Hurricane Florence Agricultural Disaster Program 2018
Instructions for Farmer Relief Application for Hurricanes Florence & Michael

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

All forms must be filed electronically at http://www.ncagr.gov/AgriculturalDisasterProgram/. An email address is required to apply.

The form will be open April 15, 2019 to 5:00 pm April 30, 2019. Late submissions will not be accepted under any circumstance!

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

- Field crops with USDA Farm Service Agency (FSA) Form 578
- The agricultural commodity must have been in the ground on or before September 13th, 2018
- Must be a verifiable loss of an agricultural commodity because of Hurricane/Tropical Storm Florence/Michael and remnants thereof of September 2018.
- Crop of loss must be in a county in which there is currently a Primary Presidential Federal Emergency Management Agency (FEMA) Declaration *or* a Primary Secretarial Disaster Declaration by the United States Secretary of Agriculture (see map and list of counties on page 3). If your county is not listed, it is not currently a declared county and your loss is not currently eligible for assistance.

- **Information may be entered only if an application with a reference number from the initial Hurricane Florence Agricultural Disaster Program application (application period open November 7-December 20, 2018) is on file** and limited to the following:
  - Additional USDA FSA 578 crops not previously listed that received damage because of Hurricane/Tropical Storm Florence/Michael and remnants thereof of September 2018. The agricultural commodity must have been in the ground on or before September 13, 2018. The crop of loss must be in a county in which there is currently a Primary Presidential Federal Emergency Management Agency (FEMA) Declaration or a Primary Secretarial Disaster Declaration by the United States Secretary of Agriculture.
  - Partnership producer information and associated crops of a producer who has a percentage of crop production not already listed as a producer in the Hurricane Florence Agricultural Disaster Program of 2018 database but is recognized by the USDA FSA 578 form by an existing applicant.

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

- USDA FSA Form 578 per county
- Completed, **signed**, and **dated** W-9 for producer social security number/employer identification number (this form is also available in the application)
- <mark>**Your FSA Form 578 must match the name/business name associated with your tax identification number on your W-9.**</mark>

Counties Eligible for Assistance as of February 2019:

Alamance, Alleghany, Anson, Ashe, Avery, Beaufort, Bertie, Bladen, Brunswick, Cabarrus, Carteret, Caswell, Chatham, Columbus, Craven, Cumberland, Dare, Davidson, Davie, Durham, Duplin, Forsyth, Franklin, Granville, Greene, Guilford, Harnett, Hoke, Hyde, Iredell, Johnston, Jones, Lee, Lenoir, Madison, McDowell, Montgomery, Moore, Nash, New Hanover, Onslow, Orange, Pamlico, Pender, Person, Pitt, Polk, Randolph, Richmond, Robeson, Rockingham, Rowan, Sampson, Scotland, Stanly, Stokes, Surry, Tyrrell, Union, Vance, Wake, Warren, Washington, Watauga, Wayne, Wilkes, Wilson, Yadkin, Yancey

Primary Presidential/Secretarial Declaration Counties Due to 2018 Hurricanes

as of February 2019
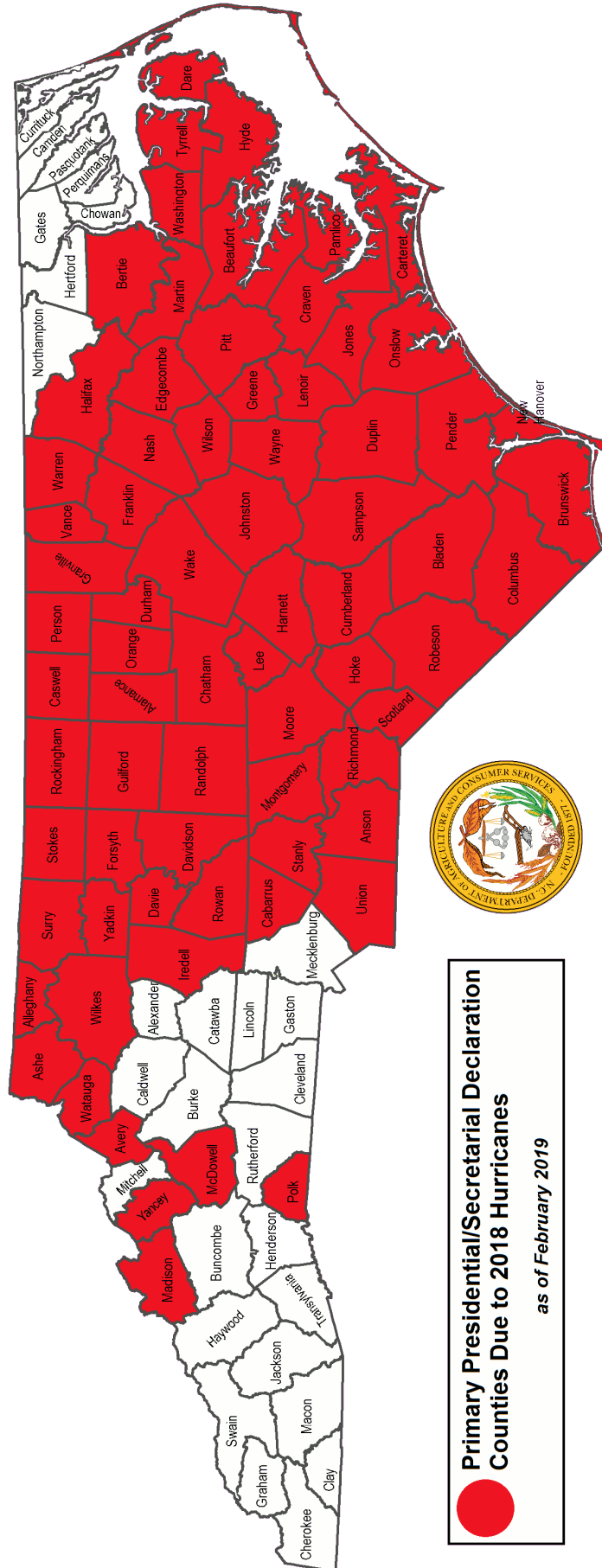
Form Completion Process

1. **Go to http://www.ncagr.gov/AgriculturalDisasterProgram/**

   - You may enter additional crops not previously listed by clicking on to the tab for "Crop Addition Form".
   - To register a producer partner whose information is still needed for completion of an application of crop loss, please click on the tab for "Partner Addition Form."
   - Please note that these are separate and independent action items with both requiring the original application reference number to be included in the updated information.

2. **Create an account**

   - You will have to create an account to access the form. Creating an account allows you to save your progress on your form and return to it later.
   - **Please note: old usernames and passwords from the November/December 2018 application will not work for this form.**
   - An email address is required to register an account and complete a form. 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 Hurricane Florence Agricultural Disaster Program of 2018 and on financial assistance eligibility. Click the "Next" button to advance to the next page of the application.
   - Only one form per county, per tax identification number.
     - If you experienced loss in multiple counties, **separate forms must be submitted per county**. You will use the same account/login information for each form.
     - If you operate under more than one tax ID (either social security number or employer identification number), **separate forms must be submitted per tax ID**. You will use the same account/login information for each form.
     - *Example:* you have an operation in Greene County and an operation in Pitt County. Both operations are under one tax ID, and both operations experienced loss because of Hurricanes Florence/Michael. You must submit one form for your loss in Greene County and one form for your loss in Pitt County. You will use the same account/login information for both forms.
     - *Example:* you have an operation in Anson County under Business Name One and another operation in Anson County under Business Name Two. Both operations experienced loss because of Hurricanes Florence/Michael. You must submit one form for the loss experienced by Business Name One and one form for the loss experienced by Business Name Two. You will use the same account/login information for both forms.
   - 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 process and prior to exiting the form, 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. **Hurricane Florence Agricultural Disaster Program 2018 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 Hurricane Florence 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. **Enter the reference number from the initial Hurricane Florence Agricultural Disaster Program application (application period open November 7-December 20, 2018)**

   - If you are claiming crops not included on your initial application, you must enter the reference number from your initial application.
   - If you are the producer partner (as proven by an FSA 578 form) of someone who previously completed an application, you must enter that person's reference number.
   - ==**Information provided without identifying the original application reference number will not be processed nor recognized by the NCSA&CS Hurricane Florence Agricultural Disaster Program of 2018.**==

6. **Select your county**

   - Select the county of your verifiable crop or livestock loss because of Hurricane/Tropical Storm Florence/Michael. Note that crops must have been planted on or before September 13th, 2018 to be eligible. Damage to and loss of crops must be due to Hurricane/Tropical Storm Florence/Michael and remnants thereof. If your crop was 100% harvested on or before September 13th, 2018, that crop is not eligible for assistance.
     - o Only counties that are a Primary Presidential and/or Secretarial declared Hurricane/Tropical Storm Florence/Michael disaster county are listed (see map and list of counties on page 3). If your county is not currently listed, it is not currently a declared county and your loss is not currently eligible for assistance.

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

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

8. **Name, SSN or EIN, and Mailing Address**

   - In this section, you are required to:
     - o enter your name or business name as it appears on your income tax return.
     - o enter your social security number or employer identification number that corresponds with the name listed above.
     - o enter your mailing address and phone number.
     - o enter your email address.
     - ==o== You are required to upload a completed and **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.**

o **The name/business name and tax ID number you enter in the form MUST match your W-9 AND FSA 578!**

9. **Reporting Losses for Planted Crop Acres on or Before September 13th, 2018**

- A **full copy** of your **USDA FSA Form 578 is required** for each crop that you report.
  - o Note that crops must have been planted on or before September 13th, 2018 to be eligible. Damage and loss to crops must be due to Hurricane/Tropical Storm Florence/Michael and remnants thereof. If your crop was 100% harvested on or before September 13th, 2018, that crop is not eligible for assistance.
  - o Stored grain, stored forage (baled hay), and other stored commodities are not eligible for assistance.
- **Select your crop(s):** 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 3 regarding reporting losses for multiple counties and/or under multiple tax IDs.
  - o **Major Crops:**
    - Corn (for grain)
    - Cotton
    - Peanuts
    - Soybeans
    - Sweet potatoes
    - Tobacco (burley)
    - Tobacco (flue-cured)
  - o **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 Colombus, 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)
- 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, Dungua, Moqua, Opo, Singua, Spaghetti, Summer, Sunburst, Winter, Zucchini
- Strawberries
- Sunflowers
- Sweet corn
- Tomatillos
- Tomatoes
- Turnips
- Watermelons
- Wildflowers

o **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 on or before September 13th, 2018** for that crop.

- If your crop was **partially harvested** before September 13th, you will still enter the total number of acres planted. If your crop was only partially destroyed or damaged by Hurricane/Tropical Storm Florence/Michael, you will still enter the total number of acres planted before September 13th.
  a. *Example:* Your FSA Form 578 indicates you planted 100 acres of tobacco. 60% of your crop was harvested before September 13th, 2018. Enter "100" in the box next to tobacco.
  b. *Example:* Your FSA Form 578 indicates you planted 50 acres of sweet potatoes. None of your sweet potatoes were harvested by September 13th. Enter "50" in the box next to sweet potatoes.

- If your **crop was 100% harvested** on or before September 13th, 2018, that crop is not eligible for assistance. Stored grain, stored forage (baled hay), and other stored commodities are not eligible for assistance.
  a. *Example:* Your FSA Form 578 indicates you planted 10 acres of sunflowers. Your entire crop was harvested before September 13th, 2018. This crop is not eligible for assistance because it was 100% harvested before September 13th. Do not check the box next to sunflowers.

- 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 upland cotton. Your producer share is 50.00. Enter "10" in the acres box next to cotton. The producer with the other 50% share must claim the remaining 10 acres of cotton on his/her own application.

o 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 form.

- **Review and confirm your inputs:** on the next page of the form, 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."
  o Upon selecting "yes," you will be required to upload a **full copy** of your USDA FSA Form 578. You will not be able to advance to the rest of the application until you upload your Form 578. **The name/business name on your FSA 578 must match the name/business name and tax identification number on your W-9.**

10. Review and Submit Your Form

- 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.

11. Making Edits

- You can log back into your account to edit the form. Remember your completed form must be submitted by 5:00 pm on April 30, 2019.
- 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.