

## Instructions For AD-3117

### ***CORONAVIRUS FOOD ASSISTANCE PROGRAM 2 (CFAP 2) APPLICATION***

This form will be used for applicants to apply for CFAP 2 benefits.

Submit the original of the completed form in hard copy, email, or facsimile to the appropriate USDA servicing office, which may be found here:

<https://offices.sc.egov.usda.gov/locator/app>

Customers who have established electronic access credentials with USDA may electronically transmit this form to the USDA servicing office, provided that (1) the customer submitting the form is the only person required to sign the transaction, or (2) the customer has an approved Power of Attorney (Form FSA-211) on file with USDA to sign for other customers for the program and type of transaction represented by this form.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms website:

<https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>.

*Producers must complete the following items; items 5 through 7, Item 10A, items 11 through 13, items 16 & 19, items 27A through 27C, items 28A through 28C, if applicable*

*Producers must complete Part G with a USDA FSA service center employee, if applicable.*

*FSA will complete fields noted as “COC Use Only.”*

<b>Item No. / Field Name</b>	<b>Instruction</b>
1 Recording State	Enter the producer’s recording state.
2 Program Year	The program year will be <b>2020</b> .
3 Recording County	Enter the producer’s recording county.
4 Application Number	Application Number will be assigned by the automated system.

<b>Item No. / Field Name</b>	<b>Instruction</b>
Part A Producer Agreement	<p>For Informational Purposes:</p> <p>Applicants who are an individual person must complete automated CCC-902 or manual CCC-902, Parts A and B, and provide name, address, taxpayer identification number, and citizenship status. An individual who is not a U.S. resident or lawful alien must also report contributions of labor, capital, and land contributions to the farming operation.</p> <p>Applicants who are a legal entity, including General Partnership or Joint Venture, must complete automated CCC-902 or manual 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, CCC-902 must be completed to report contributions of labor to the legal entity.</p> <p>All applicants must submit CCC-941. Applicants with an average adjusted gross income (AGI) of more than \$900,000 for the 2016, 2017 and 2018 tax years may submit CCC-942 to certify that at least 75 percent of the applicant's AGI is derived from farming, ranching, or forestry-related activities. Applicants who exceed the AGI limitation and do not submit CCC-942 will not be eligible for payment.</p>

***Part B – Producer Information***

5 Producer's Name, Address (City, State, and Zip Code), and Phone Number (Including Area Code)	Enter the producer's name, address, including ZIP code, and phone number, including area code.
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***Part C – Dairy Production***

6 Unit of Measure	Displays the unit of measure for dairy production as pounds (LBS).
7 Total Production (April 1, 2020 – August 31, 2020)	Enter the total production from April 1, 2020 to August 31, 2020, in pounds (LBS).
8. COC Adjusted	COC may enter the adjusted total production from April 1, 2020 to August 31, 2020, if applicable.

<b>Item No. / Field Name</b>	<b>Instruction</b>
Total Production (April 1, 2020 – August 31, 2020) <b>(COC USE ONLY)</b>	<b>Note:</b> An entry is only required when COC determines the total production is different than what is certified to by the producer in Item 7.
9 Estimated Total Production (Sept. 1, 2020 – Dec. 31, 2020) <b>(COC USE ONLY)</b>	System will display a calculated estimated total production for September 1, 2020 through December 31, 2020.  <b>Note:</b> The calculation will be item 7 divided by 153 ( <i>number of days between April 1, 2020 and August 31, 2020</i> ), then multiplying the resulting figure by 122 ( <i>number of days between Sept. 1, 2020 and Dec. 31, 2020.</i> ). When Item 10A is completed, the figure of 122 (days) will be adjusted, if applicable.
10A If you are no longer producing milk, what is the latest date milk was produced? (MM/DD/YYYY)	Enter the last date milk was produced for those producers applying that are no longer producing milk.  <b>Note:</b> If you cease producing milk before December 31, 2020, you are required to notify the FSA County office of the date you either stopped producing milk, or stopped commercially marketing milk in the case of a seasonal dairy.
10B COC Adjusted Last Date Milk was Produced <b>(COC USE ONLY)</b>	COC may enter the adjusted last date milk was marketed, if applicable.  <b>Note:</b> An entry is only required when COC determines the last date milk was produced is different than what is certified to by the producer in Item A.

**Part D – Egg/Broiler Production**

11 Commodity	Displays the eligible commodities.  The eligible commodities for Part D are: <ul style="list-style-type: none"> <li>• Broilers</li> <li>• Dried Eggs</li> <li>• Frozen Eggs</li> <li>• Liquid Eggs</li> <li>• Shell Eggs</li> </ul>
12 Unit of Measure	Displays the applicable unit of measure for the commodities entered in Item 11.  The applicable unit of measure for the eligible commodities in Part D are: Broilers – Head Dried Eggs – Pounds (LBS) Frozen Eggs – Pounds (LBS) Liquid Eggs – Pounds (LBS) Shell Eggs – Dozen

Item No. / Field Name	Instruction
13 2019 Total Production	Enter the 2019 total production nationally for the commodities entered in Item 11, if applicable.  <b>Note:</b> If farming began after 12/31/2019, then must provide 2020 production.
14 COC Adjusted 2019 Total Production (COC USE ONLY)	COC may enter the adjusted 2019 total production, if applicable.  <b>Note:</b> An entry is only required when COC determines the 2019 total production is different than what is certified to by the producer in Item 13.

**Part E – Livestock Inventory (Excluding Breeding Stock)**

15 Livestock	Displays the eligible livestock for Part E.  The eligible livestock are: <ul style="list-style-type: none"> <li>• Cattle (<i>Beef Cattle Only</i>)</li> <li>• Hogs/Pigs</li> <li>• Sheep</li> </ul>
16 Inventory (Excluding Breeding Stock) <i>(Highest on a Date Between April 16, 2020 – August 31, 2020)</i>	Enter the highest owned inventory (excluding breeding stock) on a date between April 16, 2020 and August 31, 2020, for the livestock entered in Item 15, if applicable.
17 COC Adjusted Inventory (Excluding Breeding Stock) <i>(Highest on a Date Between April 16, 2020 – August 31, 2020)</i>	COC will enter the adjusted highest owned inventory (excluding breeding stock) on a date between April 16, 2020 and August 31, 2020, if applicable.  <b>Note:</b> An entry is only required when COC determines the highest owned inventory (excluding breeding stock) on a date between April 16, 2020 and August 31, 2020, is different than what is certified to by the producer in Item 16.

**Part F – Sales Commodities**

18 Commodity	Displays the eligible sales commodities.  The eligible sales commodities are: <ul style="list-style-type: none"> <li>• Aquaculture</li> </ul>
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Item No. / Field Name	Instruction
	<ul style="list-style-type: none"> <li>• Crops (excluding Part G crops)</li> <li>• Nursery/Floriculture Crops</li> <li>• Miscellaneous</li> <li>• Other Livestock (Excluding Breeding Stock)</li> </ul> <p><b>Note:</b> Other livestock means any of the following livestock: animals commercially raised for food, fur, fiber, or feathers, including alpacas, bison, buffalo, beefalo, deer, ducks, elk, emus, geese, goats, guinea pigs, llamas, mink, ostrich, pheasants, quail, rabbits, reindeer, and turkeys.</p> <ul style="list-style-type: none"> <li>• Tobacco</li> </ul>
19 2019 Total Commodity Sales	Enter the total dollar value of 2019 sales for the commodity(s) in item 18.  <b>Note:</b> If farming began after 12/31/2019, then must provide 2020 sales.
20 COC Adjusted 2019 Total Commodity Sales (COC USE ONLY)	COC will enter the adjusted dollar value of 2019 total commodity(s) sales, if applicable.  <b>Note:</b> An entry is only required when COC determines the dollar value of 2019 total commodity(s) sales is different than what is certified to by the producer in Item 19.

**Part G – Acreage-Based Crops**

21 Commodity	System will display eligible commodities based on the 2020 FSA-578(s) on file, nationally for the producer.
22 Total 2020 Reported Acres	System will display the total 2020 reported acres or determined acres, if available, on the 2020 FSA-578(s) on file, nationally for the producer, for the commodities displayed in item 21.
23 COC Adjusted Total 2020 Reported Acres (COC USE ONLY)	COC will enter adjusted total 2020 reported acres, if applicable.  <b>Note:</b> An entry is only required when COC determines the acres to be unreasonable or inaccurate.
24 Weighted Insurance Approved Yield (COC USE ONLY)	System will display the producer’s Weighted Insurance Approved Yield from RMA for the commodities displayed in item 21, if applicable.  <b>Note:</b> If no Weighted Insurance Approved Yield is available, then item 26 will be populated.
25 COC Adjusted Weighted Insurance Approved Yield (COC USE	COC will enter Adjusted Weighted Insurance Approved Yield, if applicable.  <b>Note:</b> An entry is only required when COC determines the Weighted Insurance Approved Yield is different than the result in item 24.

Item No. / Field Name	Instruction
<b>ONLY)</b>	
26 85% of Weighted County Yield <b>(COC USE ONLY)</b>	System will display 85% of the Weighted County Yield for the commodity displayed in item 21,if applicable.  <b>Note:</b> Will only display if item 24 is not available.

***Part H – Increased Payment Limitation for Corporations, Limited Liability Companies, Limited Partnerships, Trusts and Estates***

27 A-C Members	Enter the member, partner stockholder, beneficiary, or heir 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.  <b>Note:</b> Entry only required to be completed by Corporations, LLC’s, LP’s Trusts or Estates.
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***Part I – Producer Certification***

28A Signature (By)	Producer applying for CFAP 2 benefits must sign.
28B Title/Relationship of the Individual Signing in the Representative Capacity	Enter title and/or relationship to the individual when signing in a representative capacity.  <b>Note:</b> If the producer signing is not signing in a representative capacity, this field should be left blank.
28C Date (MM/DD/YYYY)	Enter the date the AD-3117 is signed in Item 39A.

***Part J – COC Determination – COC USE ONLY***

29 Payment Part <b>(COC USE ONLY)</b>	Displays the payment parts – CARES (Tobacco Only) and CCC.
30 COC or Designee Signature <b>(COC USE ONLY)</b>	COC or their representative will sign.  <b>Note:</b> COC must complete for both payment parts, if applicable in Item 29.
31	Enter the date COC or their representative signs the AD-3117.

Item No. / Field Name	Instruction
Date (MM/DD/YYYY) <b>(COC USE ONLY)</b>	
32 Determination <b>(COC USE ONLY)</b>	<p>COC or their representative will check (✓) either “Approved” or “Disapproved” for both payment parts in Item 29.</p> <p><b>Important:</b> AD-3117 will be approved or disapproved as certified by the producer after applicable COC adjustment fields are completed.</p>