropriate column header, including the entry of “0”, if applicable.

The total of all transportation costs obtained from each applicant’s information entered in the RTCP Totals - State Master Worksheet is displayed in red at the top of the worksheet and will be automatically totaled as entered. These totals will assist the National Office in determining if a factor will be applied. No entries should be made in the grayed-out columns for factored payment and total capped payment.

RTCP Totals - State Master Worksheet										
State Code	County Code	Application Number	Producer Name	Tax ID Number	Tax ID Type	Total Transportation Costs	Factored Payment (%)	Total Capped Payment (If applicable)	Data Loader Initials	2nd Reviewer Initials
						\$ 40,750.00	\$ -	\$ -		
15003	001	001	ABC Dairy Operation	123-45-6789		\$ 300.00			MAC	DLC
15007	001	001	J & J Farms	011-11-1111		\$ 25,300.00			MAC	DLC
15009	001	001	Pineapple Express, Inc.	11-2345678		\$ 15,000.00			DLC	MAC
15009	002	002	Papaya Unlimited	22-1234567		\$ 150.00			MAC	DLC

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3 RTCP Totals - State Master Worksheets (Continued)

D Secondary Review

All data entered into the RTCP Totals - State Master Worksheet shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name or initials in the RTCP Totals - State Master Worksheet under the appropriate header. The State Office shall correct all discrepancies discovered during the review **before** transmitting the RTCP Totals - State Master Worksheet to the National Office.

E Submitting RTCP Totals - State Master Worksheets to the National Office

State Offices shall:

- transmit to the National Office, by e-mail to both contacts listed in subparagraph 1 C, 1 RTCP Totals - State Master Worksheet containing data for all approved applicants in their State and responsible insular area, as applicable
- encrypt the RTCP Totals - State Master Worksheet **before** transmitting according to subparagraph F, to ensure safe electronic transmission.

RTCP Totals - State Master Worksheets **must** be received by the National Office by **COB February 28, 2011**.

F Encrypting and Transmitting RTCP Totals - State Master Worksheets

The State Office shall follow these steps to encrypt the RTCP Totals - State Master Worksheet **before** transmitting to the National Office.

Step	Action
1	Choose an encryption password and write it down using paper and pen. This is critical so that users can relay the password to the National Office.
2	 <ul style="list-style-type: none">• CLICK “”.• CLICK “Prepare”• CLICK “Encrypt Document”.
3	In Encrypt Document dialog box, enter user’s chosen password and CLICK “ OK ”
4	In Confirm Password dialog box, in the “Reenter password” box, re-enter user’s chosen password and CLICK “ OK ”, CLICK “ Save ”, and close the file.
5	E-mail the encrypted Excel file to both contacts in subparagraph 1 C.
6	Provide the encryption password in a separate e-mail to both contacts in subparagraph 1 C.

