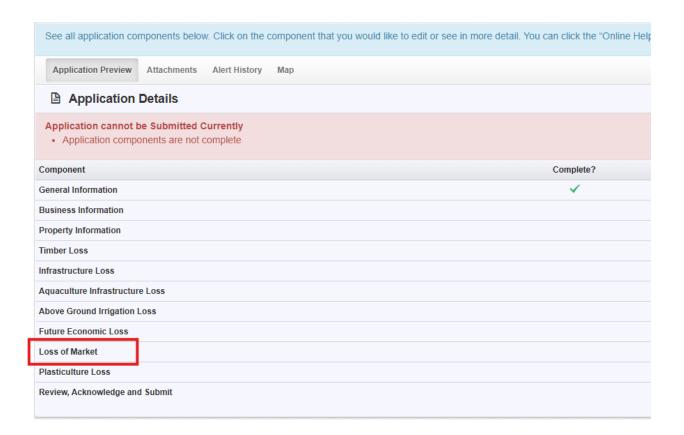


Instructions for completing the Loss of Market Form

This guide helps you complete the Loss of MarketForm 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 Loss of Market Loss from the list of forms.

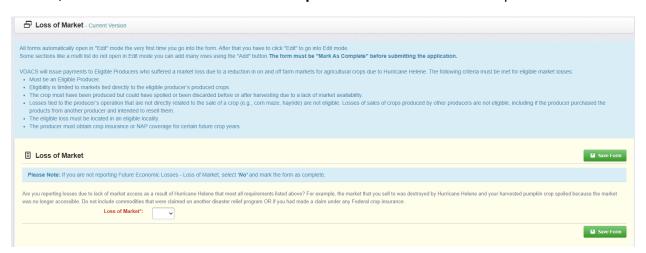




Step 1 - Indicate Loss due to Lack of Market access

On the Loss of Market form,

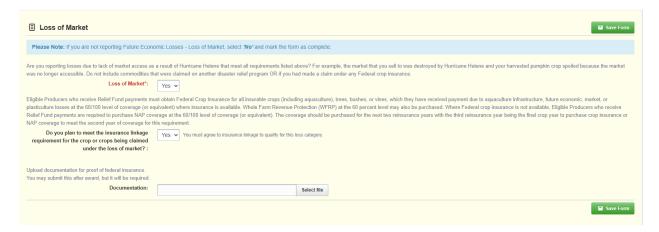
- Select **Yes** if you are reporting losses due to lack of market access. For example, the market that you sell to was destroyed by Hurricane Helene and your harvested pumpkin crop spoiled because the market was no longer accessible.
- If No, click Save Form and Mark as Complete. No further action is required for this form.





Step 2 – Insurance Requirement

- If you select **Yes** for losses, you will be asked if you plan to meet the **insurance linkage requirement** (**See grant guidance below**) for the crop or crops being claimed under the loss of market (This is required by USDA.)
- Select **Yes** and, if available now, upload documentation for proof of federal insurance.
- This document is **not required at this stage** but will be required later. Click **Save Form** after answering.



Grant Guidance:

Eligible Producers who receive Relief Fund payments must obtain Federal Crop Insurance for all insurable crops (including aquaculture), trees, bushes, or vines, which they have received payment due to aquaculture infrastructure, future economic, market, or plasticulture losses at the 60/100 level of coverage (or equivalent) where insurance is available. Whole Farm Revenue Protection (WFRP) at the 60 percent level may also be purchased. Where Federal crop insurance is not available, Eligible Producers who receive Relief Fund payments are required to purchase NAP coverage at the 60/100 level of coverage (or equivalent). The coverage should be purchased for the next two reinsurance years with the third reinsurance year being the final crop year to purchase crop insurance or NAP coverage to meet the second year of coverage for this requirement.



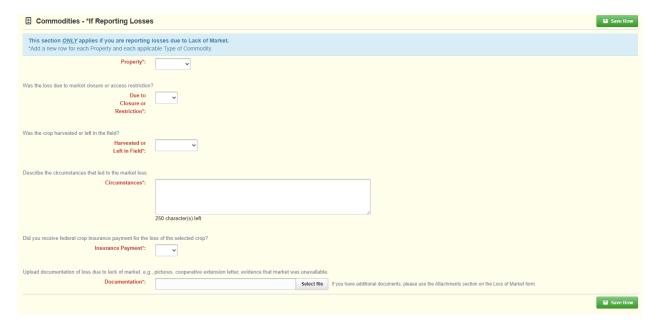
Step 3 - Add Loss of Market Entry

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

For each property and each commodity type affected by market loss, create a new row.



- 2. Select the **property** for which you are reporting the loss.
- 3. Indicate if the loss was **Due to Closure or Restriction**





- 4. Select if the crop was: Harvested or Left in Field
- If **Harvested** → enter: **Type of Commodity Affected** (dropdown from list below) if **Other** is selected then enter the crop name and **Pounds of Specific Commodity Affected**



• If **Left in Field** → enter: **Type of Commodity Affected** (dropdown from list below) if **Other** is selected then enter the crop name and **Number of Acres** affected





•Type of Commodity Affected options listed in the dropdown are: Broccoli, Brussel Sprouts, Cabbage, Collard Greens, Kale, Mustard, Peppers, Pumpkin – Heirloom, Pumpkin – Jack o Lantern, Pumpkin – Pie, Squash, Tomatoes, Turnips and Other Fruit/Vegetable Crop If "Other Fruit/Vegetable Crop" is selected: A Crop text box will appear. Enter the specific crop name (e.g., Spinach, Okra, Zucchini).

| | Type of Commodity Affected: | Other Fruit/Vegetable Crop 🗸 |
|---------------------------------------|-----------------------------------|------------------------------|
| If Other Vegetable Crop, please list. | | |
| | Crop: | |

- 5. Provide **Circumstances** (maximum 250 characters) of the events that caused the market loss. (For example: Local market closed due to storm damage, unable to sell harvested squash.)
- 6. Indicate if **Insurance Payment** was received for this crop loss.
- 7. Upload **Documentation** for proof of loss due to lack of market, such as photographs, cooperative extension letters, or evidence of market unavailability.
- 8. Click **Save Form** after entering the details.

Step 4 – Additional Attachments (if any)

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



Step 5 - Finalize the Form

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