INSTRUCTIONS FOR FSA-504

SUPPLEMENTAL DISASTER RELIEF PROGRAM (SDRP) STAGE 2 APPLICATION

This form will be used by producers to apply for SDRP Stage 2 benefits. The form includes multiple parts, each corresponding to a different type of crop coverage.

This form may be filed by the producer in any FSA county office, nationwide. The producer's recording county will process the application.

A producer may submit their application using any of the following methods:

- in person
- by mail
- electronically by:
- FAX
- e-mail with a scanned photocopy of FSA-526
- BOX and One-Span

This form includes prepopulated information. Prepopulated items cannot be altered.

Items 1-3 are completed by FSA based on producer/primary policyholder and crop year selection.

Items 4-5 are prepopulated based on producer/primary policyholder's recording State and county.

Item	Instruction
1 Recording State	Enter the producer/primary policyholder's recording State name and FSA code.
2 Recording County	Enter the producer/primary policyholder's recording county name and FSA code.
3 Crop Year	Enter crop year that producer/primary policyholder selects for SDRP application.
4 Application Number	Prepopulated with an application number assigned by the automated system.
5A Recording County FSA Office Name and Address	Prepopulated with the name and address of the producer/primary policyholder's recording county office. **Note:** Signed application must be returned to the recording county office listed.
5B Recording County FSA Office Telephone Number	Prepopulated with the recording county office's telephone number.

PART A: Producer Information

Item 6 is completed by FSA based on producer/primary policyholder request for SDRP Stage 2 application.

Items 7-10 are prepopulated based on producer/primary policyholder.

Item	Instruction
6 Producer's Name	Enter producer's name, either through SCIMS or by Application Selection.
7 Information Line	Prepopulated Information Line, reserved for future FSA use (optional entry).
8A Address Line 1	Prepopulated with Address Line 1 that is associated with producer name.
8B Address Line 2	Prepopulated with Address Line 2 that is associated with producer name.
8C City	Prepopulated with city that is associated with producer name.
8D State	Prepopulated with State that is associated with producer name.
8E Zip	Prepopulated with zip code that is associated with producer name.
9A Primary Phone Number	Prepopulated with primary phone number that is associated with producer name.
9B Alternate Phone Number	Prepopulated with alternate phone number that is associated with producer name.
10 Email Address	Prepopulated with email address that is associated with producer name.

PART B: Producer Agreement

Producer will review all text in Part B to determine program eligibility.

PART C: Insured Crops – APH/Yield Based Plans

Producer/primary policyholder will only complete Part C if prepopulated by the automated software.

Items 11-14, and Items 19-23 are prepopulated with information obtained from RMA records and must not be altered by the producer.

Items 15-17, and Item 25 must be completed by the producer/primary policyholder, if Part C is in use.

Item 24 may be completed by the producer/primary policyholder, if applicable.

Item 18, and Items 26-27 are completed by FSA.

Item	Instruction
11 Physical State and County Code	Prepopulated with the physical State and county code where the insured crop is located. Information obtained from RMA records.
12 Crop	Prepopulated with crop. Information obtained from RMA records.
13 Unit	Prepopulated with the unit number for the crop. Information obtained from RMA records.
14 Primary Policy Holder and SBI(s)	Prepopulated with the name of the producer/primary policyholder for the crop and unit identified in Items 12 and 13, and any producers having a substantial beneficial interest (SBI) as identified on the crop insurance policy. Information obtained from RMA records. **Notes:** If the SBI does not have a CCID on file with FSA, they will not be listed on the application. "Inactive" will display in parenthesis after the producer/primary policyholder or SBI's name if a CCID exists, but the CCID is not in an active status.
15 Share %	Manual entry completed by the producer/primary policyholder to designate whether they have 100 percent interest in the crop and unit identified in items 12 and 13, or to designate appropriate shares for themselves and each SBI (if applicable). **Note:** **Entry Required;** if the SDRP payment is divided for the crop and unit listed in Items 12 and 13, shares must total 100 percent. Round to the nearest hundredth of a percent.
16 Agree to Purchase Crop Insurance or NAP	Manual entry completed by each producer/primary policyholder and SBI (if applicable) listed in Item 14 with a share interest in the crop and unit identified in Items 12 and 13 must answer "Yes" or "No" to indicate whether they agree to purchase crop insurance or NAP coverage for the crop listed in Item 12.
17 Disaster Event	Manual entry completed by the producer/primary policyholder listed in Item 6 listing the disaster event(s) that caused the loss for the crop and unit listed in Items 12 and 13.

Item	Instruction
	If requested, the producer/primary policyholder must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer/primary policyholder can enter more than one disaster event.
18 COC Determination	COC member or designee will check "Approved" for approval or "Disapproved" for disapproval.
19 RMA Type	Prepopulated with RMA type associated with the crop and unit identified in Items 12 and 13. Information obtained from RMA records.
20 RMA Practice	Prepopulated with RMA practice for the crop, unit, and RMA type. Information obtained from RMA records.
21 Unit of Measure	Prepopulated with the unit of measure for the crop, RMA type, and RMA practice. Information obtained from RMA records.
22 SDRP Liability	Prepopulated with the SDRP Liability calculated for the crop, unit, RMA type, and RMA practice. Information obtained from RMA records.
23 RMA Producer Certified Production	Prepopulated with RMA Producer Certified Production that is share-adjusted to reflect the producer's percent of insurable interest for the crop, unit, RMA type, and RMA practice. Information obtained from RMA records.
24 SDRP Producer Certified Production	Manual entry (if applicable) completed by the producer/primary policyholder, entering the total production to count for the crop, unit, RMA type, and RMA practice **IF** the producer/primary policyholder determines that the RMA Producer Certified Production prepopulated in Item 23 does not match their total production to count. **Notes: Entry not required;** and will be left blank, if producer/primary policyholder determines that RMA Producer Certified Production matches their total production to count. Producer will enter amount based on the unit of measure for the crop, unit, RMA type, and RMA practice, if applicable. Round to the sixth decimal place.
25 Producer Certified Quality Loss %	If the producer/primary policyholder identifies a reduction in the total dollar value of the crop due to reduction in the physical condition of the crop indicated by an applicable grading factor or applicable nutrient factor for the crop, then the producer/primary policyholder will enter the percentage of quality loss for the crop, unit, RMA type, and RMA practice. **Note:** **Entry Required;** if producer/primary policyholder determines no quality loss percentage exists, then producer must enter zero percent. Round to the nearest hundredth of a percent.
26 COC Adjusted Production	If the COC determines that the producer certified production is incorrect, then the COC or designee will enter an amount of production associated with the crop, unit, RMA type, and RMA practice.

Item	Instruction
	Note: **Entry Not Required;** by entering an amount of total production, the software will override what was certified by the producer/primary policyholder in Item 24. Round to the sixth decimal place.
27 COC Adjusted Quality Loss %	If the COC determines that the producer certified quality loss percentage is incorrect, then the COC or designee will enter a percentage of quality loss associated with the crop, unit, RMA type, and RMA practice. **Note:** **Entry Not Required;** by entering a quality loss percentage, the software will override what was certified by the producer/primary policyholder in Item 25. Round to the nearest hundredth of a percent.

PART D: Insured Crops – Area Based Plans

Producer/primary policyholder will only complete Part D if prepopulated by the automated software.

Items 28-31, Item 36, and Item 38 are prepopulated with information obtained from RMA records and must not be altered by the producer.

Items 32-34, and Item 37 must be completed by the producer/primary policyholder, if Part D is in use.

Item 35, and Item 39 are completed by FSA.

Item	Instruction
28 Physical State and County Code	Prepopulated with the physical State and county code where the insured crop is located. Information obtained from RMA records.
29 Crop	Prepopulated with the crop. Information obtained from RMA records.
30 Unit	Prepopulated with the unit number for the crop. Information obtained from RMA records.
31 Primary Policy Holder and SBI(s)	Prepopulated with the name of the producer/primary policyholder for the crop and unit identified in Items 29 and 30, and any producers having a substantial beneficial interest (SBI) as identified on the crop insurance policy. Information obtained from RMA records. **Notes:** If the SBI does not have a CCID on file with FSA, they will not be listed on the application. "Inactive" will display in parenthesis after the producer/primary policyholder or SBI's name if a CCID exists, but the CCID is not in an active status.
32 Share %	Manual entry completed by the producer/primary policyholder to designate whether they have 100 percent interest in the crop and unit identified in items 29 and 30, or designate the appropriate share for themselves and each SBI (if applicable).

Item	Instruction
	Note: **Entry required;** if the SDRP payment is divided for the crop and unit listed in Items 29 and 30, shares must total 100 percent. Round to the nearest hundredth of a percent.
33 Agree to Purchase Crop Insurance or NAP	Manual entry completed by each producer/primary policyholder and SBI (if applicable) listed in Item 31 with a share interest in the crop and unit identified in Items 29 and 30 must answer "Yes" or "No" to indicate whether they agree to purchase crop insurance or NAP coverage for the crop listed in Item 29.
34 Disaster Event	Manual entry completed by the producer/primary policyholder listed in Item 6 listing the disaster event(s) that caused the loss for the crop and unit listed in Items 29 and 30. If requested, the producer/primary policyholder must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer/primary policyholder can enter more than one disaster event.
35 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.
36 RMA Insured Acres	Prepopulated with RMA insured acres for the crop and unit identified in Items 29 and 30. Information obtained from RMA records.
37 Producer Certified Percent of Eligible Acres	Manual entry completed by the producer/primary policyholder to enter the percent of eligible acres that represents their part of total RMA eligible insured acres in Item 36. **Notes:** FSA-578 must be on file prior to completing this item. **Entry Required;** producer/primary policyholder must enter percent. **Example:** Farmer insured 100 acres under an annual forage plan. Of those 100 acres, 40 acres are forage acres; 60 acres are grazing acres. To get the percentage of eligible acres, divide 40 acres of forage by the 100 total acres insured (40/100). The percentage of eligible acres for this producer is 40%. Round to the nearest hundredth of a percent.
38 Estimated SDRP Payment	Prepopulated with the estimated SDRP payment prior to adjustments for the crop and unit listed in Items 29 and 30. Adjustments may include the following: - When a portion of the insured Annual Forage acres are ineligible - Reductions due to payment limitation - Increased payment limitation - Program payment factors. Information obtained from RMA records.
39 COC Adjusted Producer Certified Percent of Eligible Acres	If the COC determines that the producer certified percent of eligible acres is incorrect, then the COC or designee will enter the percent of eligible acres that represents the producer/primary policyholder's part of RMA Insured Acres. **Note:** **Entry Not Required;** by entering an amount of percent of eligible acres, the software will override what was certified by the producer/primary policyholder in Item 37. Round to the nearest hundredth of a percent.

PART E: Insured Crops – Dollar Plans and Other Revenue

Producer/primary policyholder will only complete Part E if prepopulated by the automated software.

Items 40-43, Items 48-53, Item 55, and Items 59-60 are prepopulated with information obtained from FSA and RMA records and must not be altered by the producer.

Items 44-46, Item 54, and Items 56-58 must be completed by the producer/primary policyholder, if Part E is in use.

Item 61 may be completed by the producer/primary policyholder, if applicable.

Item 47, and Items 62-63 are completed by FSA.

Item	Instruction
40 Physical State and County Code	Prepopulated with the physical State and county code where the insured crop is located. Information obtained from RMA records.
41 Crop	Prepopulated with the crop. Information obtained from RMA records.
42 Unit	Prepopulated with the unit number for the crop. Information obtained from RMA records.
43 Primary Policy Holder and SBI(s)	Prepopulated with the name of the producer/primary policyholder for the crop and unit identified in Items 41 and 42, and any producers having a substantial beneficial interest (SBI) as identified on the crop insurance policy. Information obtained from RMA records. **Notes:** If the SBI does not have a CCID on file with FSA, they will not be listed on the application. "Inactive" will display in parenthesis after the producer/primary policyholder or SBI's name if a CCID exists, but the CCID is not in an active status.
44 Share %	Manual entry completed by the producer/primary policyholder to designate whether they have 100 percent interest in the crop and unit identified in items 41 and 42, or to designate appropriate shares for themselves and each SBI (if applicable). **Note:** **Entry required;** if the SDRP payment is divided for the crop and unit listed in Items 41 and 42, shares must total 100 percent. Round to the nearest hundredth of a percent.
45 Agree to Purchase Crop Insurance or NAP	Manual entry completed by each producer/primary policyholder and SBI (if applicable) listed in Item 43 with a share interest in the crop and unit identified in Items 41 and 42 must answer "Yes" or "No" to indicate whether they agree to purchase crop insurance or NAP coverage for the crop listed in Item 41.
46 Disaster Event	Manual entry completed by the producer/primary policyholder listed in Item 6 listing the disaster event(s) that caused the loss for the crop and unit listed in Items 41 and 42.

Item	Instruction
	If requested, the producer/primary policyholder must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer/primary policyholder can enter more than one disaster event.
47 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.
48 RMA Type	Prepopulated with RMA type for the crop and unit listed in items 41 and 42. Information obtained from RMA records.
49 RMA Practice	Prepopulated with RMA practice associated with the crop, unit, and RMA type. Information obtained from RMA records.
50 FSA Type	Prepopulated with FSA type/variety associated with the crop, RMA type, and RMA practice. Information obtained from FSA records.
51 Intended Use	Prepopulated with FSA intended use associated with the crop, RMA type, RMA practice, and FSA type. Information obtained from FSA records.
52 Practice	Prepopulated with FSA irrigation practice associated with the crop, RMA type, RMA practice, FSA type, and intended use. Information obtained from FSA records.
53 Organic Status	Prepopulated with FSA organic status associated with the crop, RMA type, RMA practice, FSA type, intended use, and practice. Information obtained from FSA records.
54 Stage	Manual entry completed by the producer/primary policyholder to certify if the crop, RMA type, RMA practice, FSA type, intended use, practice and organic status was harvested or unharvested. **Note:** **Entry required;** producer must enter "H" for harvested, or "UH" for unharvested.
55 Planting Period	Prepopulated with FSA planting period associated with the crop, RMA type, RMA practice, FSA type, intended use, practice, organic status, and stage. Information obtained from FSA records.
56 SDRP Acres	Manual entry completed by producer/primary policyholder to certify their acres associated with the crop, unit, RMA type, RMA practice, FSA type, intended use, practice, organic status, stage, and planting period. Round to the fourth decimal place.
57 SDRP Producer Certified Production	Manual entry completed by the producer/primary policyholder to certify their production for the crop, RMA type, RMA practice, FSA type, intended use, practice, organic status, stage, and planting period associated to the acres certified in Item 56.

Item	Instruction
	Producer will enter amount based on the unit of measure for the crop, RMA type, RMA practice, FSA type, intended use, practice, organic status, stage, and planting period. Round to the sixth decimal place.
58 Producer Certified Quality Loss %	If the producer/primary policyholder identifies a reduction in the total dollar value of the crop due to reduction in the physical condition of the crop indicated by an applicable grading factor or applicable nutrient factor for the crop, then the producer/primary policyholder will enter the percentage of quality loss for the crop, RMA type, RMA practice, FSA type, intended use, practice, organic status, stage, and planting period. **Note:** **Entry Required;** if producer/primary policyholder determines no quality loss percentage exists, then producer must enter zero percent. Round to the nearest hundredth of a percent.
59 Unit of Measure	Prepopulated with FSA unit of measure associated with crop, RMA type, RMA practice, FSA type, intended use, practice, organic status, stage, and planting period. Information obtained from FSA records.
60 Percent Share of Crop	Prepopulated with FSA percent share of crop associated with the RMA type, RMA practice, FSA type, intended use, practice, organic status, stage, and planting period. Information obtained from FSA records.
61 Producer Certified Percent Share of Crop	If the producer/primary policyholder identifies that the prepopulated percent share of the crop in Item 60 is incorrect, then the producer/primary policyholder will enter their percent share of crop associated with the RMA type, RMA practice, FSA type, intended use, practice, organic status, stage, and planting period. **Note:** **Entry Not Required;** if producer/primary policyholder determines that the prepopulated percent share of the crop in Item 60 is correct, then this item should be left blank, with no entry. Round to the nearest hundredth of a percent.
62 COC Adjusted Production	If the COC determines that the producer certified production is incorrect, then the COC or designee will enter an amount of production associated with the crop, RMA type, RMA practice, FSA type, intended use, practice, organic status, stage, and planting period. **Note:** **Entry Not Required;** by entering an amount of total production, the software will override what was certified by the producer/primary policyholder in Item 57. Round to the sixth decimal place.
63 COC Adjusted Quality Loss %	If the COC determines that the producer certified quality loss percentage is incorrect, then the COC or designee will enter a percentage of quality loss associated with the crop, RMA type, RMA practice, FSA type, intended use, practice, organic status, stage, and planting period. **Note:** **Entry Not Required;** by entering a quality loss percentage, the software will override what was certified by the producer/primary policyholder in Item 58. Round to the nearest hundredth of a percent.

PART F: Insured Crops – Value Loss Plans

Producer/primary policyholder will only complete Part F if prepopulated by the automated software.

Items 64-68, Items 73-75, and Item 80 are prepopulated with information obtained from FSA and RMA records and must not be altered by the producer.

Items 69-71, and Items 76-79 must be completed by the producer/primary policyholder, if Part F is in use.

Item 81 may be completed by the producer/primary policyholder, if applicable.

Item 72, and Items 82-83 are completed by FSA.

Item	Instruction
64 Physical State and County Code	Prepopulated with the physical State and county code where the insured crop is located. Information obtained from RMA records.
65 Crop	Prepopulated with the crop. Information obtained from RMA records.
66 Unit	Prepopulated with the unit number for the crop. Information obtained from RMA records.
67 Crop Disaster Event Number	Prepopulated with the crop disaster event number. Information obtained from FSA records.
68 Primary Policy Holder and SBI(s)	Prepopulated with the name of the producer/primary policyholder for the crop and unit identified in Items 65 and 66, and any producers having a substantial beneficial interest (SBI) as identified on the crop insurance policy. Information obtained from RMA records. **Notes:** If the SBI does not have a CCID on file with FSA, they will not be listed on the application. "Inactive" will display in parenthesis after the producer/primary policyholder or SBI's name if a CCID exists, but the CCID is not in an active status.
69 Share %	Manual entry completed by the producer/primary policyholder to designate whether they have 100 percent interest in the crop and unit identified in items 65 and 66, or designate the appropriate share for themselves and each SBI (if applicable). **Note:** **Entry Required;** if the SDRP payment is divided for the crop and unit listed in Items 65 and 66, shares must total 100 percent. Round to the nearest hundredth of a percent.
70 Agree to Purchase Crop Insurance or NAP	Manual entry completed by each producer/primary policyholder and SBI (if applicable) listed in Item 68 with a share interest in the crop and unit identified in Items 65 and 66 must answer "Yes" or "No" to indicate whether they agree to purchase crop insurance or NAP coverage for the crop listed in Item 65.

Item	Instruction
71 Disaster Event	Manual entry completed by the producer/primary policyholder listed in Item 6 listing the disaster event(s) that caused the loss for the crop and unit listed in Items 65 and 66. If requested, the producer/primary policyholder must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer/primary policyholder can enter more than one disaster event.
72 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.
73 RMA Type	Prepopulated with RMA type for the crop and unit listed in items 41 and 42. Information obtained from RMA records.
74 RMA Practice	Prepopulated with RMA practice associated with the crop, unit, and RMA type. Information obtained from RMA records.
75 FSA Type	Prepopulated with FSA type/variety associated with the crop, RMA type, and RMA practice. Information obtained from FSA records.
76 Stage	Manual entry completed by the producer/primary policyholder will certify if the crop, RMA type, RMA practice, FSA type, intended use, practice and organic status was harvested or unharvested. **Note: Entry required;** producer must enter "H" for harvested, or "UH" for unharvested.
77 Dollar Value Before Disaster	Manual entry completed by the producer/primary policyholder will certify the dollar value before disaster for the crop, unit, RMA type, RMA practice, FSA type, and stage. Entry will be in dollars. Round to the nearest hundredth decimal place.
78 Dollar Value After Disaster	Manual completed by the producer/primary policyholder will certify the dollar value after disaster for the crop, unit, RMA type, RMA practice, FSA type, and stage. Entry will be in dollars. Round to the nearest hundredth decimal place.
79 Salvage Value	Manual entry completed by the producer/primary policyholder to certify the salvage value for the crop, unit, RMA type, RMA practice, FSA type, and stage. Entry will be in dollars. Round to the nearest hundredth decimal place.
80 Percent Share of Crop	Prepopulated with FSA percent share of crop associated with the crop, unit, RMA type, RMA practice, FSA type, and stage. Information obtained from FSA records.

Item	Instruction
81 Producer Certified Percent Share of Crop	If the producer/primary policyholder identifies that the prepopulated percent share of the crop in Item 80 is incorrect, then the producer/primary policyholder will enter their percent share of crop associated with the RMA type, RMA practice, FSA type, and stage. **Note:** **Entry Not Required;** if producer/primary policyholder determines that the prepopulated percent share of the crop in Item 80 is correct, then this item should be left blank, with no entry. Round to the nearest hundredth of a percent.
82 COC Adjusted Dollar Value Before Disaster	If the COC determines that the producer certified dollar value before disaster is incorrect, then the COC or designee will enter the dollar value after disaster for the insured crop, RMA crop type, RMA crop practice, FSA crop type, and stage. **Note:** **Entry Not Required;** by entering a dollar value before disaster, the software will override what was certified by the producer/primary policyholder in Item 77. Round to the nearest hundredth decimal place.
83 COC Adjusted Dollar Value After Disaster	If the COC determines that the producer certified dollar value after disaster is incorrect, then the COC or designee will enter the dollar value after disaster for the insured crop, RMA crop type, RMA crop practice, FSA crop type, and stage. **Note:** **Entry Not Required;** by entering a dollar value after disaster, the software will override what was certified by the producer/primary policyholder in Item 78. Round to the nearest hundredth decimal place.

PART G: Insured – Tree and Vine Plans

Producer/primary policyholder will only complete Part G if prepopulated by the automated software.

Items 84-88, Item 93-94, and Item 98 are prepopulated with information obtained from RMA records and must not be altered by the producer.

Items 89-91, and Items 95-97 must be completed by the producer/primary policyholder, if Part G is in use.

Item 92, and Items 99-100 are completed by FSA.

Item	Instruction
84 Physical State and County Code	Prepopulated with the physical State and county code where the insured crop is located. Information obtained from RMA records.
85 Crop	Prepopulated with the crop. Information obtained from RMA records.
86 Crop Type	Prepopulated with the crop type. Information obtained from RMA records.

Item	Instruction
87 Unit	Prepopulated with the unit number for the crop and crop type. Information obtained from RMA records.
88 Primary Policy Holder and SBI(s)	Prepopulated with the name of the producer/primary policyholder for the crop, crop type, and unit identified in Items 85-87, and any producers having a substantial beneficial interest (SBI) as identified on the crop insurance policy. Information obtained from RMA records. **Notes:** If the SBI does not have a CCID on file with FSA, they will not be listed on the application. "Inactive" will display in parenthesis after the producer/primary policyholder or SBI's name if a CCID exists, but the CCID is not in an active status.
89 Share %	Manual entry completed by the producer/primary policyholder to designate whether they have 100 percent interest in the crop, crop type, and unit identified in Items 85-87, or designate the appropriate share for themselves and each SBI (if applicable). **Note:** **Entry required;** if the SDRP payment is divided for the crop, crop type, and unit identified in Items 85-87, shares must total 100 percent. Round to the nearest hundredth of a percent.
90 Agree to Purchase Crop Insurance or NAP	Manual entry completed by each producer/primary policyholder and SBI (if applicable) listed in Item 88 with a share interest in the crop, crop type, and unit identified in Items 85-87 must answer "Yes" or "No" to indicate whether they agree to purchase crop insurance or NAP coverage for the crop listed in Item 85.
91 Disaster Event	Manual entry completed by the producer/primary policyholder listed in Item 6 listing the disaster event(s) that caused the loss for the crop, crop type, and unit identified in Items 85-87. If requested, the producer/primary policyholder must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer/primary policyholder can enter more than one disaster event.
92 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.
93 Tree Stage	Prepopulated with tree stage.
94 Total Number of Trees	Prepopulated with the total number of trees in the identified tree stage for the crop that received a crop insurance indemnity. Information obtained from RMA records.
95 Number of Trees Destroyed	Manual entry completed by the producer/primary policyholder to certify the number of trees destroyed in the identified tree stage for the crop, crop type, and unit. Entry will be in whole numbers.
96 Number of Trees Damaged	Manual entry completed by the producer/primary policyholder to certify the number of trees damaged in the identified tree stage for the crop, crop type, and unit.

Item	Instruction
	Entry will be in whole numbers.
97 Salvage Value	Manual entry completed by the producer/primary policyholder to certify the salvage value for the identified tree stage for the crop, crop type, and unit. Entry will be in dollars. Round to the nearest hundredth decimal place.
98 Percent Share of Crop	Prepopulated with RMA percent share of crop associated with the crop, crop type, unit, and tree stage. Information obtained from RMA records.
99 COC Adjusted Number of Trees Destroyed	If the COC determines that the producer certified number of trees destroyed is incorrect, then the COC or designee will enter the number of trees destroyed in the identified tree stage for the crop, crop type, and unit. **Note:** **Entry Not Required;** by entering number of trees destroyed, the software will override what was certified by the producer/primary policyholder in Item 95. Entry will be in whole numbers.
100 COC Adjusted Number of Trees Damaged	If the COC determines that the producer certified number of trees damaged is incorrect, then the COC or designee will enter the number of trees damaged in the identified tree stage for the crop, crop type, and unit. **Note:** **Entry Not Required;** by entering number of trees damaged, the software will override what was certified by the producer/primary policyholder in Item 96. Entry will be in whole numbers.

PART H: NAP Crops – With an Approved Application for Payment – Value Loss

Producer will only complete Part H if prepopulated by the automated software.

Items 101-105 are prepopulated with information obtained from FSA records and must not be altered by the producer.

Items 106-107 must be completed by the producer, if Part H is in use.

Item 108 is completed by FSA.

Item	Instruction
101 Admin State and County Code	Prepopulated with the administrative State and county code. Information obtained from FSA records.
102 Pay Group	Prepopulated with the NAP pay group number for the crop year identified in Item 3, that is based on an approved NAP application for payment. Information obtained from FSA records.
103 Pay Crop	Prepopulated with the NAP pay crop name for the crop year identified in Item 3, that is based on an approved NAP application for payment.

Item	Instruction
	Information obtained from FSA records.
104 Unit	Prepopulated with the NAP unit number for the crop year identified in Item 3, that is based on an approved NAP application for payment. Information obtained from FSA records.
105 Estimated SDRP Payment (prior to adjustments)	Prepopulated with the estimated SDRP payment prior to adjustments. Adjustments may include, but are not limited to the following: - NAP service fees and premiums - Reductions due to payment limitations - Increased payment limitation - Program payment factors.
106 Agree to Purchase Crop Insurance or NAP	Manual entry completed by the producer. Producer must answer "Yes" or "No" agreeing to purchase crop insurance or NAP on the pay group and pay crop listed in Items 102 and 103.
107 Disaster Event	Manual entry completed by the producer listed in Item 6 listing the disaster event(s) that caused the loss for the pay group, pay crop, and unit listed in Items 102-104. If requested, the producer must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer can enter more than one disaster event.
108 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.

PART I: NAP Crops – With an Approved Application for Payment – APH/Yield Based

Producer will only complete Part I if prepopulated by the automated software.

Items 109-112, Items 116-123, Items 125126, and Items 128-129 are prepopulated with information obtained from FSA records and must not be altered by the producer.

Items 113-114, Item 124, and Item 127 must be completed by the producer, if Part I is in use.

Item 115, and Items 130-132 are completed by FSA.

Item	Instruction
109 Admin State and County Code	Prepopulated with the administrative State and county code. Information obtained from FSA records.
110 Pay Group	Prepopulated with the NAP pay group number for the crop year identified in Item 3, that is based on an approved NAP application for payment. Information obtained from FSA records.
111 Pay Crop	Prepopulated with the NAP pay crop name for the crop year identified in Item 3, that is based on an approved NAP application for payment.

Item	Instruction
	Information obtained from FSA records.
112 Unit	Prepopulated with the NAP unit number for the crop year identified in Item 3, that is based on an approved NAP application for payment. Information obtained from FSA records.
113 Agree to Purchase Crop Insurance or NAP	Manual entry completed by the producer. Producer must answer "Yes" or "No" agreeing to purchase crop insurance or NAP on the pay group and pay crop listed in Items 110 and 111.
114 Disaster Event	Manual entry completed by the producer listed in Item 6, listing the disaster event(s) that caused the loss for the pay group, pay crop, and unit listed in Items 110-112. If requested, the producer must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer can enter more than one disaster event.
115 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.
116 Crop	Prepopulated with the crop for the pay group, pay crop, and unit that has an approved NAP application for payment. Information obtained from FSA records.
117 Crop Type	Prepopulated with the crop type for the pay group, pay crop, unit, and crop that has an approved NAP application for payment. Information obtained from FSA records.
118 SDRP Acres	Prepopulated with FSA acres associated for the pay group, pay crop, unit, crop, and crop type. Information obtained from FSA records.
119 Stage	Prepopulated with FSA stage associated with the pay group, pay crop, unit, crop, and crop type. Prepopulated with either "H" for harvested or "UH" for unharvested. Information obtained from FSA records.
120 Intended Use	Prepopulated with FSA intended use associated with the pay group, pay crop, unit, crop, crop type, and stage. Information obtained from FSA records.
121 Practice	Prepopulated with FSA practice associated with the pay group, pay crop, unit, crop, crop type, stage, and intended use. Information obtained from FSA records.
122 Organic Status	Prepopulated with FSA organic status associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, and practice. Information obtained from FSA records.

Item	Instruction
123 Native Sod	Prepopulated with FSA native sod associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, and organic status. Information obtained from FSA records.
124 Crushing District	Manual entry completed by the producer to select the crushing district that is associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, and organic status. **Note:** Crushing district only applies for California grape producers, as applicable.
125 Unit of Measure	Prepopulated with the unit of measure associated with pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Information obtained from FSA records.
126 SDRP Production	Prepopulated with the producer's certified production associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Manual entry completed by the producer.
127 Producer Certified Quality Loss %	If the producer identifies a reduction in the total dollar value of the crop due to reduction in the physical condition of the crop indicated by an applicable grading factor or applicable nutrient factor for the crop, then the producer will enter the percentage of quality loss for the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Note:** **Entry Required;** if producer determines no quality loss percentage exists, then producer must enter zero percent. Round to the nearest hundredth of a percent.
128 Salvage Value	Prepopulated with the salvage value for the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Note:** Salvage value includes money received from secondary use. Information obtained from FSA records.
129 Percent Share of Crop	Prepopulated with FSA percent share of crop associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Information obtained from FSA records.
130 COC Adjusted SDRP Acres	If the COC determines that the SDRP acres prepopulated in Item 118 is incorrect, then the COC or designee will enter the correct SDRP acres associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Notes:** **Entry Not Required;** by entering an amount of SDRP acres, the software will override what was loaded in Item 118 If COC determines that SDRP acres prepopulated in Item 118 is incorrect, then the COC should verify that information loaded in CARS and NAP software is accurate before using this item to resolve discrepancies, and to override Item 118. Round to the fourth decimal place.
131	If the COC determines that the SDRP production prepopulated in Item 126 is incorrect, then the COC or designee will enter an amount of production associated with the pay group, pay crop,

Item	Instruction
COC Adjusted Production	unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Notes:** **Entry Not Required;** by entering an amount of total production, the software will override what was loaded in Item 126. If COC determines that SDRP production prepopulated in Item 126 is incorrect, then the COC should verify that information loaded in CARS and NAP software is accurate before using this item to resolve discrepancies, and to override Item 126. Round to the sixth decimal place.
132 COC Adjusted Quality Loss %	If the COC determines that the producer certified quality loss percentage is incorrect, then the COC or designee will enter a percentage of quality loss associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Note:** **Entry Not Required;** by entering a quality loss percentage, the software will override what was certified by the producer in Item 127. Round to the nearest hundredth of a percent.

PART J: NAP Crops – Without an Approved Application for Payment – APH/Yield Based

Producer will only complete Part J if prepopulated by the automated software.

Items 133-136, Items 140-141, Items 144-147, Item 149, and Item 153 are prepopulated with information obtained from FSA records and must not be altered by the producer.

Items 137-138, and Items 142-143, Item 148, and Items 150-152 must be completed by the producer, if Part J is in use.

Item 139, and Items 154-156 are completed by FSA.

Item	Instruction
133 Admin State and County Code	Prepopulated with the administrative State and county code. Information obtained from FSA records.
134 Pay Group	Prepopulated with the NAP pay group number for the crop year identified in Item 3. Information obtained from FSA records.
135 Pay Crop	Prepopulated with the NAP pay crop name for the crop year identified in Item 3. Information obtained from FSA records.
136 Unit	Prepopulated with the NAP unit number for the crop year identified in Item 3. Information obtained from FSA records.
137 Agree to Purchase Crop Insurance or NAP	Manual entry completed by the producer. Producer must answer "Yes" or "No" agreeing to purchase crop insurance or NAP on the pay group and pay crop listed in Items 134 and 135.

Item	Instruction
138 Disaster Event	Manual entry completed by the producer listed in Item 6 listing the disaster event(s) that caused the loss for the pay group, pay crop, and unit listed in Items 134-136. If requested, the producer must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer can enter more than one disaster event.
139 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.
140 Crop	Prepopulated with the crop for the pay group, pay crop, and unit. Information obtained from FSA records.
141 Crop Type	Prepopulated with the crop type for the pay group, pay crop, unit, and crop. Information obtained from FSA records.
142 SDRP Acres	Manual entry completed by producer to certify their acres associated with the pay group, pay crop, unit, crop, and crop type. **Note:** Producer certified acres cannot be greater than the acreage certified on the producer's FSA-578. Round to the sixth decimal place.
143 Stage	Manual entry completed by the producer to certify if pay group, pay crop, unit, crop and crop type was harvested or unharvested. **Note:** **Entry required;** producer must enter "H" for harvested, or "UH" for unharvested.
144 Intended Use	Prepopulated with FSA intended use associated with the pay group, pay crop, unit, crop, crop type, and stage. Information obtained from FSA records.
145 Practice	Prepopulated with FSA practice associated with the pay group, pay crop, unit, crop, crop type, stage, and intended use. Information obtained from FSA records.
146 Organic Status	Prepopulated with FSA organic status associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, and practice. Information obtained from FSA records.
147 Native Sod	Prepopulated with FSA native sod associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, and organic status. Information obtained from FSA records.
148 Crushing District	Manual entry completed by the producer to select the crushing district that is associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, and organic status. **Note:** Crushing district only applies for California grape producers, as applicable.

Item	Instruction
149 Unit of Measure	Prepopulated with the unit of measure associated with pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Information obtained from FSA records.
150 SDRP Producer Certified Production	Manual entry completed by the producer to certify their production for the pay group, pay crop, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Producer will enter amount based on the unit of measure prepopulated in Item 149. Round to the sixth decimal place.
151 Producer Certified Quality Loss %	If the producer identifies a reduction in the total dollar value of the crop due to reduction in the physical condition of the crop indicated by an applicable grading factor or applicable nutrient factor for the crop, then the producer will enter the percentage of quality loss for the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Note:** **Entry Required;** if producer determines no quality loss percentage exists, then producer must enter zero percent. Round to the nearest hundredth of a percent.
152 Salvage Value	Manual entry completed by the producer to certify the salvage value for the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Entry will be in dollars. **Note:** Salvage value includes money received from secondary use. Round to the nearest hundredth decimal place.
153 Percent Share of Crop	Prepopulated with FSA percent share of crop associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Information obtained from FSA records.
154 COC Adjusted SDRP Acres	If the COC determines that the producer certified SDRP acres is incorrect, then the COC or designee will enter the correct SDRP acres associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Note:** **Entry Not Required;** by entering an amount of SDRP acres, the software will override what was loaded in Item 142. Round to the fourth decimal place.
155 COC Adjusted Production	If the COC determines that the producer certified production is incorrect, then the COC or designee will enter an amount of production associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Note:** **Entry Not Required;** by entering an amount of total production, the software will override what was loaded in Item 150. Round to the sixth decimal place.
156 COC Adjusted Quality Loss %	If the COC determines that the producer certified quality loss percentage is incorrect, then the COC or designee will enter a percentage of quality loss associated with the pay group, pay crop,

Item	Instruction
	unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district.
	Note: **Entry Not Required;** by entering a quality loss percentage, the software will override what was certified by the producer in Item 151.
	Round to the nearest hundredth of a percent.

PART K: NAP Crops – Without an Approved Application for Payment – Value Loss

Producer will only complete Part K if prepopulated by the automated software.

Items 157-161, Items 165-166, and Item 171 are prepopulated with information obtained from FSA records and must not be altered by the producer.

Items 162-163, and Items 167-170 must be completed by the producer, if Part K is in use.

Item 164, and Items 172-173 are completed by FSA.

Item	Instruction
157 Admin State and County Code	Prepopulated with the administrative State and county code. Information obtained from FSA records.
158 Pay Group	Prepopulated with the NAP pay group number for the crop year identified in Item 3. Information obtained from FSA records.
159 Pay Crop	Prepopulated with the NAP pay crop name for the crop year identified in Item 3. Information obtained from FSA records.
160 Unit	Prepopulated with the NAP unit number for the crop year identified in Item 3. Information obtained from FSA records.
161 Crop Disaster Event Number	Prepopulated with the crop disaster event number. Information obtained from FSA records.
162 Agree to Purchase Crop Insurance or NAP	Manual entry completed by the producer. Producer must answer "Yes" or "No" agreeing to purchase crop insurance or NAP on the pay group and pay crop listed in Items 158 and 159.
163 Disaster Event	Manual entry completed by the producer listed in Item 6 listed listing the disaster event(s) that caused the loss for the pay group, pay crop, and unit listed in Items 158-160. If requested, the producer must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer can enter more than one disaster event.
164 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.

Item	Instruction
165 Crop	Prepopulated with the crop for the pay group, pay crop, and unit, and crop disaster event number. Information obtained from FSA records.
166 Crop Type	Prepopulated with the crop type for the pay group, pay crop, unit, crop disaster event number, and crop. Information obtained from FSA records.
167 Stage	Manual entry completed by producer to certify if pay group, pay crop, unit, crop disaster event number, crop, and crop type was harvested or unharvested. **Note:** **Entry required;** producer must enter "H" for harvested, or "UH" for unharvested.
168 Dollar Value Before Disaster	Manual entry completed by the producer to certify the dollar value before disaster for the pay group, pay crop, unit, crop disaster event number, crop, crop type, and stage. Entry will be in dollars. Round to the nearest hundredth decimal place.
169 Dollar Value After Disaster	Manual completed by the producer to certify the dollar value after disaster for the pay group, pay crop, unit, crop disaster event number, crop, crop type, and stage. Entry will be in dollars. Round to the nearest hundredth decimal place.
170 Salvage Value	Manual entry completed by the producer to certify the salvage value for the pay group, pay crop, unit, crop disaster event number, crop, crop type, and stage. Entry will be in dollars. **Note:** Salvage value includes money received from secondary use. Round to the nearest hundredth decimal place.
171 Percent Share of Crop	Prepopulated with FSA percent share of crop associated with the pay group, pay crop, unit, crop disaster event number, crop, and crop type, and stage. Information obtained from FSA records.
172 COC Adjusted Dollar Value Before Disaster	If the COC determines that the producer certified dollar value before disaster is incorrect, then the COC or designee will enter the dollar value before disaster for the pay group, pay crop, unit, crop disaster event number, crop, and crop type, and stage. **Note:** **Entry Not Required;** by entering a dollar value before disaster, the software will override what was certified by the producer in Item 168. Round to the nearest hundredth decimal place.
173 COC Adjusted Dollar Value After Disaster	If the COC determines that the producer certified dollar value after disaster is incorrect, then the COC or designee will enter the dollar value before disaster for the pay group, pay crop, unit, crop disaster event number, crop, and crop type, and stage.

Item	Instruction
	Note: **Entry Not Required;** by entering a dollar value after disaster, the software will override what was certified by the producer in Item 169. Round to the nearest hundredth decimal place.

PART L: Uninsured Crops – APH/Yield Based

IMPORTANT: An acreage report must be on file before completing Part L. Required information will be pulled from the applicable software. Some items in Part L are prepopulated with FSA data, while others are completed by the producer.

Producer will only complete Part L for APH/yield based crops that are uninsured or that do not have NAP coverage.

Items 174-177, Items 181-182, Items 185-188, Item 190, and Item 194 are prepopulated with information obtained from FSA records and must not be altered by the producer.

Items 178-179, Items 183-184, Item 189, and Items 191-193 must be completed by the producer, if Part L is in use.

Item 180, and Items 195-197 are completed by FSA.

Item	Instruction
174 Admin State and County Code	Prepopulated with the administrative State and county code. Information obtained from FSA records.
175 Pay Group	Prepopulated with the NAP pay group number for the crop year identified in Item 3. Information obtained from FSA records.
176 Pay Crop	Prepopulated with the NAP pay crop name for the crop year identified in Item 3. Information obtained from FSA records.
177 Unit	Prepopulated with the NAP unit number for the crop year identified in Item 3. Information obtained from FSA records.
178 Agree to Purchase Crop Insurance or NAP	Manual entry completed by the producer. Producer must answer "Yes" or "No" agreeing to purchase crop insurance or NAP on the pay group and pay crop listed in Items 175 and 176.
179 Disaster Event	Manual entry completed by the producer listed in Item 6 listed listing the disaster event(s) that caused the loss for the pay group, pay crop, and unit listed in Items 175-177. If requested, the producer must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer can enter more than one disaster event.
180 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.

Item	Instruction
181 Crop	Prepopulated with the crop for the pay group, pay crop, and unit. Information obtained from FSA records.
182 Crop Type	Prepopulated with the crop type for the pay group, pay crop, unit, and crop. Information obtained from FSA records.
183 SDRP Acres	Manual entry completed by producer/primary policyholder to certify their acres associated with the pay group, pay crop, unit, crop, and crop type. **Note:** Producer certified acres cannot be greater than the acreage certified on the producer's FSA-578. Round to the sixth decimal place.
184 Stage	Manual entry completed by the producer to certify if the pay group, pay crop, unit, crop, and crop type was harvested, unharvested, or prevent planted. **Note:** **Entry required;** producer will enter "H" for harvested, "UH" for unharvested, or "PP" prevent planted.
185 Intended Use	Prepopulated with FSA intended use associated with the pay group, pay crop, unit, crop, crop type, and stage. Information obtained from FSA records.
186 Practice	Prepopulated with FSA practice associated with the pay group, pay crop, unit, crop, crop type, stage, and intended use. Information obtained from FSA records.
187 Organic Status	Prepopulated with FSA organic status associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, and practice. Information obtained from FSA records.
188 Native Sod	Prepopulated with FSA native sod associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, and organic status. Information obtained from FSA records.
189 Crushing District	Manual entry completed by the producer to select the crushing district that is associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, and organic status. **Note:** Crushing district only applies for California grape producers, as applicable.
190 Unit of Measure	Prepopulated with the unit of measure associated with pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Information obtained from FSA records.
191 SDRP Producer Certified Production	Manual entry completed by the producer to certify their production for the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Producer will enter amount based on the unit of measure prepopulated in Item 190. Round to the sixth decimal place.

Item	Instruction
192 Producer Certified Quality Loss %	If the producer identifies a reduction in the total dollar value of the crop due to reduction in the physical condition of the crop indicated by an applicable grading factor or applicable nutrient factor for the crop, then the producer will enter the percentage of quality loss for the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Note:** **Entry Required;** if producer determines no quality loss percentage exists, then producer must enter zero percent. Round to the nearest hundredth of a percent.
193 Salvage Value	Manual entry completed by the producer to certify the salvage value for the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Entry will be in dollars. **Note:** Salvage value includes money received from secondary use. Round to the nearest hundredth decimal place
194 Percent Share of Crop	Prepopulated with percent share of crop associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. Information obtained from FSA records.
195 COC Adjusted SDRP Acres	If the COC determines that the producer certified SDRP acres is incorrect, then the COC or designee will enter the correct SDRP acres associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Note:** **Entry Not Required;** by entering an amount of SDRP acres, the software will override what was loaded in Item 183. Round to the fourth decimal place.
196 COC Adjusted Production	If the COC determines that the producer certified production is incorrect, then the COC or designee will enter an amount of production associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Note:** **Entry Not Required;** by entering an amount of total production, the software will override what was loaded in Item 191. Round to the sixth decimal place.
197 COC Adjusted Quality Loss %	If the COC determines that the producer certified quality loss percentage is incorrect, then the COC or designee will enter a percentage of quality loss associated with the pay group, pay crop, unit, crop, crop type, stage, intended use, practice, organic status, native sod, and crushing district. **Note:** **Entry Not Required;** by entering a quality loss percentage, the software will override what was certified by the producer in Item 192. Round to the nearest hundredth of a percent.

PART M: Uninsured Crops – Value Loss

IMPORTANT: An acreage report must be on file before completing Part M. Required information will be pulled from the applicable software. Some items in Part M are prepopulated with FSA data, while others are completed by the producer.

Producer will only complete Part M for value loss crops that are uninsured or that do not have NAP coverage.

Items 198-202, Items 206-207, and Item 212 are prepopulated with information obtained from FSA records and must not be altered by the producer.

Items 203-204, and Items 208-211 must be completed by the producer, if Part M is in use.

Item 205, and Items 213-214 are completed by FSA.

Item	Instruction
198 Admin State and County Code	Prepopulated with the administrative State and county code. Information obtained from FSA records.
199 Pay Group	Prepopulated with the NAP pay group number for the crop year identified in Item 3. Information obtained from FSA records.
200 Pay Crop	Prepopulated with the NAP pay crop name for the crop year identified in Item 3. Information obtained from FSA records.
201 Unit	Prepopulated with the NAP unit number for the crop year identified in Item 3. Information obtained from FSA records.
202 Crop Disaster Event Number	Prepopulated with the crop disaster event number. Information obtained from FSA records.
203 Agree to Purchase Crop Insurance or NAP	Manual entry completed by the producer. Producer must answer "Yes" or "No" agreeing to purchase crop insurance or NAP on the pay group and pay crop listed in Items 199 and 200.
204 Disaster Event	Manual entry completed by the producer listed in Item 6 listing the disaster event(s) that caused the loss for the pay group, pay crop, and unit listed in Items 199-201. If requested, the producer must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer can enter more than one disaster event.
205 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.
206 Crop	Prepopulated with the crop for the pay group, pay crop, and unit. Information obtained from FSA records.

Item	Instruction
207 Crop Type	Prepopulated with the crop type for the pay group, pay crop, unit, and crop. Information obtained from FSA records.
208 Stage	Manual entry completed by the producer to certify if the pay group, pay crop, unit, crop, and crop type was harvested or unharvested. **Note:** **Entry required;** producer will enter "H" for harvested or "UH" for unharvested.
209 Dollar Value Before Disaster	Manual entry completed by the producer to certify the dollar value before disaster for the pay group, pay crop, unit, crop disaster event number, crop, crop type, and stage. Entry will be in dollars. Round to the nearest hundredth decimal place.
210 Dollar Value After Disaster	Manual completed by the producer to certify the dollar value after disaster for the pay group, pay crop, unit, crop disaster event number, crop, crop type, and stage. Entry will be in dollars. Round to the nearest hundredth decimal place.
211 Salvage Value	Manual entry completed by the producer to certify the salvage value for the pay group, pay crop, unit, crop disaster event number, crop, crop type, and stage. Entry will be in dollars. **Note:** Salvage value includes money received from secondary use. Round to the nearest hundredth decimal place.
212 Percent Share of Crop	Prepopulated with percent share of crop associated with the pay group, pay crop, unit, crop disaster event number, crop, crop type, and stage. Information obtained from FSA records.
213 COC Adjusted Dollar Value Before Disaster	If the COC determines that the producer certified dollar value before disaster is incorrect, then the COC or designee will enter the dollar value before disaster for the pay group, pay crop, unit, crop disaster event number, crop, crop type, and stage. **Note:** **Entry Not Required;** by entering a dollar value before disaster, the software will override what was certified by the producer in Item 209. Round to the nearest hundredth decimal place.
214 COC Adjusted Dollar Value After Disaster	If the COC determines that the producer certified dollar value after disaster is incorrect, then the COC or designee will enter the dollar value before disaster for the pay group, pay crop, unit, crop disaster event number, crop, crop type, and stage. **Note:** **Entry Not Required;** by entering a dollar value after disaster, the software will override what was certified by the producer in Item 210. Round to the nearest hundredth decimal place.

PART N: Uninsured – Tree, Bush and Vine

IMPORTANT: An acreage report must be on file before completing Part N. Required information will be pulled from the applicable software. Some items in Part N are prepopulated with FSA data, while others are completed by the producer.

Producer will only complete Part N for trees, bushes, and vines that are uninsured.

Items 215-218, Item 222, and Item 226 are prepopulated with information obtained from FSA records and must not be altered by the producer.

Items 219-220, and Items 223-225 must be completed by the producer, if Part N is in use.

Item 221, and Items 227-228 are completed by FSA.

Item	Instruction
215 Admin State and County Code	Prepopulated with the administrative State and county code. Information obtained from FSA records.
216 Crop	Prepopulated with the crop for the crop year identified in Item 3. Information obtained from FSA records.
217 Crop Type	Prepopulated with the crop type for the crop year identified in Item 3. Information obtained from FSA records.
218 Unit	Prepopulated with the NAP unit number for the crop year identified in Item 3. Information obtained from FSA records.
219 Agree to Purchase Crop Insurance or NAP	Manual entry completed by the producer. Producer must answer "Yes" or "No" agreeing to purchase crop insurance or NAP on the crop and crop type listed in Items 216 and 217.
220 Disaster Event	Manual entry completed by the producer listed in Item 6 listing the disaster event(s) that caused the loss for the crop, crop type, and unit listed in Items 216-218. If requested, the producer must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer can enter more than one disaster event.
221 COC Determination	COC or designee will check "Approved" for approval or "Disapproved" for disapproval.
222 Tree Stage	Prepopulated with tree stage.
223 Number of Trees Destroyed	Manual entry completed by the producer to certify the number of trees destroyed in the identified tree stage for the crop, crop type, and unit. Entry will be in whole numbers.

Item	Instruction
224 Number of Trees Damaged	Manual entry completed by the producer to certify the number of trees damaged in the identified tree stage for the crop, crop type, and unit. Entry will be in whole numbers.
225 Salvage Value	Manual entry completed by the producer to certify the salvage value for the identified tree stage for the crop, crop type, and unit. Entry will be in dollars. **Note:** Salvage value includes money received from secondary use. Round to the nearest hundredth decimal place.
226 Percent Share of Crop	Prepopulated with FSA percent share of crop associated with the crop, crop type, unit, and tree stage. Information obtained from RMA records.
227 COC Adjusted Number of Trees Destroyed	If the COC determines that the producer certified number of trees destroyed is incorrect, then the COC or designee will enter the number of trees destroyed in the identified tree stage for the crop, crop type, and unit. **Note:** **Entry Not Required;** by entering number of trees destroyed, the software will override what was certified by the producer in Item 223. Entry will be in whole numbers.
228 COC Adjusted Number of Trees Damaged	If the COC determines that the producer certified number of trees damaged is incorrect, then the COC or designee will enter the number of trees damaged in the identified tree stage for the crop, crop type, and unit. **Note:** **Entry Not Required;** by entering number of trees damaged, the software will override what was certified by the producer in Item 224. Entry will be in whole numbers.

PART O: Puerto Rico Only – Insured Crops – Indemnified

Part O is applicable to producers whose recording county office is located in the US Territory of Puerto Rico. Producer will only complete Part O if prepopulated by the automated software.

Items 229-232, and Items 237-240 are prepopulated with information obtained from FSA records and must not be altered by the producer.

Items 233-235, and Item 241 must be completed by the producer, if Part O is in use.

Item 236, and Item 242 are completed by FSA.

Item	Instruction
229 Physical State and County Code	Prepopulated with the physical State and county code. Information obtained from FSA records.

Item	Instruction
230 Crop	Prepopulated with the crop name which received a crop insurance indemnity for the crop year identified in Item 3. Information obtained from FSA records.
231 Policy Number	Prepopulated with the policy number associated with the crop which received a crop insurance indemnity. Information obtained from FSA records.
232 Primary Policy Holder and SBI(s)	Prepopulated with the name of the producer/primary policyholder for the crop and policy number identified in Items 230 and 231, and any producers having a substantial beneficial interest (SBI) as identified on the crop insurance policy. Information obtained from FSA records. **Notes:** If the SBI does not have a CCID on file with FSA, they will not be listed on the application. "Inactive" will display in parenthesis after the producer/primary policyholder or SBI's name if a CCID exists, but the CCID is not in an active status.
233 Share %	Manual entry completed by the producer/primary policyholder to designate whether they have 100 percent interest in the crop and policy number identified in items 230 and 231, or to designate appropriate shares for themselves and each SBI (if applicable). **Note:** **Entry Required;** if the SDRP payment is divided for the crop and policy number listed in Items 230 and 231, shares must total 100 percent. Round to the nearest hundredth of a percent.
234 Agree to Purchase Crop Insurance or NAP	Manual entry completed by each producer/primary policyholder and SBI (if applicable) listed in Item 232 with a share interest in the crop and policy number identified in Items 230 and 231 must answer "Yes" or "No" to indicate whether they agree to purchase crop insurance or NAP coverage for the crop listed in Item 230.
235 Disaster Event	Manual entry completed by the producer/primary policyholder listed in Item 6 listing the disaster event(s) that caused the loss for the crop in Item 230. If requested, the producer/primary policyholder must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer/primary policyholder can enter more than one disaster event.
236 COC Determination	COC member or designee will check "Approved" for approval or "Disapproved" for disapproval.
237 Type	Prepopulated with crop type that received a crop insurance indemnity, if available. Information obtained from FSA records.
238 Unit of Measure	Prepopulated with unit of measure associated with the insured crop and crop type. Information obtained from FSA records.
239 SDRP Liability	Prepopulated with the SDRP liability associated with the insured crop and crop type.

Item	Instruction
	Information obtained from FSA records.
240 RMA Production to Count	Prepopulated with RMA production to count associated with the insured crop and crop type. Information obtained from RMA records.
241 Producer Certified Quality Loss %	If the producer identifies a reduction in the total dollar value of the crop due to reduction in the physical condition of the crop indicated by an applicable grading factor or applicable nutrient factor for the crop, then the producer will enter the percentage of quality loss for the insured crop and crop type. **Note:** **Entry Required;** if producer determines no quality loss percentage exists, then producer must enter zero percent. Round to the nearest hundredth of a percent.
242 COC Adjusted Quality Loss %	If the COC determines that the producer certified quality loss percentage is incorrect, then the COC or designee will enter a percentage of quality loss associated with the insured crop and crop type. **Note:** **Entry Not Required;** by entering a quality loss percentage, the software will override what was certified by the producer in Item 241. Round to the nearest hundredth of a percent.

PART P: Puerto Rico Only – Insured Crops – Non-indemnified

Part P is applicable to producers whose recording county office is located in the US Territory of Puerto Rico. Producer will only complete Part P if prepopulated by the automated software.

Items 243-246, and Items 251-253 are prepopulated with information obtained from FSA records and must not be altered by the producer.

Items 247-249, and Items 254-255 must be completed by the producer, if Part P is in use.

Item 250, and Items 256-257 are completed by FSA.

Item	Instruction
243 Physical State and County Code	Prepopulated with the physical State and county code. Information obtained from FSA records.
244 Crop	Prepopulated with the crop name which received a crop insurance indemnity for the crop year identified in Item 3. Information obtained from FSA records.
245 Policy Number	Prepopulated with the policy number associated with the crop which received a crop insurance indemnity. Information obtained from FSA records.
246 Primary Policy Holder and SBI(s)	Prepopulated with the name of the producer/primary policyholder for the crop and policy number identified in Items 244 and 245, and any producers having a substantial beneficial interest (SBI) as identified on the crop insurance policy.

Item	Instruction
	Information obtained from FSA records. **Notes:** If the SBI does not have a CCID on file with FSA, they will not be listed on the application. "Inactive" will display in parenthesis after the producer/primary policyholder or SBI's name if a CCID exists, but the CCID is not in an active status.
247 Share %	Manual entry completed by the producer/primary policyholder to designate whether they have 100 percent interest in the crop and policy number identified in items 244 and 245, or to designate appropriate shares for themselves and each SBI (if applicable). **Note:** **Entry Required;** if the SDRP payment is divided for the crop and policy number listed in Items 244 and 245, shares must total 100 percent. Round to the nearest hundredth of a percent.
248 Agree to Purchase Crop Insurance or NAP	Manual entry completed by each producer/primary policyholder and SBI (if applicable) listed in Item 246 with a share interest in the crop and policy number identified in Items 244 and 245 must answer "Yes" or "No" to indicate whether they agree to purchase crop insurance or NAP coverage for the crop listed in Item 244.
249 Disaster Event	Manual entry completed by the producer/primary policyholder listed in Item 6 listing the disaster event(s) that caused the loss for the crop listed in Item 244. If requested, the producer/primary policyholder must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer/primary policyholder can enter more than one disaster event.
250 COC Determination	COC member or designee will check "Approved" for approval or "Disapproved" for disapproval.
251 Type	Prepopulated with crop type, if available. Information obtained from FSA records.
252 Unit of Measure	Prepopulated with the unit of measure associated with the insured crop and crop type. Information obtained from FSA records.
253 SDRP Liability	Prepopulated with the SDRP liability associated with the insured crop and crop type. Information obtained from FSA records.
254 SDRP Producer Certified Production	Manual entry completed by the producer, entering the total production to count for the crop and crop type. **Note:** Producer will enter amount based on the unit of measure for the crop and crop type. Round to the sixth decimal place.
255 Producer Certified Quality Loss %	If the producer identifies a reduction in the total dollar value of the crop due to reduction in the physical condition of the crop indicated by an applicable grading factor or applicable nutrient factor for the crop, then the producer will enter the percentage of quality loss for the insured crop and crop type.

Item	Instruction
	Note: **Entry Required;** if producer determines no quality loss percentage exists, then producer must enter zero percent. Round to the nearest hundredth of a percent.
256 COC Adjusted Production	If the COC determines that the producer certified production is incorrect, then the COC or designee will enter an amount of production associated with the insured crop and crop type. **Note:** **Entry Not Required;** by entering an amount of total production, the software will override what was loaded in Item 254. Round to the sixth decimal place.
257 COC Adjusted Quality Loss %	If the COC determines that the producer certified quality loss percentage is incorrect, then the COC or designee will enter a percentage of quality loss associated with the insured crop and crop type. **Note:** **Entry Not Required;** by entering a quality loss percentage, the software will override what was certified by the producer in Item 255. Round to the nearest hundredth of a percent.

PART Q: Puerto Rico Only – Insured – Tree, Bush, and Vine Plans

Part Q is applicable to producers whose recording county office is located in the US Territory of Puerto Rico. Producer will only complete Part Q if prepopulated by the automated software.

Items 258-262, and Item 267 are prepopulated with information obtained from FSA records and must not be altered by the producer.

Items 263-265, and Items 268-272 must be completed by the producer, if Part Q is in use.

Item 266, and Items 273-274 are completed by FSA.

Item	Instruction
258 Physical State and County Code	Prepopulated with the physical State and county code. Information obtained from FSA records.
259 Crop	Prepopulated with the crop name which received a crop insurance indemnity for the crop year identified in Item 3. Information obtained from FSA records.
260 Crop Type	Prepopulated with the crop type which received a crop insurance indemnity for the crop year identified in Item 3. Information obtained from FSA records.
261 Policy Number	Prepopulated with the policy number associated with the crop which received a crop insurance indemnity. Information obtained from FSA records.

Item	Instruction
262 Primary Policy Holder and SBI(s)	Prepopulated with the name of the producer/primary policyholder for the crop, crop type, and policy number identified in Items 259-261, and any producers having a substantial beneficial interest (SBI) as identified on the crop insurance policy. Information obtained from FSA records. **Notes:** If the SBI does not have a CCID on file with FSA, they will not be listed on the application. "Inactive" will display in parenthesis after the producer/primary policyholder or SBI's name if a CCID exists, but the CCID is not in an active status.
263 Share %	Manual entry completed by the producer/primary policyholder to designate whether they have 100 percent interest in the crop, crop type, and policy number identified in Items 259-261, or to designate appropriate shares for themselves and each SBI (if applicable). **Note:** **Entry Required;** if the SDRP payment is divided for the crop, crop type, and policy number identified in Items 259-261, shares must total 100 percent. Round to the nearest hundredth of a percent.
264 Agree to Purchase Crop Insurance or NAP	Manual entry completed by each producer/primary policyholder and SBI (if applicable) listed in Item 262 with a share interest in the crop, crop type, and policy number identified in Items 259-261 must answer "Yes" or "No" to indicate whether they agree to purchase crop insurance or NAP coverage for the crop listed in Item 259.
265 Disaster Event	Manual entry completed by the producer/primary policyholder listed in Item 6 listing the disaster event(s) that caused the loss for the crop and crop type identified in Items 259 and 260. If requested, the producer/primary policyholder must submit supporting documentation to substantiate the certification of an eligible loss due to a qualifying disaster event within 30 calendar days of the request. **Note:** Producer/primary policyholder can enter more than one disaster event.
266 COC Determination	COC member or designee will check "Approved" for approval or "Disapproved" for disapproval.
267 Tree Stage	Prepopulated with tree stage.
268 Total Number of Trees	Manual entry completed by the producer to certify the total number of trees in the identified tree stage for the insured crop, crop type, and policy number. Entry will be in whole numbers.
269 Number of Trees Destroyed	Manual entry completed by the producer to certify the number of trees destroyed in the identified tree stage for the crop, crop type, and policy number. Entry will be in whole numbers.
270 Number of Trees Damaged	Manual entry completed by the producer to certify the number of trees damaged in the identified tree stage for the crop, crop type, and policy number. Entry will be in whole numbers.
271 Salvage Value	Manual entry completed by the producer to certify the salvage value for the identified tree stage for the crop, crop type, and policy number.

Item	Instruction
	Entry will be in dollars. Round to the nearest hundredth decimal place.
272 Percent Share of Crop	Manual entry completed by the producer to certify their percent share of crop in the identified tree stage for the crop, crop type, and policy number. Round to the nearest hundredth percent.
273 COC Adjusted Number of Trees Destroyed	If the COC determines that the producer certified number of trees destroyed is incorrect, then the COC or designee will enter the number of trees destroyed in the identified tree stage for the crop, crop type, and policy number. **Note:** **Entry Not Required;** by entering number of trees destroyed, the software will override what was certified by the producer in Item 269. Entry will be in whole numbers.
274 COC Adjusted Number of Trees Damaged	If the COC determines that the producer certified number of trees damaged is incorrect, then the COC or designee will enter the number of trees damaged in the identified tree stage for the crop, crop type, and policy number. **Note:** **Entry Not Required;** by entering number of trees damaged, the software will override what was certified by the producer in Item 270. Entry will be in whole numbers.

PART R: Producer Certification

All applicable items in Part R must be completed by producer/primary policyholder requesting SDRP Stage 2 benefits and applicable SBI(s), otherwise the application will not be considered complete.

Items 275A-H are completed by the producer/primary policyholder and SBI(s) as applicable.

Item	Instruction
275A Producer's Signature	Producer/primary policyholder requesting an SDRP Stage 2 payment must sign, certifying to the information in Parts A through Q, as applicable.
275B Title/Relationship of Representative	Enter title and/or relationship to the individual when signing in a representative capacity. **Note:** If the producer signing is not signing in a representative capacity, this field should be left blank.
275C Date (MM/DD/YYYY)	Enter the date the FSA-504 is signed in Item 275A.
275D US Citizenship or Resident Alien	Manual entry, producer/primary policyholder will select "YES" or "NO". Producer/primary policyholder is only eligible if they can select "YES" and certify that if applying as an individual, that they are a citizen of the United States or a resident alien; if applying as a partnership, the partnership is organized under State law and the members of the partnership are citizens of the United States; or if applying as a corporation, limited liability corporation, or other farm organizational structure, the entity is organized under State law and consists solely of citizens of the United States or resident aliens. If applying as an Indian tribe or tribal

Item	Instruction
	organization, the tribe meets the definition according to the terms as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304).
275E SBI Signature	SBIs (if applicable) requesting an SDRP Stage 2 payment must sign, certifying the information in Parts C through Q, as applicable.
275F Title/Relationship of Representative	Enter title and/or relationship to the individual when signing in a representative capacity. **Note:** If the SBI(s) signing is not signing in a representative capacity, this field should be left blank.
275G Date (MM/DD/YYYY)	Enter the date the FSA-504 is signed in Item 275E.
275H US Citizenship or Resident Alien	Manual entry, SBI(s) will select "YES" or "NO". SBI(s) is only eligible if they can select "YES" and certify that if applying as an individual, that they are a citizen of the United States or a resident alien; if applying as a partnership, the partnership is organized under State law and the members of the partnership are citizens of the United States; or if applying as a corporation, limited liability corporation, or other farm organizational structure, the entity is organized under State law and consists solely of citizens of the United States or resident aliens. If applying as an Indian tribe or tribal organization, the tribe meets the definition according to the terms as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304).

PART S: COC Determination

Items 276A-B are for FSA use only.

Item	Instruction
276A COC or Designee Signature	COC or designee will sign and date the final printed application after it has been reviewed and entered into the software.
276B Date (MM/DD/YYYY)	Enter the date the COC or designee signs the FSA-504 in Item 276A.