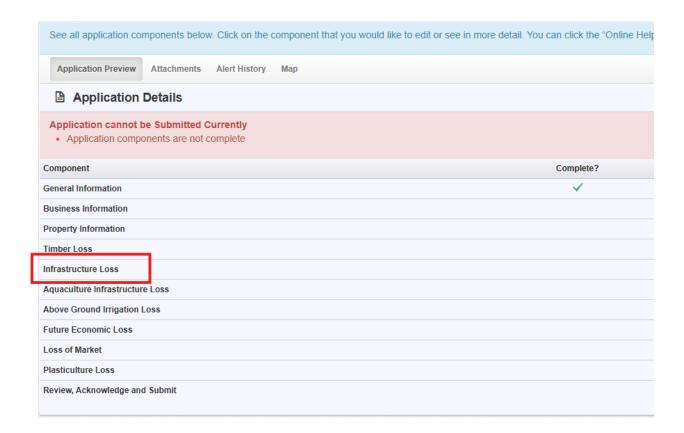


# Instructions for completing the Infrastructure Form

This guide helps you complete the Infrastructure Loss form by providing step-by-step instructions on the information required and how to enter it in the system. After completing Registration and selecting a Funding Opportunity, start a new application and enter general information. You will then be taken to the Application Details page. From the **Application Details** page, click on **Infrastructure Loss** from the list of forms.

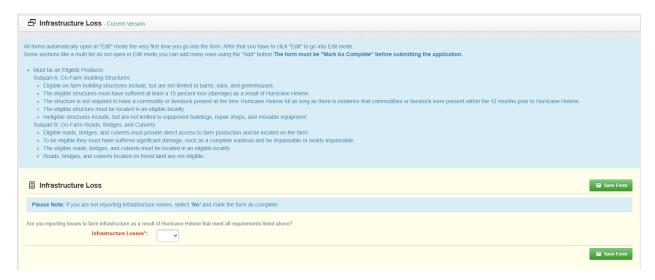




#### Step 1 - Indicate Infrastructure Loss

On the Infrastructure Loss form,

- Select Yes if you experienced Infrastructure losses due to the storm. Click Save Form.
- If No, click Save Form and Mark as Complete. No further action is required for this form.



### Step 2 - Add Infrastructure Loss Entry

1. If Yes was selected for losses, Click Add Entry.

If you are reporting infrastructure losses, you will need to complete a separate entry for each property with damage. If multiple infrastructure types were damaged on the same property, each type will require its own entry.



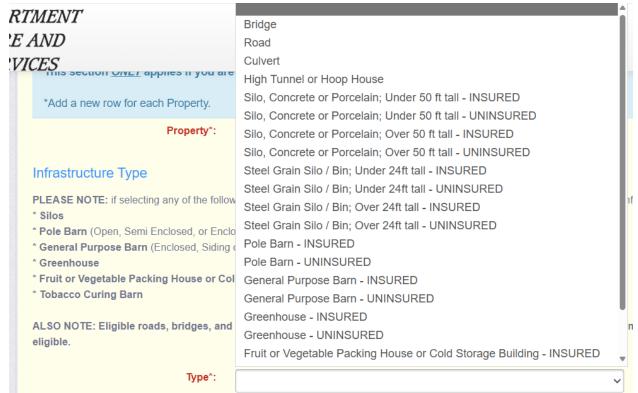
2. Select the **property** for which you are reporting the loss.



3. Describe the damages and the commodity or livestock the infrastructure housed when the loss occurred.

Infrastructure Information - "If Reporting Losses     ■ Save Row	
This section <u>ONLY</u> applies if you are reporting Infrastructure losses.	
*Add a new row for each Property.	
Property':	
Infrastructure Type	
PLEAS ROTE: If selecting any of the following listed Infrastructure Types, be sure to choose whether the damaged or destroyed infrastructure was covered by insurance (IMSURED or UNINSURED):  * Pole Barn (Open, Semi Enclosed, or Enclosed)  * General Purpose Barn (inclosed, Siding of Brick, Block, Wood or Steel (Used to Store Crops or Livestock)  * General Purpose Barn (inclosed, Siding of Brick, Block, Wood or Steel (Used to Store Crops or Livestock)  * Trent or Vegetable Packing House or Cold Storage Building  * Tobacco Curring Barn	
ALSO NOTE: Eligible roads, bridges, and culverts must provide direct access to farm production and be located on the farm. Roads, bridges, and culverts located on forest land are not eligible.	
Type^:	v
Describe the damages and the agricultural commodity or livestock that this infrastructure housed, stored, used to process, or provided direct access to in the 12 months leading up to Hurricane Helene.*:	
What is the square footage of the selected infrastructure before d Total Square Footage Before Damage:	damage/destruction?
What was the total square footage (length x width) of damaged or destroyed area?	
Square Footage of Damaged Area*:	
Upload documentation of loss. e.g., pictures, cooperative extension letter.	
Documentation of Loss*:	Select file If you have additional documents, please use the Attachments section on the Infrastructure form.

4. From the **Type** dropdown list, select the damaged infrastructure type.

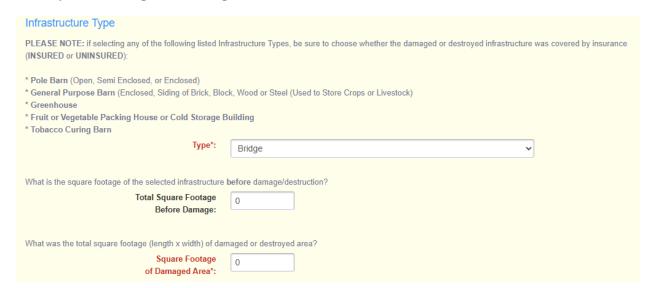




- 5. If an **INSURED** option is selected:
- Enter the **Settlement/Payout Amount** received.
- Upload proof of settlement in the **Insurance Documentation** field.

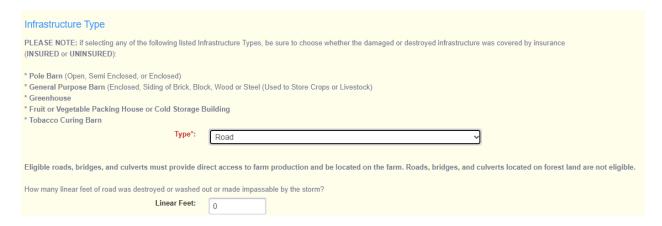


- 6. Depending on the type selected, different measurement/number of damaged property fields will appear:
- If **Bridge**, **Pole Barn**(INSURED or UNINSURED), **General Purpose Barn** (INSURED or UNINSURED), **Greenhouse** (INSURED or UNINSURED), **Fruit or Vegetable Packing House or Cold Storage Building** (INSURED or UNINSURED), **Tobacco Curing Barn**(INSURED or UNINSURED), **High Tunnel or Hoop House** then enter:
  - •Total Square Footage Before Damage
  - Square Footage of Damaged Area

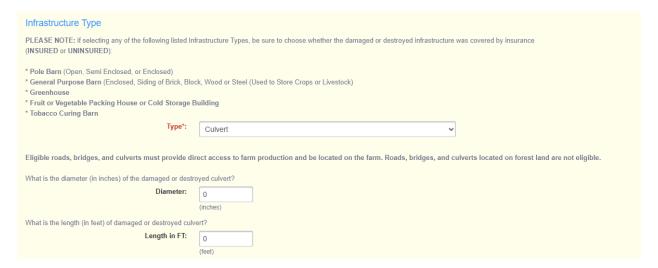




• If Road then enter the Linear Feet of road damaged or destroyed.

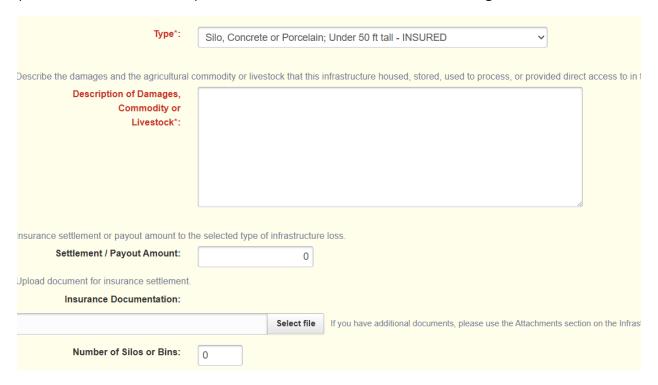


• If Culvert, then enter the Diameter (inches) and Length (feet) of the damaged culvert.





• If Silo, Concrete or Porcelain; Under 50 ft tall (INSURED or UNINSURED) or Silo, Concrete or Porcelain; Over 50 ft tall (INSURED or UNINSURED) or Steel Grain Silo / Bin; Under 24 ft tall (INSURED or UNINSURED) or Steel Grain Silo / Bin; Over 24 ft tall (INSURED or UNINSURED), enter the Number of Silos or Bins damaged.



7. Upload **Documentation of Loss** such as photographs, inspection reports, or letters from a cooperative extension. If you have additional supporting files, use the **Additional Attachments** section of the Infrastructure form. Click **Save Form** after entering the details.

## Step 3 - Additional Attachments (if any)

• Use the **Additional Attachments** section to upload any extra supporting files.



#### Step 4 - Finalize the Form

• Once all entries are completed and attachments uploaded, click Mark as Complete.

