

Instructions for completing the Business information Form

This guide helps you complete the Business Information 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 **Business information** from the list of forms.

See all application components below. Click on the component that you would like to edit or see in more detail. You can click the "Online Help" link for more information.

Application Preview Attachments Alert History Map

Application Details

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?
General Information	✓
Business Information	
Property Information	
Timber Loss	
Infrastructure Loss	
Aquaculture Infrastructure Loss	
Above Ground Irrigation Loss	
Future Economic Loss	
Loss of Market	
Plasticulture Loss	
Review, Acknowledge and Submit	



Step 1 – Business Information Questions

- 1. Agricultural Losses** – Select **Yes** if you have agricultural losses from Hurricane Helene **not** covered by federal insurance.
- 2. Organization Type**– Select the organization type. If your organization is Individual, Sole Proprietorship or Partnership, you are not required to submit any documentation. If your organization is Trust, Estate, Government, Non-Profit, S-Corporation, C-Corporation, Disregarded Entity, Limited Liability Partnership or Limited Liability Organization, then you need to submit documentation of Articles of Incorporation, Estate, Trust, Will, etc.
- 3. Employment Relation** – Indicate whether you or a family member is employed by the Virginia Department of Agriculture and Consumer Services (VDACS), Virginia Department of Forestry (DOF), or Virginia Cooperative Extension (VCE). This will not disqualify you. If yes, you will have to enter name, organization they work for, and relationship.

Are you or a member of your immediate family an employee of the Virginia Department of Forestry (DOF), Virginia Department of Agriculture and Consumer Services (VDACS) or the Virginia Cooperative Extension (VCE)? (This will not disqualify you from applying.)

Related to VDACS, DOF, or VCE?:

Please list name, organization and relationship:

150 character(s) left

- 4. If Timber Only Claim** – If your claim is only for timber losses, select Yes, no further questions are required. Click **Save Form**.

Business Information - Current Version

All forms automatically open in "Edit" mode the very first time you go into the form. After that you have to click "Edit" to go into Edit mode. Some sections like a multi list do not open in Edit mode you can add many rows using the "Add" button. The form must be "Mark As Complete" before submitting the application.

This form will document your business and the Corporate Officers or Principals of the business. You must add at least one Corporate Officer or Principal.

Business Information Save Form

Do you have agricultural losses from the Hurricane Helene storm that have not been covered by other USDA Programs such as Emergency Conservation Program (ECP), Emergency Forest Restoration Program (EFRP), Livestock Forage Disaster Program (LFP), Livestock Indemnity Program (LIP), Tree Assistance Program (TAP), Supplemental Disaster Relief Program (SDRP), Emergency Livestock Relief Program (ELRP), Noninsured Disaster Assistance Program (NAP), Federal Crop Insurance, etc.?

Agricultural losses from Hurricane Helene (Not covered by Federal insurance): Must select yes to be qualified under this grant program.

Organization Type:

Articles of Incorporation, Estate, Trust, Will, etc.: Select file If you have additional documents, please use the Attachments section on the Business Information form.

Are you or a member of your immediate family an employee of the Virginia Department of Forestry (DOF), Virginia Department of Agriculture and Consumer Services (VDACS) or the Virginia Cooperative Extension (VCE)? (This will not disqualify you from applying.)

Related to VDACS, DOF, or VCE?:

Is this a Timber only claim?:

Save Form



Step 2 – Additional Eligibility Questions (if NOT Timber Only)

If your claim is **not timber only**, the system will ask a series of questions

- If you answer **No**, you will move to the next question.
- If you answer **Yes** to a question, then upload the required documentation and click **Save Form**.

1. FSA Number – If you have a Farm Service Agency (FSA) number, select **Yes** and enter the number(s). Click **Save Form**. If **No**, continue to the next question.

Business Information - Current Version

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This form will document your business and the Corporate Officers or Principals of the business. You must add a least one Corporate Office or Principal.

Business Information Save Form

Do you have agricultural losses from the Hurricane Helene storm that have not been covered by other USDA Programs such as Emergency Conservation Program (ECP), Emergency Forest Restoration Program (EFRP), Livestock Forage Disaster Program (LFP), Livestock Indemnity Program (LIP), Tree Assistance Program (TAP), Supplemental Disaster Relief Program (SDRP), Emergency Livestock Relief Program (ELRP), Noninsured Disaster Assistance Program (NAP), Federal Crop Insurance, etc.?

Agricultural losses from Hurricane Helene (Not covered by Federal Insurance): Yes

Are you or a member of your family an employee of the Virginia Department of Forestry (DOF), Virginia Department of Agriculture and Consumer Services (VDACS) or the Virginia Cooperative Extension (VCE)? (This will not disqualify you from applying.)

Related to VDACS, DOF, or VCE?: No

Is this a Timber only claim?: No

Do you have a FSA (Farm Service Agency) Number/Numbers?
For multiple associated FSA numbers, enter just one.

FSA Number: Yes

Enter Your FSA Number/Numbers: 123456,123457

Save Form

2. IRS Schedule F – If you filed IRS Schedule F for the 2024 tax year, select **Yes** and then upload a copy of your Schedule F, **no further questions are asked**. Click **Save Form**. If **No**, then continue.

Business Information Save Form

Do you have agricultural losses from the Hurricane Helene storm that have not been covered by other USDA Programs such as Emergency Conservation Program (ECP), Emergency Forest Restoration Program (EFRP), Livestock Forage Disaster Program (LFP), Livestock Indemnity Program (LIP), Tree Assistance Program (TAP), Supplemental Disaster Relief Program (SDRP), Emergency Livestock Relief Program (ELRP), Noninsured Disaster Assistance Program (NAP), Federal Crop Insurance, etc.?

Agricultural losses from Hurricane Helene (Not covered by Federal insurance): Yes

Are you or a member of your family an employee of the Virginia Department of Forestry (DOF), Virginia Department of Agriculture and Consumer Services (VDACS) or the Virginia Cooperative Extension (VCE)? (This will not disqualify you from applying.)

Related to VDACS, DOF, or VCE?: No

Is this a Timber only claim?: No

Do you have a FSA (Farm Service Agency) Number/Numbers?
For multiple associated FSA numbers, enter just one.

FSA Number: No

Did you file IRS Schedule F (Profit or Loss From Farming) for the calendar year 2024 as part of your federal tax return?

IRS Schedule F: Yes

If yes, please upload a copy of your most recent Schedule F.

Schedule F: Schedule F2024.pdf Change If you have additional documents, please use the Attachments section on the Business Information form.

Save Form



3. Sales Documentation – If you can demonstrate at least \$1,000 in agricultural sales during 2024, select **Yes** and then upload supporting documentation (sales receipts, invoices, market sales logs), **no further questions are asked**. Click **Save Form**.
If **No**, continue.

Business Information Save Form

Do you have agricultural losses from the Hurricane Helene storm that have not been covered by other USDA Programs such as Emergency Conservation Program (ECP), Emergency Forest Restoration Program (EFRP), Livestock Forage Disaster Program (LFP), Livestock Indemnity Program (LIP), Tree Assistance Program (TAP), Supplemental Disaster Relief Program (SDRP), Emergency Livestock Relief Program (ELRP), Noninsured Disaster Assistance Program (NAP), Federal Crop Insurance, etc.?

Agricultural losses from Hurricane Helene (Not covered by Federal insurance): Yes

Are you or a member of your family an employee of the Virginia Department of Forestry (DOF), Virginia Department of Agriculture and Consumer Services (VDACS) or the Virginia Cooperative Extension (VCE)?
(This will not disqualify you from applying.)

Related to VDACS, DOF, or VCE?: No

Is this a Timber only claim?: No

Do you have a FSA (Farm Service Agency) Number/Numbers?
For multiple associated FSA numbers, enter just one.

FSA Number: No

Did you file IRS Schedule F (Profit or Loss From Farming) for the calendar year 2024 as part of your federal tax return?

IRS Schedule F: No

Can you demonstrate documentation of at least \$1,000 agricultural sales during calendar year 2024?

Demonstrate Documentation: Yes

If yes, please upload supporting documentation (e.g., sales receipts, invoices, market sales logs).

Supporting Documentation: Sales log.docx Change If you have additional documents, please use the Attachments section on the Business Information form.

Save Form

4. Landowner Documentation – If you are a landowner with an agricultural lease/rental agreement with a farm operator (infrastructure loss only), select **Yes** and upload a copy of the lease or rental agreement. Click **Save Form**.

Business Information Save Form

Do you have agricultural losses from the Hurricane Helene storm that have not been covered by other USDA Programs such as Emergency Conservation Program (ECP), Emergency Forest Restoration Program (EFRP), Livestock Forage Disaster Program (LFP), Livestock Indemnity Program (LIP), Tree Assistance Program (TAP), Supplemental Disaster Relief Program (SDRP), Emergency Livestock Relief Program (ELRP), Noninsured Disaster Assistance Program (NAP), Federal Crop Insurance, etc.?

Agricultural losses from Hurricane Helene (Not covered by Federal insurance): Yes

Are you or a member of your family an employee of the Virginia Department of Forestry (DOF), Virginia Department of Agriculture and Consumer Services (VDACS) or the Virginia Cooperative Extension (VCE)?
(This will not disqualify you from applying.)

Related to VDACS, DOF, or VCE?: No

Is this a Timber only claim?: No

Do you have a FSA (Farm Service Agency) Number/Numbers?
For multiple associated FSA numbers, enter just one.

FSA Number: No

Did you file IRS Schedule F (Profit or Loss From Farming) for the calendar year 2024 as part of your federal tax return?

IRS Schedule F: No

Can you demonstrate documentation of at least \$1,000 agricultural sales during calendar year 2024?

Demonstrate Documentation: No

Can you provide documentation as landowner of an agricultural lease/rental agreement with a farm operator? (If claiming Infrastructure loss only)

Land Owner Documentation: Yes

If yes, please upload a copy of the lease or rental agreement documentation.

Lease or Rental Agreement: Proof of lease.docx Change If you have additional documents, please use the Attachments section on the Business Information form.

Save Form



Step 3 – Organization Principals or Corporate Officers

1. Click **Add Entry** to add at least one Principal or Corporate Officer. You will need to add a separate row for additional Organization Principals or Corporate Officers
2. Provide all required details: Name, Role, Address, City, State, Zip Code, Email Address, and Phone Number.
3. Click **Save Form** once you enter all the required details.

You need to enter a minimum of one entry in this section to complete the form.

Step 4 – Additional Attachments (if any)

1. If you have other supporting documents, upload them in the **Additional Attachments** section.

Step 5 – Finalize the Form

1. Once all sections are complete, click **Mark as Complete**.