



The North Carolina Hurricanes Florence and Michael Agricultural Disaster Program

Instructions for Farmer Relief Application

Application Period Open November 6, 2019-November 20, 2019

Please read these instructions **before** beginning your application and refer to them as you work through your application.

All Farmer Relief Applications must be filed electronically at <http://www.ncagr.gov/AgriculturalDisasterProgram/>. An email address is required to apply.

Applications must be completed by the individual seeking relief. For questions, visit or contact:

- Agricultural Disaster Program Frequently Asked Questions (<https://www.ncagr.gov/AgriculturalDisasterProgram/FAQ.htm>)
- NCDA&CS Agriculture Weather Emergency Hotline, M-F, 9:00 am-4:00 pm (1-866-645-9403)
- Your county Cooperative Extension center (<https://www.ces.ncsu.edu/local-county-center/>)
- Your county FSA office (<https://offices.sc.egov.usda.gov/locator/app?state=nc&agency=fsa>)

Eligibility of loss is limited to the following:

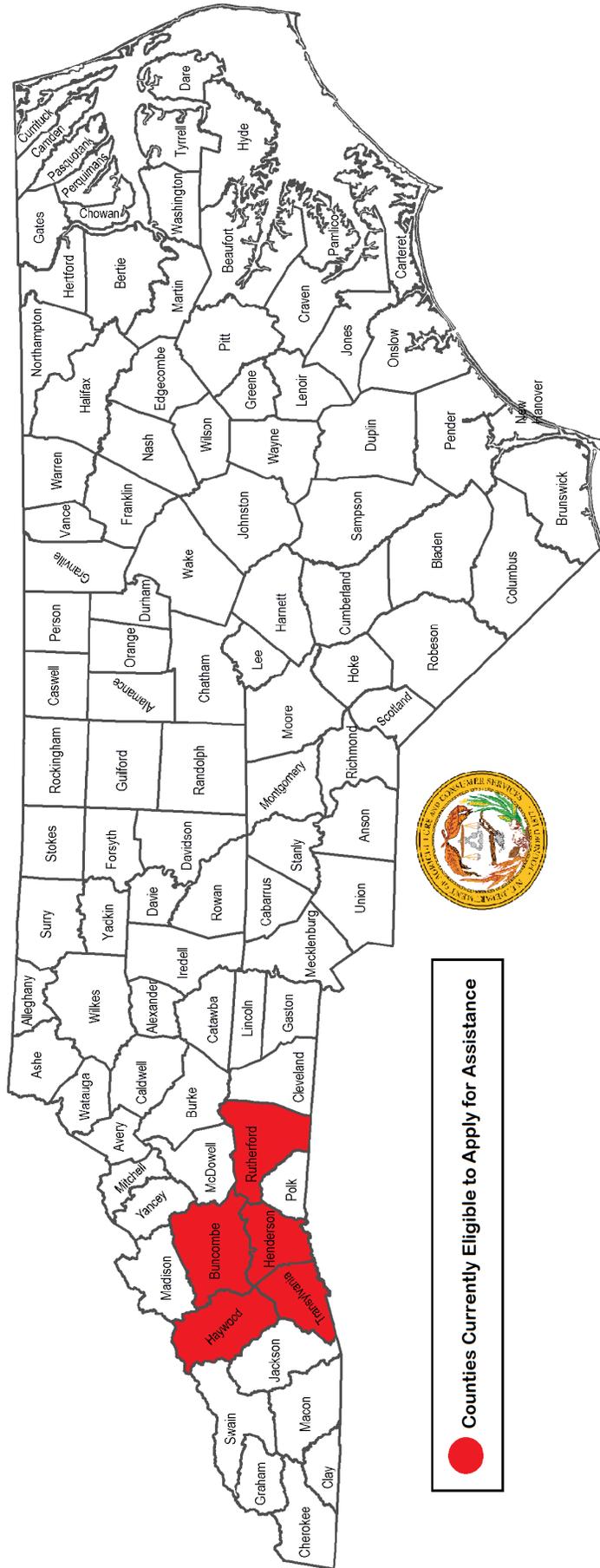
- Agricultural products lost must fall in at least one of four categories:
 1. Nursery products, turf, or select specialty crops (see page 7)
 2. Livestock and poultry with USDA Livestock Indemnity Program (LIP) payment received (Form CCC-852) (see page 9)
 3. Aquaculture (see page 10)
 4. Field crops with USDA Farm Service Agency (FSA) Form 578 (see pages 3 and 11)
- Must be a verifiable loss of an agricultural commodity as a result of excessive rain and flooding that occurred during May 15, 2018, through December 31, 2018. This includes losses because of Tropical Storm/Hurricane Alberto, Florence, and Michael.
- Crop of loss must be in at least one of the following counties: Buncombe, Haywood, Henderson, Rutherford, or Transylvania (see map and list of counties on page 2). If your county is not listed, your loss is not currently eligible for assistance.

Before beginning your application, please have *electronic copies* of the following documents:

- Full copy of a 2018 USDA FSA Form 578 Producer Print per county for crop losses
- Copy of USDA LIP payment receipt and FSA Form CCC-852 for livestock and poultry loss
- USDA FSA field map and list of physical addresses for specialty crops
- Completed, **signed**, and **dated** W-9 for producer social security number/employer identification number (this form is also available in the application)
 - **Your FSA Form 578 must match the name/business name associated with your tax identification number on your W-9. Payments can only be issued to the name listed on the 578.**

Counties Eligible for Assistance as of 9/11/2019:

Buncombe, Haywood, Henderson, Rutherford, and Transylvania



How to File for a 2018 FSA 578 Crop Report

A Form 578 Producer Print for 2018 from the United States Department of Agriculture (USDA), Farm Service Agency (FSA) is required in this application if you are reporting crop losses. If you already have a Form 578 on file for 2018, please upload a complete copy of it in your application and disregard the steps below to manually file.

If you do not have a Form 578 on file for 2018, you can request to manually file a 2018 578 Crop Report at your local USDA Service Center/FSA Office. **Please start this process as soon as possible because it could take up to 30 days to complete.**

You can find your local office here: <https://offices.sc.egov.usda.gov/locator/app?state=nc&agency=fsa>.

Please follow the steps below to acquire an FSA Form 578 Crop Report for 2018:

1. Call your local FSA Office to schedule an appointment to submit a manual crop report.
2. Be prepared to notate on a farm/tract map the location of the 2018 crop that was planted.
3. Present some form of evidence that the crop was planted during the weather event in 2018. Examples would be seed and chemical receipts or any harvest documentation.
4. The local FSA Office Farmer Elected County Committee will make a determination that the crop could have been planted during the disaster event. The determination will be documented in the Committee's Minutes. **This action may take up to 30 days to complete.**
5. Once the manual crop report is approved by the local FSA County Committee, the manual 578 can be uploaded in the application.

Application Process

1. Go to <http://www.ncagr.gov/AgriculturalDisasterProgram/>

- Click on “Apply for Assistance” button.

2. Create an account

- You will have to create an account to access the application. Creating an account allows you to save your progress on your application and return to it later.
- An email address is required to register an account and complete an application. If you do not have an email account, you can create a free email account through one of the following services: [Gmail](#), [Yahoo](#), [Outlook](#)

3. Information and Instructions

- The first page of the application provides information on the North Carolina Hurricanes Florence and Michael Agricultural Disaster Program and on financial assistance eligibility. Click the “Next” button to advance to the next page of the application.
- Only one application per county, per tax identification number.
 - If you experienced loss in multiple counties, **separate applications must be submitted per county**. You will use the same account/login information for each application.
 - If you operate under more than one tax ID (either social security number or employer identification number), **separate applications must be submitted per tax ID**. You will use the same account/login information for each application.
 - *Example:* you have an operation in Henderson County and an operation in Transylvania County. Both operations are under one tax ID, and both operations experienced verifiable loss. You must submit one application for your loss in Henderson County and one application for your loss in Transylvania County. You will use the same account/login information for both applications.
 - *Example:* you have an operation in Haywood County under Business Name One and another operation in Haywood County under Business Name Two. Both operations experienced verifiable loss. You must submit one application for the loss experienced by Business Name One and one application for the loss experienced by Business Name Two. You will use the same account/login information for both applications.
- All items marked with a red asterisk (*) are required. You will be unable to advance to the next page if required fields are not complete or entered incorrectly.
- All uploads must be in .PDF, .PNG, or .JPG formats.
- If a field includes additional information, hover your cursor over the question mark button.
- **Do NOT use the browser arrows to navigate this form.** Instead, use the “Previous” button at the bottom of the screen to go back to previous pages of the application. Use the “Next” button at the bottom of the screen to advance forward.
- During the application process and prior to exiting the application, select the "Save Progress" button at the bottom of the screen to save your work. This will allow you to return to the form at a later time using your username and password to complete it with your saved work.
- Please remember your username and password.

4. North Carolina Hurricanes Florence and Michael Agricultural Disaster Program Applicant Verification Affidavit

- On the next page of the application, you are required to select “yes” or “no” to the following affidavit:

- By my signature, I certify the following:

The undersigned agree(s) that 1) all statements made in this verification and documentation are made for the purpose of obtaining Hurricane Relief Assistance from the North Carolina Hurricanes Florence and Michael Agricultural Disaster Program; 2) the loss being verified and documented was mine; 3) verification and audit of information provided may be made at any time; and 4) institutions will rely on the information provided and I have a continuing obligation to amend the information provided if any of the facts change.

I hereby authorize the North Carolina Department of Agriculture and Consumer Services to have access to all information, files, documents, and records kept by FEMA, SBA, North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, USDA, and other agencies or entities providing disaster assistance for the disaster designated counties. The authorization includes the release of any information, files, documents and records deemed confidential and extends to all information, files, documents and records otherwise considered confidential under any Federal and State Privacy Acts. This authorization shall include, but is not limited to, the right to inspect, copy or otherwise utilize, or obtain clarification or opinion regarding said information, files, documents and records, as it is deemed necessary to verify or authenticate information provided in your application for hurricane relief assistance.

I understand that if I intentionally make false statements or conceal any information in an attempt to falsely obtain hurricane relief assistance, it is a violation of Federal and State laws, which carry severe criminal and civil penalties. I authorize the State of North Carolina, North Carolina Department of Agriculture and Consumer Services, to verify all information given by me about my loss and any other criteria in order to determine my eligibility for hurricane relief assistance. Further, I authorize and direct all custodians of records of any insurance company, private estimator, and/or any public or private agency, bank, financial or credit data service to release information to the North Carolina Department of Agriculture and Consumer Services and their representatives upon request as it relates to verifying or authenticating information provided for hurricane relief assistance.

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding. * (select “yes” or “no”)

- If you select “no,” the application will not progress further.
- You are required to type your full name in the box labeled “Type your Full Name.”

5. Select your county

- Select the county of your verifiable crop or livestock loss. Note there must be a verifiable loss of agricultural commodities as a result of excessive rain and flooding that occurred during May 15, 2018, through December 31, 2018.

6. Select your federal tax classification and upload a completed W-9

- Select the appropriate federal tax classification for your operation in your selected county. Federal tax classifications are:
 - Individual/sole proprietor or single-member LLC
 - C Corporation
 - S Corporation
 - Partnership
 - Trust/Estate
 - Limited liability company
 - If you select limited liability company, you will be prompted to enter the tax classification (C Corporation, S Corporation, or Partnership).

7. Name, SSN or EIN, and Mailing Address

- In this section, you are required to:
 - Enter your name or business name as it appears on your income tax return.
 - Enter your social security number or employer identification number that corresponds with the name listed above.
 - Enter your mailing address and phone number.
 - You are required to upload a completed and **hand-signed** IRS Form W-9 that matches the social security number or employer identification number entered above. To download a copy of the IRS Form W-9, click the link provided in the application. Upon clicking the link, a new window will open on your screen with the W-9 Form. You can fill out the form electronically or by hand. *Regardless, you will have to **print it out, sign and date it on the designated line, and scan it to upload it in the application. The W-9 must be completely filled out, signed, and dated for your application to be considered. Electronic signatures will not be accepted!***
 - **If you are reporting losses to crops that are reported on an FSA Form 578 Producer Print, the tax information you submit must match the name on the 578. Payments will only be issued to names on the 578.**
 - Enter your email address. The email address you enter will receive a confirmation email with an attached copy of your application once you have submitted your completed application.

8. Reporting Losses for Nursery Products, Turf, Blueberries, Caneberries, Peaches, Hemp, Stevia, Sage, or Other Specialty Crops

- If you are not reporting losses for these products/crops, select “no” for the application to progress to the next section.
- To report your loss, select “yes” in response to the question, “Are you reporting losses for nursery products, turf, blueberries, caneberries, or peaches? Are you reporting crop loss acres for hemp, stevia, or sage?”
- **Select your product(s)/crop(s):** Upon selecting “yes,” a list will appear as follows. You will select only the product(s)/crop(s) for which you experienced a loss in the county for which you are applying.

○ Nursery Products

- Container Grown Plants less than 1 gallon
- Container Grown Plants 1 gallon to 3 gallons
- Container Grown Plants 3 gallons to 7 gallons
- Container Grown Plants 7 gallons to 15 gallons
- Container Grown Plants 15 gallons to 25 gallons
- Container Grown Plants 25 gallons to 45 gallons
- Container Grown Plants 45 gallons or greater
- Balled and Burlapped Plants .75 inch to 1.5 inches
- Balled and Burlapped Plants 1.5 inches to 2.0 inches
- Balled and Burlapped Plants 2.0 inches to 2.5 inches
- Balled and Burlapped Plants 2.5 inches to 3.0 inches
- Balled and Burlapped Plants 3.0 inches to 3.5 inches
- Balled and Burlapped Plants 3.5 inches to 4.0 inches
- Balled and Burlapped Plants 4.0 inches or greater

○ Turf

- Centipede
- Bermuda
- St. Augustine
- Zoysia
- Fescue
- Kentucky Bluegrass

○ Specialty Crops

- Hemp for grain
- Hemp for fiber
- Hemp for floral parts (CBD)
- Stevia
- Blueberries
- Caneberries
- Peaches
- Sage
- Other

- **Enter amount lost:** As you select your product(s)/crop(s) from the list, a box will appear beside the selected product/crop. You are required to enter a number in that box.

- For **nursery products**, you will enter the **number of plants lost**. Plants must have been lost because of excessive rain and flooding that occurred between May 15, 2018 and December 31, 2018.
 - *Example:* You lost 200 out of 200 of your container grown plants that are 3 gallons to 7 gallons. Enter “200.”
 - *Example:* You lost 85 out of 200 of balled and burlapped plants that are 3.0 to 3.5 inches. Enter “85.”
- For **turf**, you will enter the **square feet lost**.
 - *Example:* You lost 50,000 out of 100,000 square feet of your Bermuda crop. Enter “50,000.”
- For **specialty crops**, the number you enter depends on the crop.
 - For any category of **hemp, stevia, and sage**, enter the number of **acres lost**.
 - a. *Example:* You lost 7 out of 10 acres of stevia. Enter “7.”
 - For **blueberries, caneberries, and peaches**, enter the **number of trees/bushes lost or damaged**.
 - a. *Example:* 30 out of 50 peach trees were lost or damaged. Enter “30.”
 - For any **other specialty crop** that is not listed and that is not reported on a USDA Form 578, select the “other” category and type in the name of the specialty crop. In the “units” box, enter the amount lost and the type of unit (i.e., acres, plants, trees, etc.). If you have any documentation for the crop(s) you entered in the “other” field, upload an electronic file under the “Supplemental Documentation for Other Crops” label.
 - a. *Example:* You lost 2 out of 3 acres of Jerusalem artichokes. Enter “Jerusalem artichokes” in the box immediately beside “Other.” Enter “2 acres” in the box labeled “Units.”
- When you are finished with your inputs, hit the “Save Progress” button at the bottom of the screen. Then, hit the “Next” button at the bottom of the screen to advance to the next page of the application.
- **Review and confirm your inputs:** On the next page of the application, review your inputs from the previous page. If your inputs are incorrect, select “No” and return to the previous page to correct them. If your inputs are correct, select “Yes.”
 - Upon selecting “yes,” you will be required to list the physical address(es) of each reported input.
 - *Example:* You reported losses for container grown plants, stevia, and blueberries. You will have to list the physical address(es) of the location of each of those products at the time of loss.
 - You will also be required to upload a map or maps of the physical address(es) listed above. This could be an USDA FSA map or a satellite/aerial view on Google Maps with the locations noted.
 - When you are finished reviewing your inputs, listing the physical address(es), and uploading map(s), hit the “Save Progress” button at the bottom of the screen. Then hit the “Next” button at the bottom of the screen to advance to the next page of the application.

9. Reporting Losses for Livestock or Poultry

- If you are not reporting losses for livestock or poultry, select “no” for the application to progress to the next section.
- To report your loss, select “yes” in response to the question, “Are you reporting losses for livestock or poultry?”
 - Remember to only report livestock or poultry located in the county for which you are applying and that fall under the tax ID for which you are applying. See note in section 3 on page 4 regarding reporting losses for multiple counties and/or under multiple tax IDs.
- **Eligible applicants must meet the following criteria:**
 - Must meet the following with the USDA Livestock Indemnity Program (LIP):
 - eligible for financial assistance for losses of livestock or poultry
 - qualify for and receive payment through the USDA Livestock Indemnity Program
 - be a participant in a livestock or poultry indemnity program administered by the USDA Farm Service Agency
 - Loss must be for livestock or poultry raised May 15, 2018 through December 31, 2018.
 - Production loss must be for livestock located in a North Carolina county that, between January 31, 2019, and February 15, 2019, was included in a Secretarial Disaster Declaration, either as a primary county or as a contiguous county, as a result of excessive rain and flooding that occurred during May 15, 2018, through December 31, 2018, issued by the United States Secretary of Agriculture. This includes the counties listed on page 2.
 - Loss of livestock must be one of the following: cattle, sheep, swine, goats, farmed cervids, and bison, and horses, mules, or other equines *only if they are used for production of agricultural commodities*
 - Loss of poultry must be one of the following: chickens, quail, or turkeys
- **Payment will be based upon documentation of payment from the USDA Livestock Indemnity Program (LIP).**
 - You are required to upload your FSA Form CCC-852 and a receipt of your LIP payment.
- When you are finished, hit the “Save Progress” button at the bottom of the screen. Then hit the “Next” button at the bottom of the screen to advance to the next page of the application.

10. Reporting Losses for Aquaculture

- If you are not reporting losses for freshwater or marine aquaculture, select “no” for the application to progress to the next section.
- To report your loss, select “yes” in response to the question, “Are you reporting losses for aquaculture?”
- Upon selecting “yes,” you will be required to describe the aquaculture loss, including:
 - The species lost
 - Numbers of losses
 - Locations of losses
- Please ensure the contact information you provided earlier in the application is correct. A representative from the North Carolina Department of Agriculture and Consumer Services will directly contact you to verify the losses.
- When you are finished reviewing your inputs, hit the “Save Progress” button at the bottom of the screen. Then hit the “Next” button at the bottom of the screen to advance to the next page of the application.

11. Reporting Losses for Planted Crop Acres

- This section of the application is for reporting verifiable losses to planted crop acres as a result of excessive rain and flooding that occurred during May 15, 2018 through December 31, 2018.
- If you are not reporting losses for crops, select “no” for the application to progress to the next section.
- To report your loss, select “yes” in response to the question.
 - A **USDA FSA Form 578 Producer Print or Crop Report is required** for each crop that you report. Please have an entire electronic copy of your 578 Producer Print ready to upload later in the application.
 - If you did not report your crops on a 578 Producer Print, please follow the steps on page 3 before submitting your application.
 - The name on the FSA Form 578 **MUST** match the name on the IRS W-9 uploaded earlier in the application. If the names do not match, your application cannot be processed.
 - Stored grain, stored forage (baled hay), and other stored commodities are not eligible for assistance.
- **Select your crop(s):** Upon selecting “yes,” a list will appear as follows. You will select only the crop(s) for which you experienced a loss in the county for which you are applying and under the tax ID for which you are applying. See note in section 3 on page 4 regarding reporting losses for multiple counties and/or under multiple tax IDs.
 - **Major Crops:**
 - Apples
 - Corn (for grain) (this includes corn grown for silage and shelled corn)
 - Cotton
 - Peanuts
 - Soybeans
 - Sweet potatoes
 - Tobacco (burley)
 - Tobacco (flue-cured)
 - **Other Crops:**
 - Alfalfa
 - Asparagus
 - Beans (all)
 - a. All types include: Adzuki, Castor, Lupine, Mung, Anasazi, Baby Lima, Black Turtle, Butter, Chinese String, Cranberry, Dark Red Kidney, Fava, Flat Small White, Garbanzo, Green Baby French, Green, Great Northern, Jacob’s Cattle, Kentucky Blue, Kintoki, Large Lima, Long, Light Red Kidney, Marrow, Myothe, October, Papdai Valor, Pea/Navy, Pole Columbus, Pole, Pink, Pinto, Roma, Shelli, Small Red, Small White, Soldier, Sulfur, Tebo, Tiger Eye Kidney, Velvet, Snap Wax, White Half Runner, White Adzuki, Wing, White Kidney, Yellow Eye, Yardlong
 - Beets
 - Broccoli
 - Brussel sprouts
 - Cabbage
 - Cantaloupes
 - Carrots

- Cauliflower
- Chinese bitter melon
- Cucumbers
- Eggplant
- Garlic
- Grain sorghum
- Grapes
- Grass (cut hay, millet, mixed forage, triticale, lespedeza, and grazing pasture)
- Greens
- Herbs
- Honeydew
- Korean golden melon
- Lettuce (all types)
 - a. All types include: Bibb, Boston, Butterhead, Crisphead, Leaf, Romaine
- Okra
- Onions (all types)
 - a. All types include: Hybrid, Open Pollinated, Bunching, Fall Planted White and Yellow, Green, Little White Pearl, Reds, Storage, Sweet Early, Sweet Late, Tokyo Long White Bunch, Whites, Yellow Hybrid
- Peas (English)
- Peas (Southern Field)
- Pecans
- Peppers (all types)
 - a. All types include: Anaheim, Banana, Cayenne, Chilaca, Cubanells, Fingerhots, Fresno, Gourmet Mini, Green Chili, Green Bell, Habanero, Hot Cherry, Hungarian Hot Wax, Italian, Jalapeno, Long Johns, Mini, Oriental Red, Oriental Sweet, Paprika, Pepino, Pimento, Poblano, Red Chili, Scotch Bonnet, Serrano, Sport, Sweet Cherry, Tabasco
- Popcorn
- Potatoes
- Pumpkins
- Radishes
- Rutabaga
- Squash (all types)
 - a. All types include: Acorn, Banana, Bittermelon, Buttercup, Butternut, Chayote, Crookneck, Dungeness, Moqua, Opo, Singua, Spaghetti, Summer, Sunburst, Winter, Zucchini
- Strawberries
- Sunflowers
- Sweet corn
- Tomatillos
- Tomatoes
- Turnips
- Watermelons
- Wildflowers

- **Enter acres planted:** As you select your crop(s) from the list, a box will appear beside the selected crop. To report a loss for that crop, you are required to enter a number in that box. **You will enter the total number of acres planted** for that crop.
 - If your FSA Form 578 indicates your **producer share of a crop is less than 100**, you can only claim your share. The producer(s) with the remaining portion of the share(s) must submit a separate application(s) claiming their respective share(s).
 - a. *Example:* Your FSA Form 578 shows a reported quantity of 20.00 acres of soybeans. Your producer share is 50.00. Enter “10” in the acres box next to soybeans. The producer with the other 50% share must claim the remaining 10 acres of soybeans on his/her own application.
- When you are finished with your inputs, hit the “Save Progress” button at the bottom of the screen. Then, hit the “Next” button at the bottom of the screen to advance to the next page of the application.
- **Review and confirm your inputs:** on the next page of the application, review your inputs from the previous page. If your inputs are incorrect, select “No” and return to the previous page to correct them. If your inputs are correct, select “Yes.”
 - Upon selecting “yes,” you will be required to upload a complete copy of your USDA FSA Form 578. Please upload every page of your 578. You will not be able to advance to the rest of the application until you upload your Form 578.

12. Review and Submit Your Application

- The last page of the form is a confirmation page that shows you a complete summary of your form inputs. Review all of your inputs for accuracy. If you need to make changes, use the “Previous” button at the bottom of the screen to navigate to the page on which you need to make edits.
- When your form is correct, complete, and ready for submission, click the “Submit” button at the bottom of the screen. **When submitted successfully, a message will appear** stating, “Your form has been successfully submitted. Thank you for your time.”
- Click the “Printer Friendly Receipt” link to view a copy of your submitted form. **It is strongly suggested that you print a copy of this and make note of the reference number for your records.**
- If you need to submit another form for losses in a different county and/or under another tax ID, you can do so at this time by clicking the “Submit Another Response” link to begin a new form.
 - Upon clicking that link, you will be redirected to the login page where you will enter the same username and password you created for the form you just completed.
 - Once you are logged-in, you will see a table showing the form you just submitted. This is where you can view the forms you have started and saved and the forms you have submitted. Completed forms will have a green check mark. Incomplete forms will have a yellow “i.” Click the “Start New” button to begin a new form.
 - You also have the option of beginning a new form at a later time by again visiting <http://www.ncagr.gov/AgriculturalDisasterProgram/>, clicking the link, and logging in with the username and password you created for your initial form.
- You will receive an email confirmation from Formsite of your submitted form. You can click on the attached PDF document to view and/or print a copy of your submitted form.

13. Making Edits

- You can log back into your account to edit the form.
- To access your form for editing, visit <http://www.ncagr.gov/AgriculturalDisasterProgram/>, click the form link, and log in with the username and password you previously created.
- Once you are logged in, you will see a table showing your form(s). Completed and submitted forms will have a green check mark. Incomplete forms will have a yellow “i.”
- Click the “Edit” button next to the form you want to edit. As you make your edits, be sure to click the “Save Progress” button at the bottom of the screen to save your edits. When you are finished with your edits, click the “Submit” button at the bottom of the screen. Write down your reference number and print a copy of your form for your records.
- Edits made after the application period has closed will not be accepted.
- If your application does not have a “complete” status, your losses will not be considered for payment. Applications with an incomplete status will not be considered.