

Instructions For FSA-524

EMERGENCY RELIEF PROGRAM (ERP) 2022 TRACK 2 APPLICATION

This form will be used for producers to apply for ERP 2022 Track 2 benefits.

Submit the original completed form to the appropriate USDA servicing office. This form is to be filed in the Recording County Office: <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 web site. <https://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>

Producers must complete Items 10-16, and 22A – 22C.

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

Item No. / Field Name	Instruction
<i>Items 1 – 4 - FSA Use Only</i>	
1 Recording State/Name Code (FSA Use Only)	Enter the producer’s recording state and code.
2 Recording County Name/Code (FSA Use Only)	Enter the producer’s recording county and code.
3 Program Year (FSA Use Only)	Enter the 2022 program year.
4 Application Number (FSA Use Only)	Application Number will be assigned by automated system.

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Part A - Producer Agreement

Producer Agreement	<p>For informational purposes:</p> <p>Producers agree to provide all information required or requested by FSA for program participation in ERP 2022 Track 2. In addition, producers agree that they experienced a decrease in disaster year revenue due to necessary expenses related to losses of eligible crops due in whole or in part to a qualifying disaster event that occurred in the 2022 calendar year.</p>
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Part B - Producer Information - Items 5-9 (FSA Use Only)

5 Producer's Name (Person or Legal Entity) (FSA Use Only)	Enter the producer or legal entity's full name.
6 Address (FSA Use Only)	6A Enter Address Line 1.
	6B Enter Address Line 2, if applicable.
	6C Enter City.
	6D Enter State.
	6E Enter Zip Code.
7 Information Line (FSA Use Only)	Enter additional information, if applicable.
8 Primary Phone Number (Include Area Code) (FSA Use Only)	8A Enter primary phone number and indicate home or cell.
	8B Enter alternate phone number, indicate home or cell (optional entry).
9 Email Address (FSA Use Only)	Enter producer's email address (optional entry).

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Part C – 2022 Disaster Year Revenue Certification - Items 10-16

<p>10 Benchmark Year</p>	<p>Check (✓) one of the following options intended to represent a typical year of revenue for the operation:</p> <ul style="list-style-type: none"> • 2018 Tax year: Allows the use of tax records to find information needed to calculate allowable gross revenue for the 2018 tax year similar to the process that was used in the previous ERP Phase 2. • 2019 Tax year: Allows the use of tax records to find information needed to calculate allowable gross revenue for the 2019 tax year similar to the process that was used in the previous ERP Phase 2. <p>The tax year option must be selected if you received payment for the 2021 disaster year under the previous ERP Phase 2 and chose 2022 as the representative revenue year.</p> <ul style="list-style-type: none"> • Expected: Allows the use of expected revenue from all eligible crops that could have been affected by a qualifying disaster event in calendar year 2022, including crops prevented from being planted, crops in storage, and planted crops (including inventory and perennial crops) based on realistic projections to represent a typical year of revenue without losses due to disaster events. <p>The expected revenue option must be selected if you:</p> <ul style="list-style-type: none"> • Do not have revenue in the 2018 or 2019 tax years, or • Experienced an increase or decrease in your operation capacity in the 2022 disaster year as compared to the 2018 or 2019 tax years, or • Do not have revenue directly from the sale of an eligible crop, due to a producer’s ordinary operation (such as forage crops grown and fed to livestock on the farm).
<p>11 Benchmark Year Revenue</p>	<p>Enter the revenue for the benchmark year option selected in Item 10.</p> <p>The FSA-524 Appendix provides guidance for determining allowable gross revenue if the tax year option was selected and guidance for determining expected revenue if the expected option was selected.</p> <p>An optional FSA-524-A worksheet and the automated ERP 2022 Application Tool is available at https://www.fsa.usda.gov/programs-and-services/emergency-relief/index to aid in the calculation of allowable gross revenue if the 2018 or 2019 tax year option was selected.</p> <p>An optional FSA-524-B worksheet and the automated ERP 2022 Application Tool is available at https://www.fsa.usda.gov/programs-and-services/emergency-relief/index to aid in the calculation of benchmark year</p>

	revenue if the expected revenue option was selected.
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12 Representative Revenue Year	<p>Check (✓) one of the following options intended to represent the disaster year revenue for the operation:</p> <ul style="list-style-type: none"> • Tax year: If the tax year option was selected in the benchmark year in Item 10, then either the 2022 or 2023 tax year must be used as the representative revenue year. <p>The 2023 tax year must be selected if you received payment for the 2021 disaster year under the previous ERP Phase 2 and chose 2022 as the representative revenue year.</p> <ul style="list-style-type: none"> • Actual: If the expected option was selected in the benchmark year in Item 10, then actual disaster year revenue received for all eligible crops that were included in the expected revenue calculation must be used in the representative disaster year.
13 Disaster Year Revenue	<p>Enter the Disaster Year Revenue for the option selected in Item 12.</p> <ul style="list-style-type: none"> • If you selected the tax year option enter the allowable gross revenue that was determined for the 2022 or 2023 tax year. An optional FSA-524-A worksheet and the automated ERP 2022 Application Tool is available at https://www.fsa.usda.gov/programs-and-services/emergency-relief/index to aid in the calculation of disaster year revenue if the tax year option was selected. • If you selected actual enter all revenue received, as well as determined crop value for eligible crops that could have been affected by a qualifying disaster event in calendar year 2022. An optional FSA-524-B worksheet and the automated ERP 2022 Application Tool is available at https://www.fsa.usda.gov/programs-and-services/emergency-relief/index to aid in the calculation of benchmark year revenue if the expected revenue option was selected.

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14 % of Expected Revenue from Specialty & High Value Crops	<p>Enter the percentage of expected revenue for the 2022 disaster year that would have reasonably been derived from specialty and high value crops, absent any qualifying disaster event, if applicable.</p> <p>Note: Producers that selected the tax year revenue method will base this percentage off expected revenue for the 2022 disaster year prior to the qualifying disaster event occurring.</p> <p>Specialty crops are fruits, tree nuts, vegetables, culinary herbs and spices, medicinal plants, and nursery, floriculture, and horticulture crops. This includes common specialty crops identified by the Agricultural Marketing Service at https://www.ams.usda.gov/services/grants/scbgp/specialty-crop and other crops as designated by the Deputy Administrator.</p> <p>High value crops are any eligible crop not specifically identified as a specialty crop or other crop; and any eligible crop, regardless of whether it is identified as a specialty crop or other crop if the crop is a direct market, organic crop, or a crop grown for a specific market in which specialized products can be sold resulting in an increased value compared to the typical market for the crops (for example, soybeans intended for tofu production), as determined by the Deputy Administrator.</p> <p>Note: The sum of Items 14 and 15 must equal 100 percent.</p>
15 % of Expected Revenue from Other Crops	<p>Enter the percentage of expected revenue for the 2022 disaster year that would have reasonably been derived from other crops (not specialty or high value crops), absent any qualifying disaster event.</p> <p>Note: Producers that selected the tax year revenue method will base this percentage off expected revenue for the 2022 disaster year prior to the qualifying disaster event occurring.</p> <p>Other crops are cotton, peanuts, rice, feedstock, and any crop grown with an intended use of grain, silage, or forage, unless the crop meets the requirements of high value crop. Other crops also include eligible crops with an intended use other than grain, silage or forage that do not meet the requirements of specialty or high value (for example, canola with an intended use of processing).</p> <p>Note: The sum of Items 14 and 15 must equal 100 percent.</p>
16 Were All Eligible Crops Insured or Covered by NAP?	<p>Check (✓) Yes, if all eligible crops and acreage were covered by crop insurance or NAP during the applicable growing season.</p> <p>Note: All eligible crops in storage must have been insured at the time the crop was grown. For example, a grain bin may contain corn from both the 2021 and 2022 crop years. To be considered insured all the corn must have been insured in 2021 and in 2022 growing season.</p> <p>Check (✓) No, if all eligible crops were not covered by crop insurance or NAP during the applicable growing season.</p>

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Part C – 2022 Disaster Year Revenue Certification - Items 17-21 (FSA Use Only)

17 COC Adjusted Benchmark Year Revenue (FSA Use Only)	An entry is only required when COC determines the value of the benchmark year revenue is different from what is certified by the producer in Item 11.
18 COC Adjusted Disaster Year Revenue (FSA Use Only)	An entry is only required when COC determines the value of the disaster year revenue is different from what is certified by the producer in Item 13.
19 COC Adjusted % of Expected Revenue from Specialty & High Value Crops (FSA Use Only)	An entry is only required when COC determines the value of the expected percentage of allowable gross revenue for the 2022 disaster year derived from specialty and high value crops is different from what is certified by the producer in Item 14.
20 COC Adjusted % of Adjusted Expected Revenue from Other Crops (FSA Use Only)	An entry is only required when COC determines the value of the expected percentage of allowable gross revenue for the 2022 disaster year derived from other crops is different from what is certified by the producer in Item 15.
21 COC Adjusted Were All Eligible Crops Insured or Covered by NAP? (FSA Use Only)	An entry is only required when COC determines the selection that all eligible crops were insured or covered by NAP is different than what is certified by the producer in Item 16.

Part D - Producer Certifications

22A Producer's Signature (By)	Producer or authorized representative requesting an ERP Track 2 payment must sign certifying to the information in Parts A through C.
22B Title/Relationship of Individual Signing in a Representative Capacity	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.
22C Date (MM-DD-YYYY)	Enter the date the FSA-524 is signed in Item 22A.

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Part E - COC Determination (FSA Use Only)

23A COC Determination: (FSA Use Only)	COC will Check (✓) either Approved or Disapproved if completed application was received by the producer.
23B COC or Designee Signature (FSA Use Only)	COC or their representative will sign.
23C Date (MM-DD-YYYY) (FSA Use Only)	Date COC or their representative signs the FSA-524 in Item 23B.