

Exhibit X

(Par. XXX, XXX)

***-- Applicants: Instructions for Completing AD-3114, Coronavirus Food Assistance Program Application (CFAP)**

A. Completing AD-3114

The following table provides instructions for completing a manual AD-3114.

Note: For FSA County Offices: Enter the data for all AD-3114s received in the County Office in the CFAP application system to print the completed AD-3114 (CFAP application) for the applicant.

Item	Instructions
<i>For COC Use Only</i>	
1	Enter the producer’s recording state.
2	Enter the applicable program year.
3	Enter the producer’s recording county.
4	Enter application number Note: This is automated system assigned number.
<i>Part A – Producer Agreement</i>	
<i>For Informational Purposes</i>	
Applicants who are an individual person must complete CCC-902 Automated or Parts A and B of manual form CCC-902 and provide name, address, taxpayer identification number and citizenship status. An individual who is not a US resident or lawful alien must also report contributions of labor, capital and land contributions to the farming operation.	
Applicants who are a legal entity, including General Partnership or Joint Venture, must complete CCC-902 Automated or manual form CCC-901 and provide the name, address and taxpayer identification number for the legal entity and all members, partners or stockholders with an ownership interest. If any member, partner or stockholder is not a U.S. Resident or lawful alien, form CCC-902 must be completed to report contributions of labor to the legal entity.	
<i>Part B Producer Information</i>	
5	Enter the producer’s name and address, including the ZIP code.
<i>Part C – Dairy Production Information</i>	
6	Displays the unit of measure for dairy production as pounds (LBS).
7	Enter the total January 2020 production, including dumped milk, in pounds (LBS).
8	Enter the total February 2020 production, including dumped milk, in pounds (LBS).
9	Enter the total March 2020 production, including dumped milk, in pounds (LBS).
10	COC may enter the adjusted January 2020 production, if applicable. Note: An entry is only required when COC determines the January 2020 production is different than what is certified to by the producer in item 7.
11	COC may enter the adjusted February 2020 production, if applicable. Note: An entry is only required when COC determines the February 2020 production is different than what is certified to by the producer in item 8.

12	COC may enter the adjusted March 2020 production, if applicable. Note: An entry is only required when COC determines the March 2020 production is different than what is certified to by the producer in item 9.
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(Par. XXX, XXX)

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A Completing AD-3114 (Continued)

Item	Instructions
<i>Part D – Non-Specialty Crop Information</i>	
13	Enter the eligible non-specialty crop
14	Enter the applicable unit of measure for the crop entered in item 13.
15	Enter the 2019 total production from all farms for the crop entered in item 13.
16	Enter the 2019 production from all farms still subject to price risk as of January 15, 2020.
17	COC may enter the adjusted 2019 total production, if applicable. Note: An entry is only required when COC determines the 2019 total production is different than what is certified to by the producer in item 15.
18	COC may enter the adjusted 2019 production not sold, if applicable. Note: An entry is only required when COC determines the 2019 production not sold is different than what is certified to by the producer in item 16.
<i>Part E – Livestock Information</i>	
19	Enter the name of the eligible livestock.
20	Enter the applicable unit of measure for the livestock entered in item 19.
21	Enter the total sales between January 15, 2020 and April 15, 2020 for owned inventory as of Jan 15, 2020 and any offspring from owned inventory for the livestock entered in item 19, if applicable.
22	Enter the highest inventory between April 16, 2020 and May 14, 2020, for the livestock entered in item 19, if applicable.
23	COC shall enter the adjusted total sales between January 15, 2020 and April 15, 2020 for owned inventory as of Jan 15, 2020 and any offspring from owned inventory, if applicable. Note: An entry is only required when COC determines the total sales is different than what is certified to by the producer in item 21.
24	COC shall enter the adjusted inventory, if applicable. Note: An entry is only required when COC determines the inventory is different than what is certified to by the producer in item 22.

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A Completing AD-3114 (Continued)

Item	Instructions
<i>Part F – Value Loss Information</i>	
25	Enter the eligible value loss commodity.
26	Enter the total value of sales from all farms between January 15, 2020 and April 15, 2020, for the value loss commodity entered in item 25.
27	Enter the total value of marketable inventory from all farms as of April 15, 2020, for the value loss commodity entered in item 25.
28	COC may enter the adjusted value of sales between January 15, 2020 and April 15, 2020, if applicable. Note: An entry is only required when COC determines the total value of sales is different than what is certified to by the producer in item 26.
29	COC may enter the adjusted value of inventory as of April 15, 2020, if applicable. Note: An entry is only required when COC determines the value of inventory is different than what is certified to by the producer in item 27.
<i>Part G – Specialty Crop Information (COC Determination Not Required)</i>	
30	Enter the eligible specialty crop.
31	Enter the unit of measure for the crop in item 30.
32	Enter the total volume of production sold between January 15, 2020 and April 15, 2020 for the crop in item 30.
33	Enter the total volume of production shipped but not sold between January 15, 2020 and April 15, 2020 for the crop in item 30.
34	Enter the total number of Acre left in the field or harvested but not shipped between January 15, 2020 and April 15, 2020 for the crop in item 30
35	Leave blank. AMS will enter an adjusted number if application is selected for audit. Note: No action required by producer
36	Leave blank. AMS will enter an adjusted number if application is selected for audit. Note: No action required by producer
37	Leave blank. AMS will enter an adjusted number if application is selected for audit. Note: No action required by producer

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A Completing AD-3114 (Continued)

Item	Instructions
<i>Part H – Increase Payment Limitation for Corporations, Limited Liability Companies and Limited Partnerships</i>	
38A-38C	<p>Enter the member/partner or stockholder name(s) who provide 400 hours or more of active personal labor or active personal management, or combination thereof, to the farming operation identified in Part A, item 5.</p> <p>Note: Entry only required to be completed by Corporations, LLCs and Limited Partnerships.</p>
<i>Part I – Producer Certification</i>	
39A	<p>Producer applying for CFAP benefits must sign.</p>
39B	<p>Enter title and/or relationship to the individual when signing in a representative capacity.</p> <p>Note: If the producer signing is not signing representative capacity, this field should be left blank.</p>
39C	<p>Enter the date the AD-3114 is signed in item 39A.</p>
<i>Part J – COC Determination</i>	
40	<p>Displays the Payment Parts – CARES and CCC.</p>
41	<p>COC or their representative’s signature.</p> <p>Note: COC must complete for both payment parts in item 40.</p>
42	<p>Date COC or their representative signs the AD-3114.</p>
43	<p>Check either “Approved” or “Disapproved” for both payment parts in item 40.</p> <p>Important: AD-3114 shall be approved or disapproved as certified by the producer after applicable COC adjustment fields are completed.</p>

Instructions for Completing AD-3114, Coronavirus Food Assistance Program Application (CFAP)

B. Example of a Completed AD-3114