

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Reimbursement Transportation Cost Payment Program for Geographically Disadvantaged Farmers and Ranchers 2-SP	Amendment 3
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Approved: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 2 A has been amended to include the source of authority for FY 2012 funding.

Subparagraph 12 A has been amended to include the applicable calendar years and CCC-931 applicable to FY 2012 certifications.

Subparagraph 21 A has been amended to include the appropriated funding for FY 2012 RTCP payments.

Subparagraph 21 F has been amended to provide accounting codes for FY 2012.

Subparagraph 23 A has been amended to correct the e-mail address of the contact person when submitting FSA-218-2.

Subparagraph 32 A has been amended to include the period for accepting FSA-218's for FY 2012 RTCP-III.

Subparagraph 32 C has been amended to provide November 5 as the date changes can be made to FSA 218 for FY 2012 RTCP-III.

Subparagraph 33 D has been amended to include a note to clarify that joint ventures can only receive 1 payment cap of \$8,000.

Subparagraphs 35 B and E have been amended to provide November 5 as the submission deadline for submitting supporting documentation for FY 2012 RTCP-III.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 35 G has been amended to include CCC-931 as an applicable form for AGI compliance.

Subparagraph 41 F has been amended to provide the submission deadline for submitting FSA-218-1 for FY 2012 RTCP-III.

Subparagraph 42 E has been amended to provide the date RTCP Total – State Master Worksheets must be received by the National Office.

Page Control Chart		
TC	Text	Exhibit
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Part 1 Basic Program Provisions

1 Handbook Purpose, Availability, and Restrictions

A Purpose

This handbook provides general instructions for administering the RTCP Program for geographically disadvantaged farmers and ranchers.

B RTCP Program Availability

The RTCP Program is available to geographically disadvantaged farmers and ranchers in Alaska, Hawaii, and insular areas who paid to transport either of the following:

- an agricultural commodity
- an input used to produce an agricultural commodity.

C Restrictions

STC's and COC's, and representatives and employees thereof, do **not** have the authority to modify or waive any of the provisions of this handbook unless authorized by DAFP.

2 Sources of Authority and Related References

A Source of Authority

The source of authority for RTCP Program is the Food, Conservation, and Energy Act of 2008, Section 1621 (Pub. L. 110-246). RTCP funding has been authorized according to the following:

- Agriculture, Rural Development, Food and Drug Administration, Section 741, and Related Agencies Appropriations Act of 2010 (Pub. L. 111-80) for FY 2010
- Department of Defense and Full-Year Continuing Appropriations Act of 2011 (Pub. L. 112-10), Section 1291 for FY 2011
- *--Consolidated and Further Continuing Appropriations Act of 2012 (Pub. L. 112-55), Section 724 for FY 2012.--*

B RTCP Program Duration

The RTCP Program is authorized through September 30, 2012, subject to the availability of appropriated funds.

Note: No funding was appropriated for the RTCP Program for FY's 2008 and 2009; therefore, transportation costs in FY's 2008 and 2009 are **not** eligible for reimbursement.

C Federal Regulations

Regulations governing the administration of the RTCP Program are provided in 7 CFR Part 755.

D Related Handbooks

Handbooks related to the RTCP Program include the following.

Purpose	Handbook
AGI and foreign person provisions.	4-PL
Appeals.	1-APP
Assignments and joint payments.	63-FI
Foreign person provisions.	1-PL
HELC/WC provisions.	6-CP
Issuing payments.	1-FI
Misaction, misinformation, or equitable relief.	7-CP
Offsets.	58-FI
Prompt payment provisions or foreign person tax withholding.	61-FI
Reporting to IRS.	62-FI
Scheme, device, or failure to fully comply.	7-CP
Signatures, estates, trusts, minors, or powers of attorney.	1-CM
Common Payment System	9-CM

11 RTCP Program Eligibility (Continued)

E Eligible Entities

An eligible producer under the RTCP Program must share in the risk of producing an agricultural commodity in substantial commercial quantities and be entitled to a share of the agricultural commodity from the agricultural operation. An eligible producer may include any of the following entities engaged in an agricultural operation:

- individual or group of individuals who are citizens of, or legal resident aliens in, the U.S.
- association, cooperative, corporation, estate, partnership, trust, or other business enterprise or other legal entity whose members are a citizen of, or legal resident alien in, the U.S.

F Eligible Agricultural Operation

An eligible agricultural operation for RTCP Program purposes is as follows:

- a parcel or parcels of land; or body of water applicable to aquaculture, whether contiguous or noncontiguous, constituting a cohesive management unit for agricultural purposes
- located in a county in which the principal dwelling is situated, or if there is no dwelling thereon, it will be regarded to be in the county in which the major portion of the land or applicable body of water is located.

12 RTCP Program Eligibility Provisions

A AGI

--Producers who certify on applicable CCC-926 or CCC-931 that their nonfarm average-- AGI exceeds \$500,000 are ineligible for RTCP Program benefits. The relevant periods for determining nonfarm average AGI are as follows:

- calendar years 2006 through 2008 for FY 2010
- calendar years 2007 through 2009 for FY 2011
- *--calendar years 2008 through 2010 for FY 2012.

Note: CCC-931 with 2012 selected must be completed and submitted to the County Office before a RTCP-III payment for FY 2012 can be disbursed.--*

Note: See 4-PL for guidance.

B HELC/WC Provisions

Eligible producers must comply with HELC/WC provisions according to 7 CFR Part 12. If not already completed and on file in the FSA County Office, then producers applying for benefits must certify compliance on AD-1026 **before** RTCP's are issued. See 6-CP for guidance.

C Foreign Person Provisions

Foreign persons legally admitted in the U.S., and in an eligible agricultural operation in an eligible area, are eligible to receive RTCP Program benefits, if they meet the eligibility requirements of paragraph 11 and:

- 7 CFR Part 1400
- 1-PL, Part 3.

See 62-FI, Part 5, for tax reporting guidelines when RTCP's are made to producers that are nonresident aliens.

Part 3 Computing RTCP's

21 RTCP Program Payment Provisions

A Funding

Funding has been made available to producers under the RTCP Program for reimbursement of transportation costs according to the following table.

FY	RTCP Program	Appropriated Funding
2010	RTCP-I	\$2,600,000
2011	RTCP-II	\$1,996,000 <u>1/</u>
--2012	RTCP-III	\$1,996,000--

1/ After 0.20 percent across-the-board rescission is applied.

Because the spending authority is limited to FY appropriated funding, less a reserve, if funds are not sufficient to cover all FY requests, RTCP's may be prorated by a National factor based on the amount of eligible transportation costs eligible for RTCP.

Although the RTCP Program was authorized for FY's 2008 through 2012, there was no appropriated funding for the RTCP Program for FY's 2008 and 2009. Funds were *--appropriated for FY 2010, FY 2011, and FY 2012 **only**--*

B Basis of RTCP's

RTCP's will be:

- computed based on the amount of costs incurred by the producer for transportation of the agricultural commodity or inputs during a FY and multiplied by applicable percentage of COLA's for the applicable FY in the applicable area

Note: See Exhibit 6 for the applicable COLA's.

*--**Example:** Producer A incurred actual transportation costs in Hawaii for FY 2012 totaling \$15,000. The FY 2012 percentage of allowance in Maui County--* Hawaii is 25 percent. $\$15,000 \times 25 \text{ percent} = \$3,750$. Producer A would receive direct reimbursement in the amount of \$3,750.

- subject to \$8,000 per applicant per FY
- subject to assignments, offsets, and withholdings

21 RTCP Program Payment Provisions (Continued)**B Basis of RTCP's (Continued)**

- issued after the date announced for submitting supporting documentation and after all FSA-218's have been filed to determine if the funds available are sufficient to pay each applicant.

Note: If funds are not sufficient to cover all requests, then a formula to prorate RTCP amounts will be necessary.

C Advance RTCP's

There will be **no** advance RTCP's issued under the RTCP Program.

D Assignments and Offsets

RTCP's are subject to assignment and offset.

E Direct Deposit Requirement

DCIA requires any recipient of Federal payments who becomes eligible for that payment after July 25, 1996, to receive the payment by EFT. All producers receiving benefits under the RTCP Program must file SF-3881 or retain SF-1199A according to 1-FI, Part 7.

Note: New ACH/Direct Deposit information shall be obtained on SF-3881 only. County Offices may retain prior SF-1199A.

F Accounting Codes

The RTCP Program accounting codes are:

- 10RTCP-2773, for FY 2010 (RTCP-I)
- 11RTCP-2785, for FY 2011 (RTCP-II)
- *--12RTCP-2789, for FY 2012 (RTCP-III).--*

23 **STC Established Rates**

A FSA-218-2

Fixed and set transportation cost rates established and approved by STC for eligible agricultural commodities and/or inputs must be submitted on FSA-218-2 (subparagraph C).

STC-approved fixed and set transportation cost rates must be submitted to Dani Cooke, PSD, *--by e-mail to **danielle.cooke@wdc.usda.gov**, no later than 30 calendar days after the--* application period begins for the applicable FY, according to subparagraph 32 A.

B Instructions for Completing FSA-218-2

Complete FSA-218-2 according to the following.

Item	Instruction
1	Enter applicable FY.
2	Enter name of the State or insular area.
Part A – Established Fixed Transportation Cost Rates	
3	Enter eligible commodity and/or input.
4	Enter unit of measure that corresponds with the eligible commodity and/or input indicated in item 3.
5	Enter fixed transportation cost rate established and approved by the STC that corresponds with the eligible commodity and/or input indicated in item 3.
6	Enter sources used to establish the STC approved fixed transportation rate indicated in item 5 and/or the percentage factor, if any, indicated in item 7, that corresponds with the eligible commodity and/or input indicated in item 3.
7	Enter percentage factor used, if any, to determine the fixed transportation cost rate that corresponds with the eligible commodity and/or input indicated in item 3.
Part B – Established Set Transportation Cost Rates	
8	Enter eligible commodity and/or input.
9	Enter unit of measure that corresponds with the eligible commodity and/or input indicated in item 8.
10	Enter set transportation cost rate established and approved by the STC that corresponds with the eligible commodity and/or input indicated in item 8.
11	Enter sources used to establish the STC approved set transportation rate indicated in item 10 and/or the percentage factor, if any, indicated in item 12, that corresponds with the eligible commodity and/or input indicated in item 8.
12	Enter percentage factor used, if any, to determine the set transportation cost rate that corresponds with the eligible commodity and/or input indicated in item 8.
Part C – Transportation Cost Rate Approval	
13	Enter STC approval date.
14	Enter name of the person completing FSA-218-2.
15	Enter title of the person completing FSA-218-2.
16	Enter date FSA-218 is completed.
17	Enter any pertinent remarks.

Note: Multiple FSA-218-2's may be submitted if additional entries are needed to support all applicable agricultural commodities and/or inputs for each rate category.

23 STC Established Rates (Continued)

C Example of FSA-218-2

The following is an example of FSA-218-2.

This form is available electronically. FSA-218-2 U.S. DEPARTMENT OF AGRICULTURE (06-20-11) Farm Service Agency		1. Fiscal Year		
STATE COMMITTEE (STC) ESTABLISHED FIXED AND SET TRANSPORTATION COST RATE FOR REIMBURSEMENT TRANSPORTATION COST PAYMENT (RTCP) PROGRAM		2. State Office/Insular Area		
PART A – FIXED TRANSPORTATION COST RATE				
3. Eligible Commodity and/or Input	4. Unit of Measure	5. Fixed Rate	6. Sources Used to Calculate Fixed Rate	7. Percentage Factor Used (If Any)
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
PART B – SET TRANSPORTATION COST RATE				
8. Eligible Commodity and/or Input	9. Unit of Measure	10. Set Rate	11. Sources Used to Calculate Set Rate	12. Percentage Factor Used (If Any)
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
		\$		%
PART C – TRANSPORTATION COST RATE APPROVAL				
13. STC Approval Date (MM-DD-YYYY)	14. Prepared By	15. Title		16. Completion Date (MM-DD-YYYY)
17. Remarks				
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 677-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 945-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.</small>				

24-30 Reserved

Part 4 RTCP Application Process**31 Applying for RTCP Benefits****A Filing FSA-218's**

Eligible producers must use FSA-218 to apply for RTCP benefits. All persons who share in the risk of transportation cost losses for the applicable FY must certify to the information on FSA-218 **before** being considered complete for review by FSA. More than one FSA-218 is **not** acceptable by the same producers during the eligible signup period.

B FSA-218 Availability

FSA-218 is available electronically at either of the following:

- Public eForms web site at <http://forms.sc.egov.usda.gov/>
- FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

FSA-218 may also be obtained from the County Office where the agricultural operation is physically located as follows:

- in person
- by FAX
- by mail
- by telephone.

FSA-218's must be completed correctly, signed, and returned to the applicable County Office by COB, on the deadline date for the applicable FY provided in subparagraph 32 A, to be considered eligible for RTCP benefits.

Note: Multi-county producers **must** return completed FSA-218's to their administrative County Office to apply for RTCP benefits.

32 Application Period

A Period for Accepting FSA-218's

Eligible applicants may file FSA-218 for benefits anytime during the application period for the applicable FY. Completed FSA-218's must be submitted to either the County Office where the agricultural operation is located or in the producer's administrative County Office. Established application periods are as follows:

- August 3, 2010, through September 10, 2010, for FY 2010 (RTCP-I)
- July 25, 2011, through September 9, 2011, for FY 2011 (RTCP-II)
- *--July 23, 2012, through September 10, 2012, for FY 2012 (RTCP-III).--*

For areas where FSA County Offices do **not** exist, FSA-218's may be submitted to the respective State Office.

B Late-Filed FSA-218's

Late-filed provisions will **not** apply to the RTCP Program. FSA-218's received after the deadline date will **not** be approved. This includes FAXed FSA-218's.

C Changing FSA-218's

Producers, who timely file FSA-218 on or before the application deadline provided in subparagraph A, may change or modify the information on FSA-218 on or before *--November 4 (November 5 for FY 2012) of the applicable year, if supporting--* documentation cannot be provided. Any changes to an already approved FSA-218 **must** be reviewed and approved by STC, COC, or designee.

33 Signup Provisions**A CCC-770 Eligibility**

CCC-770 Eligibility shall be completed according to 3-PL for each producer **before** RTCP is approved.

B Signature Requirements

County Offices shall follow 1-CM for the following:

- producer's signature and authorization provisions
- persons signing FSA-218 in a representative or fiduciary capacity
- RTCP amounts due persons who have died, disappeared, or have been declared incompetent.

C Multiple Producers

If an operation consists of more than 1 producer:

- complete one FSA-218 for the entire operation
- include all producers who share in the operation on FSA-218
- obtain signatures of all producers in the operation on FSA-218 according to subparagraph B.

D Joint Ventures

For joint ventures without a permanent TIN, enter the joint venture name in FSA-218, item 6A on. Enter each individual member's TIN and share percentage data in FSA-218, Part F on. This ensures that RTCP's will be issued to each member's TIN.

***--Note:** Joint ventures and similar entities can only receive one \$8,000 limitation for RTCP program purposes, regardless of the number of members.--*

34 RTCP Approval Process

A Approving FSA-218's

STC, COC, or designee, shall:

- be satisfied that all eligibility requirements provided in paragraph 11 have been met **before** approving FSA-218
- ensure that CCC-770 Eligibility is completed according to 3-PL for each producer **before** a producer's RTCP is approved
- ensure that FSA-218, production evidence, and any other supporting documentation that substantiates qualifying transportation cost losses to STC's, COC's, or designee's satisfaction have been received
- **not** approve any FSA-218 that was requested or received after COB on the deadline date for the applicable FY
- **not** approve FSA-218's for a joint venture unless all members of the joint venture or joint operation who have a respective share in the eligible transportation costs have signed FSA-218.

Note: If transportation cost losses are not certified to STC's, COC's, or designees, satisfaction, FSA-218 shall not be approved.

B Second Party Review

A second party review of FSA-218 **must** be made **before** STC, COC, or designee approves or disapproves FSA-218.

C Partial Approvals and Disapprovals

STC's, COC's, or designees may approve or disapprove portions of FSA-218. FSA-218's may be partially approved for reductions to transportation costs for disapproved portions. If FSA-218 is disapproved because all or a portion of the transportation costs do not meet RTCP-eligibility criteria, and during the appeal process the producer provides verifiable *--evidence that all or a portion of the transportation costs incurred were the result of being--* geographically disadvantaged, STC, COC, or designee may approve FSA-218 according to the evidence provided.

35 RTCP Documentation**A Supporting Documentation**

To be eligible for reimbursement of actual transportation costs, the producer must provide supporting documentation that substantiates the actual costs incurred for transportation of each eligible agricultural commodity and/or input. Producers will be required to certify on FSA-218 whether he/she have actual documentation.

B Deadline to Submit Supporting Documentation

Producers who request RTCP benefits for actual transportation cost rates **must** submit ~~*-~~supporting documentation to the State or County Office by COB November 4 (November 5 for FY 2012) following the applicable FY. If supporting documentation to support actual transportation costs is not received in the State or County Office on or before November 4 (November 5 for FY 2012) following the applicable FY, the State or County Office will use the approved fixed or set rate established for the applicable agricultural commodity and/or input.

Producers who request RTCP benefits using either the fixed or set transportation cost rate must also submit supporting documentation to the State and County Office by COB November 4 (November 5 for FY 2012) following the applicable FY.~~*-~~*

C Compliance Checks

Since proof of eligible reimbursement costs incurred will be submitted when FSA-218 is submitted, no further compliance check will be necessary by the State or County Office.

D Documentation Exceeding \$10,000

To alleviate some potential burden on the producer and FSA State and County Offices, supporting documentation exceeding a total of \$10,000 in eligible reimbursement costs incurred per applicant will **not** be required. However, if the County Office determines at the conclusion of signup, based on the amount of applicants, that eligible reimbursable transportation costs do not meet State or County Office's expectations, those applicants must be contacted for the additional supporting documentation.

35 RTCP Documentation (Continued)

E Changing Transportation Cost Category

Producers, who originally submit FSA-218 for a fixed and/or set transportation cost category, can make changes to FSA-218 to request the actual transportation cost category, if supporting documentation to substantiate the actual costs incurred can be provided to the State or *--County Office by COB November 4 (November 5 for FY 2012) following the applicable--* FY. Any change made to the transportation cost category **must** be made in ink and initialed and dated by the producer.

F Verifiable Records

Eligible verifiable records supporting eligible actual, fixed, and set transportation costs include, but are **not** limited to:

- account statements
- bill of lading
- contractual agreements
- financial statements
- invoices
- retail sales receipts.

Verifiable records must show:

- name of producers, except on retail sales receipts
- commodity, unit (quantity), and unit of measure, or unit price
- type of inputs associated with transportation costs
- date of service/sale
- name of person or entity providing the service/sale, as applicable.

Note: Additional supporting documents may be requested from the producer, as necessary, to help STC or COC determine whether the quantity of inputs claimed is reasonable.

G Other Applicable Forms

The following forms are also required to apply for RTCP benefits:

- AD-1026, for HELC/WC compliance
- CCC-901, as applicable
- CCC-902I or CCC-902E
- *--CCC-926 or CCC-931, as applicable, for AGI compliance.--*

E Example of FSA-218-1 (Continued)

PART D - ELIGIBLE AGRICULTURAL COMMODITY AND/INPUT INFORMATION (ADDITIONAL ENTRIES)						
7. Eligible Agricultural Commodity and/or Input	8. Unit (Quantity)	9. Unit of Measure	10. Rate	11. Transportation Costs for Item 7 (sum of 8 x 10)	12. Total Reimbursement for Item 7 (COLA applied)/(sum of 11 x 6)	
				\$ -	\$ -	
				\$ -	\$ -	
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13. ADDITIONAL ENTRIES TOTAL					\$0.00	
PART E - GRAND TOTALS AND PAYMENT AMOUNT						
14. Total of all transportation costs from item 13A, 13B, 13C, and 13D:					\$0.00	
15. REMARKS:						
16. Data Loader :		17. Data Reviewed by:		Name and Date		

v1.01.004

41 FSA-218-1's (Continued)

F Submitting FSA-218-1

For each approved RTCP applicant, County Offices **must** submit to their applicable State Office copies of the following documents:

- FSA-218
- FSA-218-1.

State Offices shall coordinate and provide instruction to their County Offices for the safe and secure transmission of FSA-218's and FSA-218-1's to the State Office, either by FAX or encrypted electronic transmission. FSA-218's and FSA-218-1's **must** be received in the State Office according to the following table.

FY	Submission Deadline
FY 2010	COB February 18, 2011
FY 2011	COB November 30, 2011
--FY 2012	COB November 30, 2012--

G Secondary Review

All data entered into FSA-218-1 shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name and the date the data was reviewed according to subparagraph D. All discrepancies discovered during the review **must** be corrected **before** transmitting FSA-218-1's to the State Office.

H Converting Set Transportation Cost Rates to Percentages

Set transportation cost rate percentages must be manually converted to a dollar value rate **before** entering the set rate in FSA-218-1. To convert the set rate to a dollar value rate, apply the FSA-approved set rate percentage to the agricultural commodity and/or input used to produce the agricultural commodity.

Example: A bag of fertilizer is \$20. The FSA-approved set rate percentage for imports/exports without a fixed rate is 15 percent. The result of multiplying the price of fertilizer times the set rate percentage is \$3 (\$20 x 15 percent = \$3). The result of \$3 is the dollar value to be entered in FSA-218-1, Part C, item 10.

42 RTCP Totals – State Master Worksheets (Continued)

C Entering RTCP FSA-218-1 Totals Into the RTCP Totals - State Master Worksheets (Continued)

The total of all transportation costs obtained from each applicant’s information entered in the RTCP Totals - State Master Worksheet is displayed in red at the top of the worksheet and will be automatically totaled as entered. These totals will assist the National Office PSD in determining if a factor will be applied. No entries should be made in the grayed-out columns for factored RTCP’s and total capped RTCP.

RTCP Totals - State Master Worksheet										
State Code	County Code	Application Number	Producer Name	Tax ID Number	Tax ID Type	Total Transportation Costs	Factored Payment (%)	Total Capped Payment (If applicable)	Data Loader Initials	2nd Reviewer Initials
						\$ 40,750.00	-	-		
15	003	001	ABC Dairy Operation	123-45-6789		\$ 300.00			MAC	DLC
15	007	001	J & J Farms	011-11-1111		\$ 25,300.00			MAC	DLC
15	009	001	Pineapple Express, Inc.	11-2345678		\$ 15,000.00			DLC	MAC
15	009	002	Papaya Unlimited	22-1234567		\$ 150.00			MAC	DLC

D Secondary Review

All data entered into the RTCP Totals - State Master Worksheet shall be reviewed and verified by a second person to ensure data accuracy. The secondary reviewer shall enter their name or initials in the RTCP Totals - State Master Worksheet under the appropriate header. The State Office shall correct all discrepancies discovered during the review **before** transmitting the RTCP Totals - State Master Worksheet to the National Office PSD.

42 RTCP Totals – State Master Worksheets (Continued)

E Submitting RTCP Totals - State Master Worksheets to the National Office PSD

State Offices shall:


- transmit 1 RTCP Totals - State Master Worksheet containing data for all approved applicants in their State and responsible insular area, as applicable, to Dani Cooke, PSD, by e-mail to **danielle.cooke@wdc.usda.gov**
- encrypt the RTCP Totals - State Master Worksheet **before** transmitting according to subparagraph F, to ensure safe electronic transmission.

RTCP Totals - State Master Worksheets **must** be received by the National Office PSD by:

- **COB February 28, 2011**, for FY 2010 (RTCP-I)
- **COB December 9, 2011**, for FY 2011 (RTCP-II)
- ***--COB December 7, 2012**, for FY 2012 (RTCP-III).--*

F Encrypting and Transmitting RTCP Totals - State Master Worksheets

The State Office shall follow these steps to encrypt the RTCP Totals - State Master Worksheet **before** transmitting to the National Office PSD.

Step	Action
1	Choose an encryption password and write it down using paper and pen. This is critical so that users can relay the password to the National Office PSD.
2	<ul style="list-style-type: none"> • CLICK “” • CLICK “Prepare” • CLICK “Encrypt Document”.
3	In Encrypt Document dialog box, enter user’s chosen password and CLICK “ OK ”.
4	In Confirm Password dialog box, in the “Reenter password” box, re-enter user’s chosen password and CLICK “ OK ”, CLICK “ Save ”, and close the file.
5	E-mail the encrypted Excel file to contact in subparagraph E.
6	Provide the encryption password in a separate e-mail to contact in subparagraph E.

43-50 Reserved