

Instructions For AD-3117B

CONTINUATION SHEET FOR CORONAVIRUS FOOD ASSISTANCE PROGRAM 2 (CFAP 2) APPLICATION FOR CONTRACT PRODUCERS

This form will be used for contract producers to provide additional information, if applicable, 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 1 through 7; Items 8 through 11, if applicable; Items 13 through 18, if applicable; Items 20 and 21 if applicable, Items 24 through 26

Items 1-7

Item No. / Field Name	Instruction
1 Date	Enter the date the form was completed. Note: If the County Office uses the “CFAP 2 Contract Producer AD-3117B Tool” then the date the County Office prints out the AD-3117B will automatically display.
2 State/County	Enter the producer’s recording State and recording County.

Item No. / Field Name	Instruction
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Part A – Contract Producer Information

3 Contract Producer's Name and Address (City, State, and Zip Code), and Phone Number (Including Area Code)	Enter the contract producer's name, address (City, State, Zip Code), and phone number, including area code.
4 Did your contract production operation increase in size (square feet) in 2020?	Check "YES" or "NO" if the producer in Item 3's contract production operation increased in size (sq ft) in 2020. Note: If "YES" the producer in Item 3 will only complete Parts B and E. If "NO" , proceed to Item 5.
5 Were you a new contract producer in 2019?	Check "Yes" or "No" if the producer in Item 3 was a new contract producer in 2019. Note: If "YES" the producer in Item 3 will only complete Parts C and E. If "NO" , proceed to Item 6.
6 Did your contract operation have increased production or number of turns in 2020, not associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue?	Check "YES" or "NO" if the producer in Item 3's contract production operation had increased production or number of turns in 2020, not associated to an increase of square footage for the operation, compared to 2018 or 2019 that impacted revenue. Note: If "YES" the producer in Item 3 will only complete Parts C and E. If "NO" , proceed to Item 7.
7 Were you a new contract producer in 2020?	Check "YES" or "NO" if the producer in Item 3 was a new contract producer in 2020. Note: If "YES" the producer in Item 3 will only complete Parts D and E. If "NO" , proceed to the applicable Part B or Part C.

Item No. / Field Name	Instruction
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Part B – 2020 Operation Increase in Size Information

8. Commodity	<p>Enter the eligible commodity or commodities grown under contract by the contract producer identified in Item 3.</p> <p>Eligible commodities for contract producers are:</p> <ul style="list-style-type: none"> • Chickens • Chicken Eggs • Turkeys • Hogs/Pigs • Other Poultry (Ducks, Geese, Pheasants, Quail) • Other Poultry Eggs (Turkey, Duck, Goose, Pheasant, Quail)
9 Select Year	<p>Select the year that the contract producer in Item 3 elects to certify eligible revenue that best represents what was expected in 2020 and the square footage for the applicable year and commodity or commodities entered in Item 8 that best represents what was expected for January 1, 2020, through December 27, 2020.</p> <p>The years to select are:</p> <ul style="list-style-type: none"> • 2018 • 2019 <p>Note: If a contract producer is reporting more than one commodity and the contract producer's year selection does not apply to all commodities, separate AD-3117Bs will need to be completed for each commodity, designating the applicable year by commodity.</p>
9A Revenue (Jan 1 – Dec 27)	Enter the revenue for the commodity in Item 8 between January 1 and December 27 of the applicable year selected in Item 9.
9B Square Footage of Operation	Enter the square footage of the operation for the commodity in Item 8 for the applicable year selected in Item 9.
10 2020 Revenue (Jan 1 – Dec 27)	Enter the revenue for the commodity in Item 8 between January 1, 2020 and December 27, 2020.
11 2020 Square Footage of Operation	Enter the square footage of the operation for the commodity in 2020 and proceed to Part E.

Item 12 is for FSA use only.

Item No. / Field Name	Instruction
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Part C – New 2019 Contract Producer or Increased 2020 Production Information

Items 13-18

13 Commodity	<p>Enter the eligible commodity or commodities grown under contract by the contract producer identified in Item 3.</p> <p>The eligible commodities for contract producers are:</p> <ul style="list-style-type: none"> • Chickens • Chicken Eggs • Turkeys • Hogs/Pigs • Other Poultry (Ducks, Geese, Pheasants, Quail) • Other Poultry Eggs (Turkey, Duck, Goose, Pheasant, Quail)
14 Unit of Measure for Production	<p>If applicable, enter the unit of measure for the commodity entered in Item 13. (head, pounds, dozen, etc.).</p> <p>Note: Contract producers who answered “Yes” in Item 6 are required to provide production and/or the number of turns.</p>
15 Select Year	<p>Select the year that the contract producer in Item 3 elects to certify revenue, production, and/or the number (#) of turns that best represents what was expected in 2020, for the commodity or commodities entered in Item 8.</p> <p>The years to select are:</p> <ul style="list-style-type: none"> • 2018 • 2019 <p>Note: If a contract producer is reporting more than one commodity and the contract producer’s year selection does not apply to all commodities, separate AD-3117Bs will need to be completed for each commodity, designating the applicable year by commodity.</p>
15A Revenue (Jan 1 – Dec 27)	<p>Enter the revenue for the commodity in Item 13 between January 1 and December 27 for the year selected in Item 15.</p>
15B Total Production (If Applicable) (Jan 1 – Dec 27)	<p>Enter the total production for the commodity in Item 13 between January 1 and December 27 for the year selected in Item 15, if applicable.</p> <p>Note: Contract producers who answered “Yes” in Item 6 are required to provide production and/or the number of turns.</p>

Item No. / Field Name	Instruction
15C # of Turns <i>(If Applicable)</i> <i>(Jan 1 – Dec 27)</i>	Enter the number of turns (groups of livestock that were fed or raised according to the contract, sent on to the integrator or owner, and payment issued) for the commodity in Item 13 between January 1 and December 27 for the year selected in Item 15, if applicable. Notes: Contract producers who answered “Yes” in Item 6 are required to provide production and/or the number of turns. Entry is limited to a whole number, no decimals. No partial turns can be included.
16 2020 Revenue <i>(Jan 1 – Dec 27)</i>	Enter the revenue for the commodity in Item 13 between January 1, 2020 and December 27, 2020.
17 2020 Total Production <i>(If Applicable)</i> <i>(Jan 1 – Dec 27)</i>	Enter the total production for the commodity in Item 13 between January 1, 2020 and December 27, 2020, if applicable. Note: Contract producers who answered “Yes” in Item 6 are required to provide production and/or the number of turns.
18 2020 # of Turns <i>(If Applicable)</i> <i>(Jan 1 – Dec 27)</i>	Enter the number of turns (groups of livestock that were fed or raised according to the contract, sent on to the integrator or owner, and payment issued) for the commodity in Item 13 between January 1 and December 27, 2020, if applicable. Notes: Contract producers who answered “Yes” in Item 6 are required to provide production and/or the number of turns. Entry is limited to a whole number, no decimals. No partial turns can be included.

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Part D – New 2020 Contract Producer Information

Items 20-21

20 Commodity	Enter the eligible commodity or commodities grown under contract by the contract producer identified in Item 3. The eligible commodities for contract producers are: <ul style="list-style-type: none"> • Chickens • Chicken Eggs • Turkeys • Hogs/Pigs • Other Poultry (Ducks, Geese, Pheasants, Quail) • Other Poultry Eggs (Turkey, Duck, Goose, Pheasant, Quail)
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Item No. / Field Name	Instruction
21 2020 Revenue (Jan 1 – Dec 27)	Enter the revenue for the commodity in Item 20 between January 1, 2020 and December 27, 2020 and proceed to Part E.

Items 22-23 are for FSA use only

Part E – Contract Producer Certification

Items 24-26

24 Signature (By)	Contract Producer applying for CFAP 2 benefits must sign after reviewing the certification statement.
25 Title/Relationship of the Individual Signing in the Representative Capacity	Enter title and/or relationship for the individual to the entity when signing in a representative capacity. Note: If the producer signing is not signing in a representative capacity, this field should be left blank.
26 Date (MM/DD/YYYY)	Enter the date the AD-3117B is signed in Item 24.

Part F is for FSA use only