

FSA

HANDBOOK

CMA, DMA, and LSA Common Loan and LDP Procedures

To access the transmittal page click on the short reference

**For CMA's, DMA's, LSA's, KC-ADC, and
State and County Offices**

SHORT REFERENCE

**1-CMA
(Revision 2)**

**UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250**

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**CMA, DMA, and LSA
Common Loan and LDP Procedures
1-CMA (Revision 2)**

Amendment 1

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

Amendment Transmittal

A Reason for Revision

This handbook has been revised to:

- remove all automation procedures
- update CMA, DMA, and LSA operating policy
- provide policy and procedure for payment limitation as mandated by the current Farm Bill.

B Obsolete Material

1-CMA (Rev. 1) is obsolete.

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Part 1 Basic Provisions**1 Overview****A Introduction**

This handbook provides:

- the terms and conditions that:
 - a cooperative must meet to obtain and maintain CMA status
 - CMA must meet to obtain loans and LDP's for any eligible commodity for which a loan and LDP program is in effect from CCC for its members
- CMA eligibility and PLM procedures and instructions for CMA's, DMA's, LSA's, KC-ADC, and State and County Offices.

B Handbook Purpose

This handbook provides procedures and requirements for:

- cooperatives to obtain and maintain CMA status
- State and County Offices concerning CMA's or DMA's
- CMA's, DMA's, LSA's, State and County Offices, and KC-ADC to follow when communicating loan and LDP data
- CMA and DMA service County Offices and their State Offices concerning servicing CMA or DMA loans and LDP's

These procedures and requirements apply to:

- CMA's, according to Part 2, participating in the loan and LDP program for their members
Note: See Exhibit 4 for a list of CMA's, DMA's and authorized commodities by CMA.
- LSA's, according to 22-CN, providing cotton loan and LDP services to producers.
Note: See Exhibit 4 for a list of LSA's.

2 Authority and Related References

A Sources of Authority

Authority for the requirements in this handbook is in:

- 7 CFR Parts 1421, 1425, and 1427
- CCC-Cotton G, Cotton Cooperative loan Agreement
- CCC-912, Agreement of Authorized Loan Servicing Agent
- Federal Agriculture Improvement and Reform Act of 1996, Pub. L. 104-127
- Agricultural Act of 1949, Pub. L. 81-439
- CCC Charter Act, Pub. L. 80-806
- Farm Security and Rural Investment Act of 2002, Pub. L. 107-171
- Food, Conservation, and Energy Act of 2008
- American Taxpayer Relief Act of 2012
- Agricultural Act of 2014.

B Related Handbooks for CMA's, DMA's, and LSA's

CMA's, DMA's, and LSA's should have the following handbooks related to CMA, DMA, and LSA programs:

- 7-CN for basic cotton loan program requirements
- 21-CN for cotton CMA and LSA ACRS requirements
- 22-CN for loan and LDP program approval requirements for LSA's
- 2-LP Peanuts for MAL and LDP program requirements.

C Related Handbooks for County Offices

The following handbooks are related to CMA and LSA programs for County Offices:

- 25-AS for filing instructions
- 1-CM for signature and authorization requirements
- 7-CN for basic cotton loan program requirements
- 3-FI for depositing remittances
- 50-FI for CCC interest rates
- 58-FI for payment priority procedures when offsets are applicable
- 64 FI for establishing and reporting receipts and receivables in NRRS.
- 2-LP Grains and Oilseeds for basic grain and oilseed program requirements
- 2-LP Peanuts for peanut program regulations
- 2-LP Rice for basic rice program requirements
- 8-LP for loan and LDP servicing procedures
- 5-PL for payment limitation
- 12-PS for automated transactions for grains and oilseeds.

3 Responsibilities

A Introduction

This paragraph contains responsibilities in administering CCC loan and LDP activities.

B Executive Vice President, CCC Responsibilities

Executive Vice President, CCC or designee shall:

- determine policy and program provisions
- make determinations on program questions
- revise or rescind incorrect determinations made by designees.

C DAFP Responsibilities

DAFP shall provide general direction and supervision of the requirements in this handbook.

D PSD Responsibilities

PSD shall:

- notify State Offices of new CMA's, DMA's, and LSA's
- notify State Offices and service County Offices of changes or restrictions to CMA's and DMA's approval status
- administer the requirements in this handbook
- provide program policy and procedures to CMA's, DMA's, LSA's, KC-ADC, and State and County Offices
- perform administrative reviews of CMA, DMA, and LSA operations
- approve, in a timely manner, KC-ADC's release of data, files, and reports covered by this handbook to applicable CMA's, DMA's, LSA's, and State and County Offices.

E PECD Responsibilities

PECD automation shall:

- develop and maintain all automation procedures for CMA's, DMA's, and LSA's
- provide and maintain operational instructions for the automation procedures as they relate to the CMA's, DMA's, and LSA's.

3 Responsibilities (Continued)

E OBF Responsibilities

OBF shall:

- ensure that loan and LDP procedures support CCC accounting practices and controls
- provide CCC's loan interest rate
- provide accounting instructions for recording and reporting loan and LDP activity reported by CMA's, DMA's, and LSA's.

F KCCO Responsibilities

KCCO shall provide CMA's, DMA's, and LSA's with:

- lists of approved warehouses and applicable storage rates
- reconcentration instructions.

G KC-ADC Responsibilities

KC-ADC shall issue reports to PSD, CMA's, DMA's, LSA's, and State and County Offices.

3 Responsibilities (Continued)

H CMA, DMA, and LSA Responsibilities

CMA's, DMA's, and LSA's shall:

- obtain loans and LDP's **only** for eligible producers on eligible farms
- monitor and act on changes in data sent to them by KC-ADC or County Offices
- notify PSD's CMA Program Manager, according to paragraph 4, immediately of changes to the data that appears in Exhibit 4.

Cooperatives shall obtain and maintain CMA status according to Part 2.

CMA's handling commodities other than cotton shall process loan and LDP activity **only** through CMA service County Offices.

Cotton CMA's and LSA's shall process loan and LDP activity **only** through ACRS according to 21 CN.

I CMA Service County Office Responsibilities

CMA service County Offices shall provide loan and LDP services to their applicable CMA and DMA's according to this handbook along with other handbooks about loan or LDP processing for the applicable commodity. This includes the following:

- disbursing loans and LDP's
- maintaining loan participation records
- receiving loan repayments and handling forfeitures
- ascertaining beneficial interest determinations
- following procedures in 8-LP for approving and servicing CMA loans and LDP's
- uploading automated loan and LDP files on a regular schedule.

3 Responsibilities (Continued)

J State Office Responsibilities

State Offices shall:

- concur with designation of the CMA or DMA service County Office that will provide loan and LDP services for all commodities, except cotton, to CMA's and DMA's
- ensure that each service County Office completes actions related to CMA's and LSA's in a timely manner
- increase understanding of CMA, DMA, and LSA operations, invite CMA's, DMA's, and LSA's that are headquartered in their State to either of the following:
 - 1 State level joint meeting each crop year, if applicable
 - loan and LDP training meetings for County Offices each crop year
- train all County Offices, as the State Office deems appropriate, on responsibilities and activities about CMA, DMA, and LSA activities
- notify CMA's, DMA's, and LSA's of any STC changes to county crop reporting dates for the crops for which the applicable CMA or LSA is approved.

Note: See Exhibit 4 for approved commodities by CMA, DMA, or LSA.

3 Responsibilities (Continued)

K Administrative County Office Responsibilities

Administrative County Offices shall, in a timely and accurate manner:

- update files with information available on producers and farms in their county
- review, correct, and return information submitted by other administrative and control County Offices
- refer outstanding issues to the State Office
- review CMA volume reports as instructed in this handbook
- review CMA Status Report MAD026-R001 and make corrections to applicable file entries
- provide responses to CMA and LSA inquiries based on CMA Status Report MAD026-R001
- provide loan and LDP servicing required in 8-LP for CMA loans and LDP's as required
- upload automated files on a regular subsidiary file process schedule.

3 Responsibilities (Continued)

L Recording County Office Responsibilities

Recording County Offices shall:

- verify ID and entity type discrepancies between County Offices
- update automated and manual files with the most current information available
- refer outstanding issues to the State Office
- upload automated files on a regular subsidiary file process schedule
- research and validate 6-CP problems reported in recording County Offices.

M CED Responsibilities

CED's shall designate an employee or employees to handle areas of responsibility covered in this handbook.

4 CMA Program's Address and Telephone Numbers

A Contact for CMA Program

All CMA Program application and recertification submissions, policy information requests, and computer and electronic communication information requests shall be sent to the following.

PSD, CMA Program Manager
 USDA, Farm Service Agency
 1400 Independence Ave SW
 STOP 0512 (for overnight delivery, replace with Room 4095-S)
 Washington DC 20250-0512

FAX: 202-690-3307
 E-mail: frankie.coln@wdc.usda.gov
 Telephone: 202-720-9011

5-14 (Reserved)

Part 2 CMA Status Approval Information

15 Overview

A Introduction

[1425.6 (a)] CCC shall, according to provisions in this part, approve a cooperative to obtain MAL's and LDP's as CMA.

Section 1 General CMA Program Information

16 CMA Program Overview

A Overview

Cooperatives participate in the CMA Program for members based on approval according to this part. Once approved, CMA's are considered to be the producer for loan and LDP purposes. Regulations prohibit CMA's from:

- receiving or allocating loan and LDP proceeds for ineligible production or producers
- allocating marketing gains to eligible "persons" above the "persons" PLM.

This table provides an overview of the steps CMA's shall follow in the loan and LDP program.

Step	Action
1	Follow procedures in this part to gain and maintain CMA status.
2	Enter into uniform marketing agreements with each CMA member included in marketing pools, according to paragraph 41.
3	Obtain member ID numbers from the member's uniform marketing agreement and applicable farm numbers by the administrative County Office for deliveries made to eligible pools from the applicable member.
4	Submit ID numbers (parent ID numbers for joint operations) to the ADP Process before loans or LDP's are obtained.
5	Obtain loan and LDP funds for the member from CMA's: <ul style="list-style-type: none"> • service County Office, according to this handbook, for grain, rice, and peanut CMA's • CCB, according to 21-CN procedures, for cotton CMA's.
6	Issue funds to the applicable member.
7	Monitor producer and farm eligibility.
8	Repay or forfeit loan collateral based on CCC's loan program for the specific commodity.

17 Confidentiality of Information

A Policy

[1425.5] Information submitted to CCC about trade secrets, financial or commercial operations, or the financial condition of CMA, whether for initial approval or continued approval, shall be kept confidential by the officers and employees of CCC and USDA, except as required to be disclosed by law.

18 Types and Length of CMA Approvals

A Approval Types

[1425.6 (b)] CCC may approve CMA to participate in a MAL and LDP program as either of the following:

- unconditionally approved
- conditionally approved.

[1425.6 (c)] If CCC determines that CMA is in substantial, but not total, compliance with the requirements of this part, CCC may make the approval conditional on CMA coming into full compliance, within a reasonable period of time, as specified in the notification of conditional approval.

B Length of CMA Approval

[1425.6 (d)] CMA is approved to participate in a MAL and LDP program until CMA's approval is suspended or terminated by CCC.

19 Types of Loans Available to CMA's

A Types of Loans

Loans will be available to CMA's that have beneficial interest in commodities that meet other eligibility requirements in this handbook that are:

- [1425.17 (h)] stored in an approved warehouse
- [1425.17 (g)] farm-stored.

Notes: See Part 4, Section 2 for eligibility and pool requirements.

See paragraph 77 for related CMA Service County Office spot-checking procedures for farm-stored loans.

20 Member Cooperative Volume

A Policy

[1425.19] CMA may obtain loans or LDP's for a member cooperative when the member cooperative is itself CMA according to this part. Loans and LDP's are restricted based on CMA obtaining the loan or LDP.

Examples: X Cooperative has member A Cooperative. X Cooperative is CMA. Only commodities delivered to X Cooperative, through a marketing agreement with X Cooperative, are eligible through the CMA Program.

Y Cooperative has member B Cooperative. B Cooperative is CMA. Only commodities delivered to B Cooperative, through a marketing agreement with B Cooperative, are eligible through the CMA Program.

21 CMA's Responsibility to CCC for Losses

A Policy

[1425.17 (n)] CMA is responsible to CCC for any loss related to commodities that CMA pledged as collateral for a loan or used to obtain LDP related to:

- CMA's failing to comply with CCC handbooks and 7 CFR Part 1425
- changes in quantity or quality of commodity (warehouse-stored or farm-stored)
- liens based on either the CMA's or its members' financial agreements.

22 CMA's Responsibility to Update CCC

A Policy

[1425.4 (c)] CMA shall, **within 30 calendar days**, provide CCC with any:

- changes in its:
 - articles of incorporation
 - loan pool marketing agreements
- resolutions affecting loan or LDP operations
- change to CMA's name, address, telephone number, and related data shown on CCC-846-1
- change in loan pool operations with an explanation and justification
- additional information that CCC may request related to CMA's continued approval by CCC.

23 CMA Records Requirements and CCC's Investigation Rights

A CCC Rights to Inspection

[1425.22 (b)] CCC has the right, at any time after an application is received, to examine:

- all books, documents, and papers to determine whether CMA is operating or has operated according to the regulations in 7 CFR Part 1425
- CMA's articles of incorporation or articles of association, and agreements with producers
- representations made by CMA in its application for approval
- where applicable, CMA's agreements with CCC.

B How Long to Keep CMA Records

[1425.22 (a)] The books, documents, papers, and records of CMA and subsidiaries shall be maintained for 5 years after the applicable crop year and shall be available to CCC for inspection and examination.

23 CMA Records Requirements and CCC's Investigation Rights (Continued)

C Records Required

[1425.21] CMA shall maintain records for each loan or LDP commodity showing the quantity:

- received from each member and nonmember
- eligible for loans and LDP's
- by quality factors specified in the applicable commodity regulations, including class, grade, and quality, where applicable
- of unprocessed inventory broken down by the items in this subparagraph.

[1425.21 (b)] Except when sales proceeds from pools are allocated according to the quantity and quality of commodity in the pools, allocate the inventory as follows until all inventory in a loan pool is depleted:

- for **processed commodities**, adjust the pool's inventory when the commodity is withdrawn from inventory for processing
- for **commodities not processed**, allocate the pool's inventory to the pool and adjust the pool's inventories when the commodity is shipped.

24 Required CMA Reports

A Policy

[1425.23] CMA's and DMA's shall, according to Part 10:

- provide CCC a report of all commodity deliveries involved in loans and LDP's by FSA farm number for each member
- when instructed by CCC, report market gains or other benefits received for each member.

25 CMA Appeal Rights

A Policy

[1425.25] CMA may obtain reconsideration and review of determinations made under this part according to the appeal regulations in 7 CFR Parts 11 and 780.

26-35 (Reserved)

Section 2 CMA Program Requirements**36 Overview****A Introduction**

This section provides program operational and financial requirements that cooperatives applying for approval and current CMA's must meet to obtain and maintain CMA approval status.

Note: Pool requirements are in Part 4, Section 2.

37 Ownership and Control**A Requirement**

[1425.8] CMA's shall be owned and controlled by active members of CMA. To meet this requirement, cooperatives and CMA's shall provide CCC evidence that:

- active members own more than 50 percent of the CMA's allocated equity
- a majority of CMA's directors are active members of CMA or authorized representatives of active members.

An applicant cooperative or CMA not meeting these requirements may be conditionally approved by CCC if the applicant cooperative or CMA is able to establish that, by retiring the equity of its inactive members or by obtaining new members, it can vest ownership and control in its active members, as required by this paragraph, by a date specified by CCC.

38 Nondiscrimination**A Requirement**

[1425.9] CMA shall provide CCC documented proof that CMA admits every membership applicant who is eligible under the statute incorporating CMA.

Note: Documented proof includes the Board Resolution on CCC-846, item 20. See paragraph 55.

CMA may refuse membership to an applicant whose admission would prejudice, hinder, or otherwise obstruct the interests or purposes of CMA.

Example: CMA that markets only hard red winter wheat may deny membership to any producer not growing hard red winter wheat.

39 Balance Sheet

A Requirements

[1425.4 (b) (2)] Balance sheets submitted by cooperatives for initial approval and CMA's for recertification shall be:

- dated within the last year
- prepared according to generally accepted accounting principles
- accompanied by a letter from an independent certified public accountant certifying that it was prepared according to generally accepted accounting principles.

40 Financial Ratio

A Requirement

[1425.10] To be financially able to make advances to their members and to market their commodities, CMA's shall have a current ratio of at least 1 dollar of current assets for each 1 dollar of current liabilities (current ratio of 1:1 or better) on the balance sheet it submits to CCC with its initial application or annual recertification. It shall also meet the requirements in paragraph 39.

41 Uniform Marketing Agreement

A Requirement

[1425.13 (a)] CMA shall enter into a uniform marketing agreement with each member before the member delivers a commodity to a loan pool. It shall:

- [1425.15] give CMA beneficial interest in the commodity

Note: CMA's that request farm-stored loans must have beneficial interest in the commodity at the farm as described in a uniform marketing agreement or an addendum to the uniform marketing agreement.

- [1425.13 (b)] report the ID number used by the member to report acreage on applicable farms to FSA

41 Uniform Marketing Agreement (Continued)

A Requirement (Continued)

- [1425.15] give CMA the authority to:
 - pledge the commodity delivered to it by members as collateral for a loan
 - place a lien on this commodity
 - market the commodity for its members.

Note: Individual members may retain the right to determine the price at which the commodity can be marketed by CMA.

42 Member Business Percentage

A Requirement

[1425.14] At least 50 percent of a crop of an authorized commodity acquired by, or delivered to, CMA for marketing must be produced by its members for CMA to obtain a loan or LDP for this crop.

CCC may, for no longer than 2 years, waive this requirement and grant CMA conditional approval status if:

- CMA can establish that this authorization is necessary for the efficient operation of CMA
- CMA's plan, approved by CCC, will bring CMA into compliance with the provisions of this section.

Commodities purchased or acquired from CCC and processed products acquired from other processors or merchandisers shall **not** be considered in determining the volume of member or nonmember business.

43-52 (Reserved)

Section 3 CMA Applications, Recertifications, Reviews, Suspensions, and Terminations

53 Overview

A Introduction

This section provides the policies and related procedures for obtaining initial continuing approval as CMA to cooperatives applying for approval and CMA's seeking recertification.

[1425.4 (d)] CCC may require CMA to submit an initial application according to paragraph 54 instead of CCC-846-1 when CCC questions whether CMA is operating according to documents previously submitted.

B Steps to Become Operational

This table provides an overview of steps that cooperatives must take to become operational.

Step	Action
1	Contact the CMA Program Manager at the address in paragraph 4.
2	Complete CCC-846 according to paragraph 55 and submit to the Director, PSD.
3	Obtain approval and CMA's State and county code assignment from the Director, PSD.
4	Follow procedures in the approval letter from PSD to become operational.
5	<p>To obtain the services of CCB, cotton cooperatives shall contact FMD at the following address.</p> <p style="padding-left: 40px;">Chief Financial Officer, CCC USDA/FSA/OBF 355 E Street, SW., 11th Floor Washington, DC 20024</p> <p>Contact Jackie Pickens at 615-277-2613.</p>

54 CMA Applications

A CMA Approval

[1425.4 (a)] Cooperatives seeking approval as CMA's shall submit CMA applications, according to this paragraph, to PSD. PSD will e-mail cooperatives a cover letter providing the Internet location of forms and FSA handbooks necessary for an application.

After the application is received, PSD shall review application documents and send:

- applicants notification of approval status or justification for denial of approval
- applicable State Offices and CMA service County Offices notification of CMA's approval status.

Note: Terminated CMA's shall submit a new application for renewed approval according to this paragraph.

B Application Requirements

[1425.4 (a)] A cooperative seeking CMA approval status shall submit the following to PSD:

- CCC-846 completed according to paragraph 55
- balance sheet meeting the requirements in paragraph 39
- copy of:
 - the articles of incorporation or articles of association
 - all marketing agreements for loan pools
- resolutions made by the cooperative's board of directors stating that the cooperative will abide by:
 - provisions of this and related handbooks and 7 CFR Part 1425
 - nondiscrimination provisions of the related handbooks and 7 CFR Part 1425
 - all other related CCC policies
- description of loan pools according to subparagraph C

54 CMA Applications (Continued)**B Application Requirements (Continued)**

- CCC-Cotton G and CCC-Cotton G-4, Cotton Reconcentration Agreement completed by cooperatives seeking approval for the cotton loan and LDP program
- other information requested by CCC about the organizational, operational, financial, or any other aspect of the cooperative requested by CCC about the cooperative's proposed methods of conducting CCC loan and LDP business.

Cooperatives shall submit originals of CCC forms and copies of other documents to the CMA Program Manager at the address in paragraph 4 and maintain a copy of all items submitted to PSD for the cooperative's records.

C Required Loan Pool Description

[1425.4 (a) (5)] A cooperative applying for approval in the CMA Program shall submit a written narrative description of each loan pool it intends to operate by authorized commodity. This narrative shall describe all loan pools operated by CMA. The narrative shall document how the cooperative will:

- determine:
 - the quantity commodity allocated to each loan pool
 - to which loan pool a commodity is assigned
 - advances made to members
 - progress payments during the marketing year
 - final settlements
- determine deductions or capital retains withheld by CMA from:
 - advances for items, such as storage and conditioning charges
 - progress payments during the marketing year
 - final settlements
- distribute proceeds obtained from:
 - marketing
 - disposing of commodity
- distribute loan or LDP pool proceeds to each pool participant according to subparagraph 103 B.

55 Completing CCC-846

A Instructions

This table provides instructions for completing CCC-846. When any data on CCC-846 is not available because CMA is applying for approval before the end of its first operating year, CMA shall enter the projected number as of the end of the first operating year.

Note: Retained earnings that have:

- **been allocated** should be shown in items 16 A and 16 B
- **not been allocated** should be shown in item 16 C.

Item	Instructions
1	Enter legal name of cooperative.
2	Enter complete address for CMA's headquarter's office.
3	<p>CMA's handling:</p> <ul style="list-style-type: none"> • commodities other than cotton shall enter CMA office address that will prepare loan and LDP documents • cotton shall enter CMA's headquarter's office city and State location. <p>Note: This item will be used to determine the CMA service County Office.</p>
4	Enter State statute under which CMA is incorporated.
5	Enter date CMA was incorporated.
6	Enter State where CMA was incorporated.
7	Enter regular mail address where CMA wants CMA Program information mailed.
8	<p>Enter overnight mail address where CMA wants time-critical CMA Program information sent.</p> <p>Note: This address cannot be a P.O. Box.</p>
9	Enter name and title of person CMA wants to have as its official contact for the CMA Program. Also provide the name of a contact person for automation purposes.
10	Enter CMA's TIN.
11	Enter business telephone number for the contact persons entered in item 9. If available, enter an "after business hours for emergency purposes" number.
12	Enter CMA's FAX number where CMA Program material should be sent.
13	Enter CMA's or, if different, contact person's e-mail addresses.
14 A	Enter number of active cooperative members as of CMA's last annual meeting.
14 B	Enter number of inactive cooperative members as of CMA's last annual meeting.
14 C	Enter total of item 14 A plus item 14 B.

55 Completing CCC-846 (Continued)

A Instructions (Continued)

Item	Instructions
15 A	Enter number of board members that are other than active members of the cooperative as the CMA's last annual meeting.
15 B	Enter number of other than active board members of CMA as of CMA's last annual meeting. Note: This number includes inactive members who are board members as well as State-appointed and outside directors.
15 C	Enter total of item 15 A plus item 15 B. This should be CMA's total number of directors.
16 A	Enter amount of CMA's equity on the balance sheet being submitted in subparagraph B allocated to active members.
16 B	Enter amount of CMA's equity on the balance sheet being submitted in subparagraph B allocated to inactive members.
16 C	Enter amount of CMA's equity on the balance sheet being submitted in subparagraph B that is unallocated.
16 D	Enter amount of CMA's equity on the balance sheet being submitted in subparagraph B owned by nonmembers of CMA.
16 E	Enter total amount of CMA's equity on the balance sheet being submitted. This should equal the sum of items 16 A, 16 B, 16 C, and 16 D.
17	Enter date CMA's FY ends.
18	Enter number of cooperatives, if any, that are members of CMA.
19 B	For each commodity for which CMA would like to be able to obtain loans or LDP's, enter last complete crop year for which CMA has records.
19 D	For each commodity identified in column 19 A, enter volume in the units specified in column 19 C for the crop year in column 19 B delivered to CMA by members.
19 E	For each commodity identified in column 19 A, enter volume in the units specified in column 19 C for the crop year in column 19 B delivered to CMA by nonmembers.
19 F	For each commodity identified in column 19 A, enter volume in the units specified in column 19 C for the crop year in column 19 B delivered to CMA by member cooperatives.
19 G	For each commodity identified by the crop year in column 19 B, enter total of columns 19 D, 19 E, and 19 F.
19 H	Enter total for all entries in each column.
20	The board of directors shall adopt the resolutions and make them a part of the official minutes of the applicable board meeting. The CMA's secretary shall sign and date the certification.
21	After reading the certification in item 21, the cooperative official shall sign and enter applicable title and date.

55 Completing CCC-846 (Continued)

B Example of Completed CCC-846

The following is an example of a completed CCC-846.

This form is available electronically.

CCC-846 (11-15-16)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	
APPLICATION FOR APPROVAL OF COOPERATIVE MARKETING ASSOCIATION FOR LOAN AND LOAN DEFICIENCY PAYMENTS (LDP)			
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine Cooperative Marketing Association eligibility to participate in and receive benefits under Loan and Loan Deficiency Payment programs. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for a Cooperative Marketing Association to participate in and receive benefits under Loan and Loan Deficiency Payment programs.</p> <p>The information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F - Administration).</p> <p>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS ADDENDUM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FARM SERVICE AGENCY, STOP 0512, ROOM 4095-S, 1400 INDEPENDENCE AVENUE SW, WASHINGTON, D.C. 20250-0512.</p>			
INSTRUCTIONS: Submit original of this application, Articles of Incorporation, Uniform Marketing Agreement and related documents to the:		Director, Price Support Division USDA, FSA, Stop 0512, Room 4095 1400 Independence Avenue, SW Washington, D.C. 20250-0512	
<p>NOTE: If mailing express delivery, you must include the Room Number in the delivery address or the item will not reach the Price Support Division.</p>			
1. Legal Name of Cooperative Marketing Association (CMA) USA Cotton Cooperative, Inc.		2. Headquarter's Office Address P.O. Box 100 Sometown, Texas 77777-7110	
3. CMA Program Location P.O. Box 100 Sometown, Texas 77777-7110		4. State Statute of Incorporation Cooperative Marketing Act, Title A, Chapter 10	
5. Date of Incorporation (MM-DD-YYYY) 06-01-1947		6. State of Incorporation Texas	
7. Regular Mail Address P.O. Box 100 Sometown, Texas 77777-7110		8. Overnight Mail Address 120 Main Street Sometown, Texas 77777-7110	
9. Contact Person and Title John Doe, CEO		10. IRS Tax ID No. 99-9999999	
11. Telephone No. (Include area code) 555-555-5555		12. FAX No. (Include area code) 555-555-5555	
13. E-Mail Address XXXCOTTON@AOL.COM			
A. ACTIVE		B. INACTIVE	
14. Number of Voting Members:		15. Number of Board Members:	
A. ACTIVE 500		B. OTHER + 0	
C. TOTAL = 510		C. TOTAL = 7	
16. Amount of Equity:		17. Date Fiscal Year Ends (MM-DD-YYYY)	
A. ACTIVE \$1,200,000		B. INACTIVE + 50,000	
C. UNALLOCATED + 75,000		D. OTHERS + 0	
E. TOTAL = 1,325,000		18. Number of Member Cooperatives	
06-30-XXXX		0	

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.assr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

55 Completing CCC-846 (Continued)

B Example of Completed CCC-846 (Continued)

CCC-846 (11-15-16) Page 2 of 3						
19. Requested Authorized Commodity Volume: <u>1</u> / CWT. Hundredweight						
A. Authorized Commodity	B. Crop Year	C. Unit <u>1</u> /	D. Member Volume	E. Non-Member Volume	F. Member Cooperative Volume	G. Total Volume
Barley		Bushel				
Canola		Cwt.				
Corn		Bushel				
Cotton: Upland	20XX	Bale	750,000	50,000	0	800,000
Dry Peas		Tons				
ELS	20XX	Bale	25,000	2,000	0	27,000
Flaxseed		Cwt.				
Lentils		Cwt.				
Mohair		Lbs.				
Mustard Seed		Cwt.				
Oats		Bushel				
Peanuts		Tons				
Rapeseed		Cwt.				
Rice		Cwt.				
Safflower		Cwt.				
Small Chickpeas		Cwt.				
Grain Sorghum		Cwt.				
Soybeans		Bushel				
Sunflower Seed		Cwt.				
Wheat		Bushel				
Wool		Lbs.				
Other:						
H. TOTALS			775,000	52,000	0	827,000

55 Completing CCC-846 (Continued)

B Example of Completed CCC-846 (Continued)

CCC-846 (11-15-16)		Page 3 of 3
20. REQUIRED RESOLUTIONS:		
<p><i>The board of directors of a cooperative applying for approval in the CMA Program must adopt the following resolutions: (a) CMA Program handbooks have been read and considered by this cooperative and this cooperative will abide by these policies and procedures. (b) This cooperative shall not, on the basis of race, color, age, sex, religion, marital status, national origin, or disability, deny any producer from participation in, or otherwise subject any producer to discrimination with respect to any benefits resulting from its approval to obtain loans and LDP's and shall comply with the provisions of the Civil Rights Act of 1964 and the Secretary's regulations issued thereunder, appearing in 6 CFR 15.1-15.12 and any amendments thereto; Section 504 of the Rehabilitation Act of 1973, as amended by the Rehabilitation Comprehensive Services and Developmental Disabilities Amendments of 1978; and provisions of the Age Discrimination Act of 1975, as amended, and the Equal Credit Opportunity Act of 1975. The cooperative shall not discriminate against employees under Title VII of the Civil Rights Act of 1964, as amended, or the Equal Pay Act of 1963 or Title VI of the Civil Rights Act of 1964 as administered by the Equal Employment Opportunity Commission, and shall handle employee discrimination complaint as provided for in 28 CFR Part 42 and 29 CFR Part 1691. The United States shall have the right to enforce compliance with statutes and regulations by suit or by any other action authorized by law.</i></p> <p><i>This is to certify that Board resolutions related to CMA Program compliance and nondiscrimination were adopted by the board of directors at its meeting on <u>June 11, 20XX</u> (date), a quorum being present.</i></p>		
20A. SIGNATURE (This resolution must be signed by the Cooperative's secretary)	20B. DATE (MM-DD-YYYY)	
<i>/s/ Jane Secretary</i>	06-18-20XX	
21. CERTIFICATION:		
<p><i>I certify that the information included with this application is true and correct to the best of my knowledge and belief. I also certify that the articles of incorporation and marketing agreements and their related amendments, if any, submitted with true and correct current copies of these documents. The executive Vice President, CCC, or any duly authorized representative of the U.S. Department of Agriculture, is hereby authorized to examine the books, records, and files of this cooperative for the purpose of verifying any of the information as may be required for the purpose of making the determination for which application is made. If any change is made in any cooperative documents furnished with this application either by revision, amendment or by a resolution of the board of directors, a copy of such revised documents will be furnished promptly to the Director, Price Support Division, identified in the "INSTRUCTION" on the front side.</i></p>		
21A. SIGNATURE (This application must be signed by an authorized official of the Cooperative)	21B. TITLE	21C. DATE (MM-DD-YYYY)
<i>/s/ John Doe</i>	CEO	06-12-20XX
PENALTY STATEMENT		
<p><i>Section 15(a) of the Commodity Credit Corporation (CCC) Chapter Act of 15 USC 714 (m)(a)) provides a fine of not more than \$10,000 or not more than five years imprisonment, or both, for making any statement knowing it to be false for the purpose of influencing the action of CCC or of obtaining money under any act applicable to CCC. The making of such false statements may be subject entity to civil liability, including liable under 31 USC 231.</i></p>		

56 CMA Recertifications**A Policy**

[1425.4 (b)] To maintain its approval status, CMA shall submit, on an annual basis, the following information to CCC:

- CCC-846-1 completed according to paragraph 57, showing the following:
 - number of active and inactive CMA members
 - CMA's allocated equity
 - CMA's unallocated equity
 - quantity of each loan pool received from active members during the past crop year
- a balance sheet meeting the requirements in paragraph 39
- copies of all current marketing agreements and addenda whether or not the agreements have changed from the prior crop year.

B How to Obtain and When to Submit CCC-846-1

CMA's shall:

- obtain CCC-846-1's from the Internet at **<http://forms.sc.egov.usda.gov/eForms/>**
- complete CCC-846-1 and submit it each year to Director, PSD, no later than 120 calendar days after CMA's FY end
- be subject to suspension for failing to submit CCC-846-1 no later than 150 calendar days after CMA's FY end.

57 Completing CCC-846-1

A Instructions

This table provides instructions on completing CCC-846-1.

Note: Retained earnings that have:

- **been allocated** should be shown in items 16 A and 16 B
- **not been allocated** should be shown in item 16 C.

Item	Instructions
1	Enter date 120 calendar days after CMA's FY end date.
2	Enter date CMA's last FY ended.
3	After completion, submit completed CCC-846-1 to this address.
4	Enter CMA's name.
5	Enter CMA's headquarter's office city and State location.
6	Enter CMA's regular mail address where CMA Program information is mailed.
7	Enter CMA's overnight mail address where time-critical CMA Program information is sent. Note: This address cannot be a P.O. Box.
8	Enter name and title of CMA's official contact for the CMA Program.
9	Enter business telephone number for the contact person entered in item 8.
10	Enter CMA's FAX number where CMA Program material is sent.
11	Enter CMA's or, if different, contact person's e-mail address.
12	Leave blank.
13	Enter number of cooperatives, if any, that are members of CMA.
14 A	Enter number of active cooperative members as of CMA's last annual meeting.
14 B	Enter number of inactive cooperative members as of CMA's last annual meeting.
14 C	Enter total of item 14 A plus item 14 B.
15 A	Enter number of active board members of CMA as of CMA's last annual meeting.
15 B	Enter number of board members that are other than active CMA members as of CMA's last annual meeting. Note: This number includes inactive members who are board members as well as State-appointed and outside directors.
15 C	Enter total of item 15 A plus item 15 B. This should be CMA's total number of directors.

57 Completing CCC-846-1 (Continued)

A Instructions (Continued)

Item	Instructions
16 A	Enter amount of CMA's equity on the balance sheet being submitted in paragraph 39 allocated to active members.
16 B	Enter amount of CMA's equity on the balance sheet being submitted in paragraph 39 allocated to inactive members.
16 C	Enter amount of CMA's equity on the balance sheet being submitted in paragraph 39 that is unallocated.
16 D	Enter amount of CMA's equity on the balance sheet being submitted in paragraph 39 owned by nonmembers.
16 E	Enter total amount of CMA's equity on the balance sheet being submitted. This should equal the sum of items 16 A, 16 B, 16 C, and 16 D.
17	Answer the question. If the answer is "Yes", attach a copy of the change to the Articles of Incorporation.
18	Answer the question. Even if there have been no changes, attach a copy of all marketing agreements and addenda.
19 B	For each commodity for which CMA obtains loans or LDP's, enter last complete crop year for which CMA has records. Note: If CMA is handling the commodity for the first time and no prior records are available, enter the next crop year and enter projections in columns 19 D, 19 E, and 19 F.
19 D	For each commodity identified in column 19 B, enter volume in the units specified in column 19 C for the crop year in column 19 B delivered to CMA by members.
19 E	For each commodity identified in column 19 B, enter volume in the units specified in column 19 C for the crop year in column 19 B delivered to CMA by nonmembers.
19 F	For each commodity identified in column 19 B, enter volume in the units specified in column 19 C for the crop year in column 19 B delivered to CMA by member cooperatives.
19 G	Enter totals of columns 19 D through 19 F.
19 H	Enter total for all entries in each column.
20	After verifying that data on CCC-846-1 is correct, CMA official shall sign and enter applicable title and date.

57 Completing CCC-846-1 (Continued)

B Example of Completed CCC-846-1

The following is an example of a completed CCC-846-1.

This form is available electronically.

CCC-846-1 (11-15-16)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	
LOAN AND LOAN DEFICIENCY PAYMENT (LDP) RECERTIFICATION FOR APPROVED COOPERATIVE MARKETING ASSOCIATIONS (CMA's)			
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine Cooperative Marketing Association eligibility to participate in and receive benefits under Loan and Loan Deficiency Payment programs. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for a Cooperative Marketing Association to participate in and receive benefits under Loan and Loan Deficiency Payment programs.</p> <p>The information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F – Administration).</p> <p>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS ADDENDUM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FARM SERVICE AGENCY, STOP 0512, ROOM 4095-S, 1400 INDEPENDENCE AVENUE SW, WASHINGTON, D.C. 20250-0512.</p>			
1. Date Due (MM-DD-YYYY) 09-30-20XX	2. For Fiscal Year Ending 04-3	3. Return To: Director, Price Support Division USDA, FSA, Stop 0512, Room 4095-S 1400 Independence Avenue, SW Washington, D.C. 20250-0512	
4. CMA's Name Mid- West Grain Co-op	5. CMA Program Location Centerville, Kansas	6. Regular Mail Address P.O. Box 50 Centerville, Kansas 99999	7. Overnight Mail Address 128 S. Main Street Centerville, Kansas 99999
8. Contact Person and Title John Doe, Manager	9. Telephone No. (Include area code) 555-555-5555	11. E-Mail Address JDOE@AOL.COM	13. Number of Member Cooperatives 0
	10. FAX No. (Include area code) 555-555-5555	12. BBS User Name	
14. Number of Voting Members:		A. ACTIVE 150	B. INACTIVE + 0
		C. TOTAL = 150	
15. Number of Board Members:		A. ACTIVE 6	B. OTHER + 1
		C. TOTAL = 7	
16. Amount of Equity:		A. ACTIVE \$950,000	B. INACTIVE + 0
		C. UNALLOCATED + 150,000	D. OTHERS + 0
		E. TOTAL = 1,100,000	
17. Have there been any changes in the Articles of Incorporation?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> If "YES", attach a copy of the change
18. Have there been any changes in the Uniform Marketing Agreement?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> Attach a copy of the marketing agreement and addenda

57 Completing CCC-846-1 (Continued)

B Example of Completed CCC-846-1 (Continued)

CCC-846-1 (11-15-16)						Page 2 of 2	
19. Authorized Commodity Volume Report:						<u>1 / Bu. = Bushels</u> CWT: Hundredweight	
A. Authorized Commodity	B. Crop Year	C. Unit <u>1 /</u>	D. Member Volume	E. Non-Member Volume	F. Member Cooperative Volume	G. Total Volume	
Barley		Bu.					
Canola		Cwt.					
Corn	20XX	Bu.	750,000	50,000	0	800,000	
Cotton: Upland		Bale					
Dry Peas		Tons					
ELS		Bale					
Flaxseed		Cwt.					
Lentils		Cwt.					
Mohair		Lbs.					
Mustard Seed		Cwt.					
Oats		Bu.					
Peanuts		Tons					
Rapeseed		Cwt.					
Rice		Cwt.					
Safflower		Cwt.					
Small Chickpeas		Cwt.					
Grain Sorghum		Cwt.					
Soybeans	20XX	Bu.	400,000	0	0	400,000	
Sunflower Seed		Cwt.					
Wheat		Bu.	500,000	35,000	0	535,000	
Wool		Lbs.					
Other:							
H. TOTALS			1,650,000	85,000	0	1,735,000	
20. Information submitted is correct and complete to the best of my knowledge.							
20A. SIGNATURE (This application must be signed by an authorized official of the Cooperative)			20B. TITLE		20C. DATE (MM-DD-YYYY)		
/s/ John Doe			Manager		09-15-20XX		
PENALTY STATEMENT							
<p>Section 15(a) of the Commodity Credit Corporation (CCC Chapter Act of 15 USC 714 (m)(a)) provides a fine of not more than \$10,000 or not more than five years imprisonment, or both, for making any statement knowing it to be false for the purpose of influencing the action of CCC or of obtaining money under any act applicable to CCC. The making of such false statements may be subject entity to civil liability, including liable under 31 USC 231.</p> <p><small>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</small></p> <p><small>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</small></p> <p><small>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.asec.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.</small></p>							

58 CMA, DMA, or LSA Administrative Reviews**A Introduction**

PSD will analyze each CMA, DMA, or LSA on a 3-year rotational basis to determine which CMA's, DMA's, or LSA's are to be reviewed.

B Objective for Reviews

The objective of conducting reviews is to assess the adequacy of controls designed to ensure the eligibility of CMA, DMA, or LSA members for CCC MAL's and LDP's. This includes an assessment of the controls used to:

- prevent the duplication of benefits and benefits provided to ineligible members
- review the overall operation of CMA, DMA or LSA to determine whether the prescribed requirements outlined by CCC are being followed and administered as agreed.

C Determining CMA's DMA's or LSA's to Review

At the end of the third crop year after previous review or review determination, PSD will review the following:

- MAL and LDP volume within the 3 preceding crop years
- findings of the last completed review, if applicable.

D Completing Administrative Reviews

PSD will:

- submit notice of review to each CMA, DMA, or LSA that will be reviewed
- determine a manner of conducting the administrative review
- submit a summary of findings or correction actions, if applicable to the reviewed CMA
- Complete reviews between June and December of the calendar year following the end of the loan availability date for a crop year.

Example: 2015 crop will be reviewed between June and December 2017.

59 Suspensions

A Policy

[1425.7 (a)] CCC may:

- suspend CMA, DMA, LSA from obtaining loans and LDP's when CCC determines that CMA has **not**:
 - operated according to CMA's, DMA's and LSA's application or last recertification
 - complied with applicable regulations
 - corrected deficiencies noted by CCC of CMA's, DMA's and LSA's operations
 - complied with its agreements with CCC
- on demand, call all outstanding CCC loans made to a suspended CMA, DMA, and LSA according to paragraph 61.

B How Suspensions Are Lifted

[1425.7 (b)] A suspension may be lifted when CCC determines that CMA, DMA and LSA has complied with all requirements for approval.

C What Happens When Suspensions Are Not Lifted

[1425.7 (b)] When suspensions are not lifted within 1 year, or a shorter time period if so indicated in CCC's suspension notification, CMA's, DMA's and LSA's approval automatically terminates. CCC may, on demand, call all outstanding CCC loans made to a suspended CMA, DMA, and LSA according to paragraph 61.

60 Terminations

A Policy

[1425.7 (d)] CCC may terminate CMA's, DMA's, and LSA's approval by giving CMA written notice of the termination.

CMA, DMA and LSA may, when it does not have any MAL's outstanding, through written notice to CCC, voluntarily terminate its participation in a loan and LDP program. --*

61 Calling CMA Loans

A Policy

[1425.7 (e)] CCC may, on demand, call all outstanding CCC loans made to a suspended or terminated CMA, DMA and LSA. When loans are called:

- CCC will provide at least 10 calendar days written notice to CMA, DMA and LSA
- loans must be repaid by the date specified by CCC or title to the commodity shall vest in CCC
- CCC shall have no obligation to pay for any of the commodity's market value above the principal amount of these loans.

62-71 (Reserved)

Part 3 CMA Service County Office and Related State Office Actions**72 Overview****A Overview**

This part provides State and County Offices with policies and procedures about servicing the loan and LDP programs for CMA's that are not covered elsewhere in this handbook.

73 Establishing a CMA Service County Office**A Background**

A CMA service County Office is the County Office an applicable step CMA uses to obtain a loan or LDP for its members. Usually, CMA presents a single receipt for a large loan or LDP quantity to the CMA service County Office for each loan or LDP.

Upon request, the CMA service County Office processes a loan or LDP for CMA for the receipt. CMA does not identify on the loan or LDP documents specific producers involved in the loan or LDP.

Note: Paragraph 117 requires CMA's to obtain separate loans and LDP's by applicable producer for producers with offsets.

CMA's handling commodities other than cotton may request the CMA service County Office location where they would like to obtain loans and LDP's on CCC-846, item 3, according to paragraph 55.

73 Establishing a CMA Service County Office (Continued)

B Selecting CMA Service County Office

This table describes how a cooperative becomes CMA, and how it's related CMA service County Office is chosen to provide loans and LDP's.

Note: This paragraph is not applicable to CMA's approved for cotton since they process loan and LDP activity through ACRS.

Step	Action
1	Cooperative contacts PSD to obtain CMA application forms and procedures according to this part.
2	PSD, if appropriate according to Part 2: <ul style="list-style-type: none"> • approves CMA status • assigns CMA's State and county code numbers • assigns the service County Office as nominated by CMA • sends State Office where CMA is headquartered a copy of CMA's approval letter.
3	State Office where CMA is headquartered shall concur with the designation of the CMA service County Office.
4	State Office assists with establishing the CMA service County Office as necessary according to subparagraph C.

C State Office Action

State Office where CMA is headquartered shall follow procedures in this table for establishing a CMA service County Office.

Step	Action
1	Receive copy of PSD's approval letter addressed to applicable CMA.
2	Contact PSD if the State Office disagrees with PSD's designation of the CMA service County Office.
3	As necessary, coordinate establishment of CMA service County Office computer system files according to 1-CM with PECD, AB.

D CMA Service County Office Action

CMA service County Offices shall follow instructions from the State Office and PECD, PDB for establishing CMA service County Office loan and LDP system files.

74 Servicing CMA Loans and LDP's

A Policy

CMA service County Offices shall:

- make non-cotton CMA loans and LDP's according to 8-LP
- service non-cotton CMA loans and LDP's according to 8-LP
- base loan and LDP rates for CMA's on where the:
 - commodity is stored, unless stored in a merged warehouse
 - commodity was delivered, if stored in a merged warehouse
 - producer's farm records (administrative County Office) are maintained for LDP's
- follow procedures in 3-FI for CMA loan repayments by wire transfers
- follow subparagraph B for additional instructions
- handle non-cotton CMA loans and LDP's the same as any other loan or LDP would be handled for a producer

Reminder: For loan and LDP purposes, CMA is the producer.

- **not** obtain and file financing statements for CMA farm-stored loans
- **not** perform lien searches for either farm- or warehouse-stored CMA loans.

74 Servicing CMA Loans and LDP's (Continued)

B Special CMA Service County Office Actions

This table lists special actions CMA service County Offices must take related to non-cotton CMA loans and LDP's.

Item	Reference
Signature authorizations	paragraph 90
Lien waivers	paragraph 91
Spot checks	8-LP
Production evidence	2-LP Peanuts 2-LP Rice
Determining and handling denied benefit repayments	paragraph 134
Determining and handling excess benefit repayments	
Determining and handling ineligible loan and LDP repayments	

75 Loan and LDP Actions for Suspended CMA's

A Background

CCC may, based on policies in Part 2, suspend CMA's authority to participate in the loan and LDP program. When this occurs, the applicable State Office and CMA service County Office are sent a copy of CMA's suspension letter. During the suspension period, CMA may not obtain any additional loans or LDP's. Existing loans are serviced as other eligible loans are serviced. If the suspension is subsequently lifted, the applicable State and CMA service County Office is sent a copy of the notification to the applicable CMA. If the suspension is not lifted, CMA will be terminated.

B CMA Service County Office Action

Effective with the date of suspension, the applicable CMA's service County Office shall:

- **not** process any loans or LDP's for the applicable CMA
- continue to service the applicable CMA's outstanding loans according to 8-LP
- refer any questions the applicable CMA has about its suspension status to the PSD, CMA Program Manager according to paragraph 4.

76 Loan and LDP Actions for Terminated CMA's**A Background**

CCC may, based on policies in Part 2, terminate CMA's authority to participate in the loan and LDP program. CMA's may also voluntarily terminate their approval to participate in the loan and LDP program. When either occurs, the applicable State Office and CMA service County Office are sent a copy of CCC's termination letter to the former CMA. Upon termination, CMA may not obtain any additional loans or LDP's and all outstanding loans are called. The termination letter will provide the timeframe required for loan repayments.

Note: When CMA status is terminated, a cooperative must follow procedures for initial approval in Part 2 to regain approval status. If new approval is granted, CMA is assigned a new State and county code number.

B CMA Service County Office Action

Effective on the date of termination, the applicable CMA's service County Office shall:

- **not** process any loans or LDP's for the applicable CMA
- follow deadlines in CCC's termination letter to call outstanding loans according to 8-LP
- refer any questions the applicable CMA has about its termination to the PSD, CMA Program Manager according to paragraph 4
- follow a user requirement issued by PECD, AB to remove CMA system files.

C State Office Action

If contacted by the CMA service County Office, the State Office shall contact PECD, AB for assistance in removing terminated CMA service County Office files.

77 CMA Service County Office Contacts With Other County Offices

A Background

Non-Cotton CMA's may obtain a loan or LDP through its CMA service County Office for commodities stored in another county or in another State. Some of the large CMA's may obtain loans or LDP's for commodities stored several hundred miles from the CMA service County Office. This paragraph provides CMA service County Offices and State Offices with procedures to follow in monitoring CMA loans and LDP's when the applicable commodity is outside the CMA service County Office.

B CMA Service County Office Action

CMA service County Offices shall follow procedures in this table for contacting other County Offices in monitoring CMA loans and LDP's.

Step	Action	
1	Determine, according to 8-LP, CMA loans and LDP's that require: <ul style="list-style-type: none"> • spot checks • production evidence. 	
2	IF the applicable commodity is or was stored... in the CMA service County Office	THEN... follow applicable procedures in 8-LP, 2-LP-Peanuts and 2-LP Rice.
	anywhere else	go to step 3.
3	Make copies of data related to spot checks or production evidence.	
4	Sort data by County Office where the commodity is or was stored.	
5	Write a memorandum to the State Office enclosing data required for spot checks or production evidence for CMA loan or LDP for a commodity stored outside of the CMA service County Office.	
6	Send the memorandum from step 5, with data from step 4, to the State Office.	

77 CMA Service County Office Contacts With Other County Offices (Continued)

C CMA Service County State Office Action

When a memorandum is received from the CMA service County Office related to spot checks or production evidence for CMA loans or LDP's, State Offices shall follow procedures in this table.

Step	Action	
1	IF the applicable commodity is or was stored...	THEN...
	in the same State	<ul style="list-style-type: none"> forward applicable data to applicable County Offices in the State instruct County Offices to respond within 15 workdays.
	anywhere else	<ul style="list-style-type: none"> forward applicable data to State Offices where the commodity is or was stored request response within 30 workdays.
2	Monitor responses.	
	IF the response is...	THEN...
	received	forward it to the CMA service County Office.
	not received from a County Office in the State	contact the County Office and take steps needed to answer the inquiry.
	not received from a County Office in another State	contact PSD and request assistance.

D State Office Action in Other States

When a memorandum is received from the CMA service County Office's State Office related to spot checks or production evidence for CMA loans or LDP's, State Offices in States other than the CMA service County Office's State shall follow procedures in this table.

Step	Action	
1	Forward applicable data to applicable County Offices in the State and instruct County Offices to respond within 15 workdays.	
2	Monitor responses.	
	IF the response is...	THEN...
	received	forward it to the CMA service County Office's State Office.
	not received	contact the County Office and take steps needed to answer the inquiry.

78-88 (Reserved)

Part 4 CMA General Operating Policies**Section 1 General CMA Program Information****89 CCC-736 (Addendum)****A Policy**

CCC-736 (Addendum) is a Privacy Act and Public Burden Statement that Cotton CMA's and LSA's complete once to eliminate the need to provide the statement on computer-generated CCC forms they create. Cotton CMA's and LSA's shall:

- obtain CCC-736 (Addendum) from PSD

Note: See subparagraph B.

- complete CCC-736 (Addendum)
- submit **only** one CCC-736 (Addendum) to PSD
- maintain a copy of the completed CCC-736 (Addendum) with other CMA and LSA documents
- use manual versions of CCC forms or exact copies if CCC forms are computer-generated by CMA or LSA software
- computer generate CCC-719 because it is not available as a CCC form.

Note: CMA forms remain exempt from the Paperwork Reduction Act since passage of the 2002 Farm Bill. However, CMA forms still display the public burden statement.

89 CCC-736 (Addendum) (Continued)

B Example of CCC-736 (Addendum)

This is an example of CCC-736 (Addendum).

<p>CCC-736 (Addendum) (11-15-16)</p>	<p>U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation</p>
<p>PRIVACY ACT, PUBLIC BURDEN, AND PENALTY STATEMENT FOR CMA AND LSA LOAN AND LOAN DEFICIENCY PAYMENT (LDP) FORMS</p>	
<p>This addendum provides statements required by the Privacy Act, Paperwork Reduction and CCC Charter Act for Form: CCC-719, ACRS Transaction Report. This form must be maintained in the CMA's or LSA's office.</p>	
<p>PRIVACY ACT AND PUBLIC BURDEN STATEMENTS</p>	
<p><i>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to document Cooperative Marketing Association and/or Loan Servicing Agent acknowledgment of receipt of the Privacy Act, Public Burden, and Penalty Statements that are applicable to the computer generated forms created by the Loan and/or Loan Deficiency Payment programs. The information collected on the form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination that the Cooperative Marketing Association and/or Loan Servicing Agent is ineligible to participate in and receive benefits under Loan and/or Loan Deficiency Payment programs.</i></p> <p><i>The information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F – Administration).</i></p> <p><i>The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS ADDENDUM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FARM SERVICE AGENCY, STOP 0512, ROOM 4095-S, 1400 INDEPENDENCE AVENUE SW, WASHINGTON, D.C. 20250-0512.</i></p>	
<p>PENALTY STATEMENT</p>	
<p><i>Section 15 (a) of the Commodity Credit Corporation (CCC) Chapter Act of 15 USC 714 (m(a)) provides a fine of not more than \$10,000 or not more than five years imprisonment, or both, for making any statement knowing it to be false for the purpose of influencing the action of CCC or of obtaining money under any applicable to CCC. The making of such false statements may also subject entity to civil liability, including liable under 31 USC 231.</i></p>	
<p>ACKNOWLEDGMENT OF RECEIPT</p>	
<p>_____ A. SIGNATURE OF CMA OR LSA</p>	<p>_____ B. NAME OF CMA OR LSA</p>
<p>_____ C. DATE (MM-DD-YYYY)</p>	
<p><i>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</i></p> <p><i>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</i></p> <p><i>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9892. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.</i></p>	

90 Signatures and Authorizations Required

A CMA Responsibilities

Cotton CMA's shall provide sample signatures of officials authorized by CMA to sign documents with CCC for CMA according to 21-CN, paragraph 418.

CMA's shall submit updated lists immediately when a change occurs in authorized officials.

B CMA Service County Office Responsibility

CMA service County Offices shall use authorization lists and signatures provided by CMA's according to 1-CM.

91 Liens and Encumbrances

A Policies

The following policies apply to CMA and DMA liens and encumbrances.

- Commodities used by CMA's and DMA's to obtain loans must be free and clear of liens and encumbrances based on CMA's and DMA's financial agreements.

Note: Liens and encumbrances based on producer financial agreements are not reviewed. However, CMA's must be sure to pass benefits only to eligible producers and must honor liens against the producer. Benefits must not be passed at the request of the producer to other payees; for example, to a landlord to pay the producer's rent.

- When liens based on CMA or DMA financial agreements are present, CMA's shall provide CCC-679's before loans are disbursed.

Note: CMA or DMA service County Offices and CCB's shall **not** perform lien searches for CMA's.

- CMA's or DMA's shall **not** obtain additional liens or encumbrances on the commodity after a loan is approved.

Note: LSA procedures for liens and encumbrances are in 22-CN, paragraph 23.

91 Liens and Encumbrances (Continued)

B CMA CCC-679 Submissions

Before a loan is disbursed and when liens are outstanding, CMA's or DMA's, handling commodities other than cotton, shall provide CCC-679's to their CMA or DMA service County Office.

Note: CCC-679's are **not** required for LDP's.

C Completing CCC-679 for CMA's and DMA's

Complete CCC-679 for CMA's and DMA's according to 8-LP, subparagraph 505 D and this table.

Item	Instructions
1A-C	Enter county name, address, telephone number, and FAX number.
2	Enter CMA's or DMA's name and address.
3	Enter crop year of the commodity.
4	Enter name of the commodity. More than 1 commodity may be listed. Enter each commodity. Example: Enter " Corn, Soybeans, Wheat ".
5	The lienholder must indicate how the monetary proceeds are to be distributed by entering an "X" in 1 of the boxes provided. See subparagraph 619 D to complete item 5 (c).
6	Enter lienholder's or authorized agent's name and address.
7A-C	The lienholder identified in item 6 must sign and date CCC-679. Exception: If the lienholder is CCC, a signature is not required.

91 Liens and Encumbrances (Continued)

D Example of Completed CCC-679

The following is an example of a completed CCC-679.

<p>This form is available electronically.</p> <p>CCC-679 U.S. DEPARTMENT OF AGRICULTURE (11-15-16) Commodity Credit Corporation</p> <p style="text-align: center;">LIEN WAIVER</p>			<p>1A. County Name and Address (Including Zip Code)</p>		
			<p>1B. County Office Telephone Number (Including Area Code)</p>		
			<p>1C. County Fax Number (Including Area Code)</p>		
<p>2. Name and Address of Producer (Including Zip Code)</p> <p>Harvest States Cooperative RR 3 Oakley, KS 67582</p>		<p>3. Crop Year</p> <p>2004</p>	<p>4. Commodity</p> <p>Wheat</p>		
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427, 7 CFR Part 1436, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under a Commodity Credit Corporation (CCC) loan program by documenting that a lien waiver has been authorized by the current lienholder for purposes of pledging the commodity to CCC for a loan. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under a CCC loan program.</p> <p><i>This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.</i></p> <p>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p>					
<p>5. The undersigned is the holder of a lien on the commodity identified above. In order for the producer identified above to pledge such commodity as collateral for a Commodity Credit Corporation ("CCC") loan, with respect to CCC only, the undersigned waives all interest in, and title to, such commodity. The undersigned agrees that the proceeds of the loan shall be disbursed (lienholder must check one of the following):</p> <p>(a) <input checked="" type="checkbox"/> To the producer.</p> <p>(b) <input type="checkbox"/> Jointly to the producer and the undersigned lienholder.</p> <p>(c) <input type="checkbox"/> Jointly to the producer and the undersigned lienholder, less (1) \$ _____ administrative offset as of (2) _____ (Date) _____ and charges due (3) _____.</p>					
<p>6. Name and Address of Lienholder or Authorized Agent</p> <p>Farmer's State Bank Oakley, KS 67582</p>					
<p>7A. Lienholder Signature (By)</p> <p>/s/ J.R. Cole</p>		<p>7B. Title/Relationship (of the Individual Signing in the Representative Capacity)</p> <p>Vice President</p>		<p>7C. Date</p> <p>06-28-20XX</p>	
<p>7A. Lienholder Signature (By)</p>		<p>7B. Title/Relationship (of the Individual Signing in the Representative Capacity)</p>		<p>7C. Date</p>	
<p><i>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</i></p> <p><i>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</i></p> <p><i>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.</i></p>					

91 Liens and Encumbrances (Continued)**E CMA Service County Office Action**

When CCC-679 has been submitted to the CMA's or DMA's service County Office, the service County Office shall:

- **before** disbursing the loan, ensure that the lienholder has:
 - signed and dated items 7A through 7C

Note: Signatures must be affixed personally by all lienholders or authorized agents. CMA or DMA service County Offices may verify the lienholder signature, if necessary.
- checked appropriate item 5 (a), 5 (b), or 5 (c)
- when disbursing the loan, and the lienholder has checked:
 - item 5 (a) or 5 (b), disburse the loan
 - item 5 (c) or otherwise marked it, refer to:
 - 8-LP, subparagraph 505 C for grains
 - 7-CN, subparagraph 124 E for cotton
- distribute CCC-679 as follows:
 - file County Office copy in CMA's or DMA's loan folder
 - send second copy to CMA or DMA
 - send third copy to lienholder.

92 Documenting Manual Eligibility Determinations

A Background

CCC-746 was developed to provide documentation of requests for manual eligibility determinations by CMA's, DMA's, and LSA's. Using CCC-746 is required unless CMA, DMA, or LSA uses a similar form with the same data elements. CCC-746 may be:

- system-filled by CMA, DMA, or LSA software
- e-mailed or FAXed between CMA, DMA, or LSA offices and FSA recording County Offices.

B Completing CCC-746

Complete CCC-746 according to the following instructions.

Item	Instructions
Part A (to be completed by CMA, DMA, or LSA)	
1A	Enter the name of CMA, DMA, or LSA.
1B	Enter the State and CMA, DMA, or LSA code.
1C	Enter the telephone number for CMA, DMA, or LSA.
1D	Enter the FAX number for CMA, DMA, or LSA.
1E	Enter the e-mail address for CMA, DMA, or LSA.
1F	Enter the name of the producer for which a determination is requested. This must be the name of the individual, entity, or joint operation that corresponds to the name used by the producer for FSA purposes.
1G	Enter only the producer's last 4 digits of the Social Security number or TIN that corresponds with the number used by the producer for FSA purposes.
1H	Enter the ID type, if known, and applicable to the ID number according to Exhibit 12.
1I	Enter the producer's entity type code according to Exhibit 12.
1J	Enter the applicable crop year.
1K	Enter the applicable crop codes according to Exhibit 14.

92 Documenting Manual Eligibility Determinations (Continued)

B Completing CCC-746 (Continued)

Item	Instructions
2A-C	Enter State and county codes and FSN's applicable to the request.
2D	Enter the last change date applicable to FSN's. This is field [80] from the ADP Process record.
3A-C	Representative shall sign and enter a title and date.
4	Check 1 or more checkboxes to indicate the eligibility error or errors returned by the ADP Process output file. Processing fields are also included because CMA, DMA, or LSA may need resolution for fields that result in denied market gain or LDP.
Part B (to be completed by FSA recording County Office)	
5A-C	Enter State and county codes and FSN's applicable to the request from CMA, DMA, or LSA. If any of the FSN's requested by CMA, DMA, or LSA were incorrect, provide the correct FSN. If there is not enough space on CCC-746 for FSN's, attach AD-1026A.
5D	Check "YES" or "NO", indicating the producer's eligibility, including compliance with cropland reporting and DCIA screening, for MAL's.
5E	Check "YES" or "NO", indicating the producer's eligibility for LDP's and market gains. Note: CMA's, DMA's, and LSA's are responsible for monitoring whether a producer should be denied a market gain.
6A-D	Enter the County Office name, telephone number, and State and county codes.
7A-C	CED or designee shall sign and enter a title and date.
8	Enter any applicable remarks.

92 Documenting Manual Eligibility Determinations (Continued)

C Example of CCC-746

This is an example of CCC-746.

This form is available electronically.

CCC-746 (11-15-16)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	
CMA, DMA, OR LSA REQUEST FOR MANUAL PRODUCER ELIGIBILITY DETERMINATION			
<i>(See Page 2 for Privacy Act and Paperwork Reduction Act Statements)</i>			
The representative of a CCC authorized CMA, DMA, or LSA requests assistance with verifying the eligibility for MAL or LDP for the producer identified below. The CMA, DMA, or LSA has received eligibility data from the Alternative Delivery Partner (ADP) process but the process indicates there are errors or questions as indicated below. Please take action to resolve the applicable problem(s) and provide an eligibility determination.			
PART A – CMA, DMA or LSA PRODUCER INFORMATION			
1A. Name of CMA, DMA or LSA		1B. State and CMA, DMA, or LSA Code	
1C. Telephone No. of CMA, DMA, or LSA <i>(Include Area Code)</i>	1D. FAX No. of CMA, DMA, or LSA <i>(Include Area Code)</i>	1E. E-Mail Address of CMA, DMA, or LSA	
1F. Name of Producer	1G. Producer's Identification or SSN Number <i>(Enter Last 4 digits only.)</i>	1H. Producer's Identification Type	
1I. Producer's Entity Type Code	1J. Crop Year	1K. Crop Code(s) for Which Eligibility is Needed	
2. List Farm Serial Number(s) (FSNs) with Applicable State and County Codes:			
A. State Code	B. County Code	C. FSN	D. Last Change Date <i>(MM-DD-YYYY)</i>
3A. Representative's Signature		3B. Title	3C. Date <i>(MM-DD-YYYY)</i>
4. Check one or more of the following checkbox(es) to indicate the eligibility error(s) and/or processing flags questioned. <i>(See 1-CMA, Part 7, Section 5.)</i>			
<input type="checkbox"/> Field 44. Ineligible ID Type or Entity Type. <input type="checkbox"/> Field 45. ID Number Not Found or Primary ID Number is a Joint Venture. <input type="checkbox"/> Field 46. ID Number Not Active in Compliance or General Partnership without Members. <input type="checkbox"/> Field 47. Conservation Compliance. <input type="checkbox"/> Field 48. Controlled Substance Violation. <input type="checkbox"/> Field 49. ID Number/Crop Not Found in Compliance Files. <input type="checkbox"/> Field 50. Activity Engaged <input type="checkbox"/> Field 53. Adjusted Gross Income Eligibility, Reason Code ____ <input type="checkbox"/> Field 54. Adjusted Gross Income Status. <input type="checkbox"/> Field 55. Certified Reported or Determined Acres. <input type="checkbox"/> Field 57. Eligible Share.		<input type="checkbox"/> Field 58. FCIC Fraud. <input type="checkbox"/> Field 59. Delinquent Debt. <input type="checkbox"/> Field 60. Invalid AD-1026 Status. <input type="checkbox"/> Field 61. Foreign Person. <input type="checkbox"/> Field 63. Joint Operation – Missing Member Records. <input type="checkbox"/> Field 65. Bankruptcy. <input type="checkbox"/> Field 67. Offset for Claims. <input type="checkbox"/> Field 68. Assignment Flag. <input type="checkbox"/> Field 81. Validation Reason Codes. ____ Code <input type="checkbox"/> ADP Process Did Not Return Any Data After 5 Submission Attempts.	

C Example of CCC-746 (Continued)

CCC-746 (11-15-16)
Page 2

PART B – CCC USE ONLY. (To determine Producer's Eligibility, match CCC's data in Items 5A, 5B, and 5C with the Producer's data in Items 2A, 2B, and 2C on Page 1.)

5. List Applicable Farm Serial Number (FSN) with Applicable State and County Codes:

A. State Code	B. County Code	C. FSN	D. Eligibility for MAL's (Check "YES" or "NO")		E. Eligibility for LDP's/Market Gain (Check "YES" or "NO")	
			YES	NO	YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6A. County Office Name

6B. County Office Telephone Number
(Including Area Code)

6C. State Code

6D. County Code

7A. Signature

7B. Title

7C. Date (MM-DD-YYYY)

8. Remarks:

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to allow a representative of a CCC authorized CMA, DMA, or LSA to request assistance with verifying producer eligibility to participate in and receive benefits under the MAL program and LDP program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination that the request for a manual producer eligibility determination cannot be processed and a determination of producer ineligibility to participate in and receive benefits under the MAL program and LDP program.

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Section 2 Loan and LDP Availability and Requirements**102 General Commodity and Pool Requirements for CMA's****A General Requirements and Policies**

[1425.17] The following general requirements and policies apply to CMA loan pool commodities and pools:

- CMA may establish separate loan pools as needed for quantities of a commodity
- loans and, if applicable, LDP's will be available to CMA's for any eligible commodity in a loan pool as provided in subparagraph 54 C
- CMA must have in inventory a quantity of commodity delivered by members of each class and grade at least equal to the quantity each class and grade pledged as loan collateral
- loan eligibility for commingled commodities stored on a farm or in a warehouse may be transferred to an approved warehouse
- commodities pledged as collateral for CCC loans shall be free and clear of all liens and encumbrances based on CMA's financial agreements, or CMA shall obtain a completed CCC-679 according to paragraph 91
- CMA's shall not take any action to cause a lien or encumbrance to be placed on a commodity after a loan is approved.

Note: See paragraph 91.

102 General Commodity and Pool Requirements for CMA's (Continued)**B Loan Pool Eligibility Requirements**

[1425.17 (c)] A pool shall be eligible for loans and LDP's when:

- all of the commodity in the pool is eligible for loans or LDP's

Note: See subparagraph C for exceptions to this requirement.

- the commodity was delivered by members covered by an approved marketing agreement with CMA for their market gain
- the member and farm are eligible for loans and LDP's
- all members retain the right to share in marketing proceeds from the commodity according to paragraph 41
- members agree to accept a payment of initial advances from CMA according to subparagraph 54 C
- identity-preserved loan pool commodities are stored in approved warehouses while the commodities are pledged as collateral for a loan.

C When Loan Pools May Include Ineligible Deliveries

[1425.17 (d)] Ineligible commodities may be included in loan pools when:

- CMA inadvertently included ineligible quantities based on grade, quality, bale weight, or repacking in the case of cotton or other factors
- there are eligibility discrepancies in FSA records.

Example: The producer has certified to CMA that the commodity is eligible for loan or LDP, and there is no market gain or LDP involved in the loan pool for the crop year.

102 General Commodity and Pool Requirements for CMA's (Continued)**C When Loan Pools May Include Ineligible Deliveries (Continued)**

[1425.17 (e)] CMA may, for a limited time, include a commodity that is ineligible based on FSA records when the producer has certified to CMA that the commodity is eligible. In these instances, CCC specifies a time period during which CMA's may obtain loans or LDP's on the applicable quantity until the eligibility status is resolved. If the final resolution is that the commodity was ineligible, CMA shall repay any loans outstanding, with principal plus interest, and any market gains obtained, plus interest, from the date of receiving the market gain through the repayment date.

D Types of Loans and LDP's Available and Transferring Loan Eligibility

[1425.17 (g)] Loans or LDP's are available to CMA's for farm-stored commodities when it is, according to the applicable CMA's marketing agreement with a member, part of CMA's loan pool.

[1425.17 (h)] Loans will be available to CMA's for identity-preserved loan pool commodities stored in approved warehouses while the commodities are pledged as collateral for a loan.

[1425.17 (i)] Loan eligibility for commingled commodities stored on a farm or in a warehouse may be transferred to an approved warehouse.

103 CMA Pool Allocations and Distribution Policies**A Loan Pool Allocations**

[1425.17] The following general policies apply to loan pool allocations:

- if a loan or LDP is obtained for any quantity in a loan pool, allocations of costs and expenses among separate pools for the commodity shall be made according to generally accepted accounting principles
- CMA shall not apply marketing losses from a commodity not used to obtain a loan or LDP against the marketing proceeds of a commodity used to obtain a loan or LDP
- CMA's shall not carry forward losses from 1 loan pool and apply them against a subsequent loan pool without CCC's authorization.

Note: CCC may grant authorization when it determines that carrying forward the loss complies with CCC's loan and LDP program intent.

B Pool Distribution Requirements

If CCC makes MAL's or LDP's to CMA for any quantity in a loan pool, the related proceeds shall be distributed by CMA or otherwise made available to the member's account:

- based on the quantity and quality of the commodity delivered to each member
- less any authorized charges for services performed or paid by CMA necessary to condition or otherwise make the commodity eligible for loans or LDP's, according to the uniform marketing agreement provided in paragraph 41
- crediting any advances made to members before MAL's or LDP's were obtained
- within 15 workdays from the date CMA receives MAL or LDP proceeds from CCC or held according to the terms of a deferred payment agreement if requested by the member

103 CMA Pool Allocations and Distribution Policies (Continued)**B Pool Distribution Requirements (Continued)**

- [1425.18 (b)] loan pool proceeds shall not be combined with nonloan pool proceeds and CMA shall distribute loan pool proceeds according to the information provided to CCC according to paragraph 54

Note: Sales proceeds from a loan pool may be combined with sales proceeds from other pools if the proceeds from these pools are allocated among the pools according to the quantity and quality of the commodity included in the pools.

- loan and LDP proceeds shall only be issued to members involved in pools used for loans or LDP's
- when notified by CCC that loan and LDP distributions to a member must be reduced for a program year, farm, or crop, CMA shall not make subsequent pool distributions to that member and shall reimburse CCC for distributions previously issued, if applicable.

104 Ineligible CMA Commodities**A Loan Action**

When CMA has pledged a commodity as collateral for CCC loan and the commodity is found to be ineligible while still under loan, CMA must take corrective action according to this table.

IF the commodity is...	AND CMA has...	THEN, subject to provisions in paragraph 385...
identity preserved		and according to paragraph 134: <ul style="list-style-type: none"> • redeem ineligible loan quantity without benefit • repay any benefits obtained.
commingled	sufficient quantity of eligible commodity available for loan	reduce the eligible pool inventory not used for loan by ineligible amount.
	eligible commodity inventory available for loan that is less than the amount found ineligible	<ul style="list-style-type: none"> • reduce the ineligible quantity by the amount of eligible pool inventory available for loan • through the CMA service County Office, according to paragraph 134: <ul style="list-style-type: none"> • redeem the remaining ineligible quantity in loan without benefit • repay any benefits obtained on the remaining ineligible quantity.
	no eligible commodity to replace the ineligible quantity	through the CMA service County Office, according to paragraph 134: <ul style="list-style-type: none"> • redeem any ineligible quantity in loan without benefit • repay any benefits obtained on the ineligible quantity.

104 Ineligible CMA Commodities (Continued)**B LDP Action**

When CMA used a commodity to obtain LDP that is found to have been ineligible, CMA must take corrective action according to this table.

IF the commodity is...	AND CMA has...	THEN, subject to provisions in paragraph 385...
identity preserved		and according to paragraph 134, repay any benefits obtained.
commingled	sufficient quantity of eligible commodity available for LDP	reduce the eligible pool inventory not used for loan or LDP by ineligible amount.
	eligible commodity inventory available for LDP that is less than the amount found ineligible	<ul style="list-style-type: none"> • reduce the ineligible quantity by the amount of eligible pool inventory available for loan or LDP • through the CMA service County Office, according to paragraph 134, repay any benefits obtained or LDP on the remaining ineligible quantity.
	no eligible commodity to replace the ineligible quantity	through the CMA service County Office, according to paragraph 134, repay any benefits obtained on the ineligible quantity.

105 General Producer Eligibility Requirements**A Eligibility Process**

CMA's, DMA's, and LSA's shall refer to the automation guidelines to ensure compliance with all eligibility requirements over time.

B Conservation Compliance – Farm/Tract Eligibility

CMA and LSA producers must visit their administrative County Office to complete or update AD-1026 to comply or continue compliance with conservation compliance provisions. The County Office maintains a flag in subsidiary files that is applicable to the current year.

C Controlled Substance Violations

The CMA or LSA producer's administrative County Office will:

- determine whether a producer has been convicted under Federal or State law of a controlled substance violation
- set the appropriate flag in the County Office subsidiary files.

D AGI Requirements

AGI provisions have been modified by the 2014 Farm Bill. Producers whose average AGI exceeds \$900,000 are **not** eligible to receive MLG or LDP. See 8-LP, subparagraph 34 B and 5-PL.

Example: The 3-year average AGI for crop year 2014 will be 2010, 2011, and 2012.

Note: Producers will still be allowed to receive MAL's, but MAL **must** be repaid at principal plus interest.

105 General Producer Eligibility Requirements (Continued)**E Screening for DCIA Compliance**

According to DCIA, producers who are delinquent on non-tax Federal debt are ineligible for Federal loans. Exemption for CCC loans and LDP's was rescinded by passage of the 2002 Farm Bill. CMA's, DMA's, and LSA's shall:

- **not** obtain loans and LDP's for delinquent Federal debtors, except if the debtor satisfies the delinquency before the end of the loan availability period
- monitor field [67], Offset for Claims, of the ADP Process output file to identify producers who are delinquent debtors to FSA
- conduct further screening of CMA applicants by the following methods:
 - obtaining producer certification for DCIA by entering the following statement on an annual addendum to the CMA's uniform marketing agreement, "Are you or any co-applicant delinquent on any federal non-tax debt?" and obtaining DCIA certification from producers at least annually on the addendum to the uniform marketing agreement

Note: Provide blocks for the producer to check "Yes" or "No" to the question.

- obtaining data about a producer's DCIA status from available systems, such as CAIVRS or Debtcheck, at CMA's expense to conduct screening of producers
- reviewing lists as provided by County Offices
- conduct further screening of LSA or DMA applicants by the following methods:
 - obtaining producer certification on the applicable CCC Cotton A-5 or other CCC form containing the DCIA certification statement
 - obtaining data about a producer's DCIA status from available systems, such as CAIVRS or Debtcheck, at LSA's or DMA's expense to conduct screening of producers
 - reviewing lists as provided by County Offices.

F Disqualification Because of FCIC Fraud

Producers determined by RMA of willingly and intentionally providing any false or inaccurate information to FCIC may be disqualified from receiving any monetary or nonmonetary benefits for a period of up to 5 years.

106 Further DCIA Policy

A CMA, DMA, or LSA Action

This table provides action that CMA's, DMA's, or LSA's shall take when a producer is a delinquent Federal nontax debtor.

IF the...	THEN...
delinquent Federal nontax debt has been resolved before the final loan availability date	use the rate in effect on the day the original MAL or LDP request was made.
producer certifies that he or she has an unresolved delinquent Federal nontax debt	hold the request until the final loan availability date, and if the producer does not resolve the delinquent Federal nontax debt before the final loan availability date, immediately notify the producer that he or she is ineligible and the request is disapproved.

Notes: See 58-FI for alternate methods for resolving delinquent Federal nontax debts.

For purposes of barring delinquent debtors from obtaining Federal financial assistance, a debt is not in delinquent status if the debtor is the subject of, or has been discharged in a bankruptcy proceeding. Producers with an unresolved delinquent Federal nontax debt **are** considered eligible to receive MAL or LDP if the unresolved delinquent Federal nontax debt is the subject of a bankruptcy proceeding.

106 Further DCIA Policy (Continued)**B MAL's or LDP's Issued Before a Delinquent Federal Nontax Debt Is Discovered**

****If the producer received MAL or LDP and later it is discovered that the producer has a delinquent Federal nontax debt, CMA, DMA, or LSA shall:**

- notify the producer that the delinquent Federal nontax debt must be resolved before the final loan availability date
- discuss with the producer alternatives to resolve the delinquent Federal nontax debt
- inform the producer that if MAL was obtained and the delinquent Federal nontax debt is not resolved before the final loan availability date, MAL must be immediately called and must be repaid at principal plus interest
- inform the producer that if LDP was received and the delinquent Federal nontax debt is not resolved before the final loan availability date, LDP must be repaid with interest.

C Producer Incorrectly Certifies to the DCIA Question

If it is discovered that a producer incorrectly certified to the DCIA question, CMA, DMA, or LSA must:

- immediately notify the producer that a disbursed loan is called and must be repaid at principal and interest
- follow CMA or DMA procedures in subparagraph 134 D for MAL or LDP violations
- follow LSA procedures in 22-CN for violations.

If the producer has resolved the delinquent debt, then MAL or LDP may be continued.

106 Further DCIA Policy (Continued)**D Delinquency Resolution**

For DCIA purposes, a producer's delinquent debt is resolved only if the producer does 1 of the following:

- pays or otherwise satisfies the delinquent debt in full
- pays the delinquent debt in part if the creditor agency accepts this payment as a compromise instead of payment in full
- cures the delinquency under terms acceptable to the creditor agency in that the person pays any overdue payments, plus all interest, penalties, late charges, and administrative charges assessed by the creditor agency as a result of the delinquency
- enters into a written repayment agreement with the creditor agency to pay the debt, in whole or in part, under terms and conditions acceptable to the creditor agency.

Note: If a portion of a debt has been written off or compromised instead of payment in full, after the person has paid the debt in part through an approved payment agreement, the debt would be considered "resolved".

Follow 58-FI, Part 9 for working out debts by installments.

107-116 (Reserved)

Section 3 Offsets and Assignments

117 General Policies for Offsets and Assignments

A CMA Offset Policy

The following offset on outstanding debts policies apply to CMA's:

- offsets, when applicable, shall be collected for producers who obtain loans or LDP's through County Offices, CMA's, and LSA's from loan and LDP funds
- offsets collected by CMA's are limited to pool:
 - deliveries to CMA **after** CMA receives notification that offset exists
 - distributions made to producers after a loan or LDP is obtained from CCC

Note: See subparagraph 118 B for examples.

- CMA's have the following options:
 - exclude from all loan and LDP activity quantities with applicable offsets
 - pay applicable offset for production included in loan and LDP activity
- CMA's shall process **all** quantities with applicable offsets as identity preserved commodities.

B CMA Assignment Policy

Even though CMA's receive an assignment flag from the ADP Process, CMA's cannot process payments against assignments on file at County Offices. This is because CMA's do **not** have access to FSA's automated assignment system.

117 General Policies for Offsets and Assignments (Continued)**C Payment Date**

The date of payment for offsets shall be the date CMA contacts the County Office to obtain payment information.

D Notifications

CMA's will receive notification that offsets are applicable:

- normally, through the ADP Process
- in rare instances, through notifications from the State Office.

E State Office Notifications

State Offices are authorized to notify CMA's of large individual dollar amount offsets.

118 Offset Actions for CMA's**A CMA Policies**

The following policies, in addition to those listed in paragraph 117, also apply to offsets through CMA's:

- no action is needed when the applicable producer does **not** obtain either loan or LDP funds through CMA
- when a lien has been filed for a producer with an offset, the lienholder has the right to refuse to grant a waiver.

Note: If the lienholder:

- grants the waiver, proceed with processing the loan or LDP
- does **not** grant the waiver, the producer is **not** eligible for loans or LDP's.

118 Offset Actions for CMA's (Continued)

B CMA Examples

This table provides examples of how CMA's are to handle offsets. In all cases, the ADP Process notifies CMA that Mr. Smith has an outstanding debt before CMA applies for loan proceeds and the control County Office verifies the amount owed is \$300.

Example 1	Step	Action
	1	CMA issues a \$500 pool distribution to Mr. Smith on October 1.
	2	CMA obtains a loan of \$450 for the same quantity of commodity applicable to the advance on October 3.
	3	CMA allocates a second pool advance of \$200 to Mr. Smith on March 1 and a final pool distribution of \$150 on September 30 on the applicable commodity.
	Result:	CMA shall remit all of Mr. Smith's March distribution and \$100 of his September distribution to the control County Office to satisfy his offset. CMA shall issue a \$50 balance distribution to Mr. Smith in September.
Example 2	Step	Action
	1	CMA issues a \$200 pool distribution to Mr. Smith on October 1.
	2	CMA obtains a loan of \$150 for the same quantity of commodity applicable to the advance on October 3.
	3	CMA makes no further pool distributions to Mr. Smith for the applicable quantity.
	Result:	CMA collects none of the offset due since all pool distributions were made before CMA obtained funds for Mr. Smith.
Example 3	Step	Action
	1	CMA obtains a loan for \$450 for Mr. Smith's commodity on October 3.
	2	CMA allocates a \$450 pool distribution on October 4 to Mr. Smith for the same quantity applicable to the loan.
	Result:	CMA shall collect the \$300 offset due since the initial pool distribution was greater than the offset outstanding, and the allocation was made after funds were obtained from CCC.

118 Offset Actions for CMA's (Continued)

C CMA Action

CMA's shall follow the procedures in this table when offsets are applicable for a producer involved in a loan or LDP.

Step	Action	
1	<p>When a joint operation record is received from the ADP Process with "Y" in field [67] for a component member, notify the joint operation's control County Office's State Office that the record has been received. In the notification, identify the applicable joint operation, component members, and control County Offices.</p> <p>Notes: The State Office has 30 calendar days to notify the applicable CMA when a payment to CCC is not applicable. See step 6 for additional instructions.</p> <p>When the loan or LDP proceed is for a component member of a joint operation, the proceed amount is determined by multiplying the applicable component member's actual share (field [16] from the ADP Process) times the joint operation's proceed amount.</p>	
2	<p>Contact the control County Office to determine the offset amount and applicable administrative County Offices no more than 3 workdays before obtaining loan or LDP proceeds.</p> <p>Note: If the control County Office does not receive payment within 8 workdays of this contact, it will reject the payment. When this happens, CMA's must contact the control County Office again to determine the exact amount due on the day the producer obtained loan or LDP proceeds.</p>	
3	IF CMA is...	THEN...
	handling commodities, other than cotton	<p>prepare separate loan or LDP requests for each applicable offset, identifying the applicable:</p> <ul style="list-style-type: none"> • producer's name and ID number • administrative County Office.
	a cotton CMA	<p>notify the control County Office of the date loan or LDP proceeds will be, or were, obtained for the producer within 2 workdays of the date of the proceed.</p> <p>Note: This notification may be made at the time the inquiry in step 2 is made.</p>

118 Offset Actions for CMA's (Continued)

C CMA Action (Continued)

Step	Action	
4	IF the outstanding debt is...	THEN issue a payment to...
	less than loan or LDP proceeds due the producer	<ul style="list-style-type: none"> • CCC for the producer to the control County Office for offset according to step 5 • producer for balance of proceeds due the producer.
	equal to or greater than loan or LDP proceeds due the producer	CCC for the producer to control County Office for loan or LDP proceed amount according to step 5.
5	<ul style="list-style-type: none"> • Issue payments to CCC. • Attach a memorandum stating that the payment is an "Offset payment of \$___ for (producer's name, ID number, and administrative County Office)". • Submit payment to the control County Office. 	
6	<p>When notified by the State Office that payment to CCC is not applicable for a joint operation after payment was made:</p> <ul style="list-style-type: none"> • request refund from the administrative County Office <p>Note: A copy of the State Office's notification must be included with the refund request.</p> <ul style="list-style-type: none"> • issue payment to the producer within 3 workdays of receiving payment from the administrative County Office. 	

119 Offset Actions for State and County Offices

A Control County Office Action

Control County Offices shall follow the procedure in this table for taking CMA offsets.

Step	Action	
1	IF contacted by...	THEN record the date...
	CMA handling commodities other than cotton	of contact.
	cotton CMA	loan or LDP will be, or was, obtained for the producer. Note: Contact must be within 2 workdays of the date of loan or LDP or CMA or LSA must recontact the County Office for the update amount.
2	Determine County Offices where the producer has offsets and each applicable amount.	
3	IF...	THEN...
	no outstanding debt exists	provide CMA or LSA written verification that outstanding debt no longer applies.
	any outstanding debt exists	continue.
4	Calculate offset amount, plus interest, through date in step 1 for each county.	
5	Inform the applicable CMA within 2 workdays of CMA contact of the following: <ul style="list-style-type: none"> • offset amount, plus interest, for each offset and applicable County Office • County Office order of repayments by ascending State and County Office number order • how to handle cases involved in bankruptcies based on Regional Attorney instructions. Note: For multiple types of debts within a single county, County Offices shall follow the normal priority of payment procedures in 58-FI.	

119 Offset Actions for State and County Offices (Continued)**A Control County Office Action (Continued)**

Step	Action	
6	IF offset payment is...	THEN...
	not received from CMA handling commodities other than cotton within 5 workdays of date in step 1	<ul style="list-style-type: none"> call and notify CMA that no payment was received
	not received from cotton CMA within 8 workdays of date in step 1	<ul style="list-style-type: none"> provide CMA with an updated payment amount based on the loan or LDP date.
	received from CMA within the appropriate time period	forward payment to the administrative County Office.

B CMA Service County Action

CMA service County Offices shall, within 5 workdays of processing a loan or LDP with an applicable offset for claim, notify the applicable administrative County Office that a loan or LDP was processed for the applicable producer and amount of loan or LDP processed.

C Administrative County Office Action

Administrative County Offices shall follow procedures in this table for CMA offsets.

Step	Action	
1	IF offset...	THEN...
	payment is received from CMA	go to step 2.
	refund is requested by CMA	go to step 6.
2	Deposit the payment according to 58-FI.	
3	Update producer's records to reflect the offset payment received.	
4	Send CMA confirmation payment was received within 5 workdays of receiving the payment.	
5	Update the producer's NAM's offset flag to indicate that no offset is owed when all offset amounts have been paid.	
6	Issue a refund according to 1-FI within 3 workdays. Note: Refund requests, based on State Office notification for component members, must include a copy of the State Office's notification that a payment was not applicable .	

119 Offset Actions for State and County Offices (Continued)**D State Office Action**

State Offices shall follow procedures in this table for CMA offsets.

Note: If the State Office is aware that payment has been made before notification in step 1 is received, the State Office shall notify applicable CMA's that offsets are **not** applicable.

Step	Action	
1	Upon notification from CMA that they have received a joint operation record from the ADP Process for a component member, verify within 20 calendar days whether payments for the component member may be collected through the joint operation, according to 58-FI.	
2	IF offsets may...	THEN...
	be collected	no further action is required.
	not be collected	immediately provide CMA a written notification that payments may not be collected for the component member through the joint operation.

120 CMA, DMA, or LSA Producer Bankruptcies**A CMA, DMA, or LSA Actions**

When informed of producers who have filed for bankruptcy, CMA's, DMA's, or LSA's:

- with sufficient legal resources may process MAL's and LDP's for these producers:
 - at their own risk
 - as directed by the applicable bankruptcy court
- without sufficient legal resources may refer these producers to the applicable County Office for MAL and LDP processing as directed by OGC.

121-130 (Reserved)

Section 4 Market Gain Allocations and Repayments

131 Overview

A Introduction

This section provides information, policies, and formulas for market gain allocations and repayments through CMA's and DMA's.

[1425.16] CMA's shall:

- monitor market gains received from CCC for their members
- **not** obtain market gains for a member who does **not** meet AGI provisions or above PLM.

132 CMA and DMA Allocation of Market Gains to Members

A Allocating Market Gains

CMA's and DMA's shall allocate market gains to members according to this table.

IF commodity is...	THEN allocate market gains to...
commingled	members based on: <ul style="list-style-type: none"> • their share of market gains the pool has obtained • the member's volume in the pool quantity that received market gains.
identity preserved	member who delivered the commodity.

132 CMA and DMA Allocation of Market Gains to Members (Continued)**B When to Allocate Market Gains**

CMA's and DMA's shall allocate market gains to members according to this table.

IF commodity is...	THEN allocate market gains...
commingled	<ul style="list-style-type: none"> • at either of the following times: <ul style="list-style-type: none"> • when market gains are earned • at the end of the pool period • by basing the market gain: <ul style="list-style-type: none"> • on percentage the member's share of market gains are of the entire pool • on the member's volume in the pool quantity that received market gains.
identity preserved	when market gains are earned.

133 Denied or Reduced Benefit Policies**A CMA and DMA Policies**

CMA's and DMA's shall:

- decline denied benefits at the time of loan repayment or LDP for producers who are ineligible for market gains or LDP's because of AGI or PLM
- reimburse CCC for benefits received that included production from producers who are ineligible for market gains or LDP's because of AGI or PLM
- pay interest on the denied benefit at the loan interest rate on the date the benefit was received for the benefit period when the denied benefit is repaid after the date the benefit was received.

134 CMA Ineligible Benefit, Excess Benefit, and Denied Benefit Refunds

A Ineligible Benefits Policies

After following policies in subparagraph 102 C, CMA's shall:

- reimburse CCC for all ineligible benefits received for a producer
- pay interest on the ineligible benefit at the loan interest rate on the date the benefit was received for the benefit period
- repay ineligible volumes under loan immediately with principal plus interest.

B Excess and Duplicate Benefit Policy

CMA's shall:

- reimburse CCC for all excess and duplicate benefits received
- pay interest on the excess or duplicate benefit at the loan interest rate on the date the benefit was received for the benefit period
- repay subsequent volumes under loan without benefits
- make applicable repayments according to this paragraph.

134 CMA Ineligible Benefit, Excess Benefit, and Denied Benefit Refunds (Continued)

C Which Benefit Is the Correct Benefit

This table provides instruction for duplicate benefits between CMA's and County Offices, DMA's, or LSA's.

IF the quantity for which the duplicate benefit has been obtained...	THEN the correct benefit is determined by the date of whichever of the following occurs first...
can be tied to a marketing agreement or annual addendum	<ul style="list-style-type: none"> marketing agreement or annual addendum contained the quantity the County Office, DMA, or LSA disbursed benefit.
cannot be tied to a marketing agreement or annual addendum	<ul style="list-style-type: none"> first CMA advance payment made to the producer the County Office, DMA, or LSA disbursed benefit.

Note: For duplicates between County Offices, DMA's, or LSA's, the correct benefit is the date of the first disbursed benefit.

D CMA Actions

When problems are discovered by CMA's or CCC involving ineligible benefits or excess and denied benefits, CMA's shall take the following action.

Step	Action	
1	IF CMA handles...	THEN...
	commodities other than cotton	continue to step 2.
	cotton	<ul style="list-style-type: none"> report, by memorandum, ineligible benefit, excess benefit, and denied benefit volumes and associated loan and LDP transactions to PSD request waiver of liquidated damages, if applicable, according to the terms of CCC-Cotton G, stating specific reasons why a waiver is warranted pay refunds upon demand according to 21-CN, Part 5.

134 CMA Ineligible Benefit, Excess Benefit, and Denied Benefit Refunds (Continued)

D CMA Actions (Continued)

Step	Action	
2	<p>Report ineligible benefit, excess benefit, and denied benefit volumes and associated loan and LDP transactions to the service County Office. In a memorandum, provide the following, as applicable:</p> <ul style="list-style-type: none"> • ineligible quantity • amount of excess benefit paid • amount of denied benefit not reduced • producer name and identification number • loan or LDP number • disbursement date • warehouse receipt number • specific reasons why ineligible benefit, excess benefit, or denied benefit transactions occurred • request for waiver of interest or liquidated damages. <p>Note: Liquidated damages can only be waived by PSD.</p>	
3	IF...	THEN...
	applicable loans are unpaid or unredeemed	repay the ineligible volume, excess benefit, or denied benefit under loan with principal plus interest.
	applicable loans were paid or redeemed at the marketing repayment rate	wait for payment instructions from the service County Office.
	reporting ineligible LDP volume or other ineligible LDP transactions	wait for refund instructions from the service County Office.

135 CMA Service County Office Refunds

A Informing PSD

For all cases involving CMA ineligible volume, excess benefit, or denied benefit problems, service County Offices shall inform PSD according to this table.

IF...	THEN...
CMA requests waiver of interest or liquidated damages	wait for refund instructions from PSD.
CMA is not requesting a waiver	proceed with processing the refund.
the administrative County Office or service County Office needs guidance	obtain instructions from PSD through the State Office.

B Processing Refunds

Service County Offices shall process ineligible volume, excess benefit, or denied benefit refunds from CMA's according to this table.

IF CMA or administrative County Office reports...	THEN service County Offices...
ineligible, excess benefit, or denied benefit volume for a loan that is unpaid or unredeemed	<ul style="list-style-type: none"> • demand repayment of principal plus interest for the ineligible volume for the applicable loan • process the repayment in APSS at principal plus interest.
<ul style="list-style-type: none"> • excess benefit was paid because AGI or PLM was exceeded by the producer for a loan that has been repaid as market price or for LDP that has been paid • denied benefits that were not reduced at the time the loan was repaid or LDP was paid 	<ul style="list-style-type: none"> • calculate the amount of excess benefit because AGI or PLM was exceeded • calculate denied benefit according to paragraph 133 • calculate interest on the excess or denied benefit at the loan interest rate on the date the benefit was received for the benefit period • collect repayment of excess and denied benefits plus interest using program code "XXCOMM?LIM" where: <ul style="list-style-type: none"> • "XX" is crop year • "COMM" is commodity code • "?" is either of the following: <ul style="list-style-type: none"> • "F" for farm-stored loans • "W" for warehouse-stored loans • "LIM" is constant.

135 CMA Service County Office Refunds (Continued)

B Processing Refunds (Continued)

IF CMA or administrative County Office reports...	THEN service County Offices...
ineligible volume for a loan that has been repaid at the marketing repayment rate	<p>process the refund transaction in APSS as follows:</p> <ul style="list-style-type: none"> • reverse the applicable repayment transaction on Screen PXA00005, and ENTER “Y” next to the repayment transaction closest to the loan making transaction • process a violation in APSS for the applicable loan by: <ul style="list-style-type: none"> • recording a shortage for the ineligible quantity • charging interest • charging liquidated damages unless PSD authorizes a waiver <p>Note: Procedure in 12-PS, subparagraph 1281 C covers recording loan violations.</p> <ul style="list-style-type: none"> • repay the eligible quantity at the original repayment rate as a manual transaction, and: <ul style="list-style-type: none"> • on Screen PPD61000, enter the original repayment date • on Screen PPD92000, enter the original repayment value and the eligible quantity • on Screen AGK00500, ENTER “4”, “Already Prepared CCC-257”, and enter the original CCC-257 number and date <p>Note: On Screen AGK01500, use the original check number.</p> <ul style="list-style-type: none"> • on Screen AGK01510, ENTER “N” when asked if this is an overpayment that needs to be refunded <p>Note: The remaining amount is used to repay the overdisbursement in the next step.</p>

135 CMA Service County Office Refunds (Continued)

B Processing Refunds (Continued)

IF CMA or administrative County Office reports...	THEN service County Offices...
ineligible volume for a loan that has been repaid at the marketing repayment rate (Continued)	<ul style="list-style-type: none"> • repay the overdisbursement as a manual transaction using the original repayment date, and: <ul style="list-style-type: none"> • enter the remaining available amount from the original repayment amount on the screen, for amount received • issue a manual demand letter for the overdisbursement amount according to 8-LP • repay the overdisbursement. <p>Note: Receivable will be offset with the next payment.</p>
ineligible volume for LDP that has been paid	<p>using the eLDP violations software in APSS:</p> <ul style="list-style-type: none"> • process eLDP corrections according to 15-PS, Part 6 for the applicable LDP • collect and repay the receivable amount according to 12-PS. <p>Note: The receivable will be automatically offset when the next payment is processed.</p>

136-146 (Reserved)

Section 5 PLM Actions Applicable to CMA's, DMA's, and LSA's**147 Payment Limitation Policies****A Maximum PLM Policy**

For all MLG's and LDP's received, directly or indirectly, by a person or legal entity (except a joint venture or general partnership) for any crop year for MLG or LDP, payments may **not** exceed \$125,000 including ARC and PLC payments.

B Benefits Exceeding PLM Repayment Policy

When a control County Office determines a "person's" PLM has been exceeded for the crop year, the control County Office shall contact all CMA's, DMA's, LSA's, and County Offices the "person" is active in to:

- determine the benefit amount and date earned through each location
- inform them of the amount of repayment required through them to bring benefits received by the "person" for the crop year into compliance with PLM.

Note: Benefits are repaid in reverse order; that is, the last benefit received is the first benefit repaid.

C Entity Types With Zero PLM

The following entity types are **not** eligible for payments and will, therefore, always have PLM of zero:

- "08" means "Federal owned"
- "99" means "Other".

Note: CMA's, DMA's, and LSA's should **not** request increased PLM's for "persons" with these entity types since no increase is possible.

147 Payment Limitation Policies (Continued)**D Entity Types With Unlimited PLM**

The following entities are comprised of many “persons”:

- “13” means “Public school”
- “14” means “Indian tribal venture” or “BIA”
- “15” means “Individuals represented by BIA”.

These entities have entered into an agreement with CCC to monitor PLM’s for the “persons” included in their organization. Benefits to them are **not** monitored by CCC.

Note: An individual Indian or group of Indians may have its affairs handled by BIA. In these cases, ID on FSA records for the Indian is assigned by FSA and it is the key to all eligibility records (entity type 15). If CMA or LSA has any of these producers, CMA or LSA should submit the FSA-assigned number, not the employer ID used by BIA (entity type 14), to obtain eligibility data.

148-160 (Reserved)

Parts 5-9 (Reserved)

161-550 (Reserved)

Part 10 Reports From CMA's, DMA's, and LSA's**551 General Information****A Background**

Control systems to detect ineligible, duplicate, or excess benefits are necessary because:

- commodities used to obtain loans or LDP's by CMA's or by DMA or LSA producers must be produced:
 - by an eligible producer
 - on an eligible FSN
- according to a 2001 GAO report entitled, "Farm Programs: Changes to the Marketing Assistance Loan Program Have Had Little Impact on Payments", USDA's oversight of payments to cooperatives is inadequate.

B Types of Controls

The controls used by FSA to avoid ineligible, duplicate, or excess benefits are as follows:

- ADP Process provides producer eligibility data monitored by CMA's, DMA's, and LSA's
- monitors CMA's, DMA's, and LSA's market gain reports
- COPS provides duplicate benefit reports on cotton monitored by KC-ADC and PSD
- reviews of CMA's, DMA's, and LSA's, conducted by PSD.

552 Resolving Problems**A Administrative County Office Actions**

Administrative County Offices shall:

- resolve possible yield problems according to paragraph 553
- for duplicate benefit problems, contact the CMA or DMA service County Office to determine:
 - which benefit is the correct benefit according to subparagraph 134 B
 - whether the County Office, CMA, or DMA is responsible for a refund

552 Resolving Problems (Continued)**A Administrative County Office Actions (Continued)**

- collect refunds from producers if the County Office-provided benefit is the duplicate
- for CMA ineligible or excess benefit problems, work with service County Offices according to paragraph 134
- for DMA-issued ineligible volumes, notify DMA
- **not** issue a notification letter to CMA or DMA according to 8-LP, paragraph 401
- contact the State Office for assistance.

B CMA and DMA Service County Office Actions

CMA and DMA service County Offices shall:

- for duplicate benefits, assist administrative County Offices in determining which benefit was requested first
- **not** use the number of violations as a determining factor when assessing administrative actions according to 8-LP, paragraph 401
- demand and collect refunds from CMA's or DMA's according to paragraph 135.

C CMA and DMA Actions

DMA's and all CMA's, except cotton, shall:

- submit production evidence requested by administrative County Offices according to paragraph 553
- request waivers of liquidated damages from PSD through the service County Office
- pay refunds at the direction of a demand letter from the CMA or DMA service County Office.

Note: DMA's shall collect excess benefits from applicable DMA producers and work with their service County Office to correct underlying loans and LDP's.

553 Resolving Problems Arising From COC-Established Yields**A Background**

8-LP provides that:

- if the quantity pledged as collateral for loan or requested for LDP is greater than **110** percent of the COC maximum established quantity (COC-established yield times the reported acreage), do **not** approve the loan or LDP
- if the producer is **not** satisfied with the maximum quantity determined by COC, give the producer appeal rights to COC
- during the appeal process, COC may approve loan and LDP quantities exceeding the COC maximum established quantity if:
 - the producer provides actual production evidence for the crop year and other documentation to support the yield, such as fertilizer
 - COC determines the quantity reasonable for the crop year based on the producer's farming practices, production evidence, and other documentation provided
- COC shall **not** delegate authority to approve quantities exceeding 10 percent of the COC-established yield.

B CMA's Are Producers

For loan and LDP purposes, CMA's are considered to be the producer because CMA obtains the loan or LDP. Therefore, CMA's and their members shall be subject to the same controls as producers receiving benefits from a County Office.

C Administrative County Office Action

CMA's and DMA's submit loan and LDP volume reports to administrative County Offices for review. In those cases, County Offices shall:

- review reports by the deadline established by the State Office
- resolve problems with CMA as directed by the State Office

553 Resolving Problems Arising From COC-Established Yields (Continued)**C Administrative County Office Action (Continued)**

- when cases involve quantities that exceed COC-established yields, require CMA to provide satisfactory production evidence according to 8-LP for the CMA member quantity that is questioned
- **not** issue a notification letter to CMA or DMA according to 8-LP, paragraph 401
- notify the applicable service County Office of the ineligible quantity, loan or LDP number, and warehouse receipt number, if applicable.

D CMA and DMA Action

CMA's and DMA's submitting loan and LDP quantity data to administrative County Offices for review shall:

- provide acceptable production evidence, according to 8-LP, paragraph 335, when requested for quantities that exceed COC-established yields
- in the case of grain and rice loan and LDP overpayments, pay refunds at the direction of a demand letter from the service County Office.

E Service County Office Actions

When notified of ineligible loan and LDP quantities, CMA and DMA service County Offices shall process refunds according to paragraph 135.

Note: When assessing administrative actions according to 8-LP, paragraph 401, CMA or DMA service County Offices shall **not** use the number of CMA violations as a determining factor.

554-570 (Reserved)

Part 11 (Reserved)

571-599 (Reserved)

Part 12 DMA General Operating Policies**Section 1 DMA Status Requirements****600 General Provisions****A Background**

According to 7 CFR Part 1421, Subpart E, under CCC's peanut MAL program, peanut MAL's and LDP's are available to producers of peanuts according to the general regulations governing the 2013 through 2018 crops. Peanut producers may obtain peanut MAL's and LDP's from any of the following:

- CMA's
- DMA's
- County Offices.

B Related FSA Material

FSA handbooks that DMA's must have and be knowledgeable of, which are related to the peanut MAL and LDP program, include the following:

- 1-CM for common provisions about signature requirements, FAXed signatures, powers of attorney, and assignments
- 2-LP Peanuts for MAL and LDP policy and procedure
- 8-LP for general MAL and LDP provisions.

C DMA Responsibilities

DMA's shall act as CCC's agent for the following purposes:

- preparing and executing CCC peanut MAL and LDP application documents
- determining that producers and the commodity are eligible for MAL's and LDP's
- determining that eligible peanuts are free and clear of all liens by performing lien searches at DMA's expense

600 General Provisions (Continued)**C DMA Responsibilities (Continued)**

- instructing the holder of EWR's, if applicable, to notify the EWR provider to amend EWR's to show CCC as the holder
- receiving MAL and LDP documents from a DMA service County Office
- disbursing CCC peanut MAL and LDP proceeds to individual producers who have beneficial interest in eligible peanuts
- preparing and executing documents for MAL repayments
- collecting repayment funds from producers or buyers and transmitting these funds to CCC
- transmitting documents to render forfeited collateral to CCC
- collecting data for reporting to CCC as required by CCC.

D Further DMA Responsibilities

As part of performing the responsibilities in subparagraph C, DMA's shall:

- perform these services according to the procedures outlined in the applicable peanut program regulations and notices published in the FR, applicable FSA peanut handbooks and amendments thereto, and any notices or instructions issued by DAFP
- make and service CCC peanut MAL's and LDP's, only upon presenting warehouse receipts, unless otherwise directed by CCC
- become familiar with the peanut program as set forth in the applicable regulations, notices published in the FR, FSA peanut handbooks, forms, and other instructions issued about the peanut MAL and LDP program
- attend DMA, peanut MAL, and LDP program training offered by CCC at DMA's expense
- provide sufficient personnel, computer hardware, computer communication systems, and software, as determined necessary by CCC, to administer the peanut MAL and LDP program.

600 General Provisions (Continued)**E Prohibited DMA Activity**

DMA's shall **not**:

- pool the producer's peanuts for the purpose of obtaining peanut MAL's or LDP's from CCC
 - pool the proceeds obtained from peanut MAL's or LDP's made by CCC
 - make farm-stored certified or measured MAL's or LDP's unless authorized by CCC
 - take title to any peanuts
 - operate the DMA operation under the same entity and tax ID number that is a CCC-approved CMA
 - because of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, political beliefs, marital status, familial or parental status, and sexual orientation, deny any producer from participating in MAL or LDP for which they would otherwise be eligible to obtain benefits earned by participating in a MAL or LDP program
 - refuse services to producers because DMA was not granted a power of attorney on FSA-211 for 1 of the following:
 - executing MAL documents to obtain MAL's
 - repaying MAL for the producer
 - obtaining LDP's
 - marketing the producer's peanuts
 - adopt any scheme or device to circumvent the purpose of the peanuts' MAL and LDP program regulations, the regulation governing DMA's, or its agreement with CCC
 - make MAL's or LDP's to producers involved in a bankruptcy proceeding
- Note:** Advise the producer to contact their administrative County Office.
- make MAL's or LDP's on ineligible peanuts.

600 General Provisions (Continued)**F CCC Authority and Responsibilities**

DAFP shall provide the program's general direction and supervision. PSD shall:

- administer the program
- administer requirements in this part
- receive and approve or disapprove DMA applications
- provide producer eligibility data to DMA that DMA will use to determine whether the producer is an eligible producer and if the producer is AGI compliant
- make FSA claim, assignment, debt, and other applicable information available to DMA
- perform administrative reviews of DMA's.

FMD shall:

- provide CCC's program interest rate to DMA's
- approve and manage the amount of DMA drawdown accounts.

G DMA Service County Office Responsibility

County Offices designated to be DMA service County Offices shall:

- accept and process peanut MAL and LDP applications from DMA's

Note: DMA's will bundle MAL's or LDP's disbursed to individual producers with the same disbursement date. The DMA service County Office will provide a single MAL or LDP to DMA that covers the same MAL's or LDP's represented by multiple receipts from multiple producers.

- hold paper warehouse receipts if EWR's are **not** available

600 General Provisions (Continued)**G DMA Service County Office Responsibility (Continued)**

- disburse MAL or LDP to DMA's drawdown account as directed by FMD
- provide MAL or LDP documents to DMA
- **not** determine commodity and producer eligibility
- **not** charge DMA a service fee
- **not** collect assessment fees.

601 Applications for DMA Status**A Application Process**

Entities or subsidiaries that provide marketing functions for marketing associations of peanut producers wanting to apply for DMA status shall submit the following documents and information to PSD:

- 2 properly executed CCC-912-P's (subparagraph C)

Note: Obtain CCC-912-P at <http://forms.sc.egov.usda.gov/eForms/>.

- audited financial statement less than 1 year old on the date submitted, including accompanying notes, schedules, or exhibits, certified by a certified public accountant as fairly representing the entity's financial condition

Note: A pro-forma financial statement may be submitted if the entity to perform DMA services is a new entity.

- tax ID number applicable to the entity
- list of employees involved in CCC program activities and a sample of their signature, and a list of current directors, officers, and primary owners
- copy of any applicable incorporating documents or operating agreements

601 Applications for DMA Status (Continued)**A Application Process (Continued)**

- DMA contact person's:
 - name and title
 - mailing address
 - e-mail address
 - telephone number
 - FAX number
- narrative explaining how the proposed DMA entity or parent entity provides marketing services to a marketing association of peanut producers
- additional financial security, if applicable, according to paragraph 602
- nomination of a County Office to serve as the DMA service County Office
- certification as follows:

“We certify to the Farm Service Agency that _____ (**insert name of DMA**), a CCC-approved Peanut Designated Marketing Association, _____ (**insert “is” or “is not”**) controlled, either directly or indirectly, by a person or entity that acquires peanuts for processing or crushing through a business involved in buying and selling peanuts or peanut products.”
- the name, address, and telephone number of the DMA software provider
- amount needed, if any, for a CCC-authorized funds drawdown account
- any additional information requested by PSD.

Note: After submitting documentation, promptly notify the Director, PSD if any changes are made to the submitted documents.

601 Applications for DMA Status (Continued)**B DMA Approval and Activation Process Summary**

DMA's shall obtain approval and become activated according to this table.

Step	Action
1	<p>Potential DMA's shall complete and FedEx application documents to the Director, PSD at the following address.</p> <p>USDA-FSA-PSD 1400 Independence Ave SW Stop 0512 Room 4095-S Washington DC 20250</p>
2	<p>PSD shall:</p> <ul style="list-style-type: none"> • review application documents • obtain additional information to support the application, if necessary • grant entity approval or disapproval to act as DMA.
3	<p>DMA's shall:</p> <ul style="list-style-type: none"> • if not already submitted to PSD, provide PSD the following: <ul style="list-style-type: none"> • list of all employees authorized to sign CCC documents for DMA • sample signatures of everyone authorized to sign CCC documents • test files and other documents as required by PSD to demonstrate hardware and software accuracy • copies of DMA computer-generated CCC forms, if any • contact the Kansas City Help Desk at 800-255-2434 (Web Support) to obtain a user ID and password to submit and receive eligibility within the add process, if not already established for DMA purposes • establish a bank account enabled to receive direct deposit of funds from CCC • if DMA drawdown accounts are authorized by FMD, contact PSD to establish an amount for the account.
4	<p>PSD shall:</p> <ul style="list-style-type: none"> • coordinate the establishment of DMA system files on the DMA service County Office computer system • provide DMA training to DMA's and to the DMA service County Office, if time permits.

601 Applications for DMA Status (Continued)

C Example of CCC-912-P

This is an example of CCC-912-P.

CCC-912-P
(11-15-16)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

**AGREEMENT FOR DESIGNATED MARKETING ASSOCIATION
TERMS AND CONDITIONS FOR PEANUTS**

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the CCC Peanut Marketing Assistance Loan Program through entry into an agreement for CCC appointment as a Designated Marketing Association for eligible peanut producers. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the CCC Peanut Marketing Assistance Loan Program.

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. **RETURN COMPLETED FORM TO THE DIRECTOR, PRICE SUPPORT DIVISION, USDA, FSA, STOP 0512, WASHINGTON, D.C. 20250.**

1. Date of Agreement (Day, Month, Year):	2. Name of Designated Marketing Association
3. Street Address	4. City, State, Zip Code
5. Phone Number (Including Area Code):	6. State and DMA Code (Assigned by FSA):

7. Purpose:

- A. Under CCC's peanut marketing assistance loan program, peanut marketing assistance loans (MAL's) and loan deficiency payments (LDP's) are available to producers of peanuts in accordance with the general regulations governing the 2009 through 2012 crop, codified at 7 CFR Part 1421, and any amendments thereto (hereinafter referred to as "the regulations").
- B. According to the regulations at 7 CFR Part 1421, peanut producers may obtain peanut MAL's from a Designated Marketing Association (DMA).
- C. CCC desires to permit a DMA to act as agent for CCC in performing certain MAL making and servicing functions in accordance with CCC's peanut MAL and LDP program.

8. Definitions:

- A. **Designated Marketing Association** means an entity, or subsidiary thereof, that performs marketing functions for a marketing association of peanut producers, does not take title to the commodity, and is authorized by CCC to provide and to service CCC peanut MAL's and LDP's for individual producers who have beneficial interest in peanuts.

601 Applications for DMA Status (Continued)

C Example of CCC-912-P (Continued)

CCC-912-P (11-15-16)

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- B. **Administrative County Office** means the FSA County Office where a producer's FSA records are maintained.
- C. **DMA Service County Office** means a FSA County Office designated by CCC to accept, process, and disburse peanut MAL's and LDP's to the DMA.

9. Functions to be performed by the DMA

- A. **Functions** - Subject to other provisions of this Agreement, CCC hereby appoints the person or firm named above as a DMA for the purpose of performing certain services requisite to the making and servicing of CCC peanut MAL's and LDP's to eligible producers of eligible peanuts in accordance with the peanut MAL and LDP program carried out by CCC. The DMA may act as CCC's agent for the following purposes:
 - (1) preparing and executing CCC peanut MAL and LDP application documents;
 - (2) determining that producers and the commodity are eligible for peanut MAL's and LDP's;
 - (3) determining that eligible peanuts are free and clear of all liens by performing lien searches at DMA expense and, if necessary, obtaining lien waivers;
 - (4) instructing the holder of Electronic Warehouse Receipts (EWR), if applicable, to notify the EWR provider to amend the EWR to show CCC is the holder;
 - (5) receiving CCC funds, as directed by CCC, from either a CCC approved bank or a DMA Service County Office, previously approved by CCC, for the peanut MAL or LDP amounts shown on the MAL documents presented to the bank or DMA Service County Office;
 - (6) disbursing CCC peanut MAL and LDP proceeds to individual producers who have beneficial interest in eligible peanuts;
 - (7) preparing and executing documents for MAL repayments;
 - (8) collecting repayment funds from producers or buyers and transmitting such funds to CCC; transmitting documents to render forfeited collateral to CCC; and collecting data for reporting to CCC as required by CCC.
- B. In performing the above services, the DMA shall further:
 - (1) perform such services in accordance with the procedures outlined in the applicable peanut program regulations and notices published in the Federal Register and the Code of Federal Regulations, applicable peanut FSA Handbooks and amendments thereto, and any Notices or instructions issued by the Deputy Administrator for Farm Programs; or Director, Price Support Division (PSD).
 - (2) make and service CCC peanut MAL's and LDP's, only upon presentation of warehouse receipts, (unless otherwise provided by CCC), and grading information by an eligible producer to the DMA;

601 Applications for DMA Status (Continued)

C Example of CCC-912-P (Continued)

CCC-912-P (11-15-16)

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- (3) become familiar with the peanut program as set forth in the applicable regulations, notices published in the Federal Register, FSA peanut MAL Handbooks, forms, and other instructions issued relating to the peanut MAL and LDP program;
 - (4) attend DMA and peanut MAL and LDP program training offered by CCC at DMA expense; and
 - (5) provide sufficient personnel, computer hardware, computer communications systems, and software, as determined necessary by CCC, to administer the peanut MAL and LDP program.
- 10. **CCC shall:**
 - A. provide producer eligibility and AGI data to the DMA that the DMA will use to determine whether the producer is an eligible producer or if the producer will exceed AGI limitation; and
 - B. make FSA claim, assignment, debt, and other applicable information available to the DMA.
- 11. **Indebted Producers:** If the DMA is notified at any time that a producer requesting peanut MAL's or LDP's through the service provided by the DMA is indebted to CCC, is delinquent on other non-tax federal debt, or is otherwise subject to offset by CCC in accordance with the offset regulations of CCC, the DMA shall:
 - A. contact CCC for the amount that is owed to CCC and is to be offset from the MAL or LDP proceeds prior to the disbursement of such proceeds; and
 - B. prepare a check payable to CCC for the amount collected by offset and forward the check to CCC as directed by CCC.
- 12. **Fees:** The DMA may charge the producer requesting a CCC peanuts MAL or LDP a fee for preparation of MAL or LDP documents and for servicing the MAL, at a rate determined by the DMA. Fees shall be deducted from the MAL or LDP amount received by the DMA from CCC before distribution to the producer. Any fees charged by the DMA for making and servicing peanut MAL's or LDP's shall be assessed at the same rate for each producer requesting a CCC peanut MAL or LDP through the service provided by the DMA.
- 13. **Power of Attorney Policy:** Producers may designate the DMA, on form FSA-211 (Power of Attorney), to be the producer's agent for the purpose of executing MAL or LDP documents in order to obtain MAL's or LDP's, repaying peanut MAL's, or marketing peanuts on behalf of the producer. If the DMA is designated by a producer to be the producer's agent for the purpose of executing documents to obtain a peanut MAL or LDP, repaying peanut MAL's on behalf of the producer, or marketing the producer's peanuts, the DMA shall:

601 Applications for DMA Status (Continued)

C Example of CCC-912-P (Continued)

CCC-912-P (11-15-16)

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- A. disclose to CCC all facts which the DMA knows or should know would reasonably affect the judgment of CCC in permitting the DMA to act as agent for both CCC and the producer;
- B. include the following language (or equivalent language approved by CCC) as an attachment to each FSA-211 entered into between the DMA and a producer:

"[The producer] hereby acknowledges that [the DMA] is an agent of the Commodity Credit Corporation for the purpose of performing certain services requisite to the making and servicing of Commodity Credit Corporation peanut MAL's and LDP's to eligible producers of eligible peanuts and agrees to permit [the DMA] to act as agent for both [the producer] and the Commodity Credit Corporation. [The DMA] shall disclose to [the producer] all facts which [the DMA] knows or should know would reasonably affect the judgement of [the producer] in permitting [the DMA] to act as agent for both [the producer] and the Commodity Credit Corporation"; and

- C. submit for CCC's approval a sample copy of the FSA-211 and any attachments to be entered into between the DMA and producer.

14. Prohibited Activity: The DMA shall not:

- pool the producer's peanuts for the purpose of obtaining peanut MAL's or LDP's from CCC;
- pool the proceeds obtained from peanut MAL's or LDP's made by CCC;
- make settlement of MAL proceeds with producers on a pool basis;
- take title to any peanuts;
- make farm stored MAL's or LDP's unless authorized by CCC;
- make MAL's or LDP's to producers involved in bankruptcy proceedings unless otherwise authorized by CCC;
- make MAL's or LDP's to ineligible peanut producers or on ineligible peanuts;
- operate the DMA operation under the same entity and tax identification number that is a CCC-approved Cooperative Marketing Association (CMA).

15. Scheme or Device: The DMA will not adopt any scheme or device to circumvent the purpose of the applicable commodity program regulations, the regulation governing DMA's, or this Agreement.

16. Marketing Services: Any charge for marketing services performed by the DMA for a producer requesting CCC peanut MAL's or LDP's through the service provided by the DMA shall be established by the producer and the DMA before execution of a marketing agreement and power of attorney. Any such charge will be assessed at the same rate for all producers for which the DMA performs marketing services.

601 Applications for DMA Status (Continued)

C Example of CCC-912-P (Continued)

CCC-912-P (11-15-16)

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17. **Nondiscrimination:** The DMA shall not discriminate against any person because of race, color, religion, sex, national origin, marital status, physical disability, mental disability, or age in conducting activities in accordance with this Agreement. The services of the DMA shall be made available to all eligible producers whether or not such producers have granted the DMA a power of attorney or have designated the DMA as the producer's agent for the purpose of:
- A. executing MAL documents to obtain peanut MAL's, or LDP's
 - B. repaying such peanut MAL's on behalf of the producer; or
 - C. marketing the producer's peanuts.
18. **Financial Security:**
- A. The DMA shall furnish security to CCC in order to guarantee performance. The security shall be either:
 - a certified or cashier's check payable to CCC;
 - an irrevocable commercial letter of credit in the form approved by CCC;
 - a performance or surety bond conditioned on the DMA fully discharging all of its obligations under this Agreement;
 - other form of security, as CCC may deem appropriate.

The amount of the financial security shall be equal to an amount, as determined by CCC, that protects CCC from risk and takes into consideration the DMA's financial condition based upon the financial statements presented to gain initial DMA status and the financial statements presented to maintain DMA status.
 - B. The DMA is liable to CCC for any losses incurred by CCC as a result of the DMA's failure to discharge all of its obligations under this Agreement. Payment in the amount of such losses shall be made to CCC first, from the financial security furnished by DMA, and second, by the DMA if the amount of the loss exceeds the amount of the financial security.
19. **Records Retention:** The DMA shall maintain, according to FSA Handbook 25-AS, for an indefinite period, unless otherwise notified by CCC, all MAL or LDP, current and complete records with respect to executed MAL and LDP documents required by this Agreement.
20. **Reviews:** The DMA shall permit CCC or its representatives to examine the books, MAL records, papers, and accounts relating to the activities of the DMA in connection with the making and servicing of CCC peanut MAL's or LDP's any time during normal business hours. Examination and inspections made by CCC or by a Federal, State, or other body authorized by CCC shall, however, in no way relieve the DMA of its obligations under the terms and conditions of this Agreement.
21. **Release of Information:** No information collected or acquired by the DMA in its capacity as agent of CCC shall be released, supplied, or made available, without prior approval of CCC, to any person other than CCC or the person who supplied such information.

601 Applications for DMA Status (Continued)

C Example of CCC-912-P (Continued)

CCC-912-P (11-15-16)

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- 22. Maintaining DMA Status:** The DMA shall, within 4 months of the end of the DMA fiscal year, furnish to PSD:
- A. a current and audited financial statement prepared in accordance with generally accepted accounting principles and including the items listed below:
 - balance sheet;
 - income statement (profit and loss statement);
 - cash flow statement;
 - statement of retained earnings;
 - B. a report of audit or review of the financial statement conducted by an independent Certified Public Accountant in accordance with standards established by the American Institute of Certified Public Accountants. The accountant's report of audit or review shall include the accountant's certifications, assurances, opinions, comments and notes with respect to such financial statements; and
 - C. basic DMA data including:
 - any changes to DMA name, contact person name, DMA address, phone number, FAX number, or e-mail addresses;
 - a current list of DMA employees authorized to conduct CCC business;
 - copies of all CCC forms that are computer-generated by the DMA.
- 23. Liability:** The DMA shall hold CCC harmless from any claim made against CCC in connection with any MAL or LDP making, MAL servicing, or other activity carried out by the DMA which is not in accordance with the terms and conditions of this Agreement.
- 24. Termination or Suspension:** Either party may terminate this Agreement at any time upon 30-calendar days written notice to the other party. CCC may terminate this Agreement without providing 30 days notice if CCC determines that the DMA has failed to meet the terms and conditions of this Agreement. Termination of this Agreement by either party is without prejudice to any rights of a party against the other under this Agreement arising from a party's failure to meet the terms and conditions of this Agreement. If the DMA sends a notice of termination to CCC or receives a notice of termination from CCC, the DMA shall immediately cease the execution of MAL or LDP documents. CCC may also suspend the DMA from making new peanut MAL's and LDP's. If the DMA can come into compliance with CCC terms and conditions within a time period established by CCC, the suspension may be lifted.
- 25. Member Delegate:** Unless exempted by 41 U.S.C. 22, no member or Delegate to Congress, or resident commissioner, shall be admitted to any share or part of this Agreement or to any benefit arising from it. However, this provision does not apply to this Agreement to the extent that this Agreement is made with such persons in their capacity as producers of agricultural commodities or with a corporation for its general benefit.
- 26. Federal Employee Status:** This Agreement does not render the DMA or its employees, a Federal employee.

601 Applications for DMA Status (Continued)

C Example of CCC-912-P (Continued)

CCC-912-P (11-15-16)

Page 7 of 7

27. **Effective Date:** It is agreed that this Agreement will become effective upon execution by CCC and will remain in effect until terminated.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date in Item 1.

28. **COMMODITY CREDIT CORPORATION**

A. Attest: _____ B. By _____ C. Date: _____
(Signature) (Signature of Contracting Officer)

29. **DESIGNATED MARKETING ASSOCIATION**

A. Attest (Signature)		
B. Signature of Responsible Party (By)	C. Title/Relationship of Individual Signing in the Representative Capacity	D. Date (MM-DD-YYYY)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

602 Financial Security Requirements**A Amount of Financial Security Required**

DMA's shall provide the following:

- initial amount of financial security according to this subparagraph
- amount of financial security as determined by CCC during the annual recertification for DMA status conducted according to paragraph 604.

The financial security shall be in the following 2 parts:

- a current net worth ratio of at least 1:1, current net worth being DMA's current assets minus current liabilities, according to the financial statement provided for:
 - DMA application
 - DMA recertification for CMA status

Note: The current net worth of an existing entity with CMA status may be included in calculating the current net worth of a subsidiary that will have DMA status, according to a consolidated financial statement.

- an additional security type according to subparagraph B equal to \$100,000 or a greater amount as determined by CCC.

602 Financial Security Requirements (Continued)**B Additional Types of Financial Security**

Additional types of financial security shall be any of the following:

- certified or cashier's check payable to CCC
- an irrevocable commercial letter of credit in a form acceptable to CCC and meeting the following minimal requirements:
 - contain a default provision similar to the following:

“the amount of the letter of credit is available upon submission of a dated statement issued on the letterhead of the beneficiary and signed by an authorized representative stating that:

 - demand is made for payment under this letter of credit in the amount of \$_____
 - the undersigned representative of the Commodity Credit Corporation (CCC) hereby certifies that _____, a CCC-approved Designated Marketing Association, has failed to perform its obligations as required by its agreement with CCC on form CCC-912 and is therefore in default under said agreement.”
 - the term of the letter of credit shall be for at least 1 year
- a performance or surety bond conditioned on DMA fully discharging all of its obligations under this agreement
- other form of security, as CCC may deem appropriate.

602 Financial Security Requirements (Continued)**C Liability**

DMA's:

- shall hold CCC harmless from any claim made against CCC in connection with any MAL or LDP making, MAL servicing, or other activity carried out by DMA, not according to the terms and conditions of the DMA agreement
- are liable to CCC for any losses incurred by CCC as a result of DMA's failure to discharge all of its obligations under this agreement. Payment in the amount of these losses shall:
 - first, be made to CCC from the financial security provided by DMA
 - second, be made by DMA if the amount of the loss exceeds the amount of the financial security.

603 Terminating or Suspending the DMA Agreement**A Termination Provision**

The DMA agreement may be terminated by:

- either party at any time upon 30 calendar days written notice to the other party
- CCC without providing 30 calendar days notice if CCC determines that DMA has failed to meet the terms and conditions of the DMA agreement.

B Suspension Provision

If CCC determines that DMA is not in compliance with the DMA agreement, CCC may also:

- suspend DMA from making new peanut MAL's and LDP's
- lift the suspension, if DMA can come into compliance with CCC terms and conditions within a time period established by CCC.

Note: If DMA sends a notice of termination to CCC or receives a notice of termination from CCC, DMA shall immediately cease executing MAL or LDP documents.

604 Annual Recertification for DMA Status**A Recertification Requirements**

DMA's shall, within 4 months after the end of the DMA FY, provide the following to PSD:

- a current and audited financial statement prepared according to generally accepted accounting principles
- a report of audit or review of the financial statement conducted by an independent certified public accountant

Note: The accountant's report of audit or review shall include the accountant's certifications, assurances, opinions, comments, and notes with respect to these financial statements.

- additional financial security as determined by CCC, if the financial security on file with CCC does **not** meet current requirements or has expired
- basic DMA data documented on CCC-846-1A and materials, including the following:
 - any changes to DMA name, contact person name, DMA address, telephone number, FAX number, or e-mail addresses
 - current list of DMA employees authorized to conduct CCC business
 - name, address, and telephone number of DMA software provider
 - all DMA computer-generated CCC forms.

605-613 (Reserved)

Section 2 General MAL and LDP Processing

614 DMA MAL and LDP Processing

A Processing MAL and LDP Requests

DMA's shall process MAL and LDP requests according to this table.

Step	Action
1	<p>Peanut producers:</p> <ul style="list-style-type: none"> may request MAL or LDP at DMA <p>Note: For LDP's, producers should file CCC-633 EZ, page 1 before loss of beneficial interest.</p> <ul style="list-style-type: none"> shall provide beneficial interest information may provide FSA-211 for DMA to sign documents on their behalf <p>Note: FSA-211 is not approved for a FAXed signature.</p> <ul style="list-style-type: none"> shall provide jurisdictional data on CCC-10 for lien search purposes only <p>Note: See 8-LP for CCC-10 instructions.</p> <ul style="list-style-type: none"> shall deliver to DMA either of the following: <ul style="list-style-type: none"> individual paper warehouse receipts in the producer's name EWR numbers, warehouse code, and provider's name.
2	<p>DMA's shall follow procedures to determine whether the producer and commodity are eligible using the ADP Process, based on beneficial interest, for MAL's or LDP's. See 8-LP for beneficial interest provisions. If beneficial interest is:</p> <ul style="list-style-type: none"> held by the producer at time of MAL or LDP, the process shall continue lost by the producer before requesting MAL or LDP, the process shall stop.
3	<p>DMA's shall verify producer eligibility using the ADP Process. If the producer is:</p> <ul style="list-style-type: none"> eligible, the process shall continue ineligible, DMA shall return the documents submitted by the producer in step 1 and stop the MAL or LDP process. <p>DMA's shall enter into FSA-211 with the producer, according to paragraph 618, if requested by the producer.</p>

614 DMA MAL and LDP Processing (Continued)

A Processing MAL and LDP Requests (Continued)

Step	Action	
4	IF the request is...	THEN DMA shall...
	MAL	<ul style="list-style-type: none"> • complete lien search at DMA's expense and obtain lien waivers • if EWR's are applicable, instruct current holder to notify the EWR provider to amend EWR to show DMA as the holder • generate CCC-678 and other MAL forms • have producer or power of attorney sign MAL document • give or mail CCC-601 and CCC-678 to each producer • instruct the EWR provider to make CCC holder of EWR • if applicable, obtain CCC-674 or SF-LLL according to paragraph 624 • disburse funds to the producer from DMA's CCC-authorized drawdown account or wait for funds from the service County Office. <p>Note: The "date documents received" date for the DMA-prepared MAL shall be the date of disbursement.</p>
	LDP	<ul style="list-style-type: none"> • complete CCC-633 EZ, page 2 • if EWR's are applicable, instruct current holder to notify the EWR provider to amend EWR to show peanuts were used to obtain LDP • have producer or power of attorney sign LDP documents • if applicable, obtain CCC-674 or SF-LLL according to paragraph 624 • disburse funds to the producer from DMA's CCC-authorized drawdown account or wait for funds from the service County Office. <p>Note: The LDP rate applicable to the CCC-633 EZ request is the rate in effect on the date DMA receives the request.</p>

614 DMA MAL and LDP Processing (Continued)

A Processing MAL and LDP Requests (Continued)

Step	Action
5	<p>Within 3 workdays of disbursement, DMA shall:</p> <ul style="list-style-type: none"> • group MAL's with same: <ul style="list-style-type: none"> • disbursement date • peanut type • warehouse code • State where peanuts were inspected • group LDP's with same: <ul style="list-style-type: none"> • LDP rate • approval date • peanut type • submit each group to the service County Office by either of the following methods: <ul style="list-style-type: none"> • manually with individual paper warehouse receipts or EWR numbers, and the EWR provider's name representing bundled MAL's or LDP's • create pre-processed files.
6	<p>The DMA service County Office shall:</p> <ul style="list-style-type: none"> • process each DMA-prepared MAL or LDP group for the volume of peanuts on multiple receipts: <ul style="list-style-type: none"> • MAL or LDP if processed on the same day as the day the DMA-prepared MAL or LDP was disbursed, use system date • MAL or LDP processed after date of DMA disbursement using the date the DMA prepared MAL or LDP was disbursed • waive the service fee to DMA • not deduct national and State commodity assessment amounts • not require CCC-674 or SF-LLL • hold MAL paper warehouse receipts or verify that CCC is holder of EWR's as of the date of disbursement

614 DMA MAL and LDP Processing (Continued)**A Processing MAL and LDP Requests (Continued)**

Step	Action
6 (Cntd)	<ul style="list-style-type: none"> • if CCC was not the holder on or before the date the DMA-prepared MAL was disbursed: <ul style="list-style-type: none"> • reject the applicable receipts and do not disburse MAL funds to DMA • instruct DMA to correct the applicable DMA-prepared MAL's, and resubmit to the service County Office • disburse MAL or LDP funds to DMA • provide MAL or LDP documents to DMA on the date of loan processing.
7	DMA shall send the producer a maturity notice letter according to 8-LP.
8	DMA's shall process MAL repayments and forfeitures as authorized by the producer, designated agent on CCC-605P, or power of attorney.
9	DMA's shall maintain MAL or LDP documents according to 25-AS.
10	DMA's shall repay MAL at the DMA service County Office with producer or agent funds. If interest is applicable, the repayment amount to the service County Office must match the amount repaid at DMA. The service County Office shall release paper receipts or EWR's.

615 CCC-770 DMA**A Background**

The Improper Payments Information Act of 2002 required each agency to:

- identify programs and activities susceptible to significant improper payments
- estimate the annual amount of improper payments and report that estimate to Congress
- report the actions taken to reduce improper payments, including possible causes, and a description of the steps in place to ensure accountability for reducing improper payments.

As a result of this mandate and further internal audits, FSA has determined that national level CCC-770 DMA's are an optional tool to use.

615 CCC-770 DMA (Continued)

B DMA Action

DMA's employees shall:

- obtain CCC-770 DMA (subparagraph C) on the FFAS Employee Forms/Publications Online Website at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/currentforms.asp>
- locally reproduce CCC-770 DMA
- complete CCC-770 DMA for each MAL or LDP processed to the extent that all items are dated when they are completed or marked "Not applicable"
- maintain a copy of CCC-770 DMA in each MAL or LDP folder
- certify by signing CCC-770 DMA as a preparer that each item is complete.

Note: All employees who are directly involved with each MAL or LDP shall certify and date CCC-770 DMA. For example, an employee involved with MAL disbursement shall sign and date the checklist when MAL is disbursed. If another employee is involved with MAL repayment, the other employee shall also sign and date CCC-770 DMA when MAL is repaid.

615 CCC-770 DMA (Continued)

C Example of CCC-770 DMA

This is an example of CCC-770 DMA.

This form is available electronically. CCC-770 DMA U.S. DEPARTMENT OF AGRICULTURE (11-15-16) Commodity Credit Corporation				1. Applicant's Name	2. Date of Application (MM-DD-YYYY)
DMA PEANUT MAL or LDP PROCESSING CHECKLIST				3. State Office Name	4. DMA Name
				5. Loan/LDP Number	6. Crop Year
7. Pre MAL or LDP DMA Actions:		Handbook or Other Applicable References	Date Completed	Check if Not Applicable	
A. Discuss key program provisions with applicant.		8-LP, LP Notices			
B. Obtain name, address and ID number used to conduct business with FSA.		1-CMA, paragraph 225			
C. Obtain FSA-211 if requested. If producer is an entity or joint operation, obtain documents authorizing representative to sign.		1-CMA, paragraph 618 1-CM, Part 25, Section 3			
D. Obtain CCC-10 if a current one is not on file.		1-CMA, paragraph 615			
E. Before each loan is disbursed, conduct lien search. Document results.		1-CMA, paragraph 619			
F. If there are lienholders on the crop, obtain lien holder instructions on CCC-679.		1-CMA, paragraph 619			
G. When available, obtain paper receipts or EWR data. For EWR's instruct holder to request that DMA be made holder.		1-CMA, paragraph 615			
H. Determine whether producer has beneficial interest in commodity.		1-CMA, paragraph 615			
I. Submit producer ID number to CMA eligibility process.		1-CMA, paragraph 236			
J. Receive producer eligibility data from CMA process and if necessary resolve eligibility problems.		1-CMA, Part 7			
K. Determine if producers meets the AGI eligibility provisions.		1-CMA, Part 7			
L. Producer or POA should file CCC-633 EZ Page 1 in case an LDP is requested.		1-CMA, paragraph 615			
8. MAL Processing:					
A. Prepare a folder for each MAL.		1-CMA, paragraph 615			
B. For applications lacking required information, notify applicant and obtain necessary information.		1-CMA, paragraph 615			
C. If DAFP authorized deductions to MAL are applicable according to a producer signed statement of charges, obtain lien holder instructions on CCC-679.		1-CMA, paragraph 620			
D. Verify DCIA compliance by checking applicant certification on CCC-678 or a separate certification and take further action if producer is not in compliance.		1-CMA, paragraph 107			
E. Instruct EWR provider to make CCC holder of EWR.		1-CMA, paragraph 615			
F. Producer or POA signs CCC-678.		1-CMA, paragraph 615			
G. Complete CCC-678 (date documents received shall be the disbursement date).		1-CMA, paragraph 615			
H. Disburse funds to producer using authorized drawdown funds or wait for funds from service county office.		1-CMA, paragraph 615			
I. Obtain and retain CCC-674 or SF-LLL for MAL's exceeding 150,000.		8-LP, paragraph 28			
J. Provide producer with copies of CCC-678 and CCC-601.		1-CMA, paragraph 615			
K. Distribute assessment amounts to NPB and applicable States.		1-CMA, paragraph 620			

615 CCC-770 DMA (Continued)

C Example of CCC-770 DMA (Continued)

CCC-770 DMA (11-15-16)		Page 2 of 3	
9. Obtain MAL from Service County Office:	Handbook or Other Applicable References	Date Completed	Check if Not Applicable
<p>Within 3 workdays of disbursement group and submit MAL's with same disbursement date, peanut type, warehouse code, and State where peanuts were inspected, by either of the following methods:</p> <ul style="list-style-type: none"> manually with individual paper warehouse receipts or EWR numbers, and the EWR provider's name representing bundled MAL's create pre-processed files. 	1-CMA, paragraph 615		
10. MAL Servicing Actions:			
A. Collect repayment using repayment type requested by producer or their agent on CCC-605P (P+I or MLG).	1-CMA, paragraph 615		
B. Repay underlying MAL's obtained from service county office. Create and provide a repayment summary report (1 sheet for each receipt number) to the service County Office.	1-CMA, paragraph 621		
C. Service county offices releases receipts to DMA, DMA releases receipts to producers or agent.	1-CMA, paragraph 615		
D. Send Notices of MAL Maturity 45 days before maturity date.	1-CMA, paragraph 615		
E. Follow procedure to collect excess storage paid as a result of forfeitures.	1-CMA, paragraph 622		
F. Accept and process lock in requests, provide daily report to service county office.	1-CMA, paragraph 621		
G. Process producer violations as applicable.	1-CMA, paragraph 623		
H. Record MAL volume amounts for volume report purposes.	1-CMA, paragraph 550		
11. LDP Processing:			
A. Complete CCC-633 EZ, page 2.	1-CMA, paragraph 615		
B. If EWR's are applicable, instruct current holder to notify the EWR provider to amend EWR to show peanuts were used to obtain LDP.	1-CMA, paragraph 615		
C. Have producer or power of attorney sign LDP documents.	1-CMA, paragraph 615		
D. Obtain and retain CCC-674 or SF-LLL for LDP's exceeding \$100,000.	8-LP, paragraph 28		
<p>E. Disburse funds to the producer from DMA's CCC authorized drawdown account or wait for funds from the service County Office.</p> <p>Note: The LDP rate applicable to the CCC-633 EZ request is the rate in effect on the date DMA receives the request or the date BI was lost.</p>	1-CMA, paragraph 615		
12. Obtain LDP from service county office			
<p>Group LDP's with same LDP rate, approval date, and peanut type. Submit each group to the service County Office by either of the following methods:</p> <ul style="list-style-type: none"> manually with individual paper warehouse receipts or EWR numbers, and the EWR provider's name representing bundled MAL's or LDP's create a preprocessed file 	1-CMA, paragraph 615		

615 CCC-770 DMA (Continued)

C Example of CCC-770 DMA (Continued)

CCC-770 DMA (11-15-16)		Page 3 of 3	
13. LDP Servicing Actions	Handbook or Other Applicable References	Date Completed	Check if Not Applicable
Record volume for volume report purposes.	1-CMA, paragraph 551		
14. Remarks:			
Certifications: <i>I (we) the undersigned certify the above items have been verified or updated accordingly.</i>			
15A. Signature of Preparer	15B. Title	15C. Date (MM-DD-YYYY)	
16A. Signature of Preparer	16B. Title	16C. Date (MM-DD-YYYY)	
17A. Signature of Second Party Reviewer	17B. Title	17C. Date (MM-DD-YYYY)	
<small>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</small>			
<small>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</small>			
<small>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.</small>			

616 Fees Charged to Producers by DMA**A Fees for Marketing Services**

If applicable, DMA's may charge producers a fee for marketing services at a rate to be determined by DMA.

B Fees for Providing MAL's and LDP's

DMA's may charge the producer, who is requesting a CCC peanut MAL or LDP, a fee for preparing MAL or LDP documents and for servicing MAL, at a rate determined by DMA. Service fees shall be:

- deducted from the MAL or LDP amount received by DMA from CCC before distribution to the producer
- assessed at the same rate for each producer requesting a CCC peanut MAL or LDP through the service provided by DMA.

617 CCC Forms**A Policy**

DMA's as authorized agents of CCC shall use either of the following:

- current CCC forms or forms approved by CCC to document program services
- either of the following options:
 - forms and instructions obtained from CCC by accessing the web site located at www.sc.egov.usda.gov
 - computer-generated forms as described in subparagraph B.

B Requests to Use Computer-Generated Forms

DMA's shall:

- request approval to use computer-generated forms by sending computer-generated copies of the proposed forms to PSD
- **not** use the computer-generated form until written approval has been received from the Director, PSD or designated representative
- submit revised forms to PSD for approval
- submit all DMA-generated forms to PSD as part of the annual DMA status recertification review.

618 Using FSA-211 and FSA-211A

A Policy

For the purpose of signing MAL and LDP documents, producers may delegate power of attorney to another person or to DMA on FSA-211. If a continuation sheet is needed for additional signatures, FSA-211A is used. DMA's shall:

- review 1-CM for general policies about FSA-211's and FSA-211A

Note: For the purposes of this part, using the term FSA-211 includes FSA-211A.

- verify that FSA-211 is notarized or witnessed

Note: A notary public seal on FSA-211 is **not** required when FSA-211 is signed by an individual in the presence of an FSA employee.

- contact the County Office identified in the revocation sentence on FSA-211 to verify that FSA-211 has **not** been revoked before processing any applicable MAL advance or LDP
- **not** accept any power of attorney forms other than FSA-211
- **not** accept FSA-211 for joint operations or entities unless acceptable evidence of signature authority is obtained according to 1-CM, Part 25, Section 3.

Persons who have been granted power of attorney by a producer shall deliver FSA-211 to DMA.

According to 1-CM, a separate FSA-211 shall be completed for each grantor and each attorney-in-fact. DMA shall **not** process FSA-211 providing more than 1 grantor or more than 1 attorney-in-fact.

Example: A peanut processor presents FSA-211 to DMA with MAL and LDP authority from a producer and requests DMA to act on the producer's behalf to sign MAL or LDP documents for the producer. In this case, DMA **cannot** enter into FSA-211 with the peanut processor. Either the peanut processor must sign MAL or LDP documents for the producer or DMA must enter into a separate FSA-211 with the producer to act on the producer's behalf.

618 Using FSA-211 and FSA-211A (Continued)

A Policy (Continued)

FSA-211 used to delegate DMA with a producer's power of attorney shall include an attachment with the following statement.

“(The producer) hereby acknowledges that (the DMA) is an agent of the Commodity Credit Corporation for the purpose of performing certain services requisite to the making and servicing of Commodity Credit Corporation peanuts MAL’s and LDP’s to eligible producers of eligible peanuts and agrees to permit (the DMA) to act as agent for both (the producer) and the Commodity Credit Corporation. (The DMA) shall disclose to (the producer) all facts which (the DMA) knows or should know would reasonably affect the judgment of (the producer) in permitting (the DMA) to act as agent for both (the producer) and the Commodity Credit Corporation.”

B FSA-211 Used With CCC-605P

Producers:

- may designate:
 - DMA or a peanut buyer to be an agent on FSA-211, to act on their behalf to execute CCC-605P if FSA-211 **specifically** grants the authority to execute CCC-605P
 - peanut agents on FSA-211 to redeem MAL’s without CCC-605P if authority is granted for all MAL and LDP transactions
- must completely understand that designating an agent to execute CCC-605P grants that agent the authority to further delegate authority to another agent.

An agent designated on FSA-211 cannot execute a new FSA-211 to further delegate authority to another agent.

DMA’s shall:

- accept CCC-605P if FSA-211 specifically grants authority to designate another agent on CCC-605P
- accept MAL repayments from an agent if FSA-211 grants agent authority to conduct all MAL and LDP transactions.

618 Using FSA-211 and FSA-211A (Continued)

C Completing FSA-211's

Complete FSA-211's to delegate power of attorney to DMA's according to this table.

Item	Instructions
(1) - (4)	Enter DMA's name, address, county, and State.
(5)	Enter the producer's name.
Section A	Check box for both of the following: <ul style="list-style-type: none"> • item 10 • item 17 and ENTER "Peanuts".
Section B	Check the box for item 4. If FSA-211 will be used to execute CCC-605P, check the box for item 7 and ENTER " CCC-605P ".
6A - 6C	Individual producers shall sign and enter the date. For continuation of grantor's signature, check the box to indicate FSA-211A is attached.
7A - 7C	Corporations shall sign and enter the title and date.
8 (a) - (c)	Notary public shall sign and enter the seal and State and county of commission. Note: Notarization is required when FSA-211 is not signed by an individual in the presence of an FSA employee.
9A - 9C	The FSA employee witnessing shall sign and enter the date and position title.
10 (a) - (e)	Enter place signed, State, and date executed.

618 Using FSA-211 and FSA-211A (Continued)

D Example of FSA-211

This is an example of a properly completed FSA-211.

This form is available electronically. FSA-211 (11-25-14)			U. S. DEPARTMENT OF AGRICULTURE Farm Service Agency – Natural Resources Conservation Service - Commodity Credit Corporation – Federal Crop Insurance Corporation – Risk Management Agency		
POWER OF ATTORNEY					
THE UNDERSIGNED does hereby appoint the following grantee: (1) <u>Acme DMA</u> of the following address: (2) <u>2 Main St.</u> in the county of: (3) <u>Franklin</u> in the State of:					
(4) <u>Georgia</u> the attorney-in-fact for (5) <u>Frank S. Smith</u> (insert grantor's name) in connection with the Farm Service Agency, Natural Resources Conservation Service Agency, or Commodity Credit Corporation programs checked below. NOTE: This power of attorney form is not valid for FSA Farm Loan Program purposes.					
A. FSA, NRCS and CCC PROGRAMS <i>(Check applicable programs)</i>			B. TRANSACTIONS for FSA, NRCS, and CCC PROGRAMS <i>(Check applicable actions)</i>		
<input type="checkbox"/> 1. All current programs. <input type="checkbox"/> 2. All current and all future programs. <input type="checkbox"/> 3. Agricultural Risk Coverage/Price Loss Coverage (ARC/PLC). <input type="checkbox"/> 4. Biomass Crop Assistance Program (BCAP). <input type="checkbox"/> 5. Tree Assistance Program (TAP). <input type="checkbox"/> 6. Livestock Indemnity Program (LIP). <input type="checkbox"/> 7. Livestock Forage Disaster Program (I FP). <input type="checkbox"/> 8. Emergency Assistance for Livestock Honey Bees, and Farm-Raised Fish (ELAP). <input type="checkbox"/> 9. Noninsured Crop Disaster Assistance Program (NAP).			<input checked="" type="checkbox"/> 10. Marketing Assistance Loans and Loan Deficiency Payments. <input type="checkbox"/> 11. Margin Protection Program for Dairy Producers (MPP/Dairy). <input type="checkbox"/> 12. Farm Storage Facility Loan Program. <input type="checkbox"/> 13. Conservation Reserve Program (CRP). <input type="checkbox"/> 14. NRCS Conservation Programs. <input type="checkbox"/> 15. Emergency Conservation Program (ECP). <input type="checkbox"/> 16. Emergency Forest Restoration Program (EFRP). <input checked="" type="checkbox"/> 17. Other (Specify): <u>Peanuts</u>		
<input type="checkbox"/> 1. All actions. <input type="checkbox"/> 2. Signing applications, agreements, and contracts. <input type="checkbox"/> 3. Making reports. <input checked="" type="checkbox"/> 4. Conducting all marketing assistance loan and LDP transactions. <input type="checkbox"/> 5. AGI Certification. <input type="checkbox"/> 6. Routing Banking Accounts. <input checked="" type="checkbox"/> 7. Other (Specify): <u>CCC-605P</u>			<input type="checkbox"/> 1. All actions. <input type="checkbox"/> 2. Making applications for insurance. <input type="checkbox"/> 3. Reporting crop acreage and production reports. <input type="checkbox"/> 4. Reporting a notice of damage or loss and making claim for indemnity. <input type="checkbox"/> 5. Making transfers and cancellations. <input type="checkbox"/> 6. Making contract changes. <input type="checkbox"/> 7. Other (Specify):		
This form may also be used to grant authority to an attorney-in-fact to act on the grantor's behalf with respect to FCIC crop insurance policies. Checking any of the FCIC transactions does not have any impact as to the FSA, NRCS or CCC transactions checked above:					
C. INSURED CROPS/STATE/COUNTY <i>(Enter "All" or specify each crop, state, county and year(s))</i>			D. CROP INSURANCE TRANSACTIONS <i>(Check applicable actions)</i>		
1. _____ 2. _____ 3. _____ 4. _____			<input type="checkbox"/> 1. All actions. <input type="checkbox"/> 2. Making applications for insurance. <input type="checkbox"/> 3. Reporting crop acreage and production reports. <input type="checkbox"/> 4. Reporting a notice of damage or loss and making claim for indemnity.		
This Power of Attorney is valid in all counties in the United States unless otherwise noted. This power of attorney shall remain in full force and effect until (1) written notice of its revocation has been duly served upon FSA, NRCS or CCC as appropriate; (2) death of the undersigned grantor; or (3) incompetence or incapacitation of the undersigned grantor. The undersigned grantor shall provide separate written notice of revocation to the applicable crop insurance agent. This power of attorney shall not be effective until properly executed and served to a USDA Service Center.					
AUTHORIZED SIGNATURES					
6A. Signature of Grantor (Individual) <u>/s/ Frank S. Smith</u>		6B. Signature Date (MM-DD-YYYY) <u>08-15-20XX</u>		6C. For Grantor's Signature Continuation, check here if FSA-211A is attached. <input type="checkbox"/>	
7A. Signature of Grantor (Partnership, Corporation, Trust, etc.) (By) _____		7B. Title/Relationship of Individual Signing in the Representative Capacity _____		7C. Signature Date (MM-DD-YYYY) _____	
8. Notary Public (this form shall be acknowledged by a notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature (a) _____ the state of (b) _____ the County of (c) _____					
FOR FSA USE ONLY					
9A. Witness Signature (FSA Employee Only) <u>/s/ Dan Rivers</u>		9B. Signature Date (MM-DD-YYYY) <u>08-15-20XX</u>		9C. Official Position <u>Program Technician</u>	
10. This power of attorney was served to (a) <u>Franklin</u> State of (b) <u>Georgia</u> and became effective this (c) <u>15</u> day of (d) <u>August</u> , (e) <u>20XX</u> .				USDA Service Center,	
NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 718, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Federal Crop Insurance Act (7 U.S.C. 1501 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to enable a producer (grantor) to appoint an individual/organization to serve as an attorney-in-fact (grantee) that is authorized to act on behalf of the producer, conduct business with USDA concerning Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated), USDA/NRCS-1, Landowner, Operator, Producer, Cooperator, or Participant Files, and USDA/FCIC-10, Policyholder. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs.					
This information collection for FSA commodity and conservation programs in Titles I and II of the Agricultural Act of 2014 (Pub. L. 113-79) are exempt from the Paperwork Reduction Act (PRA) as specified in the Agricultural Act of 2014, Title I, Subtitle F, Administration, and Title II, Subtitle G, Funding Administration. For the EFRP, this information collection is exempted from the PRA, as specified in the Fiscal Year 2010 Supplemental Appropriations Act (Public L. 111-212). For the FSFL, this information collection is exempted from the PRA as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F-Administration).					
For those FSA, CCC, and NRCS programs that are not exempt from PRA, FSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless this collection of information has a valid OMB control number, which is 0560-0190 for this information collection, and the average time required to complete this information collection is 15 minutes per response. RETURN THIS COMPLETED FORM TO THE APPLICABLE USDA SERVICE CENTER					
The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, marital status, familial or parental status, sexual orientation, or any other basis prohibited by law. If you believe you have been discriminated against on one of these bases, you may file a complaint with the USDA. For more information, visit http://www.usda.gov/officeofcivilrights .					
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.usda.gov/complaint_filing_cust.html , or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 696-7442 or email at program.intake@usda.gov . USDA is an equal opportunity provider and employer.					

618 Using FSA-211 and FSA-211A (Continued)

E Example of FSA-211A

This is an example of FSA-211A.

This form is available electronically. FSA-211A (11-25-14)			U. S. DEPARTMENT OF AGRICULTURE Farm Service Agency – Natural Resources Conservation Service - Commodity Credit Corporation - Federal Crop Insurance Corporation – Risk Management Agency POWER OF ATTORNEY SIGNATURE CONTINUATION SHEET			Attachment Pages of	
Attach to Form FSA-211							
NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 718, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Federal Crop Insurance Act (7 U.S.C. 1501 et seq.), the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to enable a producer (grantor) to appoint an individual/organization to serve as an attorney-in-fact (grantee) that is authorized to on behalf of the producer, conduct business with USDA concerning Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated), USDA/NRCS-1, Landowner, Operator, Producer, Cooperator, or Participant Files, and USDA/FCIC-10, Policyholder. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under Farm Service Agency, Natural Resources Conservation Service, Commodity Credit Corporation, Federal Crop Insurance Corporation, and Risk Management Agency programs. This information collection for FSA commodity and conservation programs in Titles I and II of the Agricultural Act of 2014 (Pub. L. 113-79) are exempt from the Paperwork Reduction Act (PRA) as specified in the Agricultural Act of 2014, Title I, Subtitle F, Administration, and Title II, Subtitle G, Funding Administration. For the EFRP, this information collection is exempted from the PRA, as specified in the Fiscal Year 2010 Supplemental Appropriations Act (Public L. 111-212). For the FSP/L, this information collection is exempted from the PRA as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title I, Subtitle F-Administration). For those FSA, CCC, and NRCS programs that are not exempt from PRA, FSA may not conduct or sponsor, and a person is not required to respond to a collection of information unless this collection of information has a valid OMB control number, which is 0560-0190 for this information collection, and the average time required to complete this information collection is 15 minutes per response. RETURN THIS COMPLETED FORM TO THE APPLICABLE USDA SERVICE CENTER							
1. Name of Attorney-In-Fact (Item 1) from FSA-211)				2. Name of Grantor (Item 5) from FSA-211)			
AUTHORIZED SIGNATURES							
3A. Signature of Grantor (By)				3B. Title/Relationship of Individual Signing in the Representative Capacity		3C. Signature Date	
3D. Witness Signature (FSA Employee Only)				3E. Signature Date		3F. Official Position	
3G. Notary Public (this form shall be acknowledged by a Notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature: _____ the State of _____ the County of _____							
4A. Signature of Grantor (By)				4B. Title/Relationship of Individual Signing in the Representative Capacity		4C. Signature Date	
4D. Witness Signature (FSA Employee Only)				4E. Signature Date		4F. Official Position	
4G. Notary Public (this form shall be acknowledged by a Notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature: _____ the State of _____ the County of _____							
5A. Signature of Grantor (By)				5B. Title/Relationship of Individual Signing in the Representative Capacity		5C. Signature Date	
5D. Witness Signature (FSA Employee Only)				5E. Signature Date		5F. Official Position	
5G. Notary Public (this form shall be acknowledged by a Notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature: _____ the State of _____ the County of _____							
6A. Signature of Grantor (By)				6B. Title/Relationship of Individual Signing in the Representative Capacity		6C. Signature Date	
6D. Witness Signature (FSA Employee Only)				6E. Signature Date		6F. Official Position	
6G. Notary Public (this form shall be acknowledged by a Notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature: _____ the State of _____ the County of _____							
7A. Signature of Grantor (By)				7B. Title/Relationship of Individual Signing in the Representative Capacity		7C. Signature Date	
7D. Witness Signature (FSA Employee Only)				7E. Signature Date		7F. Official Position	
7G. Notary Public (this form shall be acknowledged by a Notary Public unless witnessed by a FSA employee or a corporate seal of grantor is affixed). Signature: _____ the State of _____ the County of _____							
<small>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-5800 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</small> <small>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.</small>							

618 Using FSA-211 and FSA-211A (Continued)

F Distributing FSA-211

DMA's preparing FSA-211 shall distribute FSA-211 as follows:

- original to DMA
- first copy to producer granting power of attorney.

619 Liens and Lien Waivers

A Lien Search Policy

DMA's shall:

- follow lien policies in 8-LP
- determine whether a lien exists by performing or obtaining a lien search:
 - for **all** peanuts to be pledged for each MAL
 - for all loan requests greater than \$25,000
 - at the appropriate recording official's office or a centralized filing facility
 - in the appropriate UCC jurisdiction according to data on CCC-10 filed by the producer
 - at DMA's expense
- file the results in the applicable MAL folder.

619 Liens and Lien Waivers (Continued)**B Obtaining CCC-679**

DMA's shall:

- if liens exist, obtain lienholder signatures on CCC-679 to release a particular lien on peanuts pledged for MAL
 - obtain CCC-679 for each lienholder
 - **not** disburse MAL if an offset is applicable, unless the lienholder agrees to the offset by checking CCC-679, item 5 (a) or 5 (c)
 - require CCC-679's for all MAL requests received from FSA FLP borrowers
 - **not** obtain lien waivers for liens that are **not** recorded unless actual notice of the existing lien is provided to DMA by the lienholder in person or in writing
- Note:** Examples of unrecorded liens include landlord liens, sheller's possessory liens, and harvesters' liens.
- for lienholders that notify CCC that lien remains in effect but joint checks are no longer necessary, execute another CCC-679 with the most current lienholder instructions.

619 Liens and Lien Waivers (Continued)

C Completing CCC-679's for Producers

County Offices shall complete:

- CCC-679 according to this table
- item 5 (c), if applicable, according to subparagraph D.

Item	Instructions
1A - 1C	Enter county name, address, telephone number, and FAX number. Notes: More than 1 County Office can be listed in item 1A. If producer farms in more than 1 county, a county with a signed CCC-679 may, if requested, FAX CCC-679 to the other County Office to use, if the crop year and commodities listed in items 3 and 4 are correct. It is not necessary for the other County Office to obtain another CCC-679 from the lienholder if the crop year and commodities are correct.
2	Enter producer's name and address. If the lienholder has UCC-1 filed for both the borrower and spouse, enter both names.
3	Enter crop year.
4	Enter name of the commodity. More than 1 commodity may be listed. Enter each commodity. Example: Enter " Corn, Soybeans, Wheat " or " All ".
5	The lienholder must indicate how the monetary proceeds are to be distributed by entering a check (✓) in 1 of the boxes provided. See subparagraph D to complete item 5 (c).
6	Enter lienholder's or authorized agent's name and address.
7A - 7C	The lienholder identified in item 6 must sign and enter the title and date.

Notes: Signed and dated CCC-679 may be FAXed to the applicable County Office.

For producers who farm in more than 1 county, signed and dated CCC-679 may be FAXed to the other County Offices.

619 Liens and Lien Waivers (Continued)

D Completing CCC-679, Item 5 (c)

DMA's shall complete CCC-679, item 5 (c) according to this table.

IF...	AND...	THEN...
an administrative offset does not apply		ENTER "none" in CCC-679, item 5 (c).
an administrative offset does apply		enter the offset amount as of the date CCC-679 is prepared in CCC-679, item 5 (c) (1).
	the lienholder is any of the following: <ul style="list-style-type: none"> • CCC • FmHA • FSA • FSA, formerly FmHA • USDA • USDA, formerly FmHA 	<ul style="list-style-type: none"> • enter the offset amount as of the date CCC-679 is prepared in CCC-679, item 5 (c) (1) • calculate the estimated net disbursement amount as follows: <ul style="list-style-type: none"> • multiply national or applicable county loan rate for the applicable type of peanuts times the quantity for MAL • deduct assessments, fees, and administrative offsets, as applicable.

619 Liens and Lien Waivers (Continued)

D Completing CCC-679, Item 5 (c) (Continued)

IF...	AND...	THEN...
a statement of charges, according to 2-LP Peanuts, signed by the producer accompanies the warehouse receipt		<p>do either of the following:</p> <ul style="list-style-type: none"> • add the total dollar amount of the charges to any other offset amounts • modify the statement to add language that states whose charges are being offset without specifying the type or amount of the charges. <p>Note: For peanuts, CMA's, DMA's, and County Offices are authorized to only offset charges associated with cleaning, drying, custom harvesting, seed accounts, and storing peanuts from the producer's loan proceeds. These charges are not considered a lien, but must be included in CCC-679, item 5 (c), if an offset will be made for these charges. Storage charges can be offset only if the warehouse receipt indicates storage has been paid or provided for, as applicable.</p>

619 Liens and Lien Waivers (Continued)

E Example of CCC-679

This is an example of a properly completed CCC-679.

<p>This form is available electronically.</p> <p>CCC-679 U.S. DEPARTMENT OF AGRICULTURE (11-15-16) Commodity Credit Corporation</p> <p style="text-align: center;">LIEN WAIVER</p>			<p>1A. County Name and Address (Including Zip Code)</p>		
			<p>1B. County Office Telephone Number (Including Area Code)</p>		
			<p>1C. County Fax Number (Including Area Code)</p>		
<p>2. Name and Address of Producer (Including Zip Code)</p> <p>Harvest States Cooperative RR 3 Oakley, KS 67582</p>		<p>3. Crop Year</p> <p>2004</p>	<p>4. Commodity</p> <p>Wheat</p>		
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1425, 7 CFR Part 1427, 7 CFR Part 1436, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under a Commodity Credit Corporation (CCC) loan program by documenting that a lien waiver has been authorized by the current lienholder for purposes of pledging the commodity to CCC for a loan. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under a CCC loan program.</p> <p><i>This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.</i></p> <p>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p>					
<p>5. The undersigned is the holder of a lien on the commodity identified above. In order for the producer identified above to pledge such commodity as collateral for a Commodity Credit Corporation ("CCC") loan, with respect to CCC only, the undersigned waives all interest in, and title to, such commodity. The undersigned agrees that the proceeds of the loan shall be disbursed (lienholder must check one of the following):</p> <p>(a) <input checked="" type="checkbox"/> To the producer.</p> <p>(b) <input type="checkbox"/> Jointly to the producer and the undersigned lienholder.</p> <p>(c) <input type="checkbox"/> Jointly to the producer and the undersigned lienholder, less (1) \$ _____ administrative offset as of (2) _____ (Date) _____ and charges due (3) _____.</p>					
<p>6. Name and Address of Lienholder or Authorized Agent</p> <p>Farmer's State Bank Oakley, KS 67582</p>					
<p>7A. Lienholder Signature (By)</p> <p>/s/ J.R. Cole</p>		<p>7B. Title/Relationship (of the Individual Signing in the Representative Capacity)</p> <p>Vice President</p>		<p>7C. Date</p> <p>06-28-20XX</p>	
<p>7A. Lienholder Signature (By)</p>		<p>7B. Title/Relationship (of the Individual Signing in the Representative Capacity)</p>		<p>7C. Date</p>	
<p><small>In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.</small></p> <p><small>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.</small></p> <p><small>To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.</small></p>					

619 Liens and Lien Waivers (Continued)

F Distributing CCC-679

DMA's shall distribute CCC-679 as follows:

- file original in a locked, fireproof file
- send 1 copy to the producer
- send 1 copy to the lienholder.

620 Offsets, Assignments, and Deductions

A Reference for Offsets and Assignments

For CCC offsets and assignments, DMA's shall follow the policy applicable to LSA's in 22-CN, Part 6.

B National Peanut Board and State Assessment Deductions

Deductions as applicable from MAL proceeds for the National Peanut Board and authorized State assessments shall be paid directly by DMA's. DMA service County Offices shall **not** make any such deductions from loans disbursed to DMA's.

C Deductions for DAFP-Authorized Charges

For DAFP-authorized deductions from MAL gross loan amounts, DMA's shall follow policy in 2-LP Peanuts. DMA's shall:

- for loans secured with EWR's or paper receipts, accept the DAFP-authorized charges relating to cleaning, drying, custom harvesting, and seed accounts agreed to by producers on a written statement of charges signed by the producer and submitted to DMA
- for loans where EWR or paper receipt indicates storage has been paid or provided for, as applicable, deduct storage and/or in-handling charges from gross MAL proceeds as directed by each producer on a written statement of unpaid charges signed by the producer
- **not** accept charges showing on EWR instead of a written statement signed by the producer
- obtain lienholder's approval of these deductions on CCC-679 according to paragraph 619.

621 MAL Repayment Processing

A Repayment Types and General Processing

Producers or their agents may repay MAL's to DMA's at principal plus interest or when applicable, at rates less than the loan rate as a marketing loan repayment according to 8-LP. Furthermore, DMA's shall:

- for lock-in of repayment rates:
 - accept and administer requests from producers on CCC-697 according to 8-LP, paragraph 716
 - during periods of lock-in activity, submit a DMA producer daily lock-in report (1 sheet for each applicable FSA loan number) to the service County Office by COB, that contains the following elements:
 - DMA State and DMA code
 - crop year
 - applicable FSA loan number
 - maturity date
 - lock-in expiration date
 - outstanding DMA loan quantity
 - quantity to lock-in
 - lock-in repayment rate
 - EWR or paper receipt numbers
 - repayment effective date
 - date requested
 - approval date
- do **not** provide the service County Office with copies of CCC-697

621 MAL Repayment Processing (Continued)**A Repayment Types and General Processing (Continued)**

- for all repayment transaction types:
 - collect the correct amount of funds from the producer or agent for the applicable repayment transaction
 - create and provide a repayment summary report (1 sheet for each receipt number) to the service County Office containing the following elements:
 - DMA State and DMA code
 - DMA loan number
 - FSA loan number
 - EWR or paper receipt numbers
 - type of peanut
 - total tons
 - repayment date
 - date documents received
 - repayment rate per ton
 - type of repayment
- repay the underlying CCC loan, as applicable, at the service County Office.

622 DMA Collection of Charges Due on Forfeited Loans**A Determining Charges Due**

When loans are forfeited charges are due for storage from the date the peanuts were put into storage to the day before the “date documents received” date, if storage was not prepaid by the producer. DMS’s will not be assessed the storage charges due when the DMA loan is forfeited. Subsequently, DMA's will not collect the storage charges due from the producer. The DMA service county will follow 64-FI procedure to establish receivables for each individual producer based on the information the DMA provides. No later than the date of forfeiture, the DMA must provide the FSA Service County Office:

- the producer's name
- administrative State and county code
- warehouse receipt number forfeited
- all related outstanding loan information and calculations made by DMA.

B Collecting Charges Due From Producer

The DMA Service County Office will establish receivables for each individual producer that forfeits a DMA loan because FSA has a more efficient and streamlined receivable collection process. The notification letter will be issued to the producer by FSA through NRRS. DMA’s will not be responsible for issuing notification letters to the individual producer.

C DMA Service County Office Action

The DMA service County Office shall provide each producer’s administrative County Office the associated forfeiture storage calculation information for the receivable establishment. The forfeiture receivable information shall be provided by e-mail using an encrypted file, and shall include the following scanned documents:

- copy of the Forfeiture Summary Report for each producer, with specific producer's receipts highlighted
- loan documentation
- calculation by producer.

622 DMA Collection of Charges Due on Forfeited Loans (Continued)

D DMA Producer Administrative County Office Action

For debts transferred from DMA's according to this part, administrative County Offices shall:

- begin collection actions according to 58-FI and 64-FI
- create NRRS receivable according to 64-FI, paragraph 21, using code "XXPNUTSTGCRS", replacing "XX" with the applicable crop year and reason code "10424".

623 DMA Collection of Amounts Due From Loan and LDP Violations

A DMA Producer Violations

DMA producers are subject to penalties for violating the terms and conditions applicable to MAL's and LDP's. DMA's shall follow policy for violations according to 8-LP, Part 4. When violations are discovered or DMA's are notified by administrative County Offices of violations:

- send the producer a notification letter according to 8-LP, subparagraph 401 B
- if necessary, seek advice from the service County Office to calculate amounts due that will include the following:
 - interest and liquidated damages
 - in charges and storage credit
- collect amounts due from producers
- repay the underlying receivable created at the service County Office.

If producers request waiver of interest or liquidated damages, DMA's shall forward a waiver request to PSD for consideration. Include any supporting documents and recommendations.

For amounts that remain unpaid 30 calendar days (not including the time a waiver request is under consideration) after the date of the notification letter, DMA's shall:

- contact the producer's **administrative** County Office to request that a receivable be established and provide a case file that contains copies of the following:
 - calculation of amounts due
 - DMA notification letter
 - documentation of any collection activity
- forward any funds collected by DMA to the applicable administrative County Office **after** the debt has been referred.

623 DMA Collection of Amounts Due From Loan and LDP Violations (Continued)**B DMA Service County Office Action**

DMA service County Offices shall:

- accept DMA payments as a result of DMA collections towards receivables created
- cease applying DMA collections to receivables when notified by DMA that DMA is transferring DMA producer debts to administrative County Offices
- after all DMA collections have taken place, allow the automatic creation of a claim for unpaid amounts
- immediately withdraw claims against DMA's.

Note: Document that the reason for withdrawal is DMA referral of unpaid amounts to administrative County Offices according to this part.

C DMA Producer Administrative County Office Action

For debts transferred from DMA's according to this part, administrative County Offices shall:

- begin collection actions according to 58-FI and 64-FI
- send another notification letter even though DMA has already sent one to the producer.

624 Lobbying Disclosure Requirements, Compliance, and Reporting**A Applicability**

The disclosure requirement applies to:

- peanut loans with a principal value exceeding \$150,000, redeemed with cash
- LDP applications exceeding \$100,000.

624 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

B To Comply With Disclosure Requirements

To comply with lobbying disclosure requirements, applicants for and recipients of a loan disbursement exceeding \$150,000 or LDP exceeding \$100,000 must file, with the DMA office, 1 of the following forms in subparagraph C for **each** loan or LDP that exceeds \$150,000 or \$100,000, respectively.

IF monies received have...	THEN...
not or will not be used to lobby or otherwise influence the action of a Federal official about a particular loan	CCC-674 is not required because CCC-601, item 6(i) contains lobbying disclosure requirements. Loan applicants certify to compliance when signing CCC-677 or CCC-678.
not or will not be used to lobby or otherwise influence the action of a Federal official about a particular LDP	file CCC-674 (subparagraph E). Note: CCC-674 is needed for all LDP's exceeding \$100,000.
or will be used to lobby or otherwise influence the action of a Federal official about a particular loan or LDP	file SF-LLL (subparagraph F). CCC-674 is not required because CCC-601, item 6(i) contains lobbying disclosure requirements. Loan applicants certify to compliance when signing CCC-677 or CCC-678. Note: File SF-LLL-A (subparagraph G), if applicable.

Note: Lobbying activity provisions apply to individual loans and LDP's, **not** the producer's or entity's cumulative total.

C Providing Forms

Each time a loan exceeding \$150,000 or LDP exceeding \$100,000 is requested, DMA offices shall give the applicant a copy of 1 of the following:

- CCC-674
- SF-LLL
- SF-LLL-A.

Note: If subparagraph B conditions apply, provide CCC-674, SF-LLL, or SF-LLL-A.

DMA offices shall inform the applicant that the applicable form must be returned to the DMA office before the loan or LDP will be disbursed.

D Disbursing the Loan or Payment

DMA offices shall **not** disburse a loan exceeding \$150,000 or LDP exceeding \$100,000 until the applicant has returned the completed CCC-674, SF-LLL, or SF-LLL-A, if applicable.

624 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

E Example of CCC-674

This is an example of CCC-674.

This form is available electronically.		Form Approved - OMB No. 0348-0046	
CCC-674 (11-15-16)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS			
NAME AND ADDRESS OF RECIPIENT John A. Largefarm 1000 Largefarm Road Vienna, GA 31092			
		TRANSACTION DOCUMENT (Loan No., Contract No., CCC-6 No(s), Check No., etc.) D0008417	
		PROGRAM YEAR <div style="text-align: right;">20XX</div>	
<p><i>To comply with lobbying disclosure requirements (31 U.S.C. 1352), applicants for and recipients of: 1) A Federal loan exceeding \$150,000; or 2) A Federal contract, grant, or cooperative agreement payment exceeding \$100,000 must file, with the disbursing office:</i></p> <p><i>A. If they have not or will not use monies received for lobbying purposes, CCC-674.</i></p> <p><i>B. If they have or will use monies received for lobbying purposes, SF-LLL.</i></p>			
CERTIFICATION			
<p>The undersigned certifies, to the best of his or her knowledge and belief, that:</p> <ol style="list-style-type: none"> (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. <p>This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>			
RECIPIENT SIGNATURE		DATE	
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0348-0046. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.			
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.			
Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.			
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov . USDA is an equal opportunity provider, employer, and lender.			

624 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

F Example of SF-LLL

This is an example of SF-LLL.

DISCLOSURE OF LOBBYING ACTIVITIES			Approved by OMB 0348-0046
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)			
1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: J.A. Moneywell 123 Banker Avenue Houston, TX 12345 Congressional District, if known:		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: NA Congressional District, if known:	
6. Federal Department/Agency: USDA/FSA		7. Federal Program Name/Description: Marketing Assistance Loan CFDA Number, if applicable: 10.051	
8. Federal Action Number, if known:		9. Award Amount, if known: \$ 175,000	
10. a. Name and Address of Lobbying Registrant <i>(If individual, last name, first name, MI):</i> Able and Unable Attorney at Law 1001 Harmony Street Washington, DC 20018		b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> Unable, Jack May B.	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)			

624 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

F Example of SF-LLL (Continued)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

624 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

G Example of SF-LLL-A

This is an example of SF-LLL-A.

DISCLOSURE OF LOBBYING ACTIVITIES CONTINUATION SHEET		Approved by OMB 0348-0048
Reporting Entity: _____	Page _____ of _____	
Authorized for Local Reproduction Standard Form - LLL-A		

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		105
AD-1026A <u>1</u> /	Supplemental to AD-1026		92
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		614, 619
CCC-257	Schedule of Deposit		135
CCC-601	Commodity Credit Corporation Note and Security Agreement Terms and Conditions		614, 624
CCC-605P	Designation of Agent – Peanuts		614, 618
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request		614
CCC-674	Certification for Contracts, Grants, Loans, and Cooperative Agreements	624	614
CCC-677	Farm Storage Note and Security Agreement		624
CCC-678	Warehouse Storage Note and Security Agreement		614, 624
CCC-679	Lien Waiver	91, 619	102, 620
CCC-697	Request to Lock in a Market Loan Repayment Rate		621
CCC-719	ACRS Transaction Report (Report Control No. FM-596R)		89
CCC-736 (Addendum)	Privacy Act, Public Burden, and Penalty Statement for CMA and LSA Loan and Loan Deficiency Payment (LDP) Forms	89	
CCC-746	CMA, DMA, or LSA Request for Manual Producer Eligibility Determination	92	

1/ Form is obsolete.

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-770 DMA	DMA Peanut MAL or LDP Processing Checklist	615	
CCC-846	Application for Approval of Cooperative Marketing Association for Loan and Loan Deficiency Payments (LDP)	55	38, 53, 54, 73
CCC-846-1	Loan and Loan Deficiency Payment (LDP) Recertification for Approved Cooperative Marketing Associations (CMA's)	57	22, 53, 56
CCC-846-1A	Recertification of Status for Approved Loan Servicing Agents (LSA's) or Designated Marketing Associations (DMA's)		604
CCC-912	Agreement of Authorized Loan Servicing Agent		2, 602
CCC-912-P	Agreement for Designated Marketing Association Terms and Conditions for Peanuts	601	
CCC Cotton A-5	Statement of Eligibility and Information Worksheet		105
CCC-Cotton G	Cotton Cooperative Loan Agreement		2, 54, 134
CCC-Cotton G-4 <u>1/</u>	Cotton Reconcentration Agreement		54
FSA-211	Power of Attorney	618	600, 614
FSA-211A	Power of Attorney Signature Continuation Sheet	618	
SF-LLL	Disclosure of Lobbying Activities	624	614
SF-LLL-A	Disclosure of Lobbying Activities Continuation Sheet	624	
UCC-1 <u>1/</u>	National Financing Statement		619

1/ Form is obsolete.

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations

This table lists all abbreviations used in this handbook.

Approved Abbreviation	Term	Reference
AB	Automation Branch, PECD	73, 76
ACRS	Automated Cotton Reporting System	2, 3, 73
ADP	automated data processing	Text, Ex. 2
AGI	Adjusted Gross Income	Text, Ex. 2
APSS	Automated Price Support System	135, 614, 622
ARC	Agriculture Risk Coverage	147
BIA	Bureau of Indian Affairs	147, Ex. 12
CAIVRS	Credit Alert Interactive Voice Response System	105
CCB	Cotton Commercial Bank	16, 53, 91
CCC	Commodity Credit Corporation	Text, Ex. 2
CED	County Executive Director	3, 92
CFR	Code of Federal Regulations	2, 21, 23, 25, 54, 600, Ex. 2
CMA	approved Cooperative Marketing Association	Text, Ex. 2, 4
COC	County Committee	553
COPS	Cotton Online Processing System	551
DAFP	Deputy Administrator, Farm Programs, FSA	3, 600, 620
DCIA	Debt Collection Improvement Act	92, 105, 106
DMA	Peanut Designated Marketing Association	Text, Ex. 2, 4
ELS	extra long staple	Ex. 14
EWR	electronic warehouse receipt	600, 614, 620, 621
FAX	facsimile	Text, Ex. 4
FCIC	Federal Crop Insurance Corporation	105
FLP	Farm Loan Programs	619
FMD	Financial Management Division, FSA	3, 53, 600, 601
FmHA	Farmers Home Administration	619
FR	Federal Register	600

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations (Continued)

Approved Abbreviation	Term	Reference
FSA	Farm Service Agency, USDA	Text, Ex. 4, 14
FSN	farm serial number	Text, Ex. 2
FY	fiscal year	55-57, 604, Ex. 2
HELC	highly erodible land conservation	105
ID	identification	Text, Ex. 2, 12
KC-ADC	Kansas City Application Development Center	Text
KCCO	Kansas City Commodity Office	3, 622
LDP	loan deficiency payment	Text and Exhibits
LSA	authorized cotton Loan Servicing Agent	Text, Ex. 2, 4
MAL	marketing assistance loan	Text, Ex. 2
MLG	market loan gain	105, 147
NAM	name and address record	119
OBF	Office of Budget and Finance	53
PDB	Program Delivery Branch, PECD	73
PLC	Price Loss Coverage	147
PLM	payment limitation amount	1, 3, 16, 131, 133, 135, 147, 148
PSD	Price Support Division	Text
SCIMS	Service Center Information Management System	105
STC	State Committee	3
TIN	tax identification number	55, 92, 105
USDA	United States Department of Agriculture	4, 17, 53, 551, 601, 619
WC	wetland conservation	105

Delegations of Authority

None

Definitions of Terms Used in This Handbook**Active Member**

An active member is a member who has used the services offered by CMA in 1 of the 3 preceding CMA FY's or a shorter period as may be provided in CMA's articles of incorporation or bylaws.

Administrative County Office

An administrative County Office is the County Office where the producer's records are maintained. It may also be called "noncontrol" County Office or "other" County Office.

Authorized Commodity

An authorized commodity is a commodity that CMA is approved to use to obtain loans or LDP's. Commodities that may be approved by CMA are those approved for MAL's and LDP's according to 7 CFR Part 1421.

CMA

CMA is a cooperative approved by CCC to participate in loan and LDP programs for any authorized commodity.

CMA Service County Office

A CMA service County Office processes loan and LDP activities for other than cotton CMA's for CMA it is assigned.

Definitions of Terms Used in This Handbook (Continued)**Commingled Commodities**

Commingled commodities are commodities, other than cotton, where the identity of the producer is lost once the commodity is delivered to CMA and mixed with production from other producers.

Component Members

Component members are members of joint operations. When a joint operation has other joint operations as members, the ADP Process identifies all applicable component members and their respective actual shares in the joint operation.

Cooperative

A cooperative is a business owned and controlled by the producers who use its services and operated under generally accepted cooperative principles.

Date Market Gains Are Received

The date market gains are received for:

- LDP's is the date of LDP
- loans is the loan's repayment date.

Denied Market Gains

Denied market gains are market gains a producer or "person" is not entitled to because the producer or "person" has AGI share of less than 1.0000.

Designated Marketing Association (DMA)

DMA is an entity or a subsidiary thereof that performs marketing functions for a marketing association of peanut producers, does not take title to the commodity, and is authorized by CCC to provide and to service CCC peanut MAL's and LDP's for individual producers who have beneficial interest in peanuts. Furthermore, DMA is not controlled either directly or indirectly, by a person or entity that acquires peanuts for processing or crushing through a business involved in buying and selling peanuts or peanut products.

Definitions of Terms Used in This Handbook (Continued)**DMA Service County Office**

A DMA service County Office is a County Office designated by CCC to accept, process, and disburse peanut MAL's and LDP's to DMA.

Financial Services

Financial Services is a web-based application created to provide customers and Service Center employees the ability to enter information for assignments, joint payments, direct deposits, and customer profile related information.

Flag

A flag is a "Y" in 1 of the eligibility or processing fields in the ADP Process.

Identity Preserved Commodities

Identity preserved commodities are commodities, such as cotton, where the individual producer's identity is maintained while the commodity is under loan.

Joint Operation

A joint operation is either of the following:

- general partnership (entity type 02)
- joint venture (entity type 03).

Loan Pool

A loan pool is any CMA pool containing commodities used by CMA to obtain either loans or LDP's.

Market Gain

Market gain is the sum of the loan rate, minus the repayment rate on loans repaid with less than the loan rate, plus, for LDP's, the county loan rate minus the CCC determined value times the quantity of commodity. These gains are limited based on AGI and payment limitation.

Definitions of Terms Used in This Handbook (Continued)**Market Gain Period**

Market gain period is the time period from, and including the date market gain was received to, but not including, the reimbursement date. It is used in determining repayment amounts due CCC for ineligible market gains, denied market gains, and/or excess market gains.

Member

A member is a producer who:

- has fully paid for membership stock or earned equity credits in CMA
- has executed a uniform marketing agreement with CMA
- is a member of CMA
- is entitled to all CMA membership rights.

Transfer Out

Transfer out is the action taken by an administrative County Office, at the producers' request, to transfer farm records to another County Office for administration. After the "transfer out" is completed, ADP Process input file records must reflect the new administrative County Office.

"Person"

A "person" is:

- an individual, or an individual participating as a member of a joint operation or similar operation
- a corporation, joint stock company, association, limited stock company, limited partnership, irrevocable trust, revocable trust together with the grantor of the trust, estate, or charitable organization, including any entity participating in the farming operation as a partner in a general partnership, a participant in a joint venture, a grantor of a revocable trust, or a participant in a similar entity
- a State, political subdivision, or agency thereof.

Primary ID Number

Primary ID number is an ID number for a producer submitted by CMA or LSA.

Recording County Office

A recording County Office is the only County Office that records eligibility data for producers designated as multi-county producers.

Approved CMA's, DMA's, and LSA's

The following table provides an alphabetical list of approved CMA's, DMA's, and LSA's and information about each CMA, DMA, and LSA. Only approved CMA's, DMA's, and LSA's are authorized to contact control County Offices to resolve producer eligibility problems.

State Offices shall use the mailing address or FAX number for each CMA, DMA, and LSA to send them FSA handbook amendments and notices. Users can distinguish CMA's from LSA's by their code. CMA's and DMA's are assigned a county code in the "800" series, and LSA's are assigned a county code in the "700" series.

CMA's shall obtain loans and LDP's for only the crops for which they are approved. CMA suspensions are indicated in the "Approved Crops" column.

Wheat, feed grains, and rice CMA's obtain loans and LDP's through a service County Office. Cotton CMA's and LSA's are **not** assigned a service County Office.

Address	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Adams Land Company PO Box 49 Leachville AR 72438-0049	05-704 (LSA)	870-539-6314 870-539-2362	Cotton	NA
American Peanut Marketing Association, LLC 210 Court Sq Blakely GA 39823-2247	13-808 (DMA)	229-724-7322 229-724-7385	Peanuts	Calhoun GA 13-037
Aurora Cooperative Elevator Company 605 12th St PO Box 209 Aurora NE 68818-0209	31-848	402-694-2106 402-694-2060	Terminated	Hamilton NE 31-081
Autauga Quality Cotton Association 208 Medical Center Ct Prattville AL 36066-7288	01-801	334-365-3369 334-365-9261	Cotton	NA
Bakersfield Cotton Warehouse LLC 2905 F St Bakersfield CA 93301-1819	06-706 (LSA)	661-325-0750 661-328-5770	Cotton	NA
Beltwide Cotton Cooperative 4444 Park Blvd PO Box 20100 Montgomery AL 36120-0100	47-801	806-762-0671 806-762-5608	Terminated	NA

Approved CMA's, DMA's, and LSA's (Continued)

Address	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Calcot, Ltd 1900 E Brundage Ln PO Box 259 Bakersfield CA 93302-0259	06-804	661-327-5961 661-861-9870	Cotton	NA
Carolinas Cotton Growers Cooperative 101 Sigma Dr Garner NC 27529-8543	37-801	919-773-2120 919-773-4495	Cotton	NA
CHS Inc. PO Box 64089 St Paul MN 55164-4089	27-801	651-355-6465 651-355-6496	Terminated	Dakota MN 27-037
Concordia Allied Producers 1361 US Hwy 41 N PO Box 232 Ashburn GA 31714-0232	13-806 (DMA)	229-567-9662 229-567-9664	Peanuts	Worth GA 13-321
Concordia LLC 1361 US Hwy 41 N PO Box 232 Ashburn GA 31714-0232	13-805	229-567-9661 229-567-9664	Peanuts	Worth GA 13-321
Cooperative Marketing Alliance/ DBA CoMark 80 Monroe Ave Ste 420 Memphis TN 38103-2482	05-805	901-543-9494 901-543-9498	Terminated	NA
Cooperative Producers Inc. 265 N Showboat Blvd PO Box 1008 Hastings NE 68901-1008	31-893	402-463-5148 402-463-7263	Corn Sorghum Soybeans Wheat	Adams NE 31-001
Cotton Cooperative Association 1520 Texas Ave Lubbock TX 79401-5139	48-828	806-747-7836 806-747-1991	Terminated	NA
Cotton Resources, Inc. PO Box 897 Seminole TX 79360	48-709 (LSA)	432-758-9491 432-758-3342	Cotton	NA

Approved CMA's, DMA's, and LSA's (Continued)

Address	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Dumas Cooperative 600 Twichell St PO Box 831 Dumas TX 79029-0831	48-815	806-935-6440 806-935-6464	Terminated	Moore TX 48-341
Fambro Warehouse Company c/o Dunavant & Company PO Box 26627 Fresno CA 93729-6627	06-703 (LSA)	559-447-1800 559-448-1846	Cotton	NA
Farmers' Rice Cooperative 1760 Creekside Oaks Dr Suite 200 Sacramento CA 95833-2929	06-801	916-923-5100 916-925-4970	Rice	Sacramento CA 06-067
Fourway Cotton Specialty, Inc. Route 1 Box 320 Seagraves TX 79359	48-712 (LSA)	806-592-2116 806-592-2448	Cotton	NA
GFA Peanut Association 5201 Hwy 19 S PO Box 488 Camilla GA 31730-0488	13-804	229-336-5241 229-336-9503	Peanuts	Mitchell GA 13-205
Growers Marketing Cooperative Inc. 1150 Maine St Ste 290 Robstown TX 75081-6749	48-831	361-387-2600 361-387-2603	Terminated	Nueces TX 48-355
Harvest LSA Inc. 740 East Campbell Rd Ste 740 Richardson TX 75081-6749	48-710 (LSA)	214-965-0070 214-965-0028	Terminated	NA
Liberty Agricultural Cooperative Assn. 740 East Campbell Rd Ste 470 Richardson, TX 75081	48-834	214-965-0070 214-575-0601	Cotton	NA
Midland Co-Op Hwy 6 & 34 PO Box 98 Funk NE 68940-0098	31-894	308-263-2441 308-263-2444	Terminated	Phelps NE 31-137
National Quality Cotton Association 208 Medical Center Ct Prattville AL 36066-7288	47-802	334-365-3369 334-365-9261	Terminated	NA
Olton Grain Cooperative, Inc. 910 W 1st St Hwy 70 PO Box 1083 Olton TX 79064-1083	48-814	806-285-2638 806-285-3166	Terminated	Lamb TX 48-279

Approved CMA's, DMA's, and LSA's (Continued)

Address	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Peanut Growers Cooperative Marketing Association 1001 Campbell Ave PO Box 59 Franklin VA 23851-0059	51-801	757-562-4103 757-562-0744	Peanuts	Southampton VA 51-175
Peanut Loan Processing Center 304 SE Lubbock St PO Box 338 Gorman TX 76454-0338	48-830 (DMA)	254-734-2222 254-734-2288	Terminated	Eastland TX 48-133
Peanut Marketing Loan Services, LLC 1405 Glenwood Dr PO Box 71 Stephenville TX 76401-0001	48-832	254-734-2783	Peanuts	Eastland TX 48-133
Plains Cotton Cooperative Association 3301 E 50th St PO Box 2827 Lubbock TX 79408-2827	48-803	806-763-8011 806-762-7444 806-762-7333	Cotton	NA
ProCot Cooperative 7255 Goodlett Farms Pkwy Cordova TN 38016	47-804	901-383-5064	Cotton	NA
Producers' Marketing Cooperative 202 NW Railroad PO Box 255 Mertzon TX 76941-0255	48-826	325-835-7173 325-835-7174	Terminated	Tom Green TX 48-451
Producers Rice Mill, Inc. 518 E Harrison St PO Box 1248 Stuttgart AR 72160-1248	05-803	870-672-4453 870-673-8131	Rice	Arkansas AR 05-001
Production Marketing LSA, LLC 2778 E Gunter Park Dr Ste A&B Montgomery AL 36109	01-701 (LSA)	334-279-9665 334-260-5100	Cotton	NA
Quality Cotton Cooperative PO Box 2375 Memphis TN 38016	37-803	252-793-3460 252-793-3466	Terminated	NA
Riceland Foods, Inc. 2210 S Park Ave Box 9272 Stuttgart AR 72160-9272	05-802	870-673-5222 870-673-5667	Rice Soybeans Wheat	Arkansas AR 05-001

Approved CMA's, DMA's, and LSA's (Continued)

Address	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Richardson LSA, Inc. 2280 Campbell Creek Blvd Ste 350 Richardson TX 75082-4449	48-707	972-301-3258	Terminated	NA
Signia Cotton Cooperative PO Box 7645 Pine Bluff AR 71611-7645	47-803	870-536-1006 870-536-1014	Terminated	NA
Southern Producers Alliance, Inc. 4023 S US Highway 61 Driver AR 72329	05-806	919-543-9494 919-543-9498	Corn Cotton Rice Soybeans Wheat	Crittenden AR 05-035
Southwestern Peanut Grower's Association 304 SE Lubbock St PO Box 338 Gorman TX 76454-0338	48-829	254-734-2222 254-734-2288	Terminated	Eastland TX 48-133
Staplcotn 214 W Market St PO Box 547 Greenwood MS 38935-0547	28-801	662-455-8847 662-453-8701	Cotton	NA
Sunmark Services, LLC c/o Ecom Atlantic Inc. 13760 Noel Rd #500 Dallas TX 75240-7336	48-713 (LSA)	214-520-1717 214-520-1859	Cotton	NA
Sunray Cooperative 101 Main St PO Box 430 Sunray TX 79086-0430	48-808	806-948-4121 806-948-5606	Terminated	Moore TX 48-341
Team Marketing Alliance, LLC 307 W Cole St Moundridge KS 67107-7533	20-875	620-345-3560 620-345-3569	Terminated	McPherson KS 20-113

Approved CMA's, DMA's, and LSA's (Continued)

Address	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Telmark LSA 3301 E 50th St PO Box 2917 Lubbock TX 79404-2917	48-701 (LSA)	806-763-8011 806-762-7333	Cotton	NA
T-H Cotton Resources, Inc 1290 N CR 121 Loop TX 79342	48-711 (LSA)	806-487-6426 919-571-0772	Terminated	NA
Topflight Grain Cooperative 400 E Bodman St Bement IL 61813-1202	17-802	217-678-2261 217-678-8113	Terminated	Piatt IL 17-147
U.S. Cotton Growers Association c/o Ecom Atlantic Inc. 13760 Noel Rd #500 Dallas TX 75240-7336	48-827	214-520-1717 214-520-1859	Terminated	NA
United Agricultural Cooperative, Inc. 911 S Wharton St PO Box 826 El Campo TX 77347-0826	48-809	979-543-6284 979-543-9004	Corn Grain Sorghum Soybeans Wheat	Wharton TX 48-481
USA-LSA 208 Medical Center Court Prattville AL 36066	01-702 (LSA)	334-365-3369 334-365-9261	Cotton	NA
V-C Peanut DMA LLC 1001 Campbell Ave PO Box 59 Franklin VA 23851-0059	51-802 (DMA)	757-562-4103 757-562-0744	Peanuts	Southampton VA 51-175
Venture Cotton Cooperative 2000 W Sam Houston Pkwy S Suite 1155 Houston TX 77042	48-833	713-244-3121 713-244-0562	Terminated	NA
White Gold Cotton LSA, LLC 5555 Business Park S Ste 210 Bakersfield CA 93309-1678	06-705 (LSA)	661-636-0280 661-636-0288	Terminated	NA

Valid ID and Entity Type Combinations

The following table provides valid combinations of ID and entity types.

Note: Only producers with these combinations of ID type and entity type are eligible for loans and LDP's.

Entity Code	Description	Valid ID Types
01	Unknown/Not Applicable/Individual (default)	S and I
02	General Partnership	E
03	Joint Venture	E
04	Corporation	E
05	Limited Partnership	E
06	Estate	E
07	Trust – Revocable	S and E
08	Federally Owned	F
09	State and Local Government	E
10	Churches, Charities, and Nonprofit Organizations	E
13	Public Schools	E
14	Bureau of Indian Affairs	E
15	Indian Represented by BIA	T
17	Trust – Irrevocable	E
18	Individual Operating as a Small Business	E
20	Indian Tribal Venture	E
22/S	Limited Liability Company	S
22/E	Limited Liability Company	E
99	General Entity Membership	

FSA Crop Codes, Unit of Measure, and Contract Type

This table provides contract type, unit of measure, and FSA 4-digit commodity code for each of the commodities in the loan and LDP program.

Crop	Unit of Measure	FSA Crop Code
Barley	Bushel	0091
Canola	Hundredweight	0711
Corn	Bushel	0041
Crambe	Hundredweight	0714
Dry Peas	Hundredweight	0067
ELS Cotton	Pound	0022
Flaxseed	Hundredweight	0031
Lentils	Hundredweight	0401
Mustard Seed	Hundredweight	0130
Mohair	Pound	2015
Oats	Bushel	0016
Peanuts	Tons	0075
Rapeseed	Hundredweight	0129
Rice	Hundredweight	0018
Safflower Seed	Hundredweight	0079
Small Chick Peas	Hundredweight	0067
Sorghum	Hundredweight	0051
Soybeans	Bushel	0081
Sunflower Seed Oil and Other-Type	Hundredweight	0078
Upland Cotton	Pound	0021
Wheat	Bushel	0011
Wool	Pound	2016

