



United States  
Department of  
Agriculture



Federal Crop  
Insurance  
Corporation

FCIC-20680L (08-2023)

# **GRAPEVINE LOSS ADJUSTMENT STANDARDS HANDBOOK**

## **2024 and Succeeding Crop Years**

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**UNITED STATES DEPARTMENT OF AGRICULTURE  
FARM PRODUCTION AND CONSERVATION  
RISK MANAGEMENT AGENCY**

<b>TITLE: Grapevine Loss Adjustment Standards Handbook</b>	<b>NUMBER: FCIC-20680L OPI: Product Management</b>
<b>EFFECTIVE DATE: 2024 and Succeeding Crop Years</b>	<b>ISSUE DATE: August 28, 2023</b>
<b>SUBJECT:</b>  Provides the procedures and instructions for administering the Grapevine Crop Insurance Program.	<b>APPROVED:</b>  <i>/s/ John W. Underwood for</i>  <b>Deputy Administrator for Product Management</b>

**REASON FOR ISSUANCE**

This loss adjustment standards handbook is being issued to provide procedures and instructions for administering the Grapevine Crop Insurance Program and is effective for the 2024 and succeeding crop years.

# GRAPEVINE LOSS ADJUSTMENT STANDARDS HANDBOOK

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## PART 1: GENERAL INFORMATION AND RESPONSIBILITIES

### 1 General Information

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#### A. Purpose and Objective

The RMA-issued loss adjustment standards for the Grapevine Insurance Program are the official standard requirements for adjusting losses in a uniform and timely manner. The RMA-issued standards are in effect as of the signature date for this crop handbook which is located on the internet at [www.rma.usda.gov/Policy-and-Procedure/Private-Developed-Products---20000](http://www.rma.usda.gov/Policy-and-Procedure/Private-Developed-Products---20000).

This handbook remains in effect until superseded by reissuance of the entire handbook subject to any directives contained in any bulletin or FAD released by RMA. A bulletin or FAD can supersede applicable portions of the original handbook.

#### B. Source of Authority

The Federal Crop Insurance Corporation Board of Directors approved the GV 508(h) during the FCIC Board meeting in August 2022, under section 508(h) of the Federal Crop Insurance Act. GV was implemented August 31, 2023, for the 2024 reinsurance year and 2024 commodity year.

#### C. Title VI of the Civil Rights Act of 1964

The USDA prohibits discrimination against its customers. Title VI of the Civil Rights Act of 1964 provides that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Therefore, programs and activities that receive Federal financial assistance must operate in a non-discriminatory manner. Also, a recipient of RMA funding may not retaliate against any person because they opposed an unlawful practice or policy, or made charges, testified or participated in a complaint under Title VI.

It is the AIPs’ responsibility to ensure that standards, procedures, methods and instructions, as authorized by FCIC in the sale and service of crop insurance contracts, are implemented in a manner compliant with Title VI. Information regarding Title VI of the Civil Rights Act of 1964 and the program discrimination complaint process is available on the USDA public website at [www.ascr.usda.gov](http://www.ascr.usda.gov). For more information on the RMA Non-Discrimination Statement see the DSSH.

## 1 General Information (Continued)

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### D. Related Handbooks

The following table identifies handbooks that shall be used in conjunction with this handbook.

Handbook	Relation/Purpose
CIH	This handbook provides the official FCIC-approved underwriting standards for policies administered by AIPs for the General Administrative Regulations, Common Crop Insurance Policy Basic Provisions, and Area Risk Protection Regulations.
DSSH	This handbook provides the official FCIC-approved form standards for use in the sale and service of any eligible Federal crop insurance policy; required statements and disclosures; and the standards for submission and review of non-reinsured supplemental policies in accordance with the SRA.
GSH	This handbook provides the official FCIC-approved standards for policies administered by AIPs under the General Administrative Regulations, Common Crop Insurance Policy Regulations Basic Provisions, including the Catastrophic Risk Protection Endorsement; the Area Risk Protection Insurance Regulations Basic Provisions; the Stacked Income Protection Plan of Insurance; the Rainfall Index Plans; and the Whole-Farm Revenue Protection Pilot Policy.
LAM	This handbook provides the official FCIC-approved general loss adjustment standards for all levels of insurance provided under FCIC unless a publication specifies that none or only specified parts of this handbook apply.
GV CISH	Provides specific underwriting procedures for GV.

- (1) Terms, abbreviations, and definitions general (not crop-specific) to the GV Insurance Program are identified in the GSH, CIH, and LAM.
- (2) Terms, abbreviations, and definitions specific to GV loss adjustment and this handbook are in [Exhibits 1](#) and [2](#), herein.

### E. CAT Coverage

Refer to the CIH, GSH, and LAM for provisions and procedures not applicable to CAT.

### F. Irrigated Practice

Refer to the CIH and LAM irrigation standards and the DSSH for irrigated practice guidelines.

## 2 AIP Responsibilities

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### A. Utilization of Standards

All AIPs shall utilize these standards for both loss adjustment and loss training for the applicable crop year. These standards, which include crop appraisal methods, claims completion instructions, and form standards, supplement the general (not crop-specific) loss adjustment standards identified in the LAM.

**B. Form Distribution**

The following is the minimum distribution of forms completed by the adjuster and signed by the insured (or the insured's authorized representative) for the loss adjustment inspection:

- (1) one legible copy to the insured; and
- (2) the original and all remaining copies as instructed by the AIP.

**C. Record Retention**

It is the AIP's responsibility to maintain records (documents) as stated in the SRA and described in the LAM.

**D. Form Standards**

- (1) The entry items and completion instructions in [Exhibits 3](#) and [4](#) are the minimum requirements for the Appraisal Worksheet and PW (hereafter referred to as "Production Worksheet"). All entry items are "Substantive" (they are required).
- (2) The Privacy Act and Non-Discrimination Statements are required statements that must be printed on all forms or provided to the insured as a separate document. The current Non-Discrimination Statement and Privacy Act Statement can be found in the DSSH and on the RMA website at: [www.rma.usda.gov](http://www.rma.usda.gov).
- (3) The certification statement required by the current DSSH must be included on the PW directly above the insured's signature block immediately followed by the statement below:  
  
"I certify that to the best of my knowledge and belief all information on this form is correct. I also understand that failure to report completely and accurately may result in sanctions under my policy, including but not limited to, voidance of the policy and criminal or civil penalties (18 U.S.C. 1006 and 1014; 7 U.S.C. 1506; 31 U.S.C. 3729, 3730 and any other applicable federal statutes)."
- (4) Refer to the DSSH for other crop insurance form requirements (such as point size of font, and so forth).

## PART 2: INSURANCE CONTRACT INFORMATION

### 11 Insurability

The AIP is to determine if the insured has complied with all policy provisions of the insurance contract. The following may not be a complete list of insurability requirements. Refer to the BP, CP, and the SP for complete details.

#### A. Insured Crop

The crop insured will be all grapevines for which a premium rate is provided in the AD:

- (1) that are grown in the county listed on the insured's application;
- (2) that are types specified in the SP that are adapted to the production area;
- (3) in which the insured has a share;
- (4) that have the potential to produce a yield typical of a healthy vine of the same age as the subject vines;
- (5) that are located in a vineyard that contains the minimum number of vines per acre specified in the SP, if applicable; and
- (6) that are grown to produce a commodity intended to be sold as fruit, wine, or juice for human consumption.

#### B. Uninsurable Vines

In addition to the exclusions listed in section 8 of the CP, the insured crop will not include any vines that:

- (1) are unsound, diseased, or unhealthy;
- (2) have been grafted within a 12-month period before the date insurance attaches;
- (3) were damaged by a cause of loss before the beginning of the insurance period. If insured vines suffered such damage the previous crop year, then insurance will not attach until the previous year's damage is determined, the insured submits a revised acreage report, and the vines are accepted by the AIP; or
- (4) are inspected by the AIP and considered unacceptable.



## **11 Insurability (Continued)**

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### **C. Insurable Acreage**

- (1) Vines interplanted with another perennial crop are insurable, unless the AIP inspects the acreage and determines it is not insurable.
- (2) Each insurable block must contain the minimum number of insurable vines per acre specified in the SP, if applicable.

## **12 Insurance Period**

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### **A. Coverage Begins**

When the AIP receives the completed application by the SCD and subject to all other policy requirements, coverage begins on December 1 following the SCD for the crop year.

### **B. End of the Insurance Period**

- (1) In lieu of section 11(b)(2) and (c) of the BP, the insurance period ends with the occurrence of any event specified in section 11(b)(1) and (b)(3) through (6) of the BP that affects any of the vines within a unit (coverage only remains in effect on vines that have not been affected).
- (2) The calendar date for the end of the insurance period is November 30 of the crop year.

## **13 Optional Coverages**

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New and carryover insureds may elect the OLO and Freeze Protection Option. The options are not available for CAT insureds.

## **14 Unit Division**

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Refer to the BP and CP for unit provisions.

## **15 Cause of Loss Exclusions**

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Refer to the BP and CP for causes of loss and exclusions and the LAM for additional instructions.

## **16 Insured Duties**

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- (1) In addition to the BP, if the insured intends to claim an indemnity, the insured must not remove any damaged vines until the AIP has inspected the unit. Such inspections will occur within 10 days of the notice of loss, unless the AIP advises the insured that additional time is needed.
- (2) In lieu of section 14(e)(3)(i) of the BP, the insured must submit a claim for indemnity declaring the amount of the insured's loss not later than:

## 16 Insured Duties (Continued)

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- (a) 60 days after the calendar date for the end of the insurance period; or
- (b) 12 months after the calendar date for the end of the insurance period in which insured damage occurred if the amount of damage cannot be determined within the 60-day period.

The claim must include all the information the AIP requires to determine the insured's indemnity.

## 17 Unit Value Determinations

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- (1) Determination of unit acreage is not required; the number of vines in each stage-block in the unit is primarily used to determine the unit value. If the unit value is greater than the amount of insurance, the URF is used to adjust the indemnity.

If the insured files a revised acreage report after the final ARD (to change the reported number/stage of vines), the AIP shall refer to the LAM for instructions regarding such revised acreage reports. In lieu of instructions in the LAM requiring acreage determinations for acreage reports revised after the final ARD, AIP's must verify the actual number of vines by stage. (While acreage of vines is not used to establish insurance coverage, reported/determined acreage may be used to establish the number of vines in the unit. If used for this purpose, verification of the acreage is required.)

More than one stage-block may exist within a unit. To determine actual numbers and stages of vines (and acres as applicable) in each stage-block for crop years following the year of application and crop acceptance inspection, the loss adjuster must visually inspect the unit. If an inspection reveals no discrepancy between the reported and actual number of vines and stages, the loss adjuster should sign and date the PAW (GV) submitted by the policyholder to verify that the information was found to be accurate. If previous crop year damage has occurred, verify the number of damaged or destroyed vines contained on any Appraisal Worksheets and PWs for any previous crop year are reflected in the vine and stage numbers reported by the insured on the PAW (GV) for the current crop year. The unit arrangement, stages, and number of vines in each stage will be used to complete the Appraisal Worksheets and PW (GV)s. Indicate on the Vineyard Identification Map the location of all SDVs as a result of the most recent cause of loss.

If an inspection reveals a discrepancy between the reported and actual numbers and/or stages of vines (and acres as applicable), AIPs will correct the PAW (GV) (or complete a revised PAW (GV)) to establish the correct unit arrangement and the actual vine number or stages of vines in each unit. Both the policyholder and the loss adjuster will sign the corrected PAW (GV). Any corrections in the unit arrangement, the stages, and number of vines in each stage will be used to complete the Appraisal Worksheets and PW (GV)s. Revision of the Vineyard Identification Map may also be required. (Indicate on the Vineyard Identification Map any applicable revisions and the location of all SDVs as a result of the most recent cause of loss.) The loss adjuster will determine any necessary corrections by:

**17 Unit Value Determinations (Continued)**

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- (a) requesting to examine the records used by the insured to complete the PAW (GV) and Vineyard Identification Map;
  - (b) establishing the numbers of vines in each stage-block using the setting distances shown in [Exhibit 6, Table B](#); or
  - (c) conducting a vine count for each stage within the block.
- (2) AIPs may complete a PAW (GV) to establish the stage-blocks of vines in each unit if the information provided by the insured was not accurate. Both the policyholder and the AIP representative should sign the revised PAW (GV):
- (a) if the number of vines or stages is incorrectly reported on the acreage report, a URF may apply for any indemnity determinations; or
  - (b) if the vine number is over-reported, handle in accordance with individual AIP instructions.
- (3) For determining the amount of protection and unit value (see amount of protection and unit value definitions in [Exhibit 2](#)), use the vine reference prices shown in the AD.
- (a) The number of vines (actual number) in each stage-block is multiplied by the appropriate vine reference price for each stage-block, type, and practice times price percentage times the coverage level and total the results. (The insured may select different coverage levels and price percentages by type.)
  - (b) For CAT coverage, the total of the amounts (by stage-block, type, and practice) from item (a) are multiplied by 55% price percentage times 50% coverage level.

Grapevine indemnities are based on a determined percent of damage for each stage-block within a SDV, on a unit basis.

- (4) To determine vine stage, see the table below:

<b>At the time insurance attaches for the crop year, the vines were:</b>	<b>Then the stage is:</b>
Set out through 12 months old after set out	Stage I
13 through 48 months old after set out	Stage II
Stage III, more than 48 months old after set out	Stage III

**18-20 Reserved**

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## PART 3: APPRAISALS

### 21 Grapevine Appraisals

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#### A. General Information

- (1) Appraisals will be made in accordance with procedures specified in this handbook and in the LAM.
- (2) Document the number of vines destroyed by uninsured causes in the Narrative section of the PW in accordance with the instructions in [Exhibit 4](#). Identify:
  - (a) the cause(s) of such uninsured damage; and
  - (b) percent damage due to such uninsured cause(s).

Reminder: Any vines damaged by uninsured causes will be counted as undamaged vines in determining the actual percent of damage for the claim.

- (3) Separate grapevine appraisals will be made for each SDV within a unit/block and stage-block (such SDV sample vine determinations are recorded in Part III of the Appraisal Worksheet/Continuation Sheet and combined for entry for each applicable stage in the unit).

**Example 1:** The insured has one unit containing 425 stage II vines and 50 stage I vines (same type and planting pattern – with a common boundary).

The block contains at least 75 percent of a single stage and may be reported as a single stage:

Block No.	Stage-Block	Stage	No. of Vines
001	001-II	II	475

**Example 2:** The insured has one unit with 300 stage II vines and 200 stage I vines (same type and planting pattern – with a common boundary).

The block does not contain at least 75 percent of a single stage and each stage must be reported separately:

Block No.	Stage-Block	Stage	No. of Vines
001	001-II	II	300
001	001-I	I	200

- (4) The SDV is an area in which damage due to the same insurable cause of loss has occurred and is identified by the AIP. Grapevine appraisals will be made in each stage-block which may include one or more SDVs. For widespread damage or when distinct areas of damaged vines within the unit cannot be established, the SDV will be defined as an entire unit. In other instances, damaged vines may be located in several distinct SDVs that result from a single loss event.

**A. General Information (Continued)**

- (5) Multiple SDVs will cumulatively make up a single damage value for purposes of appraisals within the applicable stage that is entered in Part II of the Appraisal Worksheet.

**Example:** The unit below sustains damage in the shaded areas due to a covered peril. The SDV can be defined in several ways and is at the discretion of the AIP. For example, the AIP can:

- (a) define the SDV as the entire unit (Figure 1).
- (b) divide the damage into two SDVs based on the outermost damaged vines of each area (Figure 2).
- (c) treat each damage area as an individual SDV (Figure 3).

Other variations may also exist. Sampling is done within each SDV by stage-block, observing the minimum sampling requirements ([Exhibit 6, Table A](#)) for the number of vines in each SDV within each applicable stage-block.

In the figures below, black borders illustrate a separate SDV.

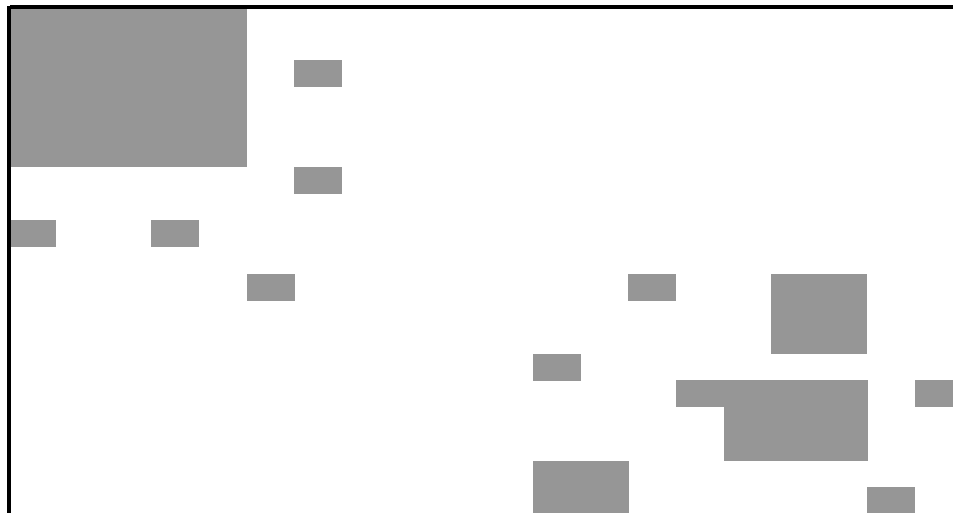


Figure 1. Entire unit as SDV.

A. General Information (Continued)

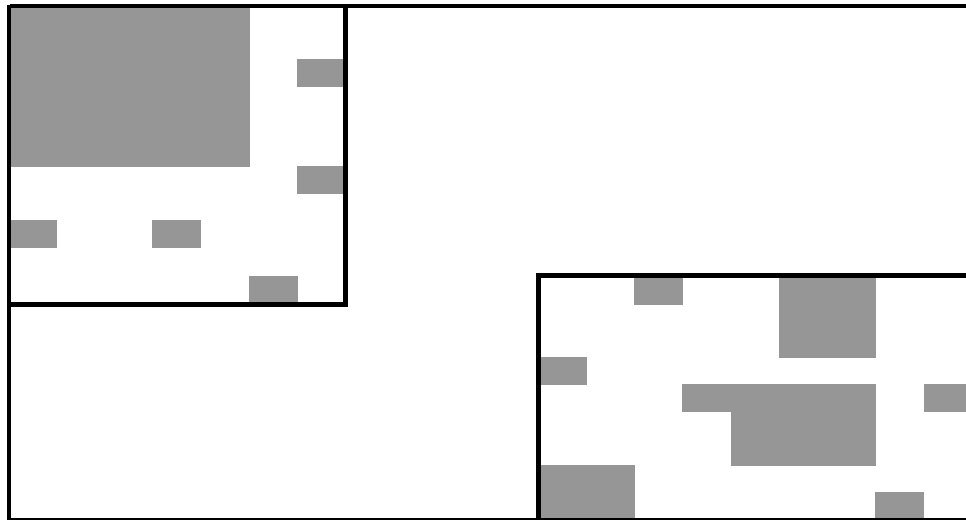


Figure 2. Two SDVs defined by outermost damage in each area.

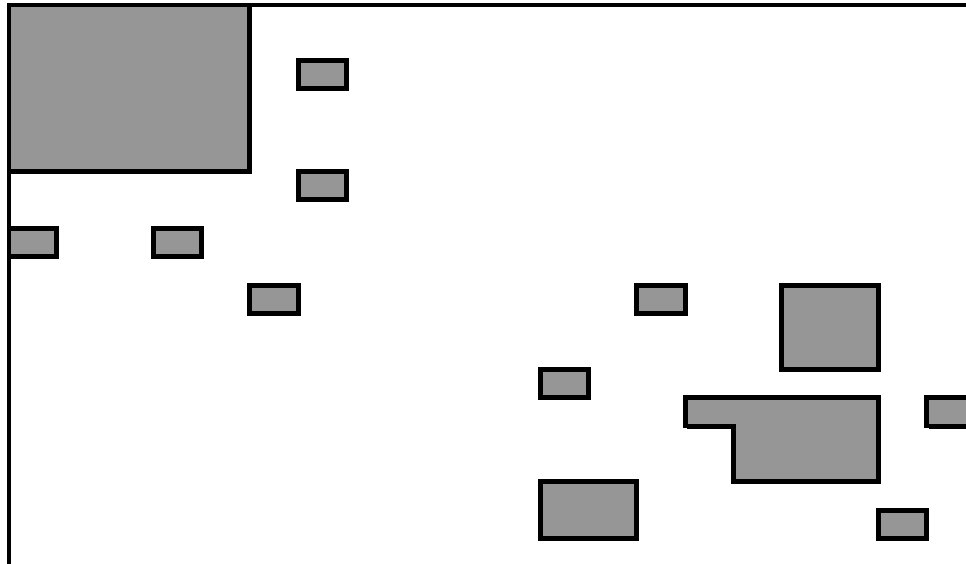


Figure 3. Multiple SDVs defined by each damaged area.

- (6) Circumstances that require an appraisal include vines that are damaged (destroyed) and are to be removed, if damaged due to an insurable cause during the insurance period. Appraise damaged vines before any removal.

**Note:** As applicable, consult available resources to determine if vines are destroyed. For example, [www.hort.cornell.edu/goffinet/Anatomy\\_of\\_Winter\\_Injury\\_hi\\_res.pdf](http://www.hort.cornell.edu/goffinet/Anatomy_of_Winter_Injury_hi_res.pdf)

- (7) Account for all insurable vines in the unit. Verify the number of insurable vines by stage by a visual inspection and compare to the acreage report and PAW (GV).

See [Para. 17\(1\) – \(4\)](#) for instructions for verifying unit arrangement and value, stages, and vine number and correction steps if the inspection reveals a discrepancy between the reported and actual number and stages of vines or units.

**B. Selecting Representative Sample Vines for Appraisals**

- (1) Determine the number of insurable vines in each SDV. Consider all vines in each stage-block and the stage assigned to the stage-block. Do not include any uninsurable vines or other vines insurable as a separate crop. Include undamaged vines, insured vines damaged by uninsured causes, and vines damaged by insured causes when vines are sampled.
- (2) Use as many sample vines as necessary to accurately determine the percent of damage in each stage-block in the SDV. Minimum vine sample requirements are shown in [Exhibit 6, Table A](#).
- (3) Select sample vines for each stage-block in each SDV as follows:

- (a) Locate the first insurable vine on an outside row for the appraisal method group; this will be the first sample vine. Proceed along the row, selecting additional sample vines as follows:

If the stage-block has	Then select
Less than 100 vines	Every 10th vine in each row.
100 to 999 vines	Every 10th vine in every other row.
1,000 to 4,999 vines	Every 10th vine in every 5th row.
5,000 vines or more	Every 10th vine from every 10th row.

- (b) Select only those vines representative of the assigned stage of the stage-block. For example, if sampling a stage II-block and the next sample vine is a stage I, skip over the stage I vine, and continue on to the next stage-II vine.
  - (c) Proceed down the next row in the opposite direction, beginning with the first insurable sample vine, and continue sampling (repeating the sampling method with each additional row) until all vines of the stage-block have been covered and at least the minimum number of vines (refer to [Exhibit 6, Table A](#)) have been sampled. For example, selecting every 10th vine in every other row, every 5th row, or every 10th row may result in fewer sample vines being selected than the minimum required sample number.
  - (d) Include all insurable damaged and undamaged vines in the sample.
  - (e) Include all insurable vines damaged by an uninsured cause after insurance attached for the crop year. (For appraisal purposes, vines damaged solely by uninsured causes during the crop year are counted as vines not damaged.)
  - (f) Exclude as representative samples, any vines to which insurance did not attach. Vines damaged the previous crop year are not insurable the following year unless a pre-acceptance inspection is completed, and such vines are accepted as insurable. Skip over the uninsured vine and sample the next insurable vine.
- (4) Make all appraisal determinations for each stage-block in the SDV as required.

**A. General Information**

These instructions provide information on appraisal methods for undamaged and destroyed.

Appraisal Method	Use
Damage Occurring In Any Stage	To establish the percent of damage based on the dead vines and the presence of damage to live wood above the bud union on insurable vines.

**B. Removal**

- (1) This appraisal method applies to all vines insured for the current crop year.
- (2) Classify each sample vine as undamaged or destroyed. The amount of damage to each vine will be determined as follows:

Vine Damage Description	Vine Classification
A vine that does not require removal.	Undamaged
A vine that: <ul style="list-style-type: none"> <li>(1) is dead;</li> <li>(2) has no live wood above the bud union; or</li> <li>(3) is damaged to the extent the vine will not recover within the 12-month period provided in section 13(f)(2) of the CP.</li> </ul> The vine is considered 100 percent damaged.	Destroyed

- (3) If the extent of damage cannot be accurately determined at the time of the initial inspection, the adjuster will delay any appraisals until the extent of damage can be determined.



## 22 Appraisal Methods (Continued)

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### C. Damage Occurring During In Any Stage

- (1) Verify that all grafted vines were grafted onto existing rootstock or nursery stock.
- (2) Appraise the presence of dead vines or live wood damage above the bud union as follows:

<b>IF the selected sample vine is:</b>	<b>THEN consider the vine:</b>	<b>AND the percent of damage is:</b>
Dead	Destroyed	100%
<b>IF, above the bud union, the selected sample vine has...</b>		
No Live Wood Above the Bud Union	Destroyed	100%
Live wood Above the Bud Union	Undamaged	0%

- (3) Record separately in Part III of the Appraisal Worksheet the number of vines undamaged or destroyed.

## 23 Deviations

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Deviations in appraisal methods require FCIC written authorization (as described in the LAM) prior to implementation.

## 24 Modifications

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There are no pre-established modifications contained in this handbook. Refer to the LAM for additional information.

## 25 General Information for Appraisal Worksheets

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- (1) Include the AIP's name in the Appraisal Worksheet title if not preprinted on the AIP's worksheet.

Include the claim number on the Appraisal Worksheet (when required by the AIP), when a worksheet entry is not provided.

Separate Appraisal Worksheets are required for each commodity/type/unit inspected.

If the unit contains:

- (a) more than one stage-block, a continuation sheet must be used for each additional stage;
- (b) a SDV consisting of vines in more than one stage-block, each SDV would be appraised in the applicable stage-block. Continuation sheets would be used as applicable.

- (2) Separate appraisals are completed in Part III of the Appraisal Worksheet and on separate continuation sheets as applicable.

**Example 1:** Unit 1 contains one SDV containing two stage blocks of 500 stage I vines and 500 stage II vines.

A separate Part III appraisal section for each stage is completed (additional continuation sheets may be required if the number of sample vines requires a continuation sheet). The number of sample vines is 15 for each stage.

Part II entries will be separate for each stage; 500 SDV vines; 13 sample vines.

APPRAISAL METHOD 7	NUMBER OF VINES/SDV 8a 8b
Stage I	500
	13
Stage II	500
	13

**Example 2:** Unit 1 contains two SDVs each containing two stage-blocks (stage I and II). The first SDV contains 600 vines with 300 vines in each stage. The second SDV contains 400 vines with 200 vines in each stage.

A separate Part III appraisal section for each stage is completed (additional continuation sheets may be required if the number of sample vines requires a continuation sheet). The number of sample vines is 15 for each stage for the SDV containing 600 vines and 10 for each stage for the SDV containing 400 vines.

Part II entries will be separate for each SDV and stage as follows.

APPRAISAL METHOD 7	NUMBER OF VINES/ SDV 8a 8b
Stage I	300
	15
Stage I	300
	15
Stage II	200
	10
Stage II	200
	10

- (3) Instructions designated stage I apply to vines damaged during the year of set out through the 12th month. Instructions designated stage II apply to vines damaged during the 25th through the 48th month after set out. Instructions designated stage III apply to vines damaged more than 48 months after set out. Undesignated instructions apply to vines in both stages.

**25 General Information for Appraisal Worksheet (Continued)**

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- (4) List the total number of sample vines (total number of sample vines in each SDV(s) for each stage-block only in Part II, item 8 as directed).
- (5) Document only the damage appraisal of sampled vines for each stage-block in the SDV resulting from the most recent cause of loss on the Appraisal Worksheet/Continuation Sheet.
- (6) An example Appraisal Worksheet is provided in [Exhibit 3](#) to illustrate how to complete entries.

**26-30 Reserved**

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## PART 4: PRODUCTION WORKSHEET

### 31 General Information

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- (1) The PW is a progressive form containing all notices of damage for all preliminary and final inspections on a unit.
- (2) If a PW has been prepared on a prior inspection, verify each entry. If a change or correction is necessary, strike out all entries on the line and re-enter correct entries on a new line. The adjuster and insured should initial any line deletions.

Refer to the LAM for instructions regarding the following:

- (a) Acreage Report errors.
  - (b) Delayed notices and delayed claims.
  - (c) Corrected claims, fire losses (double coverage), and cases involving concealment, misrepresentation, or litigation.
  - (d) No Indemnity Due Claims. Under the CP, it is possible for multiple loss events to occur within the same crop year. In addition to the LAM instructions for “No Indemnity Due Claims,” AIPs should document any reported vine damage on an Appraisal Worksheet and complete a “No Indemnity Due Claim.” Otherwise, vine removal, pruning, etc., must be assumed to be a result of normal vineyard production maintenance practices and cannot be considered due to insurable causes. Prior to executing a “Withdrawal of Claim,” without documentation of damage, AIPs must inform the insured of the above consequences of undocumented vine damage.
- (3) The adjuster is responsible for determining if the insured has complied with all of the requirements under the notice and claim provisions of the policy. If the insured has not, the adjuster should contact the AIP.
  - (4) Multiple claims may be processed for a unit. For each final claim, the damage value will be carried forward to the next final claim.
  - (5) The total of all indemnities for the unit must not exceed the lesser of the amount of protection times the share for the unit or the unit value times the share.
  - (6) A GV Certification Form (see [Exhibit 5](#)) is required for all claims for which the indemnity is determined on the basis that the destroyed vines must be removed (dead/no live wood above the bud union, or is damaged to the extent the vine will not recover within the 12-month period provided in section 13(f)(2) of these CP).

The AIP must receive the applicable certification form signed by the insured before any claim involving such vines can be finalized and the indemnity can be paid.

### 32-40 Reserved

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## PART 5: GRAPEVINE CERTIFICATION

### 41 General Information

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Include the claim number on the Certification Form (when required by the AIP), when a form entry is not provided.

- (1) The GV Certification Form is used to process a claim related to removal for the current loss and certifies that the vines have been removed.
- (2) The adjuster is responsible for determining if the insured has complied with all of the requirements under the provisions of the policy. If the insured has not, the adjuster should contact the AIP.
- (3) Certification is used for processing claims for vines classified as destroyed as a result of:
  - (a) being dead;
  - (b) having no live wood above the bud union; or
  - (c) damaged to the extent the vine will not recover within the 12-month period provided in section 13(f)(2) of the CP.

**Note:** See [Para. 21A\(6\)](#) regarding outside assistance in determining destroyed vines.

- (4) Separate GV Certification Forms are required only for each damaged unit for which an Appraisal Worksheet is applicable.
- (5) The insured and adjuster will not sign the Appraisal Worksheet for the unit until the GV Certification Form signed by the insured is received.
- (6) If the insured does not remove the destroyed vines, or only removes a portion of the destroyed vines, the loss/damage percentages on the Appraisal Worksheet (items 13 and 15) will be adjusted, as applicable.
- (7) The AIP will review at least five percent of the claims on which certifications are required. The AIP may perform additional reviews if it believes conditions warrant.
- (8) See the GV Certification Form, [Exhibit 5](#) for an example form and completion instructions.

## 41 General Information (Continued)

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The certification statement below must be included on the GV Certification Form directly above the insured's signature block immediately followed by the current Non-Discrimination Statement and Privacy Act Statement that can be found in the DSSH, at [www.usda.gov/oascr](http://www.usda.gov/oascr), or on the RMA public website at: [www.rma.usda.gov](http://www.rma.usda.gov).

"I understand the certified information on the GV Certification Form will be used to verify information contained on my Appraisal Worksheet and to make any adjustments to the applicable loss percentages used to complete my Appraisal and PWs and determine my loss, if any, for the above unit. Additionally, I understand that the information on this form may be used for processing the claim. The AIP may audit and approve this information and supporting documentation, and my signature, herein, authorizes the AIP to process a grapevine indemnity in accordance with the terms of my insurance contract and the information contained on this form."

**42-50 Reserved**

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## EXHIBITS

### Exhibit 1 Acronyms and Abbreviations

The following table contains RMA-approved acronyms and abbreviations used in this handbook.

Approved Acronyms	Term
AD	Actuarial Documents
AIP	Approved Insurance Provider
ARD	Acreage Reporting Date
BP	Basic Provisions
CAT	Catastrophic Risk Protection Endorsement
CIH	FCIC-18010 Crop Insurance Handbook
CISH	Crop Insurance Standards Handbook
CP	Crop Provisions
DSSH	FCIC-24040 Document and Supplemental Standards Handbook
FAD	Final Agency Determination
FCIC	USDA Federal Crop Insurance Corporation
FSA FN	Farm Service Agency Farm Number
GSH	FCIC-18190 General Standards Handbook
GV	Grapevine
LAM	FCIC-25010 Loss Adjustment Manual
OLO	Occurrence Loss Option
OPI	Office of Primary Interest
Para.	Paragraph
PAW (GV)	Grapevine Producer's Pre-acceptance Worksheet
PW	Production Worksheet
RMA	Risk Management Agency
SCD	Sales Closing Date
SDV	Stand of Damaged Vines
SP	Special Provisions
SRA	Standard Reinsurance Agreement
URF	Underreport Factor
USDA	United States Department of Agriculture

## Exhibit 2 Definitions

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**Amount of insured damage:** The dollar amount determined by multiplying the damage value by the coverage level.

**Amount of protection (unit):** The dollar amount for the unit calculated by multiplying the number of insurable vines reported by the insured in each stage-block by the insured's vine reference price for the stage-block, totaling these values, and then multiplying this result by the coverage level selected by the insured.

**Block:** A stand of vines of the same type on acreage sharing a common boundary with no discernible change in the planting pattern.

**Bud union:** The location on the vine where a bud from one vine variety is grafted onto the rootstock of another variety.

**Crop year:** The period beginning December 1 and extending through November 30 of the following year and is designated by the calendar year in which the period ends.

**Damaged (damage):** A destroyed vine that requires removal due to an insured cause of loss that occurs during the insurance period.

**Damage value:** The dollar amount determined by multiplying the actual number of insurable vines in each stage-block damaged by the most recent cause of loss by the insured's vine reference price for each stage-block, multiplying this result for each stage-block by the percent of damage applicable to each stage-block, and totaling these values.

**Destroyed vine:**

- (a) For damage due to insured causes, any insurable vine that:
  - (1) is dead;
  - (2) has no live wood above the bud union; or
  - (3) is damaged to the extent the vine will not recover within the 12-month period provided in section 13(f)(2) of the Crop Provisions.
- (b) Destroyed vines are considered 100 percent damaged. The percent of damage is determined in accordance with section 13(b), (c), and (g) of the Crop Provisions.

**Freeze:** The formation of ice in the cells of the vines caused by low air temperatures.

**Grafting:** Creating a permanent union between two plants by placing a scion on the rootstock (root or trunk) of another.

**Interstock:** That area of the vine that is grafted to the rootstock. For example, the rootstock may be Riparia, Vinifera and the grafted scion Cabernet Sauvignon.



## Exhibit 2 Definitions (Continued)

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**Occurrence loss option**: Coverage that may be elected by the insured that eliminates the unit deductible in accordance with section 15 of the Crop Provisions.

**Practice**: A practice as identified in the Special Provisions.

**Remove (removal, removed, removing)**: Conducting the necessary operations to prepare the planting site for a replacement vine including removing the damaged vine.

**Replacement vines**: Vines set out in an existing vineyard in the same location as destroyed vines.

**Scion**: A detached living portion of a plant joined to a rootstock in grafting.

**Set out**: Transplanting a vine into the vineyard.

**Share**: In addition to the definition in section 1 of the Basic Provisions, an insured tenant or operator must have a lease with the owner of the vineyard that requires tenant or operator to maintain the vineyard using accepted vineyard management practices. The lease agreement must clearly state the tenant is entitled to their insured share of any indemnities under the Grapevine Crop Provisions. A copy of the lease must be on file with the approved insurance provider at the time insurance attaches. However, only for the purpose of determining the amount of indemnity, the insured's share will not exceed the insured's share at the time of loss.

**Stage**: A vine-classification system used by the approved insurance provider. At the time insurance attaches, the stage of each insurable vine in the unit, unless otherwise specified in the Special Provisions, is:

- (a) Stage I, from when the vines are set out through 12 months after set out;
- (b) Stage II, vines that is 13-48 months old after set out; and
- (c) Stage III, vines that are more than 48 months old after set out.

**Stage-block**: A block in which at least 75 percent of the vines are the same stage at the time insurance attaches.

**Stand of damaged vines (SDV)**: The area or areas within a unit where damage due to the same insurable cause of loss occurs, as established by the approved insurance provider for the crop year and used to determine the damage value for the unit. If distinct areas of damaged vines within the unit cannot be established, the stand of damaged vines will be the entire unit.

**Type**: A category of the insured crop as identified as a type(s) in the Special Provisions for the purpose of allowing separate coverage levels and price elections (see section 3(a)(1) and (2) of the Crop Provisions).

**Undamaged vine**: An insurable vine that does not require removal.

**Underreport factor (unit)**: A factor determined by the insurance provider and used to adjust the insured's indemnity in section 13(a) of the Crop Provisions when the insured has underreported the number of insurable vines. The factor is the result of dividing the amount of protection by the unit value, rounded to three decimal places not to exceed 1.000.

**Unit deductible:** The dollar amount determined by multiplying the actual number of insurable vines in each stage-block in the unit on the day before the loss (but not reduced for any insured damage that occurred during the crop year) by the insured's vine reference price for each stage-block, totaling these values, and multiplying this result by the deductible (1.0 minus the coverage level).

**Unit value:** Unless otherwise specified in the actuarial documents, the amount determined by multiplying the actual number of insurable vines in each stage-block in the unit, as determined by the approved insurance provider, on the day before the loss (but not reduced for any insured damage that occurred during the crop year) by the insured's vine reference price for each stage-block, totaling these values, and then multiplying this result by the coverage level selected by the insured.

**Vine reference price:** The price per vine, by stage, type, and practice listed in the actuarial documents for vine replacement, that is used in calculating the unit value, the amount of protection, and the damage value.

### Exhibit 3 Form Standards – Appraisal Worksheet

Verify and/or make the following entries for each Appraisal Worksheet element/item number. A completed Appraisal Worksheet example is at the end of this exhibit. For general form standards and other general information, see [Para. 2D](#) and [Para. 25](#).

- (1) Complete the Appraisal Worksheet and Continuation Sheet in the following order:
  - (a) Part I – Appraisal Worksheet Heading
  - (b) Part III – Appraisal
  - (c) Part II – Percent Damage
- (2) All percent entries are entered as 3-place decimals (e.g., 79.4% is entered as .794; 100% is entered as 1.000).

#### Part I – Appraisal Worksheet Heading

Verify or make the following entries:

Element/Item Number	Description
Company	Name of AIP, if not preprinted on the worksheet (Company Name).
Claim Number	Claim number as assigned by the AIP.
1. Name of Insured	Name of insured that identifies exactly the person (legal entity) to whom the policy is issued.
2. Policy Number	Insured's assigned policy number.
3. County	Name of the county in which the vines are insured.
4. Unit Number	Eight-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 0001-0000BU).
5. Crop/Type	Four-digit crop code number and three-digit type code number, as applicable, entered exactly as specified on the AD for the crop and type being appraised. The name or an abbreviation for the crop/type name may also be entered as illustrated on the Appraisal Worksheet example. If "No Type Specified," enter appropriate three-digit code number from the AD.
6. Crop Year	Crop year, as defined in the policy, for which the claim has been filed (e.g., YYYY).

**Part II – Percent Damage**

- (1) Use the vine counts from Part III of either the Appraisal Worksheet or Continuation Sheet(s), as applicable, to complete item entries in Part II of the Appraisal Worksheet.
- (a) When an Appraisal Worksheet is used, transfer the sample vine counts from item 30 Total (which is the total of Column 25-27 entries) to item 8b in Column 8 for each stage for the SDV.
- (b) When continuation sheets are used, transfer the sample vine counts from item 30 Grand Total (which is the total of Column 25-27 entries) from the final continuation sheet to item 8b in Column 8 for each stage.

	Undamaged	<del>Partially Damaged</del>	<del>Fully Damaged</del>	Destroyed	<del>Limb Diameter Damaged (1)</del>	<del>Limb Diameter Damaged (2)</del>
	25	26	27	28	29	
30. Total	5		4			

Stage II Example: Appraisal Worksheet

	Undamaged	<del>Partially Damaged</del>	<del>Fully Damaged</del>	Destroyed	<del>Limb Diameter Damaged (1)</del>	<del>Limb Diameter Damaged (2)</del>
	25	26	27	28	29	
30. Total	6		9			
PREVIOUS Total	5		4			
GRAND Total	11		13			

Stage II Example: Continuation Sheet

- (2) Use the following three-place decimal format for percentages – 49% damage, enter as .490.

**Exhibit 3 Form Standards – Appraisal Worksheet (Continued)**

Element/Item Number	Description
7. Appraisal Method	Enter stage I or stage II [see <a href="#">Para. 22A</a> and <a href="#">22C</a> and <a href="#">Para. 25(4)</a> ].
8. Number of Vines/SDV	<p>Split the cell in half horizontally. Use separate lines for varying stages within the unit or each block within the unit for the SDV entry in item 8a [unless the block qualifies as a stage-block (see definition in the CP) in which case the single stage for the stage-block will apply]. For the most recent cause of loss:</p> <p>(a) Separately record in the top half, the total number of insurable vines for all SDVs for each stage within the unit or block/stage-block. Include all damaged and undamaged vines, and all vines damaged by uninsurable causes for the SDV entry. Do not include vines that are uninsurable. The total number of insurable vines may be determined from the acreage report (verified using PAW (GV) information, vineyard maps, and/or as indicated by an actual physical count – see <a href="#">Para. 17(1) – (3)</a> of this handbook). Indicate on the Vineyard Identification Map the location of all SDVs as a result of the most recent cause of loss and the number of insurable vines in each SDV.</p> <p>(b) Separately record in the bottom half, the number of insurable sample vines for all SDVs for each corresponding stage sampled within the unit or block/stage-block. This entry is taken from item 30 of the Appraisal Worksheet or the Grand Total for the continuation sheet. Refer to the examples in the Information Required section immediately above for additional instructions.</p> <p>Note: Multiple SDVs can occur within a commodity/type/unit/stage-block/practice.</p>

**Example: Appraisal Worksheet**

APPRAISAL METHOD 7	NUMBER OF VINES/SDV 8a/8b
Stage II	500
	20

←8a Enter number of insurable vines in the SDV.

←8b Enter number of sample vines.

**Exhibit 3 Form Standards – Appraisal Worksheet (Continued)**

<b>Element/Item Number</b>	<b>Description</b>
9.	Make no entry.
10. Stage	Enter the applicable vine stage for the line item. Refer to <a href="#">Para. 17(4)</a> .
11.	Make no entry.
12. Vines <del>Fully Damaged</del> /Destroyed	Strike through Fully Damaged. Record the number of destroyed vines from the Total (item 30) of Column 27 of Part III of the Appraisal Worksheet. If continuation sheets are used for the stage, enter the Grand Total of Column 27 from the final continuation sheet in this item. Enter “0” if no vines are destroyed.
13. Percent Total Loss	Result of dividing item 12 by item 8b. Round to nearest 3-place decimal.
14.	Make no entry.
15.	Make no entry.
16.	Make no entry.
17.	Make no entry.

Do not complete remaining item entries until the GV Certification Form has been returned by the insured. Initial entries in item 13 may be adjusted if Damage Adjustment Factors contained in item 17 of the GV Certification Form apply (see section 13(g) of the CP). If applicable, strike through the initial damage percent entries in item 13 and enter the adjusted percent. Complete the remaining entries as instructed. These adjustments apply to vines classified as destroyed.

<b>Element/Item Number</b>	<b>Description</b>
18.	Make no entry.
19.	Make no entry.
20.	Make no entry.
21.	Make no entry.
22.	Make no entry.
23.	Make no entry.
24. Percent Damage	Transfer the result of item 13. Transfer this entry to column L in section I of the PW.

**Part III – APPRAISAL**

Identify the stage in Part III on each Appraisal Worksheet or continuation sheet used for the unit. DO NOT mix stages in Part III on the Appraisal Worksheet or on continuation sheets for same stage, if required. Damage appraisals for additional stages are identified and recorded on separate continuation sheets. (For example, for the same unit stage I would be listed on Part III of the Appraisal Worksheet and stage II would be listed on a continuation sheet.) Total sample counts for each stage separately and transfer the Part III totals to the appropriate stage line entries of Part II of the Appraisal Worksheet for the unit. Enter, in the space to the right of the Part III heading, the following:

- (1) Stage I or stage II as appropriate for the form, and the number of the pages used for Part III.
- (2) “Vines Uninsurable.” If uninsurable vines are discovered during the sampling process, verify that the number of vines in item 8a includes only insurable vines. Explain any adjustments to item 8a in the Remarks section.
- (3) “Vines Damaged by Uninsured Causes.” Record a mark for each sample vine damaged by an uninsured cause during the crop year. Indicate the number count in parentheses.

For each sample vine, complete items 28 and 29 prior to completing items 25-27. Verify or make the following entries:

Element/Item Number	Description
25. Undamaged	Make a check mark (ü) in Column 25 for each undamaged insurable sample vine. Record any sample vine damaged by uninsurable causes as undamaged; enter a (U) in place of the check mark.
26. <del>Partially Damaged</del>	Make no entry.
27. <del>Fully Damaged/Destroyed</del>	Strike through Fully Damaged in the heading. Make a check mark (ü) in Column 27 for each destroyed insurable sample vine.
28. <del>Limb Diameter Damaged (1)</del>	Make no entry.
29. <del>Limb Diameter Damaged (2)</del>	Make no entry.
30. Total	Record the total number of vines for the stage in Columns 27 of Part III of the Appraisal Worksheet or a continuation sheet for the same stage, if required. Record counts on a continuation sheet for each additional stage contained in the unit. Omit from this count, uninsurable vines (vines for which insurance did not attach); include any vines damaged or destroyed by an uninsured cause during the crop year. Make no entry for “Total” in columns 26, 28, and 29.
Previous Total	For continuation sheets only: If continuation sheets are required to record vine counts for the stage, enter the item 30 sample Total or Grand Total, as applicable, of each column from the previous appraisal worksheet in the Previous Total columns of the current worksheet.
Grand Total	For continuation sheets only: For each continuation sheet for the stage, separately add the item 30 sample Total of each column to the Previous Total of each column and enter the Grand Total in the appropriate column. The Grand Total for each column from the last continuation sheet for the stage will be used to compute Part II – Percent of Damage.

**Exhibit 3 Form Standards – Appraisal Worksheet (Continued)**

The following required entries are not illustrated on the Appraisal Worksheet below.

<b>Element/Item Number</b>	<b>Description</b>
31. Adjuster's Signature, Code Number, and Date	Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed the Appraisal Worksheet. If the appraisal is performed prior to signature date, document the date of appraisal in the Remarks/Narrative section of the Appraisal Worksheet (if available); otherwise, document the appraisal date in the Narrative of the PW.
32. Insured's Signature and Date	Insured's (or insured's authorized representative's) signature and date on the Appraisal Worksheet. Before obtaining the signature, review all entries on the Appraisal Worksheet and continuation sheet with the insured (or the insured's authorized representative), particularly explaining codes, etc., which may not be readily understood.
Page Numbers	Page numbers: Page 1 of 1, Page 1 of 2, etc., for each page used for the unit appraisal. The Appraisal Worksheet containing the Part II computations for the unit should be listed as page 1; continuation sheets should be numbered consecutively thereafter for each additional Part III stage sampled.
EXAMPLE	The Appraisal Worksheet contains the start of one stage (Part III) which may continue over onto a continuation sheet, for the same stage (based on the number of sample vines required) or a different continuation sheet for a different stage. Additional continuation sheets would be used for the other stages. The Appraisal Worksheet would be numbered Page 1 of 3 pgs. for the first stage, a continuation sheet would be numbered Page 2 of 3 pgs., and, if applicable, any other stage continuation sheet would be numbered Page 3 of 3 pgs., etc.



**Exhibit 3 Form Standards – Appraisal Worksheet (Continued)**

COMPANY		ANY COMPANY										FOR ILLUSTRATION PURPOSES ONLY					CLAIM NO.					XXXXXXX								
<b>GRAPEVINE APPRAISAL WORKSHEET</b>																														
<b>PART I</b>																														
1. NAME OF INSURED					2. POLICY NUMBER					3. COUNTY					4. UNIT NUMBER					5. CROP/TYPE					6. CROP YEAR					
I.M. INSURED					XXXXXXXXXX					ANY COUNTY					0001-0000BU					0270 – 161					YYYY					
<b>PART II</b>																														
VINES DESTROYED												LIMB DAMAGE																		
APPRAISAL METHOD 7	NUMBER OF VINES/ SDV 8a/8b	9	STAGE 10	11	VINES FULLY DAMAGED/ DESTROYED 12	PERCENT TOTAL LOSS (12 ÷ 8b) 13	VINES PART- DAMAGED 14	PERCENT PART- LOSS (14 ÷ 8bb) 15	16	17	18	19	20	21	22	23	PERCENT DAMAGE 24													
Stage I - 250	500		I		4	.400											.400													
Stage II - 250	1,500		II		23	.460											.460													
<i>(Refer to Exhibit 6, Table A for minimum number of required samples)</i>																														
<b>PART III</b> Stage I (pgs. 1) VINES DAMAGED BY UNINSURED CAUSES (0)																														
	Undamaged	Partially Damaged	Fully Damaged/ Destroyed	Limb Damaged (1)	Limb Damaged (2)		Undamaged	Partially Damaged	Fully Damaged/ Destroyed	Limb Damaged (1)	Limb Damaged (2)		Undamaged	Partially Damaged	Fully Damaged/ Destroyed	Limb Damaged (1)	Limb Damaged (2)		Undamaged	Partially Damaged	Fully Damaged/ Destroyed	Limb Damaged (1)	Limb Damaged (2)		Undamaged	Partially Damaged	Fully Damaged/ Destroyed	Limb Damaged (1)	Limb Damaged (2)	
	25	26	27	28	29		25	26	27	28	29		25	26	27	28	29		25	26	27	28	29		25	26	27	28	29	
1	(✓)						18						35							52						69				
2			(✓)				19						36							53						70				
3	(✓)						20						37							54						71				
4	(✓)						21						38							55						72				
5	(✓)						22						39							56						73				
6			(✓)				23						40							57						74				
7			(✓)				24						41							58						75				
8			(✓)				25						42							59						76				
9	(✓)						26						43							60						77				
10	(✓)						27						44							61						78				
11							28						45							62						79				
12							29						46							63						80				
13							30						47							64						81				
14							31						48							65						82				
15							32						49							66						83				
16							33						50							67						84				
17							34						51							68						85				
30. TOTAL																		6		4										

**(For Illustration Purposes Only.) This form example does not illustrate all required entry items (e.g., signatures, etc.).**

**Exhibit 3 Form Standards – Appraisal Worksheet (Continued)**

FOR ILLUSTRATION PURPOSES ONLY APPRAISAL WORKSHEET (Grapevine Damage Continuation Sheet)					1. NAME OF INSURED I.M. INSURED					2. POLICY NUMBER XXXXXXX															
					3. COUNTY ANY COUNTY					4. UNIT NUMBER 0001-0000BU					5. CROP/TYPE 0270 – 161					6. CROP YEAR YYYY					
APPRAISAL WORKSHEET (Continued from Part III)					Stage II (pgs. 1)					VINES DAMAGED BY UNINSURED CAUSES (0)															
	Undamaged	Partially Damaged	Fully Damaged/Destroyed	Limb Diameter Damaged (+)	Limb Diameter Damaged (+)	Undamaged	Partially Damaged	Fully Damaged/Destroyed	Limb Diameter Damaged (+)	Limb Diameter Damaged (+)	Undamaged	Partially Damaged	Fully Damaged/Destroyed	Limb Diameter Damaged (+)	Limb Diameter Damaged (+)	Undamaged	Partially Damaged	Fully Damaged/Destroyed	Limb Diameter Damaged (+)	Limb Diameter Damaged (+)	Undamaged	Partially Damaged	Fully Damaged/Destroyed	Limb Diameter Damaged (+)	Limb Diameter Damaged (+)
	25	26	27	28	29	25	26	27	28	29	25	26	27	28	29	25	26	27	28	29	25	26	27	28	29
1	(ü)					28	(ü)				55					82						106			
2			(ü)			29	(ü)				56					83						107			
3	(ü)					30	(ü)				57					84						108			
4						31					58					85						109			
5			(ü)			32		(ü)			59					86						110			
6	(ü)					33		(ü)			60					87						111			
7			(ü)			34		(ü)			61					88						112			
8			(ü)			35		(ü)			62					89						113			
9	(ü)					36					63					90						114			
10			(ü)			37	(ü)				64					91						115			
11			(ü)			38	(ü)				65					92						116			
12			(ü)			39		(ü)			66					93						117			
13			(ü)			40		(ü)			67					94						118			
14	(ü)					41		(ü)			68					95						119			
15	(ü)					42	(ü)				69					96						120			
16			(ü)			43	(ü)				70					97						121			
17			(ü)			44	(ü)				71					98						122			
18			(ü)			45	(ü)				72					99						123			
19						46	(ü)				73					100						124			
20	(ü)					47	(ü)				74					101						125			
21			(ü)			48	(ü)				75					102						126			
22			(ü)			49	(ü)				76					103						127			
23			(ü)			50		(ü)			77					104						128			
24						51					78					105						129			
25						52					79														
26			(ü)			53					80														
27			(ü)			54					81														

**Exhibit 4 Form Standards – Production Worksheet**

Verify and/or make the following entries for each PW element/item number. Completed PW examples are at the end of this exhibit. For general form standards and other general information, see [Para. 2D](#) and [Para. 31](#). If the insured has elected the OLO, the Base Policy instructions will apply. Indicate in the narrative if the OLO is in effect.

Enter all percent entries as three-place decimals (e.g., enter 79.4% as .794; enter 100% as 1.000).

Element/Item Number	Description						
1. Crop/Code #	Enter the commodity name and the code number exactly as specified on the AD for the crop.						
2. Unit #	Eight-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 0001-0000BU).						
3. Location Description	Section, township, and range number or other description that identifies the location of the unit. (Include the FSA FN, Common Land Unit, and track number, if available.)						
4. Date(s) of Damage	<p>Date(s) of Damage: First three letters of the month(s) during which the determined insured damage (including progressive damage) occurred for the inspection and causes(s) listed in item 5 below. For progressive damage, enter the month that identifies when the majority of the insured damage occurred. Include the specific date where applicable as in the case of freeze damage (e.g., JAN 9). Enter additional dates of damage in the extra spaces, as needed. If more space is needed, document the additional dates of damage in the Narrative (or on a Special Report).</p> <p>If there is no insurable cause of loss, and a “No Indemnity Due” claim will be completed, make no entry.</p>						
5. Cause(s) of Damage	<p>Name of the determined insured cause(s) of damage for this crop as listed in the BP and CP for the date of damage listed in item 4 above for this inspection. If an insured cause(s) of damage is coded as “Other,” explain in the Narrative. Enter additional causes of damage in the extra spaces, as needed. If more space is needed, document the additional determined insured cause(s) of damage in the Narrative (or on a Special Report). Refer to the illustration in item 6 below.</p> <p>If there is no insurable cause of loss, and a “No Indemnity Due” claim will be completed, make no entry.</p>						
6. Insured Cause %	<p>Whole percent of damage for the insured cause of damage listed in item 5 above for this inspection. Enter additional “Insured Cause %” in the extra spaces as needed. The total of all “Insured Cause %” must equal 100%.</p> <table border="0" data-bbox="630 1633 1104 1774"> <tr> <td style="padding-left: 40px;">4. Date(s) of Damage</td> <td style="padding-left: 40px;">JAN 7</td> </tr> <tr> <td style="padding-left: 40px;">5. Cause(s) of Damage</td> <td style="padding-left: 40px;">Freeze</td> </tr> <tr> <td style="padding-left: 40px;">6. Insured Cause %</td> <td style="padding-left: 40px;">100</td> </tr> </table>	4. Date(s) of Damage	JAN 7	5. Cause(s) of Damage	Freeze	6. Insured Cause %	100
4. Date(s) of Damage	JAN 7						
5. Cause(s) of Damage	Freeze						
6. Insured Cause %	100						

**Exhibit 4 Form Standards – Production Worksheet (Continued)**

Element/Item Number	Description
7. Company/Agency	Name of company and agency servicing the contract.
8. Name of Insured	Name of the insured that identifies exactly the person (legal entity) to whom the policy is issued.
9. Claim Number	The claim number as assigned by the AIP.
10. Policy Number	Insured's assigned policy number.
11. Crop Year	Four-digit crop year, as defined in the policy, for which the claim is filed.
12. Additional Units	<p><b>PRELIMINARY:</b> Make no entry.</p> <p><b>FINAL:</b> Unit number(s) for all non-loss units for the crop at the time of final inspection. A non-loss unit is any unit for which a PW has not been completed. Additional non-loss units may be entered on a single PW.</p> <p>If more spaces are needed for non-loss units, enter the unit numbers, identified as “Non-Loss Units,” in the narrative or on an attached Special Report.</p>
13. Date(s) of Notice	<p><b>PRELIMINARY:</b></p> <ul style="list-style-type: none"> <li>(a) Date the notice of damage was given for the unit in item 2 in the 1st or 2nd space, as applicable. Enter the complete date (e.g., MM/DD/YYYY) for each notice.</li> <li>(b) A notice of damage or loss for a third inspection (if needed) requires an additional set of PWs. Enter the date of the notice for a third inspection in the 1st space of item 14 on the second set of PWs.</li> <li>(c) Reserve the “Final” space on the first page of the first set of PWs for the date of notice for the final inspection.</li> <li>(d) If the inspection was initiated by the AIP, enter “Company Insp.” instead of the date.</li> <li>(e) If the notice does not require an inspection, document as directed in the Narrative instructions.</li> </ul> <p><b>FINAL:</b> Transfer the latest date (in the 1st or 2nd space from the first or second set of PWs) to the final space on the first page of the first set of PWs if a final inspection should be made as a result of the notice. Always enter the complete date of notice (MM/DD/YYYY) for the “Final” inspection. For a delayed notice of loss or delayed claim, refer to the LAM.</p>

**Exhibit 4 Form Standards – Production Worksheet (Continued)**

Element/Item Number	Description
14. Companion Policy(ies)	<p>(a) If no other person has a share in the unit (insured has 100 percent share), make no entry.</p> <p>(b) In all cases where the insured has less than a 100 percent share of a loss-affected unit, ask the insured if the other person sharing in the unit has a multiple-peril contract (i.e., not crop-hail, fire, etc.). If the other person does not, enter “None.”</p> <p>(1) If the other person has a multiple-peril contract and it can be determined that the same AIP services it, enter the contract number. Handle these companion policies according to the AIP instructions.</p> <p>(2) If the other person has a multiple-peril contract and a different AIP or agent services it, enter the name of the AIP and/or agent (and contract number) if known.</p> <p>(3) If unable to verify the existence of a companion contract, enter “Unknown” and contact the AIP for further instructions.</p> <p>(c) Refer to the LAM for further information regarding companion contracts.</p>

**SECTION I – ACREAGE APPRAISED, UNIT VALUE**

Account for all insurable vines in the unit. In the event of over-reported vines, handle in accordance with individual AIP's instructions.

The total number of vines in all stage-blocks present in the unit must be accounted for on the PW. This will be used to calculate the unit value for all claims, the unit deductible for non-OLO claims, and the 5 percent OLO trigger amount. The number of insurable vines by stage should be verified by a visual inspection and compared to the acreage report.

Refer to [Para. 17\(1\) – \(4\)](#) and [Exhibit 3, item 8\(1\)](#) for additional information.

Verify or make the following entries:

Element/Item Number	Description								
A. Field ID	<p>The stage-block identification number in which the SDV exists as assigned by the insured or AIP.</p> <p>In the margin (or in a separate column), enter the date of inspection for the last line entry for each inspection.</p>								
B. Total Reported Vines	<p>Total number of vines in the stage-block the insured reported in the unit by stage-block on the Acreage Report.</p>								
C. Total Vines (Stage)	<p>Enter the total number of vines in the unit corresponding to the stage of the stage-block, on the day before the loss occurred.</p>								
D. SDV	<p>Enter the number of insurable vines in the SDV (as a result of the most recent cause of loss) corresponding to the stage. Make no entry in Column D if the corresponding stage was not present in the SDV.</p>								
E. Interest or Share	<p>Insured's interest in the crop to three decimal places as determined at the time of inspection. If shares vary on the same unit, use separate line entries.</p>								
F. Rate Class (Stage)	<p>The correct stage code for the stage from the AD. Verify with the Summary of Coverage and if the stage code is found to be incorrect, refer to the LAM for Revised Acreage Report instructions. The acreage report cannot be revised to increase liability at loss time.</p> <table data-bbox="649 1428 1299 1596" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>GV Crop Provisions</u></th> <th style="text-align: center;"><u>Actuarial Documents</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Stage I</td> <td style="text-align: center;">D01</td> </tr> <tr> <td style="text-align: center;">Stage II</td> <td style="text-align: center;">D02</td> </tr> <tr> <td style="text-align: center;">Stage III</td> <td style="text-align: center;">D03</td> </tr> </tbody> </table>	<u>GV Crop Provisions</u>	<u>Actuarial Documents</u>	Stage I	D01	Stage II	D02	Stage III	D03
<u>GV Crop Provisions</u>	<u>Actuarial Documents</u>								
Stage I	D01								
Stage II	D02								
Stage III	D03								
G. Practice	<p>Three-digit code number, entered exactly as specified on the AD, for the practice carried out by the insured. If “No Practice Specified,” enter appropriate three-digit code number from the AD.</p>								

**Exhibit 4 Form Standards – Production Worksheet (Continued)**

Element/Item Number	Description										
H. Type/Class/Variety	<p>Three-digit type code number entered exactly as specified on the AD, for the type corresponding to the stage-block. If “No Type Specified,” enter appropriate three-digit code number from the AD (e.g., “997”).</p> <table border="0" data-bbox="630 365 1198 548"> <thead> <tr> <th data-bbox="630 365 781 401">Type Name</th> <th data-bbox="1057 365 1198 401">Type Code</th> </tr> </thead> <tbody> <tr> <td data-bbox="630 405 737 441">Group A</td> <td data-bbox="1110 405 1162 441">161</td> </tr> <tr> <td data-bbox="630 445 737 480">Group B</td> <td data-bbox="1110 445 1162 480">261</td> </tr> <tr> <td data-bbox="630 485 737 520">Group C</td> <td data-bbox="1110 485 1162 520">209</td> </tr> <tr> <td data-bbox="630 525 737 560">Group D</td> <td data-bbox="1110 525 1162 560">374</td> </tr> </tbody> </table>	Type Name	Type Code	Group A	161	Group B	261	Group C	209	Group D	374
Type Name	Type Code										
Group A	161										
Group B	261										
Group C	209										
Group D	374										
I. Coverage Level	<p>The coverage level selected by the insured for the crop, to two decimal places, i.e., enter 65% as .65 (See section 3).</p> <p>Note: Coverage level may vary by type.</p>										
J.	Make no entry.										
K. Reference Price	<p>(1) Enter the result of the applicable vine reference price shown on the AD for the stage, type, and practice times the price percentage elected by the insured in dollars and cents.</p> <p>(2) For CAT coverage, multiply the applicable vine reference price by 0.55 and enter the result in dollars and cents.</p> <p>Note: Percentage of price election may vary by type (if prices are specified on the AD by type.)</p>										
L. % Damage	<p>Enter the percent damage for the stage determined from the appraisal (<a href="#">Column 24 of Part II of the Appraisal Worksheet</a>), to three decimal places.</p> <p>Make no entry if the corresponding stage-block was not present in the SDV. If there has been a previous claim during the crop year, the stage-blocks sampled as a result of the most recent cause of loss must be reviewed against stage-blocks from the previous claim to ensure that the applicable percent damage for the crop year will not exceed 100 percent for any stage-block or portion of a stage-block within a SDV.</p> <p>For example, a stage-II block of 200 vines is 40% destroyed due to freeze in January and the destroyed vines are removed. The same stage-II block is damaged by fire in June and the remaining vines are removed. The claim must report 200 vines damaged 40% from freeze in January, and 200 vines damaged 60% due to fire in June. To do otherwise would in effect count 200 vines as 140% damaged (40% due to freeze and 100% due to fire).</p>										

**Exhibit 4 Form Standards – Production Worksheet (Continued)**

Element/Item Number	Description
M. Amt of Ins. Damage or Damage Value	<p>Check appropriate box indicating if entry is for “Amount of Insured Damage” or “Damage Value.”</p> <p>(1) Non-OLO: Compute the damage value by multiplying columns “D” times “K” times “L,” round to nearest whole dollar.</p> <p>(2) OLO: Compute the amount of insured damage by multiplying columns “D” times “I” times “K” times “L,” round to nearest whole dollar.</p>
N. Unit Deductible	<p>(1) Non-OLO: Column “C” times Column “K” times the percent deductible (1.00 minus Column “I” coverage level %), results in whole dollars.</p> <p>(2) OLO: Make no entry.</p>
O. Unit Value	Column “C” times Column “I” times Column “K”; enter the results in whole dollars. This entry is on a 100% share basis.
15. Totals	<p>(1) Column “M” total in whole dollars.</p> <p>(2) Column “N” total in whole dollars.</p> <p>(3) Column “O” total in whole dollars.</p>
16. OLO Minimum Value	If OLO is not in effect, make no entry. If the OLO is in effect, total of column “O” times 0.05 results, rounded to whole dollars. If the amount of insured damage (total of column “M,” item 15) equals or exceeds the entry in item 16, then an indemnity may be due for the amount of insured damage.
17. URF: (Under Report Factor)	<p>To determine the URF, calculate the amount of protection for the unit (in whole dollars) by multiplying for each line, column “B” times column “I” times column “K” and totaling the results for all lines.</p> <p>In the event that the unit value (column “O,” item 15) is greater than the amount of protection, divide the amount of protection by the unit value, recording the URF rounded to three decimal places. Enter “1.000” if the amount of protection equals or exceeds the unit value.</p>



**Narrative Instructions**

a.	If no vines are released on the unit, enter “No vines released,” adjuster's initials and date.
b.	If notice of damage was given and No Inspection is necessary, enter the unit number(s), “No Inspection,” date, and adjuster's initials. The insured's signature is not required.
c.	Explain any uninsured causes, unusual, or controversial cases.
d.	Enter the percent damage by uninsured causes and explain. Vines damaged by an uninsured cause will be counted as undamaged.
e.	Document the actual appraisal date if an appraisal was performed prior to the adjuster's signature date on the Appraisal Worksheet, and the date of the appraisal is not recorded on the Appraisal Worksheet.
f.	Explain any errors found on the Summary of Coverage.
g.	Explain a “No” checked in item 19.
h.	<p>Attach Vineyard Identification Maps to identify the total unit:</p> <ul style="list-style-type: none"> <li>(1) if consent is or has been given to put part of the unit to another use;</li> <li>(2) if uninsured causes are present; or</li> <li>(3) for unusual or controversial cases.</li> </ul> <p>Indicate on the sketch map or aerial photo the disposition of acreage put to other use with or without consent.</p>
i.	Explain any difference between date of inspection and signature dates. For an absentee insured, enter the date of the inspection and the date of mailing the PW for signature.
j.	When any other adjuster or supervisor accompanied the adjuster on the inspection, enter the code number of the other adjuster or supervisor and date of inspection.
k.	Explain the reason for a “No Indemnity Due” claim. “No Indemnity Due” claims are to be distributed in accordance with AIP's instructions.
l.	Explain any delayed notices or delayed claims as instructed in the LAM.
m.	Document how the OLO minimum was determined. Also document the amount of protection and calculations used to determine the URF for the unit.
n.	Document any other pertinent information. If on an attachment, enter “See attachment.”
o.	Verify whether or not freeze protection is in place and adequate as defined in the SP when the insured has elected the freeze protection option, and whether or not such freeze protection was properly utilized if the cause of loss is freeze related. If freeze protection requirements are not met, the indemnity will be reduced as specified in section 13(h) of the CP.

SECTION II – ADJUSTMENTS TO UNIT VALUE

Element/Item Number	Description
18. End of the Insurance Period	Enter the date the entire unit was (1) totally destroyed, (2) a combination of destroyed and damaged, or (3) the calendar date for the end of the insurance period.
19. Similar Damage	Check “Yes” or “No.” Check “Yes” if amount and cause of damage due to insurable causes is similar to the experience of other vineyards in the area. If “No” is checked, explain in the Narrative.
20. Assignment of Indemnity	Check “Yes” only if an assignment of indemnity is in effect for the crop year; otherwise, check “No.” Refer to the LAM.
21. Transfer of Right to Indemnity	Check “Yes” only if a transfer of right to indemnity is in effect for the unit for the crop year; otherwise, check “No.” Refer to the LAM.
A. Rate Class (Stage)	Transfer the entry by stage from section I, column “F.” All stages present in the unit should be accounted for in Section II. Use multiple line entries for multiple stages.
B. Date of Previous Loss	For each stage, enter the month(s) and day(s) (e.g., Dec. 15) of the most recent previous loss event during the same crop year regardless of whether an indemnity was due. If there has been no previous loss event during the crop year, make no entry.
C. Unit Value	Transfer entries from section I, column “O” for each stage.
D. Previous Damage Value (100% Share)	For previous loss event(s) on the unit that occurred during the same crop year (whether an indemnity was due or not), total the damage value(s) (or amount(s) of insurance, as applicable) in section I, column “M” for the corresponding stage(s) from all previous PW(s) for the unit and enter the result by stage in whole dollars. If there has been no previous loss event on the stage during the crop year, make no entry.
E. Current Damage Value	Transfer entries by stage from section I, column “M.” If the stage-block does not have damage, make no entry.
F. Total Damage Value All Claims	Column “D” plus column “E.” If the stage-block does not have damage, enter “0.”
G. Deductible	(a) Non-OLO: Transfer entries for the corresponding stage from section I, column “N.” (b) OLO: Make no entry.
H. Remaining Deductible	(a) Non-OLO: For the corresponding stage, column “G” minus column “F” results in whole dollars. Make the entry and indicate if the entry is positive or negative (e.g., 10 - 8 = “+2,” 8 - 10 = “-2,” or 8 - 8 = “0”). (b) OLO: Make no entry.

**Exhibit 4 Form Standards – Production Worksheet (Continued)**

Element/Item Number	Description
<p>I. Unit Value to Count (100% Share)</p>	<p>(a) Non-OLO: For the corresponding stage, if the entry in Column “H” is a zero, then transfer the entry from Column “C.” If the entry in Column “H” is a positive number, then the entry is columns “C” plus “H” (e.g., 10 + 2 = 12). If the entry in column “H” is a negative number, then the entry is columns “C” plus “H” (e.g., 10 + (-2) = 8).</p> <p>(b) OLO: Column “C” minus Column “F” for each stage.</p>
<p>22. Total</p>	<p>Total of column “I” entries. This dollar value to count applies to this loss occurrence only. This value is based on 100% share. Item “O,” line 15 less item 22 is the dollar amount the unit is “short” of the unit value as of the date of this loss event.</p>
<p>23. Adjuster's Signature, Code Number, and Date</p>	<p>Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed. For an absentee insured, enter adjuster's code number only. The signature and date will be entered after the absentee insured has signed and returned the PW. Final indemnity inspections should be signed on bottom line.</p>
<p>24. Insured's Signature and Date</p>	<p>Insured's (or insured's authorized representative's) signature and date. Before obtaining the signature, review all entries on the PW with the insured (or the insured's authorized representative), particularly explaining codes, etc., that may not be readily understood. Final indemnity inspections should be signed on the bottom line.</p>
<p>25. Page Numbers</p>	<p>Page numbers - (Example: Page 1 of 1, Page 2 of 2, etc.)</p>

**Exhibit 4 Form Standards – Production Worksheet (Continued)**

GRAPEVINE PRODUCTION WORKSHEET																
1. Crop/Code #		2. Unit #	3. Location Description				(For Illustration Purposes Only)				8. Name of Insured					
Grapevines		0001-0000BU	NW6-14N-30W								I. M. Insured					
0270							7. Company		Any Company		9. Claim #		11. Crop Year			
4. Date(s) of Damage		FEB 19					Agency		Any Agency		XXXXXXX		XXXX			
5. Cause(s) of Damage		Freeze					<b>EXAMPLE 1: Base Policy – No OLO, No Previous Loss, No Indemnity Due</b>									
6. Insured Cause %		100									10. Policy #	XXXXX				
12. Additional Units		0002-0000BU	0003-0000BU	0004-0000BU							13. Date(s)	1st	2nd	Final		
											Notice of Loss	MM/DD/YYYY		MM/DD/YYYY		
											14. Companion Policy(s)					
SECTION I - ACREAGE APPRAISED, UNIT VALUE																
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
Field ID	Total Reported Vines	Total Vines (Stage)	SDV	Interest or Share	Rate Class (Stage)	Practice	Type Class Variety	Coverage Level	Type of Loss	Reference Price	% Damage	Amt. of Ins. Damage or Damage Value	Unit Deductible	Unit Value (C x I x K)		
1 A	1,000	1,000	500	1.000	D01	103	161	.75		12.00	.400	2,400	3,000	9,000		
2 A	4,000	4,200	1,500	1.000	D02	103	161	.75		20.00	.460	12,000	21,000	63,000		
NARRATIVE: (If more space is needed, attach a Special Report): \$69,000 amount of protection ÷ \$72,000-unit value (total column O) = .958 URF.											15. TOTALS:	14,400	24,000	72,000		
											16. OLO MINIMUM (O x 0.05)					
											17. URF:				.958	
SECTION II - ADJUSTMENTS TO UNIT VALUE																
18. End of Insurance Period			19. Is damage similar to other farms in the area?				20. Assignment of Indemnity				21. Transfer of Right to Indemnity?					
MM/DD/YYYY				Yes	X	No			Yes	X	No		Yes	X	No	
A	B	C	D		E	F	G	H		I						
Rate Class (Stage)	Date of Previous Loss	Unit Value (from O)	Previous Damage Value (100% Share)		Current Damage Value (From M)	Total Damage Value All Claims (D+E)	Deductible (from N)	Remaining Deductible (G - F)		Unit Value To Count (100% Share)						
D01		9,000			2,400	2,400	3,000	+600		9,600						
D02		63,000			12,000	12,000	21,000	+9,000		72,000						
										22. Total: (100% Share)	81,600					

**(For Illustration Purposes Only.) This form example does not illustrate all required entry items (e.g., signatures, etc.).**

**Exhibit 4 Form Standards – Production Worksheet (Continued)**

GRAPEVINE PRODUCTION WORKSHEET																
1. Crop/Code #		2. Unit #		3. Location Description				(For Illustration Purposes Only)				8. Name of Insured				
Grapevines		0001-0000BU		NW6-14N-30W								I. M. Insured				
0270								7. Company		Any Company		9. Claim #		11. Crop Year		
4. Date(s) of Damage		FEB 19						Agency		Any Agency		XXXXXXX		XXXX		
5. Cause(s) of Damage		Freeze						<i>EXAMPLE 2: Base Policy – No OLO, With Previous Loss.</i>				10. Policy #		XXXXXX		
6. Insured Cause %		100										13. Date(s)		1st	2nd	Final
12. Additional Units		0002-0000BU	0003-0000BU	0004-0000BU							Notice of Loss		MM/DD/YYYY		MM/DD/YYYY	
											14. Companion Policy(s)					
SECTION I - ACREAGE APPRAISED, UNIT VALUE																
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
Field ID	Total Reported Vines	Total Vines (Stage)	SDV	Interest or Share	Rate Class (Stage)	Practice	Type Class Variety	Coverage Level	Type of Loss	Reference Price	% Damage	Amt. of Ins. Damage or Damage Value	Unit Deductible	Unit Value (C x I x K)		
1 A	1,000	1,000	500	1.000	D01	103	161	.75		12.00	.400	2,400	3,000	9,000		
2 A	4,000	4,200	1,500	1.000	D02	103	161	.75		20.00	.460	12,000	21,000	63,000		
NARRATIVE: (If more space is needed, attach a Special Report): \$69,000 amount of protection ÷ \$72,000-unit value (total column O) = .958 URF.											15. TOTALS:	14,400	24,000	72,000		
											16. OLO MINIMUM (O x 0.05)					
											17. URF:			.958		
SECTION II - ADJUSTMENTS TO UNIT VALUE																
18. End of Insurance Period			19. Is damage similar to other farms in the area?				20. Assignment of Indemnity				21. Transfer of Right to Indemnity?					
MM/DD/YYYY																
			Yes X No				Yes No X				Yes No X					
A	B	C	D	E	F	G	H	I								
Rate Class (Stage)	Date of Previous Loss	Unit Value (from O)	Previous Damage Value (100% Share)	Current Damage Value (From M)	Total Damage Value All Claims (D+E)	Deductible (from N)	Remaining Deductible (G - F)	Unit Value To Count (100% Share)								
D01	DEC 15	9,000	3,680	2,400	6,080	3,000	-3,080	5,920								
D02	DEC 15	63,000	9,797	12,000	21,797	21,000	-797	62,203								
							22. Total: (100% Share)	68,123								

**(For Illustration Purposes Only.) This form example does not illustrate all required entry items (e.g., signatures, etc.).**

**Exhibit 4 Form Standards – Production Worksheet (Continued)**

GRAPEVINE PRODUCTION WORKSHEET															
1. Crop/Code #	2. Unit #	3. Location Description			(For Illustration Purposes Only)					8. Name of Insured					
Grapevines	0001-0000BU	NW6-14N-30W								I. M. Insured					
0270	OL				7. Company		Any Company			9. Claim #		11. Crop Year			
4. Date(s) of Damage	FEB 19				Agency		Any Agency			XXXXXXX		XXXX			
5. Cause(s) of Damage	Freeze				<b>EXAMPLE 3: Base Policy – With OLO, No Previous Loss</b>					10. Policy #		XXXXXX			
6. Insured Cause %	100									13. Date(s)		1 <sup>st</sup>	2nd	Final	
12. Additional Units	0002-0000BU	0003-0000BU	0004-0000BU						Notice of Loss		MM/DD/YYYY		MM/DD/YYYY		
										14. Companion Policy(s)					
SECTION I - ACREAGE APPRAISED, UNIT VALUE															
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
Field ID	Total Reported Vines	Total Vines (Stage)	SDV	Interest or Share	Rate Class (Stage)	Practice	Type Class Variety	Coverage Level	Type of Loss	Reference Price	% Damage	Amt. of Ins. Damage or Damage Value	Unit Deductible	Unit Value (C x I x K)	
1 A	1,000	1,000	500	1.000	D01	103	161	.75		12.00	.400	1,800		9,000	
2 A	4,000	4,200	1,500	1.000	D02	103	161	.75		20.00	.460	9,000		63,000	
NARRATIVE: (If more space is needed, attach a Special Report): \$69,000 amount of protection ÷ \$72,000-unit value (total column O) = .958 URF.											15. TOTALS:		10,800		72,000
\$218,250 X .05 = 10,913 OLO Minimum.											16. OLO MINIMUM (O x 0.05)				3,600
											17. URF:				.958
SECTION II - ADJUSTMENTS TO UNIT VALUE															
18. End of Insurance Period			19. Is damage similar to other farms in the area?				20. Assignment of Indemnity				21. Transfer of Right to Indemnity?				
MM/DD/YYYY			Yes X No				Yes X No				Yes X No				
A	B	C	D	E	F	G	H	I							
Rate Class (Stage)	Date of Previous Loss	Unit Value (from O)	Previous Damage Value (100% Share)	Current Damage Value (From M)	Total Damage Value All Claims (D+E)	Deductible (from N)	Remaining Deductible (G - F)	Unit Value To Count (100% Share)							
D01		9,000		1,800	1,800			7,200							
D02		63,000		9,000	9,000			54,000							
							22. Total: (100% Share)		61,200						

**(For Illustration Purposes Only.) This form example does not illustrate all required entry items (e.g., signatures, etc.).**

**A. General Completion Instructions**

The element/item numbers listed in these instructions correspond to the element/item numbers listed in subparagraph C below.

- (1) The adjuster will complete the following entries: Items 1 thru 13, items 17 – 19 and 21 (Item 21 completed after receipt of the GV Certification Form from the insured).
- (2) The insured will complete the following entries:  
Items 14 – 16 and 20.

The AIP will provide applicable instructions to the insured for the completion and return of the GV Certification Form.

**B. Form Standards and Completion Instructions for the GV Certification Form**

The following form standards and completion instructions are “Substantive.”

- (1) Title of the form “Grapevine (GV) Certification Form.”
- (2) In an appropriate area on the front of the form include the following statements, which are instructions to the insured:  
  
The insured will complete and mail this form for the conditions specified below within five (5) days (or within the timeframe specified by the AIP) after the vines have been removed.
- (3) This form applies to vines classified as destroyed requiring removal.  
  
The GV Certification Form is used to process a claim related to removal for the current loss and certifies that the vines have been removed.
- (4) A separate certification is required for each separate loss event occurring during the crop year.
- (5) See [Para. 41](#) for additional required statements and other general form requirements and instructions.

**C. Required Element/Item Titles and Completion Instructions**

The following element/item numbers and statements correspond to the example GV Certification Form that has been completed to illustrate how to complete all entries, except the last two items are not shown on the illustrated form.

A completed GV Certification Form example is at the end of this exhibit. For general form standards and other general information, see [Para. 2D](#) and [Para. 41](#). The AIP will include applicable instructions for the insured.

Element/Item Number	Description																								
1. Policy Number	Insured’s assigned policy number.																								
2. Name of Insured	Name of the insured that identifies EXACTLY the person (legal entity) to whom the policy is issued.																								
3. Date Originated	Adjuster enters the date the claim was completed.																								
4. Claim Number	The claim number as assigned by the AIP.																								
5. Crop/Code	Enter the commodity name and the code number exactly as specified on the AD for the crop.																								
6. Crop Year	Four-digit crop year, as defined in the CP, in which the certification is filed.																								
7. Unit #	Eight-digit unit number from the Summary of Coverage after it is verified to be correct (e.g., 0001-0000BU).																								
8. Location Description	Section, township, and range number or other description that identifies the location of the unit. Include the FSA FN, Common Land Unit, and track number, if available.																								
9. Total Number of Damaged Vines	<p>Adjuster enters the total number of damaged vines for all fields or subfields (different stages) in the unit determined from the Appraisal Worksheet – number of vines in the SDV, Col. 8a, times Col. 13 from the Appraisal Worksheet. Total the results and enter in item 9 of the GV Certification Form.</p> <p>Example: SDV Vine Counts and Loss Percents from the Appraisal Worksheet</p> <table border="1" data-bbox="581 1417 1502 1732"> <thead> <tr> <th>Field ID</th> <th>Col. 8a Number of Vine/SDV</th> <th>Col. 13 Percent Total Loss (Destroyed)</th> <th>Number of Destroyed Vines by Field ID</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>500</td> <td>.40</td> <td></td> </tr> <tr> <td></td> <td><i>Number of Damaged Vines</i></td> <td>200</td> <td>200</td> </tr> <tr> <td>2A</td> <td>1500</td> <td>.46</td> <td></td> </tr> <tr> <td></td> <td><i>Number of Damaged Vines</i></td> <td>690</td> <td>690</td> </tr> <tr> <td></td> <td></td> <td>Total Number of Damaged Vines</td> <td>890</td> </tr> </tbody> </table> <p><b>Certification Form Entry:</b> Practice entry based on Appraisal Worksheet Item 13: Remove</p>	Field ID	Col. 8a Number of Vine/SDV	Col. 13 Percent Total Loss (Destroyed)	Number of Destroyed Vines by Field ID	1A	500	.40			<i>Number of Damaged Vines</i>	200	200	2A	1500	.46			<i>Number of Damaged Vines</i>	690	690			Total Number of Damaged Vines	890
Field ID	Col. 8a Number of Vine/SDV	Col. 13 Percent Total Loss (Destroyed)	Number of Destroyed Vines by Field ID																						
1A	500	.40																							
	<i>Number of Damaged Vines</i>	200	200																						
2A	1500	.46																							
	<i>Number of Damaged Vines</i>	690	690																						
		Total Number of Damaged Vines	890																						



**Exhibit 5 Form Standards – Grapevine (GV) Certification Form (Continued)**

Element/Item Number	Description															
10. Return To:	Adjuster enters name of the individual (or office) and address to which the completed certification form will be mailed if not pre-printed on the form.															
11. Field ID	Adjuster enters identification symbol for each field or subfield (corresponds to the item 7 entry on the Appraisal Worksheet by stage).															
12. Intended Practice	<p>Adjuster enters intended practice for the vines in each field or subfield, i.e., Remove.</p> <p style="text-align: center;"><b>Example:</b></p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>11. FIELD ID</u></th> <th style="text-align: center;"><u>12. INTENDED PRACTICE</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1A</td> <td style="text-align: center;">Remove</td> </tr> <tr> <td style="text-align: center;">2A</td> <td style="text-align: center;">Remove</td> </tr> </tbody> </table>	<u>11. FIELD ID</u>	<u>12. INTENDED PRACTICE</u>	1A	Remove	2A	Remove									
<u>11. FIELD ID</u>	<u>12. INTENDED PRACTICE</u>															
1A	Remove															
2A	Remove															
13. No. of Damaged Vines (Intended Practice)	Adjuster enters number of damaged vines for each field or subfield in the unit for the intended practice (from the Appraisal Worksheet, the applicable Loss Percent (Col. 13) times the number of vines in the applicable SDV). Entries are based on the Appraisal Worksheet. See calculation example in item 9 of the GV Certification Form instructions.															
14. Actual Practice	Insured enters the actual practice applied to the vines when completed (Removed).															
15. Number of Damaged Vines (Actual Practice)	Insured enters number of damaged vines for each field or subfield in the unit for which the actual practice was applied.															
16. Date Completed	Insured enters the date the practice was completed.															
17. Damage Adjustment Factor	<p>The adjuster will divide the entry in Col. 15 by Col. 13 and enter the result (rounded to three decimal places) in Col. 17 of the GV Certification Form (this result could be a zero). The adjuster will multiply the Damage Adjustment Factor for the practice by the applicable Percent Loss on the Appraisal Worksheet (Col. 13). For example, for the practice remove, the Damage Adjustment Factor in Col. 17 would be multiplied by the Percent Loss for destroyed vines for the applicable Col. 13 entry on the Appraisal Worksheet.</p> <p><b>Example 1:</b> If the line entry for item 15 is equal to the entry in item 13 on the GV Certification Form, the Damage Adjustment Factor will be 1.000 and the applicable Percent Loss in Col. 13 on the Appraisal Worksheet will not be adjusted.</p> <p><b>Example 1:</b> Actual Practice Equals Intended Practice</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Field ID</th> <th style="text-align: center;">Damage Act. Pract.</th> <th style="text-align: center;">Damage Adj. Factor</th> <th style="text-align: center;">APP. WS. Col. 13 Entry</th> <th style="text-align: center;">APP. WS. Adj. Percent Loss</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1A</td> <td style="text-align: center;">Remove</td> <td style="text-align: center;">1.000</td> <td style="text-align: center;">.400</td> <td style="text-align: center;">No Adj.</td> </tr> <tr> <td style="text-align: center;">2A</td> <td style="text-align: center;">Remove</td> <td style="text-align: center;">1.000</td> <td style="text-align: center;">.460</td> <td style="text-align: center;">No Adj</td> </tr> </tbody> </table> <p>*APP. WS – Appraisal Worksheet</p>	Field ID	Damage Act. Pract.	Damage Adj. Factor	APP. WS. Col. 13 Entry	APP. WS. Adj. Percent Loss	1A	Remove	1.000	.400	No Adj.	2A	Remove	1.000	.460	No Adj
Field ID	Damage Act. Pract.	Damage Adj. Factor	APP. WS. Col. 13 Entry	APP. WS. Adj. Percent Loss												
1A	Remove	1.000	.400	No Adj.												
2A	Remove	1.000	.460	No Adj												

**Exhibit 5 Form Standards – Grapevine (GV) Certification Form (Continued)**

Element/Item Number	Description																														
<p>17. Damage Adjustment Factor (Continued)</p>	<p><b>Example 2:</b> If the line entry for Col. 15 is less than the entry in Col. 13 on the GV Certification Form, the Damage Adjustment Factor will be less than 1.000 and the applicable Percent Loss in Col. 13 on the Appraisal Worksheet will be modified. For Fields 1A and 2A, the adjusted Percent Loss would be entered in the applicable Col. 13 of the Appraisal Worksheet. (See Appraisal Worksheet instructions.)</p> <p><b>Example 2:</b> Actual Practice Less Than Intended Practice</p> <table border="1" data-bbox="581 590 1442 737"> <thead> <tr> <th>Field ID</th> <th>Damage Act. Pract.</th> <th>APP. WS. Adj. Factor</th> <th>APP. WS. Col. 13 Entry</th> <th>APP. WS. Adj. Percent Loss</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>Remove</td> <td>.800</td> <td>.400</td> <td>.320</td> </tr> <tr> <td>2A</td> <td>Remove</td> <td>.800</td> <td>.460</td> <td>.368</td> </tr> </tbody> </table> <p>*APP. WS – Appraisal Worksheet</p> <p><b>Example 3:</b> If the line entry for Col. 15 is less than the entry in Col. 13 on the GV Certification Form, the Damage Adjustment Factor (less than 1.000 based on Actual Practice vine number) will result in a corresponding decrease in the applicable Percent Loss in Col. 13 on the Appraisal Worksheet (i.e., Freeze damaged 890 stage I and II vines throughout the unit of which the appraisal indicated 690 vines in Field 2A were considered destroyed. The insured intended to remove the 690 destroyed vines but instead removed only 518 destroyed vines in Field 2A. The adjusted Percent Loss would be entered in Col. 13 of the Appraisal Worksheet. (See Appraisal Worksheet instructions.)</p> <p><b>Example 3:</b> Actual Practice Different From Intended Practice</p> <table border="1" data-bbox="581 1381 1442 1528"> <thead> <tr> <th>Field ID</th> <th>Damage Act. Pract.</th> <th>APP. WS. Adj. Factor</th> <th>APP. WS. Col. 13 Entry</th> <th>APP. WS. Adj. Percent Loss</th> </tr> </thead> <tbody> <tr> <td>1A</td> <td>Remove</td> <td>1.000</td> <td>.400</td> <td>.400</td> </tr> <tr> <td>2A</td> <td>Remove</td> <td>.751</td> <td>.460</td> <td>.345</td> </tr> </tbody> </table> <p>*APP. WS – Appraisal Worksheet</p>	Field ID	Damage Act. Pract.	APP. WS. Adj. Factor	APP. WS. Col. 13 Entry	APP. WS. Adj. Percent Loss	1A	Remove	.800	.400	.320	2A	Remove	.800	.460	.368	Field ID	Damage Act. Pract.	APP. WS. Adj. Factor	APP. WS. Col. 13 Entry	APP. WS. Adj. Percent Loss	1A	Remove	1.000	.400	.400	2A	Remove	.751	.460	.345
Field ID	Damage Act. Pract.	APP. WS. Adj. Factor	APP. WS. Col. 13 Entry	APP. WS. Adj. Percent Loss																											
1A	Remove	.800	.400	.320																											
2A	Remove	.800	.460	.368																											
Field ID	Damage Act. Pract.	APP. WS. Adj. Factor	APP. WS. Col. 13 Entry	APP. WS. Adj. Percent Loss																											
1A	Remove	1.000	.400	.400																											
2A	Remove	.751	.460	.345																											
<p>18. Totals</p>	<p>Adjuster enters total number of vines for the intended and actual practice(s) in Col. 13. Col. 13 total must equal the entry in item 9.</p>																														
<p>19. Remarks</p>	<p>Insured notates:</p> <p>Any remarks necessary to explain any entries on the form. (Changes in the % Damage are explained in the Narrative of the PW.)</p>																														

Required statements pre-printed directly above insured’s signature block: See [Para. 41](#) of this handbook for statements.

**Exhibit 5 Form Standards – Grapevine (GV) Certification Form (Continued)**

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<b>Element/Item Number</b>	<b>Description</b>
20. Insured's Signature and Date	Insured's (or insured's authorized representative's) signature and date.
21. Adjuster's Signature, Code, Number, and Date	Signature of adjuster, code number, and date signed after the insured (or insured's authorized representative) has signed.

**Exhibit 5 Form Standard – Grapevine (GV) Certification Form (Continued)**

<b>GRAPEVINE (GV) CERTIFICATION FORM (For Illustration Purposes Only)</b>		
The insured will complete and mail this form within five (5) days (or within the timeframe specified by the AIP after the vines have been removed). This form applies to vines that are classified as destroyed.		
1. POLICY # XXXXX	2. NAME OF INSURED I.M. Insured	3. DATE ORIGINATED MM/DD/YYYY
4. CLAIM # XXXXXXXX	5. CROP/CODE # Grapevines 0270	6. CROP YEAR XXXX
7. UNIT # 00010000BU	8. LOCATION DESCRIPTION FN 0123	9. TOTAL NUMBER OF DAMAGED VINES 890
10. RETURN TO:           AIP Any Street Address Any Town, State XXXXX		

**Example 1: Actual Practice Equals Intended Practice**

11. FIELD ID	12. INTENDED PRACTICE	13. NUMBER OF DAMAGED VINES (INTENDED PRACTICE)	14. ACTUAL PRACTICE	15. NO. OF DAMAGED VINES (ACTUAL PRACTICE)	16. DATE COMPLETED	17. DAMAGE ADJUSTMENT FACTOR
1A	Remove	200	Remove	200	mm/dd/yyyy	1.000
2A	Remove	690	Remove	690	mm/dd/yyyy	1.000
18. TOTALS (ITEMS 13 & 15)		890		890		
19. REMARKS						

**(For Illustration Purposes Only.)**

**This form example does not illustrate all required entry items (e.g., signatures, etc.).**

**Exhibit 5 Form Standards – Grapevine (GV) Certification Form (Continued)**

Examples 2 and 3 represent removal practices that were different from the intended practice. (The Damage Adjustment Factors shown were not used to adjust the values in Columns 13 in [Exhibit 3.](#))

**Example 2: Actual Practice Less Than Intended Practice**

11. FIELD ID	12. INTENDED PRACTICE	13. NUMBER OF DAMAGED VINES (INTENDED PRACTICE)	14. ACTUAL PRACTICE	15. NO. OF DAMAGED VINES (ACTUAL PRACTICE)	16. DATE COMPLETED	17. DAMAGE ADJUSTMENT FACTOR
1A	Remove	200	Remove	160	mm/dd/yyyy	.800
2A	Remove	690	Remove	552	mm/dd/yyyy	.800
18. TOTALS (ITEMS 13 & 15)		890		712		
19. REMARKS						

**Example 3: Actual Practice Different From Intended Practice By Field ID**

11. FIELD ID	12. INTENDED PRACTICE	13. NUMBER OF DAMAGED VINES (INTENDED PRACTICE)	14. ACTUAL PRACTICE	15. NO. OF DAMAGED VINES (ACTUAL PRACTICE)	16. DATE COMPLETED	17. DAMAGE ADJUSTMENT FACTOR
1A	Remove	200	Remove	200	mm/dd/yyyy	1.000
2A	Remove	690	Remove	518	mm/dd/yyyy	.751
18. TOTALS (ITEMS 13 & 15)		890		718		
19. REMARKS						

**(For Illustration Purposes Only.)**

**This form example does not illustrate all required entry items (e.g., signatures, etc.).**

Table A – Minimum Sample Requirements for Representative Samples

<b>Number of Vines for the Stage-Block in the SDV:</b>	<b>Minimum Vine Sample</b> (Round up to next whole vine) the greater of:
Less than 100	5 vines or 10 percent
100 to 999	10 vines or 5 percent
1,000 to 4,999	50 vines or 2 percent
5,000 or more	100 vines or 1 percent

Table B – Setting Distances/Approximate Number of Vines Per Acre

		ROW SPACING (feet) × VINE SPACING (feet)									
		3	4	5	6	7	8	9	10	11	12
3	4840	3630	2904	2420	2074	1815	1613	1452	1320	1210	
4	3630	2723	2178	1815	1556	1361	1210	1089	990	908	
5	2904	2178	1742	1452	1245	1089	968	871	792	726	
6	2420	1815	1452	1210	1037	908	807	726	660	605	
7	2074	1556	1245	1037	889	778	691	622	566	519	
8	1815	1361	1089	908	778	681	605	545	495	454	
9	1613	1210	968	807	691	605	538	484	440	403	
10	1452	1089	871	726	622	545	484	436	396	363	
11	1320	990	792	660	566	495	440	396	360	330	
12	1210	908	726	605	519	454	403	363	330	303	

The above figures are for square and hedgerow plantings. Use the formula below for vine and/or row spacings not shown in the chart: Multiply the distance between vine rows by the spacing between vines within the row and divide into 43,560. Refer to the LAM for additional information on how to calculate the number of vines per acre.

Formula: 43,560 sq. ft. per acre ÷ vine spacing (L × W) = Number of vines per acre.

Example: Vine row spacing 9.0 feet and vine spacing within rows 4.0 feet.

$$\frac{43,560 \text{ sq. ft.}}{9.0 \text{ ft.} \times 4.0 \text{ ft.}} = \frac{43,560 \text{ sq. ft.}}{36 \text{ sq. ft.}} = 1,210.0 = 1,210 \text{ vines per acre.}$$