

2021 Agricultural Drought Relief Program (ADRoP)

The 2021 Agricultural Drought Relief Program (ADRoP) reimburses Minnesota livestock farmers and specialty crop producers for expenses related to the 2021 drought. Eligible farmers and producers may receive up to \$7,500 for actual expenses incurred after June 1, 2021 and before May 23, 2022. Only one application will be accepted per operation, including farms that raise livestock and grow specialty crops.

There are three options for submitting your application to the Minnesota Department of Agriculture (MDA):

- **PREFERRED:** Submit online by clicking the “Apply Online” link at www.mda.state.mn.us/droughtrelief (must be submitted and received by July 6, 2022 at 5:00 pm)
- Email to drought@state.mn.us (must be received by July 6, 2022 at 5:00 pm)
- Mail to the address on Page 3 (must be postmarked by July 6, 2022 and received by July 12, 2022)

All portions of your application must be received before the deadline to be considered. Emailed and mailed applications must include a signature. We encourage you to apply as soon as possible.

Application / Farm Information		
First Name:	Last Name:	
Email Address:	Phone Number:	
Farm Name <i>(If Applicable)</i> :	Farm City:	
Farm County: <i>(If more than one, select the eligible county where you principally operate. Operations in Goodhue, Rice, Wabasha, and Winona counties are not eligible.)</i>		
Mailing Address <i>(Must match the IRS Form W-9)</i> :		
City:	State:	Zip:

IRS Form W-9			
Complete an IRS Form W-9. You must complete boxes 1, 2, 3, 5, and 6, include your Social Security Number or Employer Identification Number, and sign and date at the bottom. The form is available at www.irs.gov/pub/irs-pdf/fw9.pdf or DocuSign .			
Type of Operation			
My operation is a:	Livestock Farm or Ranch	Specialty Crop Farm	Livestock and Specialty Crop Operation
Expense Detail			
Complete the chart below, itemizing the expenses you incurred due to the drought after June 1, 2021 and before May 23, 2022. Add an additional page if necessary. Expenses must be directly related to the drought and in addition to ordinary costs (for example, feed and hired labor are only eligible if the quantities exceed what you typically purchase or hire in a non-drought year.)			
Date	Vendor	Description of Items/Services	Cost

Transportation: In addition to the above expenses, I transported water, livestock to feed, feed to livestock, or livestock to their point of sale on the following occasions:

Date	Loaded Miles (mileage rate \$6/mile)	Reason (feed, sales, or water)
	Feed: This includes miles to bring feed to livestock or transport livestock to feed (limited to the first 25 miles). Miles for livestock transported to a feedlot are not eligible.	
	Sales: Transportation of livestock to the point of sale is eligible for the entire loaded trip. This only includes livestock you sold due to the drought.	
	Water: This includes transporting water to livestock or water for irrigation of specialty crops.	

I confirm that I was not compensated through USDA’s Emergency Assistance for Livestock, Honey Bees and Farm-raised Fish Program for the first 25 loaded miles on any of these trips. Yes No

Acknowledgements and Attestations

You must check each of the following boxes to attest that you meet all the qualifications and understand the requirements of the program.

I attest that I am the principal operator or have the authority to apply on behalf of the farm and no other application is being submitted from this farm.

I attest that I meet the USDA definition of a farmer and raise livestock or grow specialty crops. A farm is any place from which \$1,000 or more of agricultural products were produced and sold, or normally would have been sold, during the year.

I attest that the expenses listed above were incurred because of drought conditions or in preparation for effects of the drought and were directly related to the production of livestock or specialty crops.

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, I understand that my Social Security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, may be used by federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action that requires filing of state tax returns and paying delinquent state tax liabilities, if any.

As required under Minn. Stat. § 16B.98, Subd.8, I agree to keep all related records and receipts and make them available to the MDA, State Auditor, or Legislative Auditor for a minimum of six years.

I acknowledge that I have read and agreed to the Privacy Notice on page 4.

I affirm that the information I am submitting is true, complete, and accurate.

Summary

You must submit the following to the MDA for your application to be considered complete:

Completed application form with your signature.

IRS Form W-9, signed and dated (available at www.irs.gov/pub/irs-pdf/fw9.pdf or [DocuSign](#)).

Check here if you submitted your IRS Form W-9 through [DocuSign](#) instead of attaching to this application.

Applicant’s Signature

Signature:	Date:
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What is the Minnesota Drought Relief Program for Livestock Farmers and Specialty Crop Producers?

The 2021 Drought Relief Cost-Share Program reimburses Minnesota livestock farmers and specialty crop producers for expenses directly related to the 2021 drought. Funding for this program is made available through a state general fund appropriation. Producers may apply for a maximum of \$7,500 for actual drought-related expenses incurred after June 1, 2021 and before May 23, 2022.

Who may apply?

Principal operators of livestock and specialty crop farms are eligible to apply. Only one application per farm will be accepted.

- A **farm** is any place from which \$1,000 or more of agricultural products were produced and sold, or normally would have been sold, during the year. This definition includes nurseries, greenhouses, and certain non-profit organizations that operate farms.
- The **principal operator** is the person primarily responsible for the day-to-day operations of the farm.
- **Livestock** includes beef cattle, dairy cattle, swine, poultry, goats, mules, bison, sheep, horses, farmed Cervidae (deer), Ratitae (flightless birds including emu), and llamas.
- **Specialty crop** means an eligible crop under the USDA's specialty crop block grant program.

Farms must be located in whole or partially in a county designated by the USDA as a primary natural disaster area after July 19, 2021 and before January 1, 2022, or a county contiguous to a designated county. This includes all counties in Minnesota except Winona, Wabasha, Goodhue, and Rice.

How do I apply?

There are three options for submitting your application to the MDA:

- **PREFERRED:** Submit online by clicking the "Apply Online" link at www.mda.state.mn.us/droughtrelief (must be submitted and received by July 6, 2022 at 5:00 pm)
- Email to drought@state.mn.us (must be received by July 6, 2022 at 5:00 pm)
- Mail to Minnesota Department of Agriculture, Agricultural Drought Relief Program, 625 Robert St N, Saint Paul, MN 55155 (must be postmarked by July 6, 2022 and received by July 12, 2022)

To be considered complete, you must include a completed application form and IRS Form W-9. Your application will be considered incomplete if both pieces are not included. Applicants are highly encouraged to apply online and before the deadline.

The MDA is not responsible for any technical or logistical problems resulting in the MDA not receiving the application on time. It is the responsibility of the applicant to ensure that the submission is received by the MDA before the deadline. It is best practice to submit your application at least 24 hours in advance to prevent unforeseen delays.

Applications submitted after the initial due date will only be considered if funds remain. These applications will be processed on a first-come, first-served basis.

What types of expenses are eligible?

Expenses must have been purchased and paid for after June 1, 2021, and before May 23, 2022. **Expenses are only eligible if they were incurred solely because of the drought, and you would not have had them if there was not a drought.**

The following lists are not expected to be all inclusive. If you have expenses that are not listed here, please contact the ADRoP Team for clarification.

- **Specialty Crop:** water handling equipment such as water tanks, pipeline, water wagons/trailers; water hauling; wells (new, improvements, fixes, replacement pumps); irrigation equipment, including drip irrigation; soil moisture sensors; nozzles; replacement specialty crop seeds, seedlings, or started plants (including site prep, replanting, and technical assistance); extra straw/plastic tarps; additional hired labor; farmers' market fees for cancelled markets or farmers' markets producers were unable to attend due to lack of product
- **Livestock:** water handling equipment such as water tanks, pipeline, water wagons/trailers; water hauling; wells (new, improvements, fixes, replacement pumps); irrigation equipment; nitrate testing; feed, feed transportation, custom baling, equipment rental; feed storage and handling supplies such as silage tubes and TMR mixers; livestock transportation; livestock pond dredging; cover crop, pasture, or forage replanting (including seeds, site prep, and technical assistance); fencing supplies such as posts, wires, solar chargers; grazing rights; additional hired labor; herd reduction expenses

Livestock farmers may receive up to \$6/loaded mile (up to 25 miles per trip) for transporting feed to livestock. Livestock farmers may also receive \$6/loaded mile for transporting livestock to feed. Miles for returning livestock to their originating location are not eligible. You cannot claim mileage if the same miles are being covered through USDA's Emergency Assistance for Livestock, Honey Bees and Farm-raised Fish Program. Livestock farmers may also receive up to \$6/loaded mile for bringing livestock to a point of sale if the livestock would not have been sold if there was not a drought.

Livestock farmers and specialty crop producers may also receive up to \$6/loaded mile for transporting water to livestock or water for irrigation of specialty crops.

These funds may not be used as match for any other state grant programs.

What costs are never eligible?

- Construction or improvements outside of the State of Minnesota
- Meals/food for human consumption
- Donated or volunteer (in-kind) services and unpaid labor
- Donations and in-kind contributions, including property and services, made by the applicant (regardless of the recipient)
- Fines, penalties, and other settlement expenses resulting from failure of the applicant to comply with Federal, State, local, or Indian Tribal laws and regulations
- Parking or traffic violations
- Bad debts, late payment fees, finance charges, legal costs, or contingency funds
- Indirect costs (expenses of doing business that are not readily identified with the project)
- Fundraising: including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions
- Taxes, except sales tax on goods and services
- Advertising, public relations, entertainment, and amusement costs
- Lobbyists, political contributions

How much will I be paid?

You may be eligible to receive up to \$7,500 based on your actual drought related expenses. If the total amount requested from all eligible applicants during the initial application period exceeds the total amount of funds available, all applications will be pro-rated.

When and how will I get paid?

The MDA will be processing applications as quickly as possible and anticipates beginning to issue payments within two weeks of the application period closing. The timeline will depend on how many applications are received during the initial application period.

If there is sufficient funding to continue accepting applications after the initial application period, these payments will be made after all applications from the initial application period are processed.

Most applicants will receive paper checks from Minnesota Management and Budget (MMB). You may sign up through MMB to receive your payment through direct deposit ([Direct Deposit Authorization for Electronic Funds Transfer](#)). Please note that the MDA will not be able to assist with this process.

What if there is a problem with my application?

The MDA will notify you via phone or email about missing information or errors in your application or if your application is denied. You will be given seven business days after you are notified or after the initial application period closes, whichever is later, to fix the problems. If the corrections are not made, your application will not be considered as received during the initial application period. Applicants who are denied may appeal the decision within seven days of notice of denial.

Where do I get more information?

More information about the program is available on the program's webpage or by contacting the ADroP Team (drought@state.mn.us) or calling the Grants Line at 651-201-6500.

Privacy Notice

The information provided as part of the 2021 Agricultural Drought Relief Program application will be used to assess the applicant's eligibility to receive payment under this program and to fulfill applicable financial reporting requirements. Completing this application is voluntary; applicants are not legally required to provide MDA with the information requested, but only completed applications will be considered. While much of the information applicants provide is classified by Minnesota law as public, some of the information may be classified by law as private or nonpublic at MDA. Data classified as private or nonpublic will be accessible only to MDA employees and contractors that have a work assignment that requires access to the data, and to other entities authorized by law to receive the data. The MDA may be obligated to provide the data to law enforcement agencies, the Minnesota Department of Administration, Minnesota Management and Budget, the Office of the State Auditor, or the Office of the Legislative Auditor. If necessary to commence or defend a legal proceeding, the data may be shared with the Minnesota Attorney General's Office and Minnesota or federal courts. Finally, private data about you or nonpublic data about your business may be released to third parties through your informed consent, or pursuant to a valid court order or subpoena that requires such disclosure.

Internal Revenue Service code Section 6109 requires applicants to provide their correct taxpayer identification number to payers who must file information returns with the IRS. The MDA will use the information provided on the applicant's W-9 form to report payments received as part of this program to the IRS. The IRS uses the numbers for identification purposes and to help verify the accuracy of the applicant's tax return. For more information on how the information provided on a W-9 may be used, refer to the Privacy Act Notice on page 6 of the W-9 form.