

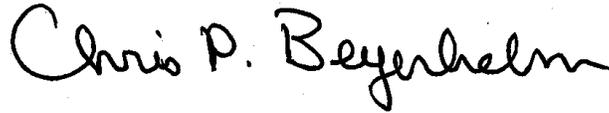
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

General Program Administration
1-FLP (Revision 1)

Amendment 94

Approved by: Deputy Administrator, Farm Loan Programs



Amendment Transmittal

A Reasons for Amendment

Paragraph 442 has been amended to provide guidance on:

- DDORS access
- report status
- reporting timeframes
- action items
- user roles.

Paragraph 444 has been added to provide guidance on DDORS organizational updates.

Exhibit 35 has been withdrawn because the process has been automated (Exhibit 36).

Exhibit 36 has been added to provide guidance on completing DD FLP oversight reports.

Page Control Chart		
TC	Text	Exhibit
3, 4	9-77 through 9-82 9-83 through 9-86 (add) 9-87 (add)	1, pages 1-5 3, pages 1, 2 (add) 35, pages 1-6 (remove) 36, pages 1-102 (add)

Table of Contents (Continued)

Page No.

Part 8 Supervised Credit

Section 1 Introduction

201	Overview.....	8-1
202	Borrower Responsibilities.....	8-3
203-220	(Reserved)	

Section 2 Farm Assessment

221	Overview.....	8-41
222	Elements of an Initial Assessment.....	8-42
223	Annual Review and Assessment Update.....	8-51
224-240	(Reserved)	

Section 3 Farm Operating Plan

241	Overview.....	8-85
242	Developing Farm Operating Plans.....	8-85
243	Revising Farm Operating Plans.....	8-92
244-246	(Withdrawn--Amend. 67)	
247-250	(Reserved)	

Section 4 Borrower Account Classification

251	Overview.....	8-101
252	Borrower Account Classification System.....	8-103
253-260	(Reserved)	

Section 5 Year-End Analysis

261	Overview.....	8-121
262	Preparing for the Year-End Analysis.....	8-122
263	Minimum Requirements of the Analysis.....	8-123
264-400	(Reserved)	

Table of Contents (Continued)

Page No.

Part 9 Internal Controls

Section 1 FLPRA

401	Overview	9-1
402	FLPRA Review Process	9-3
403	State Office Reporting Requirements	9-4
404	National Office Reporting Requirements	9-5
405-440	(Reserved)	

Section 2 DD FLP Oversight

441	General Provisions	9-77
442	DDORS	9-77
443	Responsibilities	9-84
444	DDORS Organization Updates	9-86

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority	
2	Definitions of Terms Used in This Handbook	
3	Menu and Screen Index	
4	State Supplements	
5	Forms List	
6	(Reserved)	
7	Delegating FLP Authority	
8-11	(Reserved)	
12	Discrimination Complaint E-mail Clearance System	
13	Instructions for E-Mail to the National Office for Discrimination Complaint Status	
13.5	Servicing Settlement Claimants and National Office FLP Programmatic Review	
14	SCIMS–PLAS ORACLE Hyperion Reports	
15	Farm Business Plan - FSA User Handbook	
16	Type of Assistance, Fund, and Kind Codes	
17	FLP Rates	
18-24	(Reserved)	
25	Program Authority for PLCE Goods and Services and Recoverability of PLCE's After September 30, 2010	
26	Program Authority to Request Contract Services and Make Noncontractual Payments – Recoverability of PLCE's - Before October 1, 2010	
27-34	(Reserved)	
35	(Withdrawn--Amend. 94)	
36	DD FLP Oversight Review User Guide	

Section 2 DD FLP Oversight**441 General Provisions****A Overview**

It is incumbent upon DD's to monitor the FLP delivery in Service Centers to ensure adherence to appropriate laws, policies, and procedures.

B Purpose

The DD FLP oversight process provides a standardized and consistent reporting format and means by which DD can:

- document results from quarterly FLP oversight reviews
- view previously completed quarterly reports
- monitor and followup on actions to be taken by FLP Service Center staff.

442 DDORS**A Overview**

Reporting of FLP oversight reviews will be completed on a quarterly basis. DDORS is the official record documenting the results of the quarterly reviews.

DDORS:

- was developed to assist DD with completing FLP oversight reviews conducted in the FLP Service Centers online
- provides the means by which DD can document and submit review results to State and Field Offices electronically
- contains the review items for each reporting quarter
- *--archives oversight reports for five FY's.

B System Access

Access DDORS from the Farm Loan Programs Systems Home Page, located at <https://amistad.sc.egov.usda.gov/flp/IndexServlet>.

DDORS may also be accessed at <https://wdcprod80.sc.egov.usda.gov/Ddors/homepage.aspx>.

Note: See Exhibit 36 for detailed instruction on accessing DDORS.--*

442 DDORS (Continued)***--B System Access (Continued)**

Users who need access to DDORS should contact their State DDORS Administrator. The authentication and authorization of users is made using USDA's eAuthentication application.

To access DDORS users must have the following:

- valid eAuthentication ID and password
- eAuthentication Level 2 account
- authorized access by the DDORS Administrator.

C Report Statuses

Report Status will be as follows:

- "Archived", Service Center closed during FY
- "Not Started", the report is empty and can only be accessed by DD
- "In Progress", the report is partially completed
- "Submitted", the report was completed and certified before its due date
- "Auto-Submitted", the report was not certified before its due date. The report may be partially completed or empty.

Note: "Submitted" and "Auto-Submitted" reports cannot be modified; however, pending action items can be followed up and closed.

D Service Center Progress Reports

Progress reports provide counts of "Not Started", "In Progress", "Submitted", and "Auto-Submitted" oversight reports that are in the State and in each district.

E Reporting Timeframes--*

The first quarter report:

- will be available for completion in DDORS starting November 1 and ending on January 31
- should reflect first quarter data gathered between October 1 and December 31
- is comprised of quarterly review items, additional review items, and certification.

442 DDORS (Continued)

--E Reporting Timeframes (Continued)--

The second quarter and first semi-annual report:

- will be available for completion in DDORS starting February 1 and ending on April 30
- should reflect:
 - second quarter data gathered between January 1 through March 31 for quarterly review items
 - data gathered between October 1 through March 31 for the first semi-annual review items
- is comprised of quarterly review items, first semi-annual review items, additional review items, and certification.

The third quarter report:

- will be available for completion in DDORS starting May 1 and ending on July 31
- should reflect third quarter data gathered between April 1 and June 30
- is comprised of quarterly review items, additional review items, and certification.

The fourth quarter, second semi-annual, and annual report:

- will be available for completion in DDORS starting August 1 and ending on October 31
- should reflect:
 - fourth quarter data gathered between July 1 and September 30 for quarterly review items
 - data gathered between April 1 and September 30 for the second semi-annual review items
 - data gathered between October 1 at the beginning of FY through September 30 at the end of FY to complete the annual review items

442 DDORS (Continued)

***--E Reporting Timeframes (Continued)**

- is comprised of quarterly review items, second semi-annual review items, annual review items, additional review items, and certification.

Notes: The quarterly report that corresponds to the current reporting period will be displayed when DD selects the link for the Service Center to be reviewed from the DDORS Home Page.

Results for all review areas corresponding to each quarter will be captured when the report is submitted or auto-submitted by DDORS when the reporting period has ended.

Oversight reports are locked when DD submits the report or after the due date. DDORS does not allow anyone to add, modify, or delete review information.

F Action Items

An action item is a note attached to a review area, a review record, or a review item in an oversight report. Action items allow users to document concerns and issues about oversight reviews.

DD’s are highly encouraged to use action items to bring awareness to the Service Center and State Office, of problems and deficiencies discovered during the oversight review.

Only DD or proxy assigned to an oversight report can add action items to and close action items in the report. DD or proxy can add an action item anytime before submitting the report.

After an oversight report is submitted or auto-submitted, any DDORS user who can view a report can also followup on action items in the report by adding their own comments. Users can add followup comments to an action item until it is closed by DD or proxy.

Follow this table to add comments to a pending action item.

Step	Action
1	Go to the review area, review record, or review item with the pending action item.
2	CLICK “  Follow up pending action item ”.
3	CLICK “ Add Follow-Up Comments ”.
4	Enter followup comments in the box.
5	CLICK “ Save Follow-Up ”.
6	CLICK “ Save Follow-Up ”.

--*

442 DDORS (Continued)

***--G User Roles**

There are 6 user roles, as follow. User's role will be displayed under "DDORS Menu", under user's name.

Example: If user is an administrator, then "Administrator" will be displayed under "DDORS Menu", under user's name.

- **National User Role**

National users are DAFLP, Assistant DAFLP, Directors, Deputy Directors, FLPRAs, review teams, and national administrators. A national user role allows users to:

- view in progress, submitted, and auto-submitted oversight reports for all Service Centers
- followup pending action items in submitted and auto-submitted reports by adding followup comments.

For all States, national administrators can:

- manage:
 - proxy assignments
 - specialist assignments
 - user accounts
- assign user roles in 1 State to another State.

Example: DD in Maryland needs to manage a district in Delaware. National administrator can make the assignment.--*

442 DDORS (Continued)

***--G User Roles (Continued)**

- **State User Role**

State users may include SED's, FLC's, FLS's, COR's, or State administrators. A State user role allows users to:

- view-only, in progress, submitted, and auto-submitted oversight reports for specified Service Centers
- followup pending action items in submitted and auto-submitted reports by adding followup comments
- act as a proxy for DD, if assigned
- act as specialist, if assigned to a Service Center.

State administrators:

- can activate or deactivate user accounts
- can assign and manage proxy and specialist assignments
- are limited to assigning user roles for Service Centers and districts within their State.

- **District User Role**

DD's are assigned by the State administrator:

- to the districts that he or she manages
- read-only access to oversight reports from another district, as determined by the State Office
- a floating DD role to act as a proxy for other DD's.

A district user role allows users to:

- complete and edit oversight reports for their Service Centers
- add action items to their oversight reports
- followup and close pending action items in their reports.--*

442 DDORS (Continued)

***--G User Roles (Continued)**

- **Service Center User Role**

Service Center user role allows users to:

- view submitted and auto-submitted oversight reports for their Service Center
- followup pending action items in submitted and auto-submitted reports by adding followup comments.

- **Proxy User Role**

Proxy user's:

- are temporarily assigned to a Service Center to manage its oversight reports
- can complete, certify, and submit oversight reports for the assigned Service Center
- can followup and close the assigned Service Center's action items.

Proxy assignments are terminated if DD's district assignment changes or if DD or proxy's account is inactivated.

Note: During the time period a proxy is assigned to a Service Center, DD can view, but cannot edit, the Service Center's oversight reports.

- **Specialist User Role**

Specialist users are State users who are assigned to work on a Service Center's oversight report along with DD or proxy. Specialist users can add and modify review information anywhere in the oversight report.

Specialist users cannot:

- delete review records added by others
- add new action items or close existing action items
- certify (sign) or submit oversight reports.--*

443 Responsibilities

A DD Responsibilities

--See Exhibit 36 for detailed guidance on completing the oversight report online and creating various Hyperion and GLS reports.--

DD's shall:

- coordinate and plan all FLP oversight review site visits with FLP State Office staff so that participation by FLC or FLS can be arranged when necessary
- notify SED and FLC of any apparent problems that may require immediate attention
- *--use DDORS to:
 - complete reviews for each Service Center quarterly
 - document specific findings for each case file or operational file reviewed
 - record and followup on any noted problems or inconsistencies as an "Action Item"
 - submit completed Service Center oversight reports.

Note: Submitting the report online in DDORS is the:

- certification for that report
- DD's signature.--*

B Service Center Responsibilities

Service Center staff shall:

- *--assist as needed with items to be reviewed--*
- be available to discuss specific cases or to answer questions from DD
- followup on any action items identified by DD's in DDORS.

443 Responsibilities (Continued)**C State Office Responsibilities**

SED's shall ensure that timely FLP oversight reviews are completed by DD's in DDORS.

FLC's shall:

- assign a State System Administrator for DDORS
- *--review quarterly reports submitted--*
- followup on any identified action items
- discuss concerns with DD and SED
- *--document the actions taken to remedy identified deficiencies in the operational file.--*

D National Office Responsibilities

DDORS oversight reports shall be reviewed with the FLPPRA process. Reports for each FLP Service Center within a State shall be reviewed to ensure that:

- consistent oversight reviews are being conducted by DD's in the State
- SED's and FLC's are monitoring and addressing any deficiencies or apparent problems identified by DD's.

***--444 DDORS Organization Updates**

A About Organization Updates

The MRT database is the system of record for all organizational data in DDORS. State Offices must submit FSA-2125 to FLOO to add, delete, or move Service Centers and/or districts. These changes are processed in the PLAS database that populates MRT.

Each Tuesday evening, DDORS searches MRT for changes. Any changes found will flow into DDORS and become organization updates.

DDORS automatically generates an e-mail to the State DDORS administrator when changes have been found, alerting the State DDORS administrator that the pending changes are ready for review and acceptance. The e-mail includes a hyperlink to the DDORS Organization Updates Screen for quick and easy access.

Home | About DDORS | Help | Contact Us | Exit DDORS | Logout of eAuth

Organization Updates

State:

Available Updates

On Wednesday, August 07, 2013, the organization of service centers in your state changed. You can accept the changes to DDORS service centers.

[Review & Accept the Organization Updates →](#)

The number of organization changes by type:

Number of Organization Updates			
Additions	Deletions	Moves	Name Changes
1	1	0	0

The State administrator must click “**Review & Accept the Organization Updates**” link and accept the pending changes in DDORS before any changes are made to the Service Centers and/or districts in DDORS.--*

***--444 DDORS Organization Updates (Continued)**

B Accepting Organization Updates

Follow this table to review and accept organization updates changes.

Step	Action						
1	From DDORS Home Page, under “Menu”, CLICK “ Organization Updates ”.						
2	From “State” drop-down list, select a State if user has access to more than 1 State.						
	<table border="1"> <tr> <th data-bbox="375 470 833 508">IF organizational updates are...</th> <th data-bbox="833 470 1482 508">THEN the...</th> </tr> <tr> <td data-bbox="375 508 833 550">available</td> <td data-bbox="833 508 1482 550">“Available Updates” section will be displayed.</td> </tr> <tr> <td data-bbox="375 550 833 625">not available</td> <td data-bbox="833 550 1482 625">“Current DDORS Organization Structure” section will be displayed.</td> </tr> </table>	IF organizational updates are...	THEN the...	available	“ Available Updates ” section will be displayed.	not available	“ Current DDORS Organization Structure ” section will be displayed.
	IF organizational updates are...	THEN the...					
available	“ Available Updates ” section will be displayed.						
not available	“ Current DDORS Organization Structure ” section will be displayed.						
3	If “ Available Updates ” section is displayed, CLICK “ Review & Accept the Organization Updates ” link.						
4	In the table, review the highlighted changes to Service Centers and districts.						
5	<p>If changes within a district require a new DD assignment:</p> <ul style="list-style-type: none"> • in the second column, CLICK “Change the DD” link for the district • select another DD or the “Absent District Director” option and CLICK “Save”. 						
6	<p>If displayed, CLICK “Users currently assigned to the Service Center” link to determine which, if any, users are affected and need to be reassigned.</p> <p>If users need to be reassigned, do the following:</p> <ul style="list-style-type: none"> • print the user assignment information on the “Users currently assigned to the Service Center” window • using the “User Management” module that is accessed by clicking “Home” button at the top of the page and then under “Menu”, clicking “User Management”, find and modify the user accounts. 						
7	CLICK “ Accept Organization Updates ” to accept the changes.						

Important: Users cannot undo organization changes after they have been accepted. DDORS cannot revert back to an earlier organization structure.--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists the required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
FLP4	FLPRA Annual Report	Annually	By February 1 each year	Required	403

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		Ex. 36
CCC-257	Schedule of Deposit		Ex. 36
FmHA 2006-21	Information Systems Management (ISM) Request for Changes to User Documentation		52
FSA-13-A	Data Security Access Authorization Form		53, 54, 166, Ex. 15, 36
FSA-137	Address Information Request		46
FSA-159	Request for Supplies, Forms, and/or Publications		Ex. 17
FSA-470	Tractor Feed Post Card for Metered Postage		46
FSA-603	Collection Register for State and County Offices		Ex. 36
FSA-851	Environmental Risk Survey Form		Ex. 36
FSA-2001	Request for Direct Loan Assistance		44, 47, 48, Ex. 36
FSA-2007	Statement Required by the Privacy Act for Non-Applicants		48
FSA-2028	Security Agreement		Ex. 36
FSA-2037	Farm Business Plan Worksheet Balance Sheet		Ex. 15
FSA-2038	Farm Business Plan Worksheet Projected/Actual Income and Expense		Ex. 15
FSA-2040	Agreement and Record of the Disposition of FSA Security/Release of Proceeds		262, 263, Ex. 7, 36
FSA-2065	Annual Statement Loan Account		49, 52
FSA-2072	Cancellation of U.S. Treasury Check and/or Obligation		169
FSA-2101	DD FLP Oversight Report Guide		Ex. 36
FSA-2103	Direct Loan Making File Review Questionnaire		28
FSA-2104	Guaranteed Loan Making File Review Questionnaire		28

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-2119	Delinquent Borrower Servicing File Review Questionnaire		28
FSA-2120	Moratorium Notice		41
FSA-2121	Termination of Moratorium		41
FSA-2125	Farm Loan Program County Information File Changes		46, 444
FSA-2126	Program Loan Cost Expense (PLCE) Request (Non-Contractuals only)		162, 166-169
FSA-2127	Request for CED FLP Loan Approval Authority		25
FSA-2139	Notification of Exemption From Requirement to Provide Social Security Number		102
FSA-2140	Deposit Agreement		101, 102, Ex. 15, 36
FSA-2141	Interest-Bearing Deposit Agreement		102
FSA-2142	Statement of Deposits and Withdrawals		103, Ex. 36
FSA-2144	Designated Financial Institution Pledge of Collateral		102
FSA-2145	Demand for Withdrawal of Supervised Bank Account Funds		103
FSA-2150	Development Plan		122, 125
FSA-2153	Release by Claimants		122
FSA-2154	Release by Contractor		122
FSA-2160	Appraisal of Chattel Property		142
FSA-2161	Appraisal Report - Agricultural Tract		142
FSA-2162	Real Estate Sales Data		142
FSA-2163	Supplemental Forms-Agricultural Appraisal		142
FSA-2164	Appraisal for Mineral Rights		142
FSA-2165	Administrative Appraisal Review		143
FSA-2166	Technical Appraisal Review and Certification		143
FSA-2167	Administrative Appraisal Review for Chattel Appraisals		143
FSA-2171	Substitute Invoice		167, 169
FSA-2172	Request for Emergency Payment		169
FSA-2173	Foundation Financial Information System (FFIS) Vendor Code Request		166, 167
FSA-2198 <u>1/</u>	Claimants With Closed Settlement Claims With No Appeal Hearing in Suspension		Ex. 13.5
FSA-2199 <u>1/</u>	Claimants With Closed Settlement Claims With Appeal Hearing in Suspension		Ex. 13.5
FSA-2201	Lender's Agreement		47
FSA-2211	Application for Guarantee		44, 47

1/ Contact Jenny Breece at 202-720-4572 to obtain FSA-2198 and FSA-2199.

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-2212	Preferred Lender Application For Guarantee		44, 47
FSA-2232	Conditional Commitment		43, Ex. 7
FSA-2235	Loan Guarantee		Ex. 7
FSA-2242	Assignment of Guarantee		Ex. 7
FSA-2292	Guaranteed Loan Processing Checklist		Ex. 36
FSA-2301	Request For Youth Loan		44, 47, 48, Ex. 15
FSA-2304	Notice of Incomplete Application		Ex. 36
FSA-2305	Second Notice of Incomplete Application		Ex. 36
FSA-2306	Notice of Application Withdrawal/Pending Withdrawal		Ex. 36
FSA-2307	Notice of Complete Application		Ex. 36
FSA-2308	Notice of Eligibility for FSA Assistance		Ex. 36
FSA-2311A	Emergency Loan Calculations		Ex. 15
FSA-2313	Notification of Loan Approval and Borrower Responsibilities		202
FSA-2314	Streamlined Request for Direct OL Assistance		48
FSA-2330	Request for Microloan Assistance		44, 48
FSA-2341	Certification of Attorney		43
FSA-2342	Certification of Title Insurance Company		43
FSA-2510	Notice of Availability of Loan Servicing to Borrowers Who Are 90 Days Past Due		3
FSA-2512	Notice of Availability of Loan Servicing to Borrowers Who Are Current, Financially Distressed, or Less Than 90 Days Past Due		3
FSA-2514	Notice of Availability of Loan Servicing to Borrowers Who Are in Non-Monetary Default		3
FSA-2535	Conservation Contract		3
FSA-2543	Shared Appreciation Agreement		3
FSA-2544	Request for Information on Capital Improvements		Ex. 36
FSA-2545	Borrower Notification of Shared Appreciation Due		Ex. 36
OF-347	Order for Supplies and Services		165
RD 1922-15	Administrative Appraisal Review for Single Family Housing		143
RD 1940-22	Environmental Checklist for Categorical Exclusions		Ex. 15, 36
SF-1449	Solicitation/Contract/Order for Commercial Items		165

Note: SF-1449 is available on GSA's form web site at www.gsa.gov/portal/forms/type/TOP.

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ACCP	accelerated payment	169
ACIF	Agricultural Credit Insurance Fund	163
ADR	alternative dispute resolution	42
ARRA	American Recovery and Reinvestment Act of 2009	28, 163, Ex. 16
AS	Agricultural Specialist	23, 26, Ex. 7
BIR	Business Information Report	48
BPA	Blanket Purchase Agreement	161, 162, 165, 166
BOPR	Borrower Property Table	166
CCR	Central Contractor Registration	162
CDAT	Consent Decree Action Team	Ex. 12, 13.5
CL	conservation loan	Text, Ex. 2, 15, 16
CMT	Constant Maturity Treasury	Ex. 17
CNC	currently not collectible	41, 251, Ex. 5, 12, 13, 13.5, 15
CONACT	Consolidated Farm and Rural Development Act	1, 21, 29, 142, 251
CPA	Certified Public Accountant	Ex. 26
DDORS	District Director Oversight Reporting System	442, 443, 444, Ex. 2, 36
eDALR\$	electronic Debt and Loan Restructuring System	Ex. 13.5, 15, 17
DUNS	Data Universal Numbering System	43
ECM	Enterprise Content Management	5, 52
EIN	employer identification number	53
ERSR	Electronic Repository of Security Requests	53, Ex. 15
FAR	Federal Acquisitions Regulation	162, 165, 166
FCAO	Farm Credit Applications Office	49, Ex. 15
FHP	Farm and Home Plan	Ex. 5, 15
FLOTRACK	Farm Loan Officer Trainee Tracking System	25
FLPRA	Farm Loan Programs Risk Assessment	401-403, 443, Ex. 36
FmHA	Farmers Home Administration	52, Ex. 5
FMMI	Financial Management Modernization Initiative	162-169
ISA	installment set-aside	Ex. 15
ITLAP	Indian Tribal Land Acquisition Program	2, Ex. 16

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
LOA	Loan Analyst	23, 26, Ex. 7
LOC	line of credit	29, Ex. 15, 16
LR	limited resource	223, 261, 263, Ex. 15, 16
LRS	Loan Resolution Specialist	23, 26, Ex. 7
MADS	margin after debt service	Ex. 15
ML	microloan	222, 242, Ex. 15, 16
MRT	Master Reference Table	444
OA	Office of Adjudication	41
OTI	Opportunity to Improve Plan	25
PAC	Program Authority Code	162, 164, 167
PARLC, LAO (FFIS Team)	Policy, Accounting, Reporting, and Loan Center, Loan Accounting Office	169
PIP	Performance Improvement Plan	25
PLP	Preferred Lender Program	29, 43, 143, Ex. 5
PLS	Primary Loan Servicing	25, 27, 29, 42, 144, Ex. 5, 36
RCI	recoverable cost items	Ex. 15
SALP	Special Apple Loan Program	2, 29
SAM	System for Award Management	43, 166
SEL	standard eligible lender	25, 43, 143, Ex. 5, 36
SLR	Security Liaison Representative	53, Ex. 14, 15
TC	transaction code	46, 49, 50, 52, 164, Ex. 14
TDCLC	term debt capability lease coverage	252, Ex. 15
TY	payment voucher transaction	167-169
WEM	Web Equity Manager	Ex. 15
YEA	year-end analysis	162, 201, 251, 261-263, Ex. 15, 26, 36
ZMY	Obligating document or purchase order created in FMFI.	167-169

Re delegations of Authority

SED's may redelegate their:

- loan approval authority to FLC, FLS, or DD
- authority to allow the use of a restricted appraisal report to the designated State staff appraiser.

Menu and Screen Index

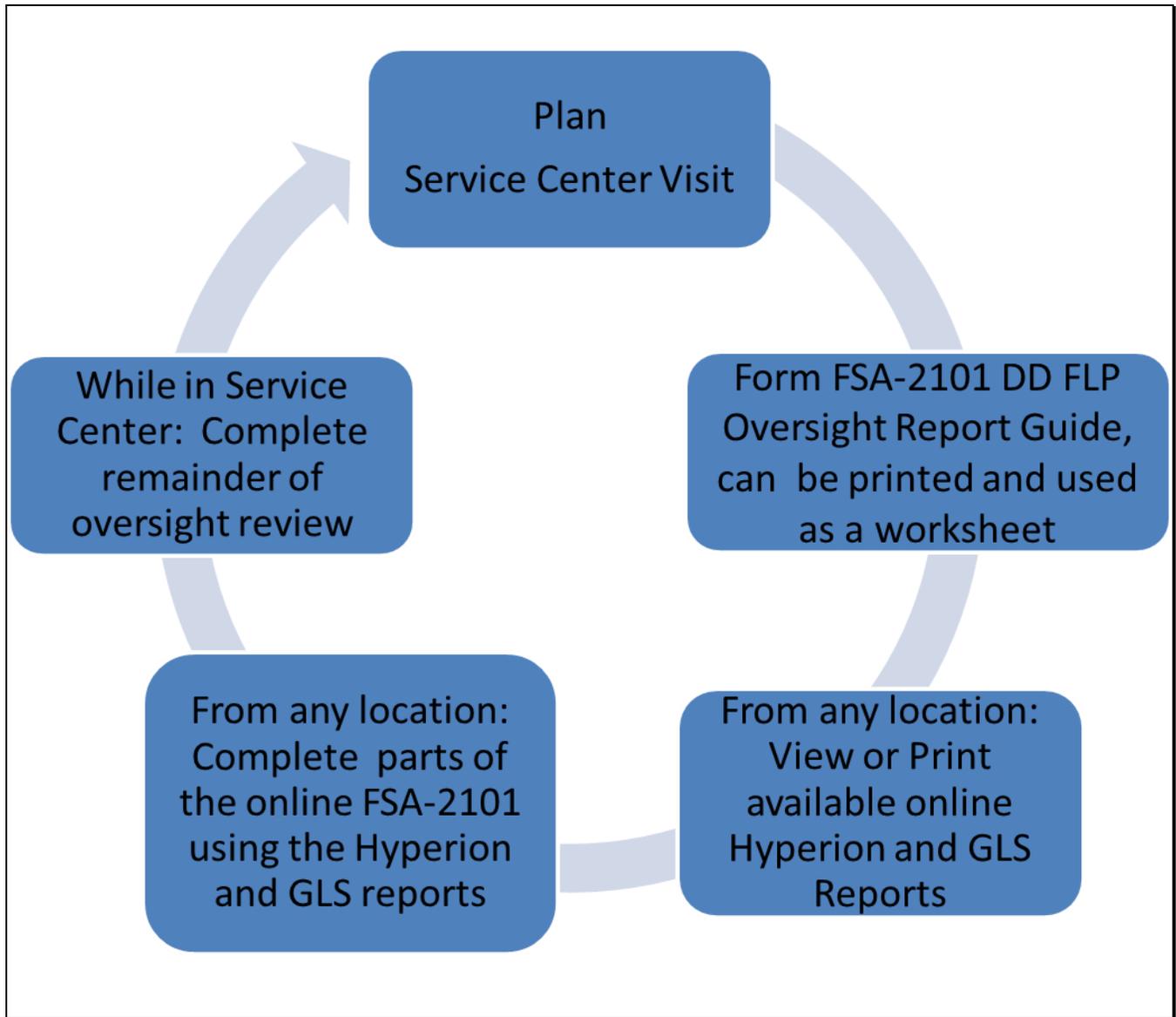
The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Classification Review Workflow Report Screen	Ex. 36
	Complete/Approved Application file reviews Screen	Ex. 36
	DDORS Home Page	Ex. 36
	Direct Application Report Selection Page	Ex. 36
	Farm Loan Programs Data Mart/Direct Loan System (DLS) OnDemand Reports/Loan Making Reports/Direct Applications Screen	Ex. 36
	Farm Loan Programs Data Mart/Direct Loan System (DLS) OnDemand Reports/Loan Making Reports Screen	Ex. 36
	Farm Loan Programs Data Mart/Direct Loan System (DLS) OnDemand Reports Screen	Ex. 36
	Farm Loan Programs Data Mart/Program Loan Accounting System (PLAS) OnDemand Reports/SCIMS to PLAS Screen	Ex. 14
	Farm Loan Programs Systems Home Page	Ex. 36
	Farm Loan Programs Systems Main Menu	Ex. 36
	Farm Loans Programs Data Mart Screen	Ex. 36
	Farm Visit Workflow Report Screen	Ex. 36
	FLP - Risk Assessment Screen	Ex. 36
	FSA Applications Screen	Ex. 14, 36
	FSA Data Warehouse Home Page	Ex. 14, 36
	FSA Data Warehouse Production Home Page	Ex. 14, 36
	FSA Intranet Home Page	Ex. 14, 36
	GLS Farm Loan Application Package List Screen	Ex. 36
	GLS Farm Loan Application Package View Screen	Ex. 36
	GLS Farm Service Agency Reports Screen	Ex. 36
	GLS FSA GLSAPP02 - Guaranteed Loan Applications Detail Screen	Ex. 36
	GLS Guaranteed Loan System & CBP Direct Loans and Grants Screen	Ex. 36
	GLS Guaranteed Loan System Screen	Ex. 36
	Graduation Review Monitoring Report Screen	Ex. 36
	Lending To Beginning Farmers and Ranchers - Goal 4 Screen	Ex. 36
	Limited Resource Review Monitoring Report Screen	Ex. 36

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
	Organization Updates Screen	444
	Outstanding Subordination Report Screen	Ex. 36
	Print Options Screen	Ex. 36
	Reduce 1st Year Delinquency Rate on New Loans by 25% Over 5 Years Screen	Ex. 36
	Reduce Average Processing Times for Direct Loans - Goal 2 Screen	Ex. 36
	Report Outline Screen	Ex. 36
	SCIMS to PLAS Update Screen	Ex. 14
	Search Criteria Screen	Ex. 36
	Service Center Review Scoring	Ex. 36
	Shared Workspace Pages/HomePage	Ex. 14, 36
	Socially Disadvantaged Farmers and Ranchers - Goal 5 Screen	Ex. 36
	Subordination Request Report Screen	Ex. 36
	Year End Analysis Workflow Report Screen	Ex. 36

DD FLP Oversight Review User Guide



DD FLP Oversight Review User Guide (Continued)

Table of Contents

A	DDORS Access	4
1	Web Access.....	4
2	Accessing DDORS Online Report.....	6
3	Print Report Access.....	7
4	Help Access	8
B	Online Guides and Report.....	10
1	User Guides.....	10
2	FLP Data Mart (Data Mart)	11
3	Hyperion Database.....	12
C	Oversight Review General Information.....	15
1	Accessing DDORS Online Report.....	16
2	Accessing Direct Loan Reports	17
3	Accessing Guaranteed Loan Reports	19
D	Part A: Quarterly Review	28
1	“Direct Loan Making: Review of Direct Loan Applications”	28
A	“Complete/Approved Application File Reviews”	28
B	“Incomplete Application File Reviews”	29
C	“Withdrawn Application File Reviews”	30
D	“Rejected Application File Reviews”	31
2	“Guaranteed Loan Making: Review Of Guaranteed Loan Applications”	32
3	“Direct Loan Servicing”	33
A	“Delinquent Account Servicing”	33
I	“Borrowers With Loans 90 Days Or More Past Due”	33
II	“Borrowers With Loans Less Than 90 Days Past Due”	38
III	“Borrowers With Loans That May Require Attention”	42
B	“Payments And Collections”	43
C	“Chattel Security Accounting”	45
4	“Program Delivery FLP Goals: From FLP goals established by the National Office for your state”	43
E	Part B: Semiannual Reviews.....	57
1	Direct Loan Making: Loan Security Instruments	57
2	Direct Loan Servicing.....	59
A	Shared Appreciation Agreements	59
B	Classification of Borrower Accounts.....	61
C	Year End Analysis	67
3	Guaranteed Loan Servicing.....	70
A	Semiannual and Default Status Reports and Delinquent Loan Accounts.....	70
B	Lender Review	73

DD FLP Oversight Review User Guide (Continued)

Table of Contents (Continued)

F Part C: Annual Reviews74

- 1 Direct Loan Servicing74
 - A Borrower Graduation74
 - B Subordinations78
 - C Chattel Security Accounting81
 - D Limited Resource Reviews86
- 2 Program Delivery88
 - A Supervised Bank Accounts88
 - B Program Promotion89

G Part D: Additional Reviews.....90

- 1 “Farm Loan Program Risk Assessment (FLPRA) Reviews”90
- 2 “County Operations Reviews”93

H Part E: Certification District Director Signature93

I Example of Completed Oversight Report.....94

DD FLP Oversight Review User Guide (Continued)

This guide:

- is a resource to assist in completing the online oversight report
- identifies the electronic direct loan making and servicing reports available from Data Mart, along with the guaranteed loan making and servicing reports available in GLS
- follows the order of the online oversight report
- provides step-by-step instructions when deemed necessary.

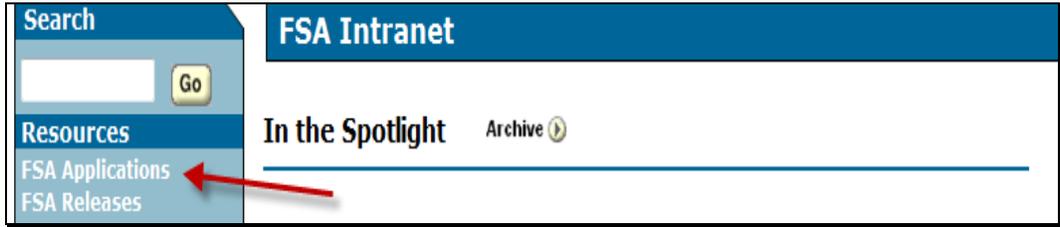
Paragraphs 441 through 444 address all issues of reporting timeframes, user roles and responsibilities, and distribution of reports.

A DDORS Access

1 Web Access

DDORS authorized users can access DDORS using Microsoft Internet Explorer 7.0+ by either of the following:

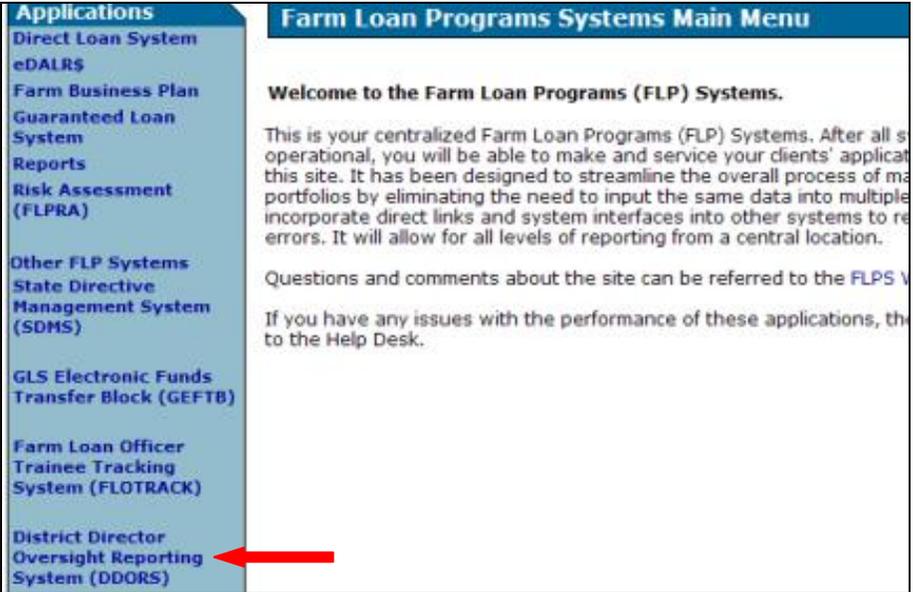
- Internet at **<https://wdcprod80.sc.egov.usda.gov/ddors/homepage.aspx>**
- Intranet, as follows.

Step	Action
1	<p>To access DDORS, go to the FSA Intranet at http://fsaintranet.sc.egov.usda.gov/fsa/ and on the FSA Intranet Home Page, under “Resources”, CLICK “FSA Applications”.</p> 

DD FLP Oversight Review User Guide (Continued)

A DDORS Access (Continued)

1 Web Access (Continued)

Step	Action
2	<p>From the FSA Applications Screen, under “Farm Loan Programs”, CLICK “Farm Loan Programs Systems”. Log in with eAuthentication user ID and password, or LincPass and PIN.</p> 
3	<p>From the Farm Loan Programs Systems Main Menu, under “Other FLP Systems”, CLICK “District Director Oversight Reporting System (DDORS)”.</p> 

DD FLP Oversight Review User Guide (Continued)

A DDORS Access (Continued)

2 Accessing DDORS Online Report

DD’s can access the online report DDORS for the Service Center being reviewed, from the DDORS Home Page, by selecting the Service Center name.

Oversight reports can be viewed by authorized users as soon as the DD or proxy begins adding information. Follow this table to view previously submitted reports.

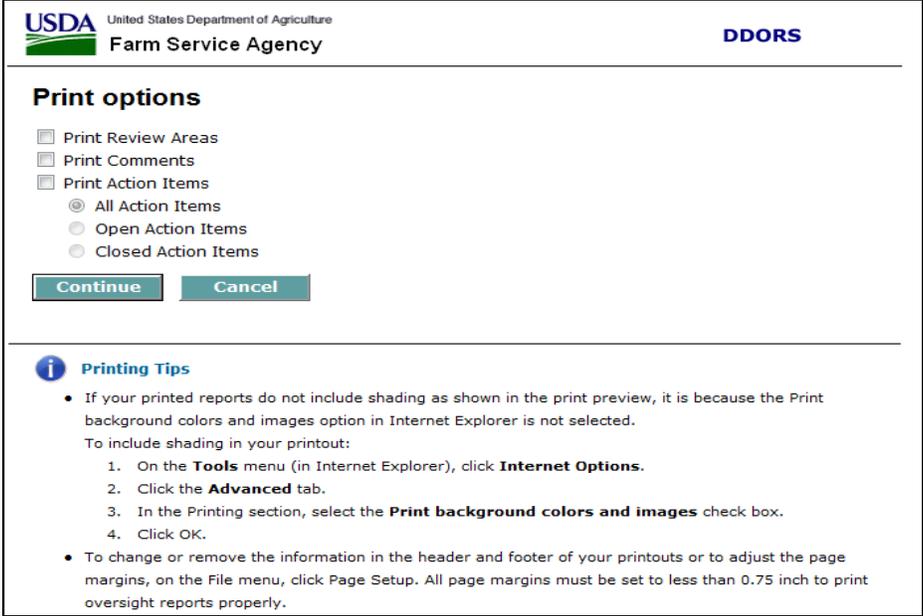
Step	Action
1	Select Home in the menu at the top of the page, if not already on the Home Page.
2	<p>In the menu on the left, indicate the reporting period by using the “Fiscal Year” and “Quarter” drop-down lists. Use the “State” drop-down list to select the applicable State, if user has access to more than 1 State. CLICK “Go”.</p>  <p>The screenshot shows a form titled "Oversight Reports" with three dropdown menus: "Fiscal Year" set to "2013", "Quarter" set to "Third Quarter", and "State" set to "Alabama". A yellow "Go" button is located at the bottom right of the form.</p>
3	From the list of all Service Centers that will be displayed, select a Service Center with a report status of “In Progress”, “Submitted”, or “Auto-Submitted” and select the “ Service Center ” name.

DD FLP Oversight Review User Guide (Continued)

A DDORS Access (Continued)

3 Print Report Access

Follow this table to view or print the report.

Step	Action
1	<p>The full report can be viewed on screen or printed at any point after the report has been initiated. From the Report Outline Screen, CLICK “Printer-Friendly Report”.</p> 
2	<p>The Print Options Screen will be displayed. Select the areas of the report to view and CLICK “Continue”.</p> 

DD FLP Oversight Review User Guide (Continued)

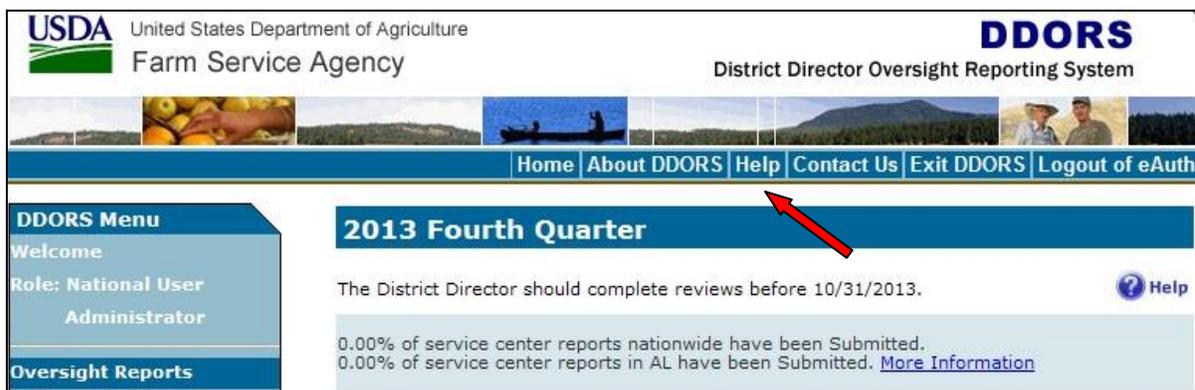
A DDORS Access (Continued)

3 Print Report Access (Continued)

Step	Action				
3	<p>When FSA-2101 is displayed, users may view on screen or CLICK “Print”.</p> <div style="border: 1px solid black; padding: 10px;"> <div style="text-align: right; margin-bottom: 5px;">Report Generated On: 8/5/2013</div> <div style="display: flex; justify-content: center; gap: 10px; margin-bottom: 10px;"> Print Print Options Close Window </div> <div style="border: 1px solid black; padding: 5px;"> <p>FSA 2101 U.S. Department of Agriculture Farm Service Agency</p> <p style="text-align: center;">DD FLP OVERSIGHT REPORT GUIDE Third Quarter Report</p> <p style="text-align: center;">For Reviews Completed for the Period of 4/1/2013 through 6/30/2013. <i>(District Director should complete this review before 7/31/2013.)</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">1.STATE</td> <td style="width: 25%;">2.DISTRICT NUMBER D-01</td> <td style="width: 25%;">3.SERVICE CENTER</td> <td style="width: 25%;">4.FISCAL YEAR 2013</td> </tr> </table> <p>Part A. Quarterly Review 1. Direct Loan Making : Review Of Direct Loan Applications A. Complete/Approved Application File Reviews</p> <ol style="list-style-type: none"> 1. Applicant Name 2. Applicant representation is consistent within all FSA programs (Applicant has not applied for or received Agency benefits under any other name, entity or identification number) 3. Applicant was notified of receipt of complete application 4. Applicants were notified within 5 days of an eligibility determination 5. Appropriate environmental assessment completed 6. If application was held over 45 days without a loan decision, was a reason entered in DLS? 7. Credit decision (approval) was made within 60 days of receipt of complete loan application </div> </div>	1.STATE	2.DISTRICT NUMBER D-01	3.SERVICE CENTER	4.FISCAL YEAR 2013
1.STATE	2.DISTRICT NUMBER D-01	3.SERVICE CENTER	4.FISCAL YEAR 2013		

4 Help Access

DDORS has a “Help” function that is available throughout the online report, as displayed on this example DDORS Home Page.

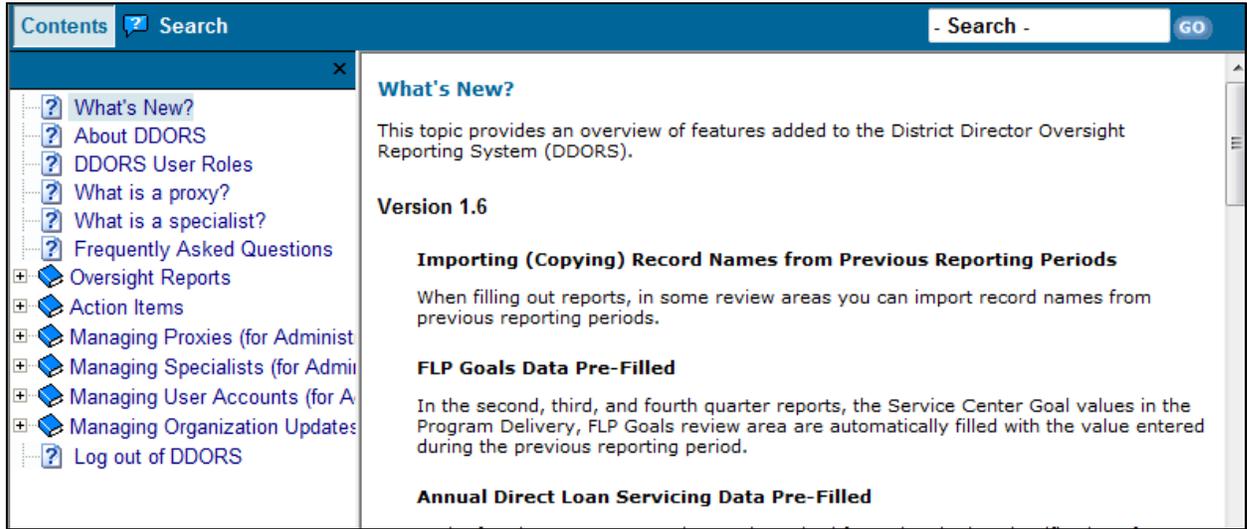


DD FLP Oversight Review User Guide (Continued)

A DDORS Access (Continued)

4 Help Access (Continued)

The following is an example of the screen that will be displayed with topics for assistance.



DD FLP Oversight Review User Guide (Continued)

B Online Guides and Reports

1 User Guides

On the Farm Loan Program Systems Home Page, under “Information Links”, if users CLICK “**Manual**”, the following user guides will be available:

- DLS-Loan Making User’s Guide
- DLS-Loan Servicing User’s Guide, that includes:
 - Direct Loan System training
 - Special Servicing Reference and User Guide
 - Hyperion Reports User Guide
- GLS-Guaranteed Loan System User Guide.

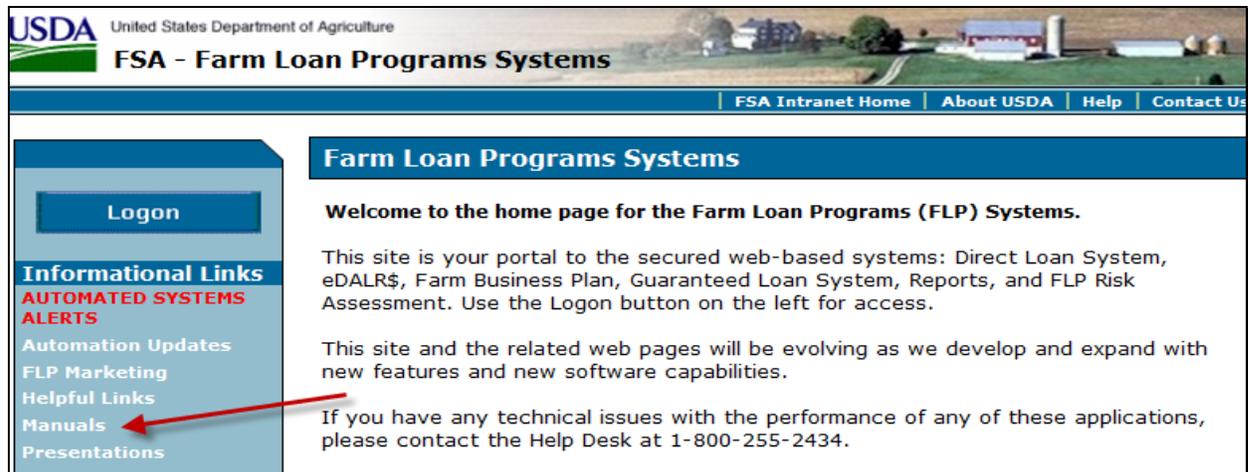


Exhibit 14 provides details about how to create SCIMS-PLAS ORACLE Hyperion Reports.

DD FLP Oversight Review User Guide (Continued)

B Online Guides and Reports (Continued)

2 FLP Data Mart (Data Mart)

Hyperion access is **required** to have Data Mart access. Users who do not already have access to Data Mart must complete FSA-13-A and submit it to the appropriate Security Liaison Representative.

The following example displays how, on FSA-13-A, users should complete the “Hyperion” and “Other/Comments” sections, as highlighted, to request access to Data Mart.

<input checked="" type="checkbox"/> <input type="checkbox"/>	H Y P E R I O N	Environment: <input checked="" type="checkbox"/> Production <input type="checkbox"/> Development <input type="checkbox"/> Certification Datamart (Group): FLP Data Mart For FSA_CORE and Financial Web Applications Data Marts(FWADM) Only: <input type="checkbox"/> Federal users table (list federal Org codes): <input type="checkbox"/> State users table (list states): <input type="checkbox"/> County users table (list counties):	eAuth NITC
		Please contact Datamart owner for assistance. See ASA/Application Approver on Page 3. https://fsadwhouse.sc.egov.usda.gov/FSA-DataMarts/FSAdatamartsHomePage.html	
Other/Comments: Please grant access to environment: Production Oracle Hyperion EPM for the requested user with authorization to Hyperion Group "FLP Data Mart"			

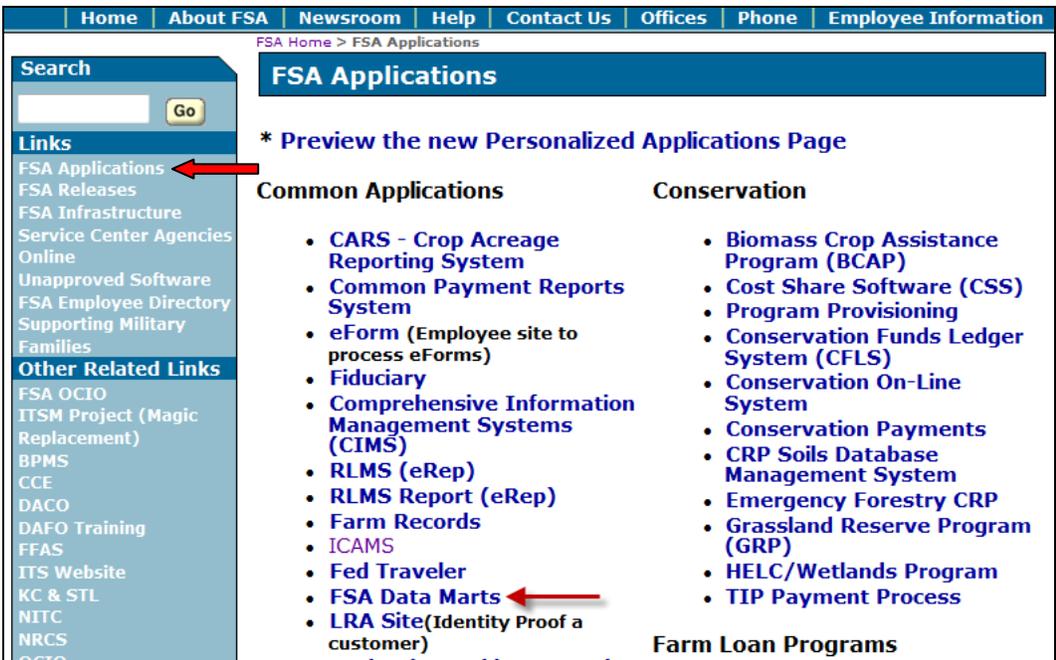
Note: In the “Other/Comments” block, ENTER “**Please grant access to environment: Production Oracle Hyperion EPM for the requested user with authorization to Hyperion Group “FLP Data Mart”**”.

DD FLP Oversight Review User Guide (Continued)

B Online Guides and Reports (Continued)

3 Hyperion Database

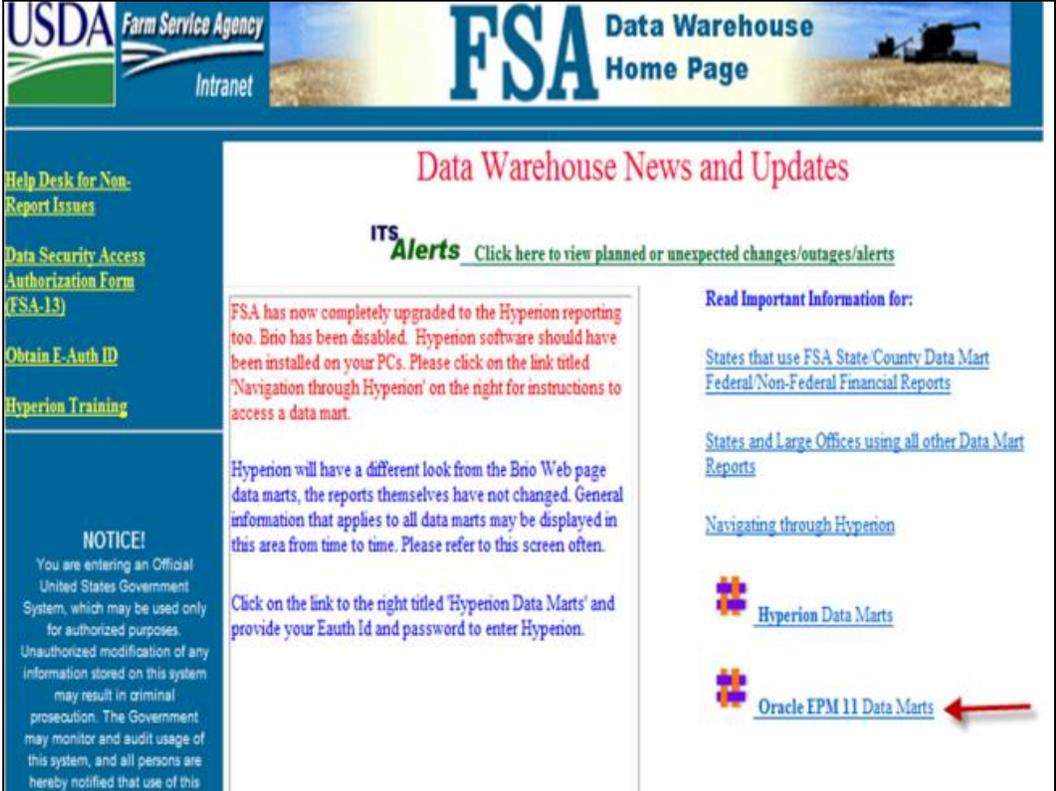
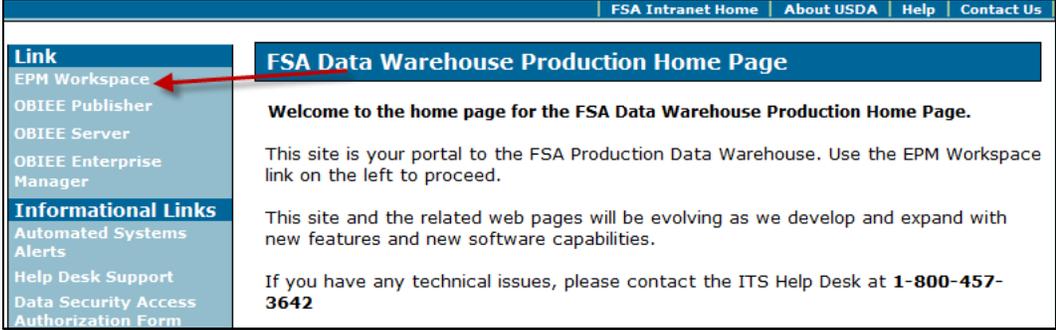
The following is a quick review of how to access Data Mart reports needed for completing DDORS. This information can also be found in the Hyperion Reports User Guide.

Step	Action
1	<p>From the FSA Intranet Home Page, under “Links”, CLICK “FSA Applications” and the FSA Applications Screen will be displayed.</p> <p>Under “Common Applications”, CLICK “FSA Data Marts”.</p>
	 <p>The screenshot shows the FSA Applications page with a navigation menu at the top: Home, About FSA, Newsroom, Help, Contact Us, Offices, Phone, Employee Information. Below the menu is a search bar and a 'Go' button. The main content area is titled 'FSA Applications' and includes a sub-header '* Preview the new Personalized Applications Page'. There are three columns of links: 'Common Applications', 'Conservation', and 'Farm Loan Programs'. A red arrow points to 'FSA Applications' in the 'Links' menu on the left. Another red arrow points to 'FSA Data Marts' in the 'Common Applications' list.</p>

DD FLP Oversight Review User Guide (Continued)

B Online Guides and Reports (Continued)

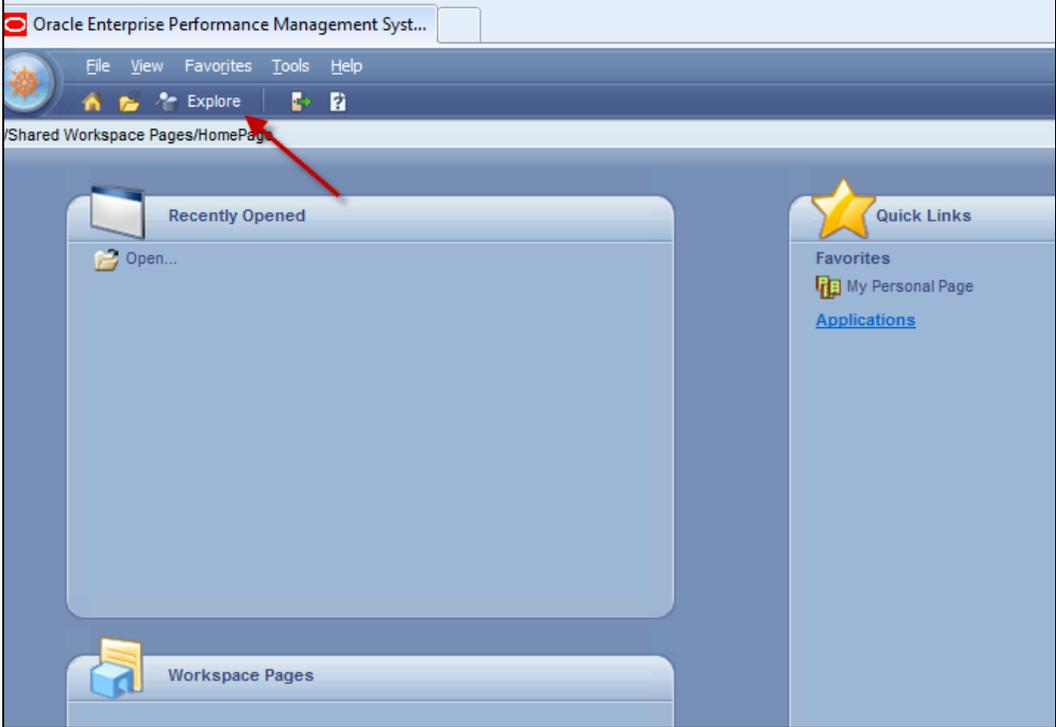
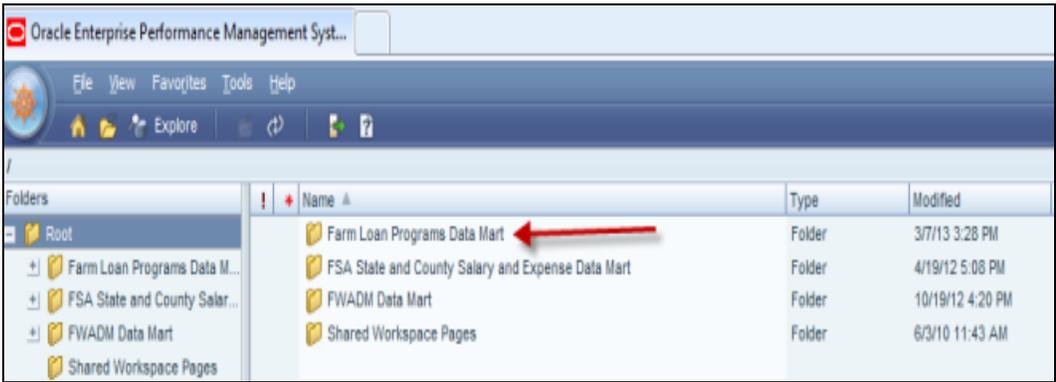
3 Hyperion Database (Continued)

Step	Action
2	<p>On the FSA Data Warehouse Home Page, CLICK “Oracle EPM 11 Data Marts”.</p> <p>Log in with eAuthentication user id and password, or LincPass and PIN to proceed.</p> 
3	<p>On the FSA Data Warehouse Production Home Page, under “Links”, CLICK “EPM Workspace”.</p> 

DD FLP Oversight Review User Guide (Continued)

B Online Guides and Reports (Continued)

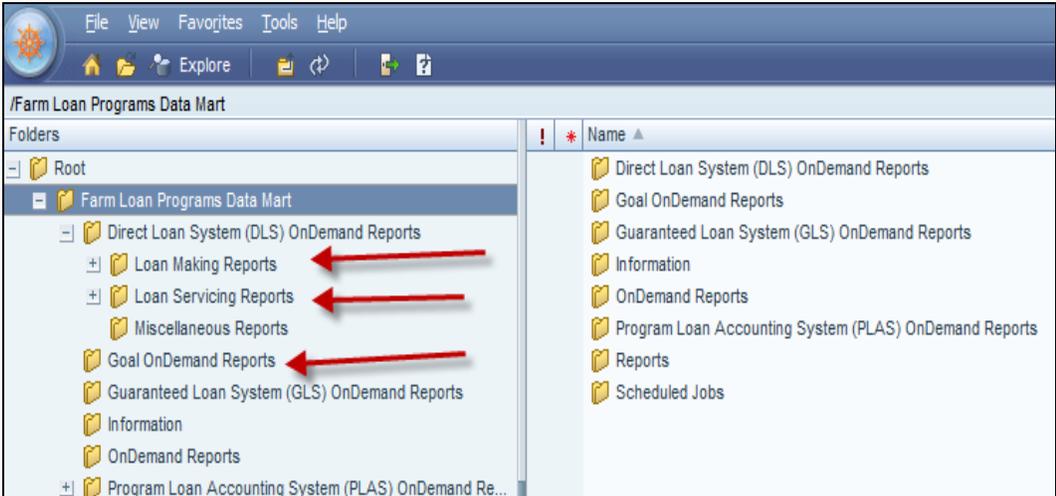
3 Hyperion Database (Continued)

Step	Action
4	<p>On the Oracle Screen tool bar, CLICK “Explore”.</p>  <p>The screenshot shows the Oracle Enterprise Performance Management System interface. The toolbar at the top contains buttons for File, View, Favorites, Tools, and Help. The 'Explore' button is highlighted with a red arrow. Below the toolbar, there are sections for 'Recently Opened' (with an 'Open...' button), 'Quick Links' (with a star icon and links for 'My Personal Page' and 'Applications'), and 'Workspace Pages'.</p>
5	<p>On the Oracle Screen, under “Name”, CLICK “Farm Loan Programs Data Mart”.</p>  <p>The screenshot shows the Oracle Enterprise Performance Management System interface with a file explorer view. The 'Name' column is selected, and the 'Farm Loan Programs Data Mart' folder is highlighted with a red arrow. The file explorer shows a list of folders with columns for Name, Type, and Modified. The folders listed are: Farm Loan Programs Data Mart (Folder, 3/7/13 3:28 PM), FSA State and County Salary and Expense Data Mart (Folder, 4/19/12 5:08 PM), FWADM Data Mart (Folder, 10/19/12 4:20 PM), and Shared Workspace Pages (Folder, 6/3/10 11:43 AM).</p>

DD FLP Oversight Review User Guide (Continued)

B Online Guides and Reports (Continued)

3 Hyperion Database (Continued)

Step	Action
6	<p>On the Farm Loans Programs Data Mart Screen, under “Folders”, if users click:</p> <ul style="list-style-type: none"> • “Direct Loan Systems (DLS) OnDemand Reports”, both direct loan making and loan servicing reports will be displayed <p>Note: Information from these reports will be used to complete parts of the oversight report.</p> <ul style="list-style-type: none"> • “Goal OnDemand Reports”, information needed to complete the direct loan making goals section of the oversight report will be provided. 

C Oversight Review General Information

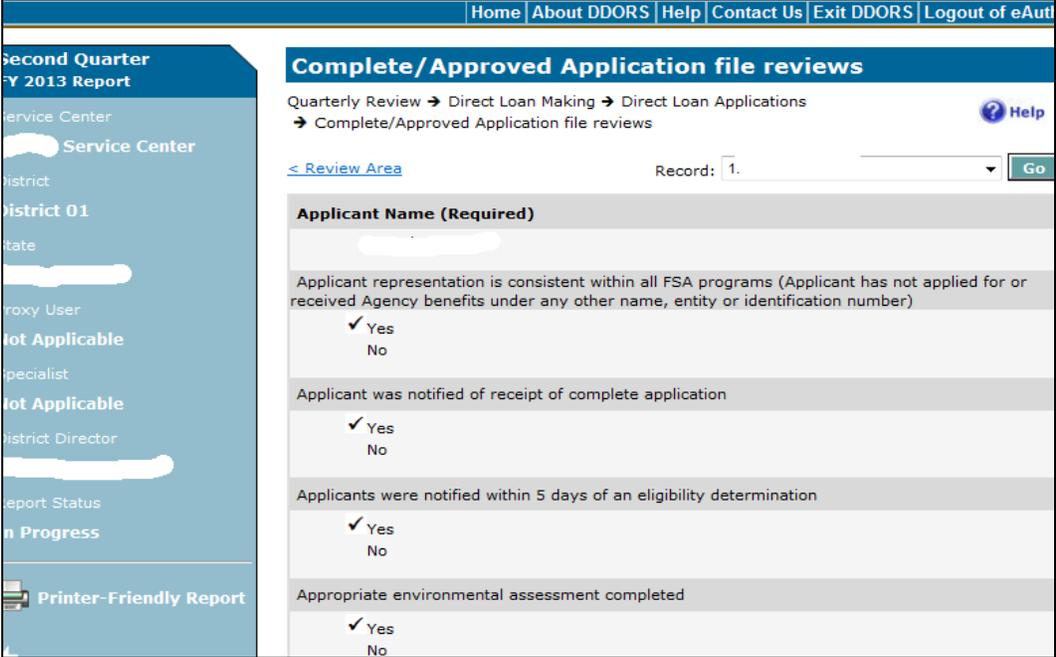
Online Data Mart and GLS reports should be created in advance of the Service Center visit. DD can begin the oversight review by using the reports to complete sections of the online report in DDORS, from any location, to maximize time spent in the Service Center.

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

1 Accessing DDORS Online Report

Access the online report from the DDORS Home Page and select the Service Center name.

Step	Action
1	<p>On the Report Outline Screen, select the hyperlink for the desired section of the report.</p> 
2	<p>The questions are answered online within DDORS.</p> 

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

2 Accessing Direct Loan Reports

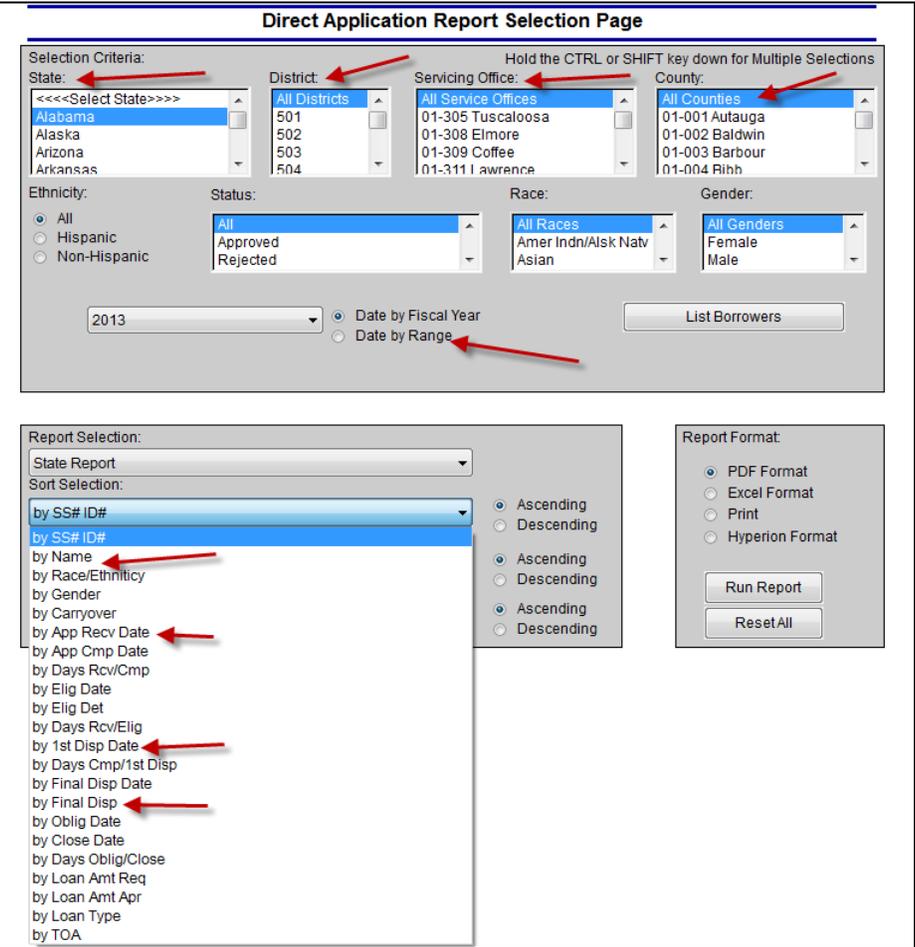
Access the direct loan reports from Data Mart. This following report will provide information needed for all 4 direct loan making review items.

Step	Action
1	<p>On the Farm Loan Programs Data Mart/Direct Loan System (DLS) OnDemand Reports Screen, under “Name”, CLICK “Loan Making Reports”.</p> 
2	<p>On the Farm Loan Programs Data Mart/Direct Loan System (DLS) OnDemand Reports/Loan Making Reports Screen, under “Name”, CLICK “Direct Applications”.</p> 
3	<p>On the Farm Loan Programs Data Mart/Direct Loan System (DLS) OnDemand Reports/Loan Making Reports/Direct Applications Screen, under “Name”, CLICK OY FLPDM Direct Application Report.</p> 

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

2 Accessing Direct Loan Reports (Continued)

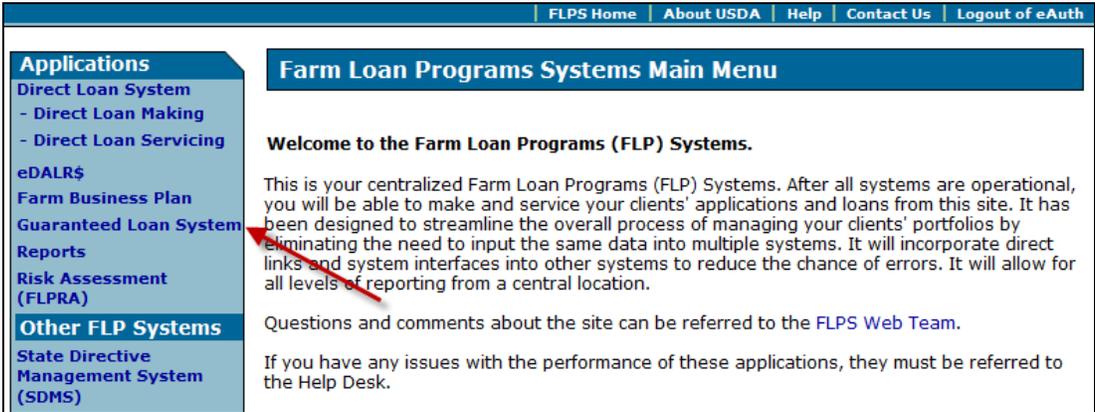
Step	Action
4	<p>On the Direct Application Report Selection Page, select:</p> <ul style="list-style-type: none"> • State • district • servicing office • county, as follows: <ul style="list-style-type: none"> • all counties • specific county. <p>The report can be run by FY or by specific date range. There are numerous sort options for the report, with up to 4 sort criteria possible, and the report can be run in 4 different formats. Excel format allows further sorting capability.</p>  <p>The screenshot displays the 'Direct Application Report Selection Page' with several sections: <ul style="list-style-type: none"> Selection Criteria: Includes dropdowns for State (with a red arrow pointing to the selection area), District (with a red arrow pointing to the dropdown), Servicing Office (with a red arrow pointing to the dropdown), and County (with a red arrow pointing to the dropdown). A note above these says 'Hold the CTRL or SHIFT key down for Multiple Selections'. Filters: Includes Ethnicity (radio buttons for All, Hispanic, Non-Hispanic), Status (dropdown with All, Approved, Rejected), Race (dropdown with All Races, Amer Indn/Alsk Natv, Asian), and Gender (dropdown with All Genders, Female, Male). Additional Options: A year dropdown set to 2013, radio buttons for 'Date by Fiscal Year' (selected) and 'Date by Range' (with a red arrow pointing to it), and a 'List Borrowers' button. Report Selection: A dropdown menu for 'State Report' and a 'Sort Selection:' dropdown menu with options like 'by SS# ID#' (selected), 'by Name' (with a red arrow), 'by Race/Ethnicity' (with a red arrow), 'by Gender' (with a red arrow), 'by Carryover' (with a red arrow), 'by App Recv Date' (with a red arrow), 'by App Cmp Date' (with a red arrow), 'by Days Rcv/Cmp', 'by Elig Date', 'by Elig Det', 'by Days Rcv/Elig', 'by 1st Disp Date' (with a red arrow), 'by Days Cmp/1st Disp', 'by Final Disp Date', 'by Final Disp' (with a red arrow), 'by Oblig Date' (with a red arrow), 'by Close Date', 'by Days Oblig/Close', 'by Loan Amt Req', 'by Loan Amt Apr', 'by Loan Type', and 'by TOA'. Report Format: Radio buttons for PDF Format (selected), Excel Format, Print, and Hyperion Format, along with 'Run Report' and 'Reset All' buttons. </p>

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

3 Accessing Guaranteed Loan Reports

Access guarantee loan reports from GLS. The following report will provide a portion of the information necessary to complete the guaranteed loan making review items.

Step	Action
1	<p>On the Farm Loan Programs Systems Main Menu, under “Applications”, CLICK “Guaranteed Loan System”.</p>  <p>The screenshot shows the 'Farm Loan Programs Systems Main Menu' with a navigation bar at the top containing links for 'FLPS Home', 'About USDA', 'Help', 'Contact Us', and 'Logout of eAuth'. On the left, there is a vertical menu with categories: 'Applications', 'eDALR\$', 'Other FLP Systems', and 'State Directive Management System (SDMS)'. Under 'Applications', the following items are listed: 'Direct Loan System', 'Direct Loan Making', 'Direct Loan Servicing', 'Farm Business Plan', 'Guaranteed Loan System', 'Reports', 'Risk Assessment (FLPRA)', and 'Other FLP Systems'. A red arrow points to the 'Guaranteed Loan System' link. The main content area contains a welcome message and information about the system's purpose and support channels.</p>
2	<p>GLS is shared with RD that makes it necessary to CLICK “Welcome to the Farm Service Agency” icon on the GLS Guaranteed Loan System & CBP Direct Loans and Grants Screen.</p>  <p>The screenshot displays the 'United States Department of Agriculture' logo and the 'GLS Guaranteed Loan System & CBP Direct Loans and Grants' title. Below the title are several navigation links: 'GLS Home', 'FSA Home', 'RBS Home', 'RHS Home', 'RUS Home', 'Borrower', and 'Lend'. A 'Message Board' section is visible on the left, containing a 'Click Message Board link above.' instruction, an 'Expected Downtime:' link, and a 'Click Expected Downtime link above.' instruction. At the bottom, there is a status message: 'Guaranteed Loan System is available for use Monday through Saturday from 6am to 7pm Central Daylight Time and Sunday from 8am to 4pm.' On the right side, there are several service icons, including 'Welcome to the Farm Service Agency', 'Rural Housing Service', 'Rural Business-Cooperative Service', and 'Rural Utilities Service'. A red arrow points to the 'Welcome to the Farm Service Agency' icon.</p>

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

3 Accessing Guaranteed Loan Reports (Continued)

Step	Action
3	<p>On the GLS Guaranteed Loan System Screen, CLICK “Reports”.</p>  <p>The screenshot shows the 'GLS Guaranteed Loan System' interface. At the top, there is a navigation bar with links for 'GLS Home', 'FSA Home', 'Borrower', 'Lender', 'Loans', and 'Reports'. Below this is a list of menu items, each preceded by a small square icon. A red arrow points to the 'Reports' link in this list.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Application Package List <input checked="" type="checkbox"/> Application Package Add <input checked="" type="checkbox"/> Loan Guarantee Request Add <input checked="" type="checkbox"/> Loan Guarantee Request Update <input checked="" type="checkbox"/> Loan List <input checked="" type="checkbox"/> Administrative Fee/Treasury Rate List <input checked="" type="checkbox"/> FSA NAICS List <input checked="" type="checkbox"/> FSA Integrator/Contractor List <input checked="" type="checkbox"/> Reference Table List <input checked="" type="checkbox"/> GLS 1099C Control Dates <input checked="" type="checkbox"/> Reports <input checked="" type="checkbox"/> Forms <input checked="" type="checkbox"/> GLS MRE
4	<p>On the GLS Farm Service Agency Reports Screen, CLICK “Expand All SubMenu Option Lists” link and the list will expand to show all the available GLS reports.</p>  <p>The screenshot shows the 'GLS Farm Service Agency Reports' interface. At the top, there is a navigation bar with links for 'GLS Home', 'FSA Home', 'Borrower', and 'Lender'. Below this is a red notice: 'NOTICE: Data on the Reports is downloaded on a nightly basis. Th'. Underneath the notice is a list of menu items, with 'Expand All SubMenu Option Lists' highlighted by a red arrow.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Expand All SubMenu Option Lists FSA Reports <input checked="" type="checkbox"/> Application Reports <input checked="" type="checkbox"/> Activity Reports

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

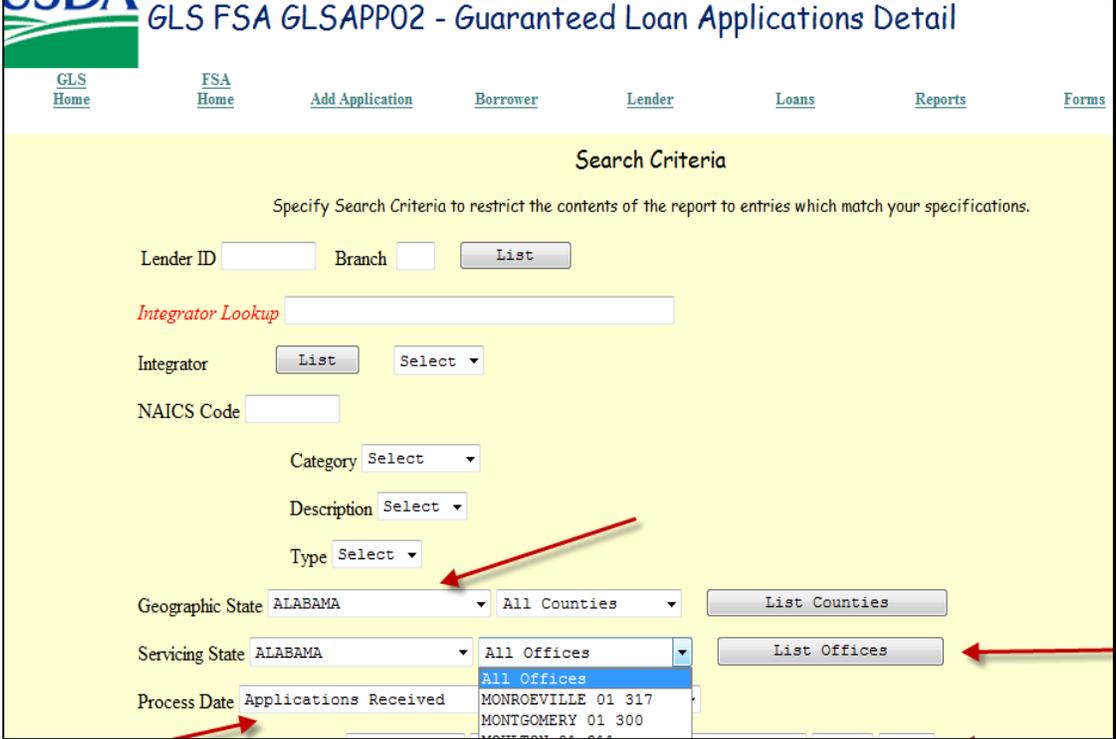
3 Accessing Guaranteed Loan Reports (Continued)

Step	Action
5	<p>The GLS Farm Service Agency Reports Screen will be redisplayed with an expanded list of reports. Under FSA Reports, “Applications Reports”, CLICK “GLSAPP02 - Guaranteed Loan Applications Detail Report”.</p> <p>The report will be displayed with lender, borrower, and application information for each application that matches the specified search criteria.</p> 

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

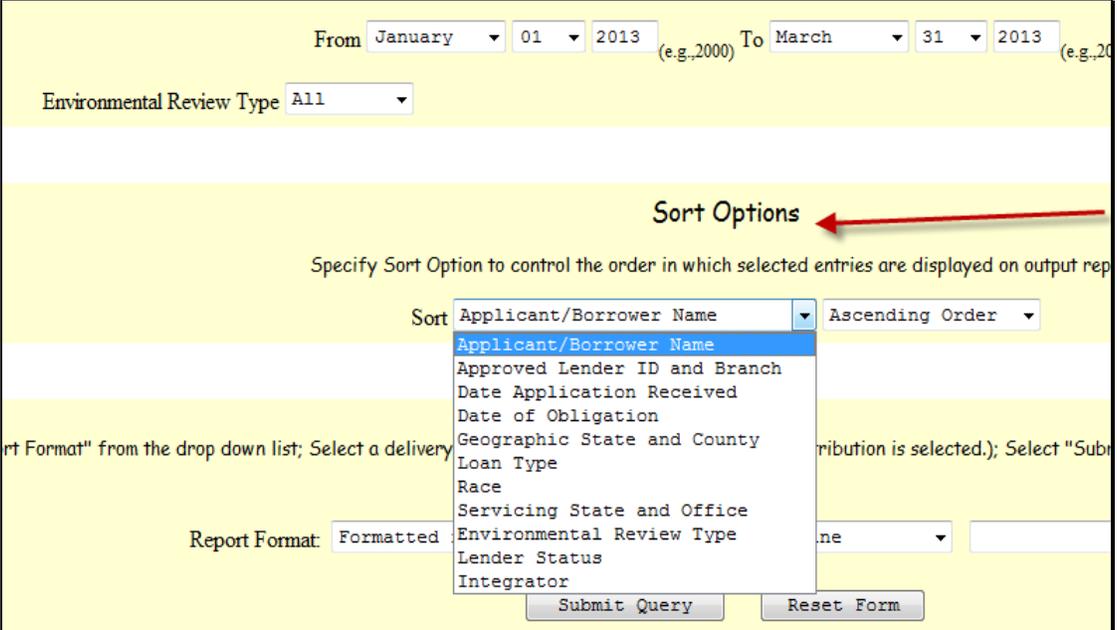
3 Accessing Guaranteed Loan Reports (Continued)

Step	Action
6	<p>To create the report, from the GLS FSA GLSAPP02 - Guaranteed Loan Applications Detail Screen, do the following:</p> <ul style="list-style-type: none"> for a specific county, from the: <ul style="list-style-type: none"> “Geographic State” drop-down list, select State CLICK “List Counties” and from “List Counties” drop-down list, select a specific county by Service Center select: <ul style="list-style-type: none"> “Servicing State” drop-down list, select State CLICK “List Offices” and from “All Offices” drop-down list, select applicable Service Center make a selection from the “Process Date” drop-down list
	 <p>The screenshot displays the 'Search Criteria' section of the 'GLS FSA GLSAPP02 - Guaranteed Loan Applications Detail' application. The page includes navigation links for GLS Home, FSA Home, Add Application, Borrower, Lender, Loans, Reports, and Forms. The search criteria section contains the following fields and controls:</p> <ul style="list-style-type: none"> Lender ID: <input type="text"/> Branch: <input type="text"/> List: <input type="button" value="List"/> Integrator Lookup: <input type="text"/> Integrator: <input type="button" value="List"/> <input type="button" value="Select"/> NAICS Code: <input type="text"/> Category: <input type="button" value="Select"/> Description: <input type="button" value="Select"/> Type: <input type="button" value="Select"/> Geographic State: <input type="button" value="ALABAMA"/> <input type="button" value="All Counties"/> <input type="button" value="List Counties"/> Servicing State: <input type="button" value="ALABAMA"/> <input type="button" value="All Offices"/> <input type="button" value="List Offices"/> Process Date: <input type="button" value="Applications Received"/> <input type="button" value="MONROEVILLE 01 317"/> <input type="button" value="MONTGOMERY 01 300"/> <p>Red arrows in the image point to the 'List Counties' button, the 'All Offices' dropdown menu, and the 'Process Date' dropdown menu.</p>

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

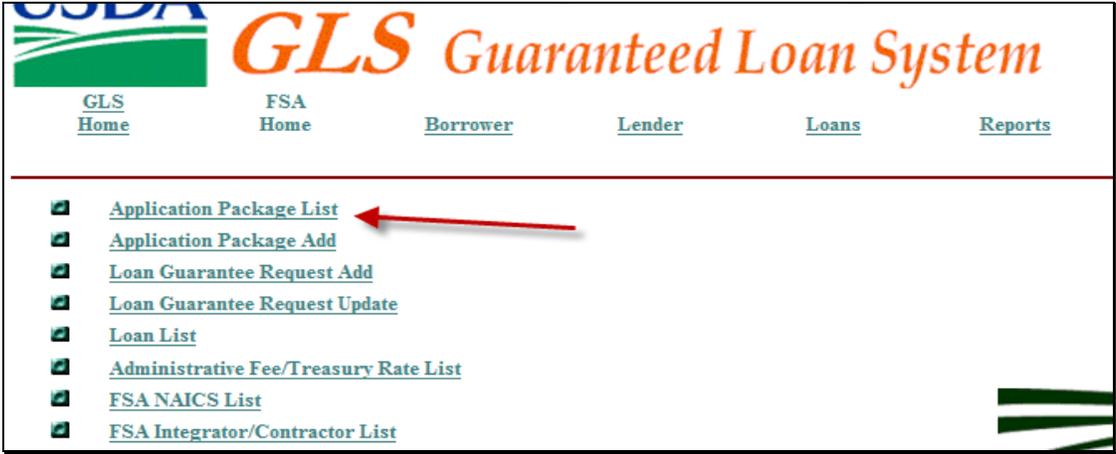
3 Accessing Guaranteed Loan Reports (Continued)

Step	Action
<p>6 (Cntd)</p>	<ul style="list-style-type: none"> select the date range for the report with the “From” and “To” options use “Sort” drop-down lists to select the way the report will display. <p>Note: To view the report by oldest guaranteed applications, sort by “Date Application Received”.</p> <p>CLICK “Submit Query”.</p>  <p>The screenshot shows a web form for generating reports. At the top, there are date range selectors: 'From' (January 01, 2013) and 'To' (March 31, 2013). Below this is a dropdown for 'Environmental Review Type' set to 'All'. A section titled 'Sort Options' with a red arrow pointing to it contains a 'Sort' dropdown menu. The menu is open, showing options like 'Applicant/Borrower Name', 'Date Application Received', etc. Below the menu is a 'Report Format' dropdown set to 'Formatted'. At the bottom are 'Submit Query' and 'Reset Form' buttons.</p>

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

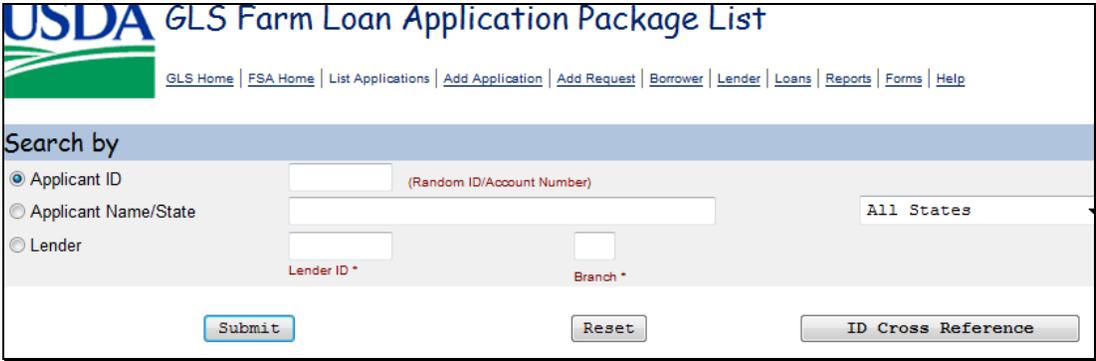
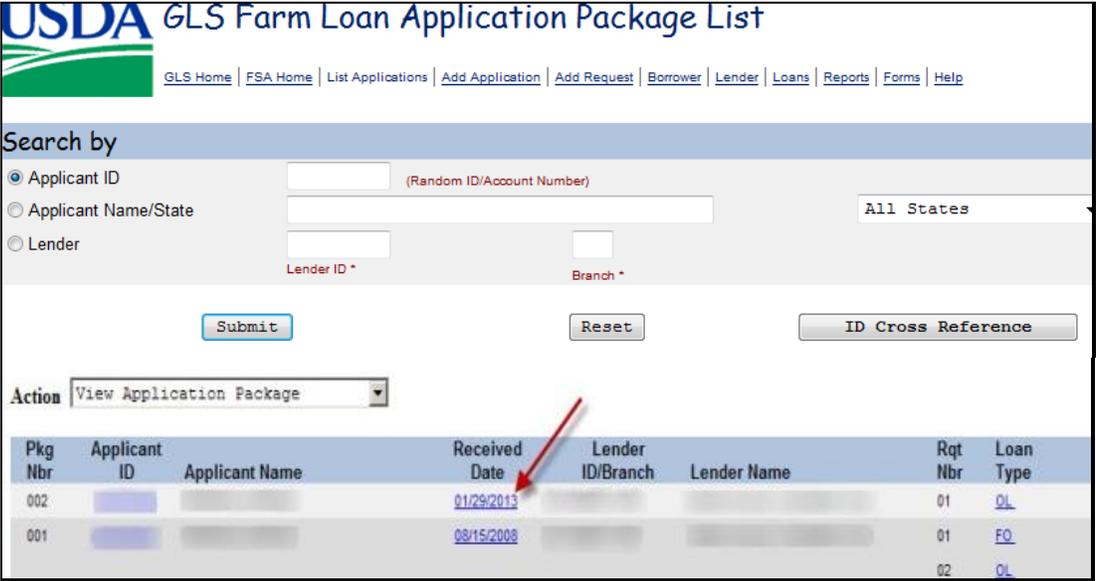
3 Accessing Guaranteed Loan Reports (Continued)

Step	Action																																																																																										
7	<p>The Guaranteed Loan Applications Detail Report will be used to select the applications to review. The following example was selected by State and a Service Center, and was sorted by date range and name.</p> <table border="1" data-bbox="342 590 1458 919"> <tr> <td colspan="2">CAC204 GLSAPP02</td> <td colspan="6">United States Department of Agriculture FARM SERVICE AGENCY Guaranteed Loan Applications Detail Report</td> <td colspan="2">11/06/2013 06.16.55 Page: 2</td> </tr> <tr> <td>Applicant Name</td> <td>Geo St Cnty</td> <td>Borrower ID</td> <td>Mail Code</td> <td>Date Rec'd</td> <td>Date of</td> <td>Final Action</td> <td>Envr Review</td> <td colspan="2"></td> </tr> <tr> <td>Approved Lender</td> <td></td> <td>Race</td> <td>Loan Type</td> <td>Date Cplt</td> <td>Disposition</td> <td>Date</td> <td>Date Cmpl</td> <td colspan="2">Amount</td> </tr> <tr> <td>Integrator</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>WHITE, JOE</td> <td>01 056 111111111</td> <td>WHITE</td> <td>01-308</td> <td>01/07/2013</td> <td>APPROVED</td> <td>OBLIGATED</td> <td>CATEX</td> <td colspan="2">\$450,000.00</td> </tr> <tr> <td>LOCAL FARM CREDIT</td> <td></td> <td></td> <td>FO</td> <td>01/10/2013</td> <td>01/10/2013</td> <td>01/14/2013</td> <td>01/10/2013</td> <td colspan="2"></td> </tr> <tr> <td>BLUE, SAM</td> <td>01 056 222222222</td> <td>WHITE</td> <td>01-308</td> <td>01/07/2013</td> <td>APPROVED</td> <td>OBLIGATED</td> <td>CATEX</td> <td colspan="2">\$9,546.00</td> </tr> <tr> <td>SMALL TOWN BANK</td> <td></td> <td></td> <td>OL</td> <td>01/10/2013</td> <td>01/10/2013</td> <td>01/14/2013</td> <td>01/10/2013</td> <td colspan="2"></td> </tr> <tr> <td>LOCAL FOODS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="2"></td> </tr> </table>	CAC204 GLSAPP02		United States Department of Agriculture FARM SERVICE AGENCY Guaranteed Loan Applications Detail Report						11/06/2013 06.16.55 Page: 2		Applicant Name	Geo St Cnty	Borrower ID	Mail Code	Date Rec'd	Date of	Final Action	Envr Review			Approved Lender		Race	Loan Type	Date Cplt	Disposition	Date	Date Cmpl	Amount		Integrator										WHITE, JOE	01 056 111111111	WHITE	01-308	01/07/2013	APPROVED	OBLIGATED	CATEX	\$450,000.00		LOCAL FARM CREDIT			FO	01/10/2013	01/10/2013	01/14/2013	01/10/2013			BLUE, SAM	01 056 222222222	WHITE	01-308	01/07/2013	APPROVED	OBLIGATED	CATEX	\$9,546.00		SMALL TOWN BANK			OL	01/10/2013	01/10/2013	01/14/2013	01/10/2013			LOCAL FOODS									
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8	<p>Application information by borrower can also be found on the GLS Farm Loan Guarantee Request View Screen. To access the GLS Farm Loan Guarantee Request View Screen, from the GLS Guaranteed Loan System Screen, CLICK “Application Package List”.</p>  <p>The screenshot shows the 'GLS Guaranteed Loan System' interface. At the top, there is a navigation bar with links for 'GLS Home', 'FSA Home', 'Borrower', 'Lender', 'Loans', and 'Reports'. Below this is a list of menu items, each with a checkmark icon. A red arrow points to the 'Application Package List' item.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Application Package List <input checked="" type="checkbox"/> Application Package Add <input checked="" type="checkbox"/> Loan Guarantee Request Add <input checked="" type="checkbox"/> Loan Guarantee Request Update <input checked="" type="checkbox"/> Loan List <input checked="" type="checkbox"/> Administrative Fee/Treasury Rate List <input checked="" type="checkbox"/> FSA NAICS List <input checked="" type="checkbox"/> FSA Integrator/Contractor List 																																																																																										

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

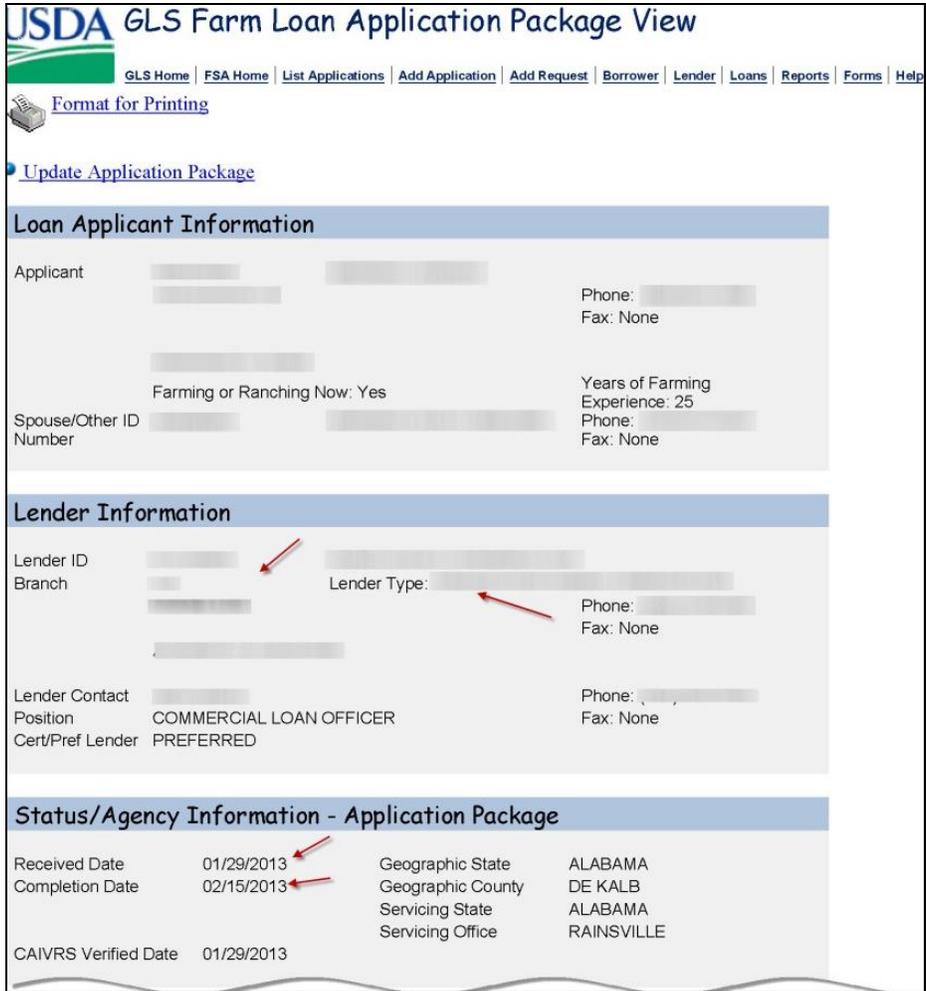
3 Accessing Guaranteed Loan Reports (Continued)

Step	Action																																
9	<p>The GLS Farm Loan Application Package List Screen will be displayed. Access the GLS Farm Loan Guarantee Request View Screen for a specific application by either of the following and CLICK “Submit”:</p> <ul style="list-style-type: none"> • “applicant ID” • “applicant name” and “State”. 																																
10	<p>The GLS Farm Loan Application Package List Screen will be redisplayed with an “Action” drop-down list. To view applications, using the “Action” drop-down list, select “View Application Package” and CLICK “Submit”. The GLS Farm Loan Application Package List Screen will be redisplayed with a list of applications. CLICK “Received Date” link for the appropriate loan.</p>  <table border="1" data-bbox="342 1717 1438 1864"> <thead> <tr> <th>Pkg Nbr</th> <th>Applicant ID</th> <th>Applicant Name</th> <th>Received Date</th> <th>Lender ID/Branch</th> <th>Lender Name</th> <th>Rqt Nbr</th> <th>Loan Type</th> </tr> </thead> <tbody> <tr> <td>002</td> <td></td> <td></td> <td>01/29/2013</td> <td></td> <td></td> <td>01</td> <td>OL</td> </tr> <tr> <td>001</td> <td></td> <td></td> <td>08/15/2008</td> <td></td> <td></td> <td>01</td> <td>FO</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>02</td> <td>OL</td> </tr> </tbody> </table>	Pkg Nbr	Applicant ID	Applicant Name	Received Date	Lender ID/Branch	Lender Name	Rqt Nbr	Loan Type	002			01/29/2013			01	OL	001			08/15/2008			01	FO							02	OL
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						02	OL																										

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

3 Accessing Guaranteed Loan Reports (Continued)

Step	Action
11	<p>The following information will be displayed on the GLS Farm Loan Application Package View Screen:</p> <ul style="list-style-type: none"> • lender name and type • received date • completion date  <p>Loan Applicant Information</p> <p>Applicant: [Redacted] Phone: [Redacted] [Redacted] Fax: None</p> <p>Farming or Ranching Now: Yes Years of Farming Experience: 25</p> <p>Spouse/Other ID Number: [Redacted] Phone: [Redacted] [Redacted] Fax: None</p> <p>Lender Information</p> <p>Lender ID: [Redacted] Lender Type: [Redacted] Phone: [Redacted] Branch: [Redacted] Fax: None</p> <p>Lender Contact: [Redacted] Phone: [Redacted] Position: COMMERCIAL LOAN OFFICER Fax: None Cert/Pref Lender: PREFERRED</p> <p>Status/Agency Information - Application Package</p> <p>Received Date: 01/29/2013 Geographic State: ALABAMA Completion Date: 02/15/2013 Geographic County: DE KALB Servicing State: ALABAMA Servicing Office: RAINSVILLE</p> <p>CAIVRS Verified Date: 01/29/2013</p>

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

3 Accessing Guaranteed Loan Reports (Continued)

Step	Action																		
11 (Cntd)	<ul style="list-style-type: none"> • environmental review type and date completed • approval date • incomplete letter dates • closing date. <p>Environmental Review Information - Application Package</p> <p>Environmental Review CATEX Date Completed 02/27/2013 Consultation Required No Date Completed None</p> <p>Environmental Comments</p> <p>Guarantee Requests</p> <p>Application Package Number 2</p> <p>Number of Guarantee Requests: 1 Total of All Guarantee Requests: \$52,000.00</p> <table border="1"> <thead> <tr> <th>Sequence Number</th> <th>Completion Date</th> <th>Loan Type</th> <th>Loan Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>02/15/2013</td> <td>Operating Loans</td> <td>\$52,000.00</td> <td>Obligated</td> </tr> </tbody> </table> <p>Application Package Status and History</p> <p>Current Application Package Status APPROVED</p> <p>Application Package History</p> <table border="1"> <tbody> <tr> <td>APPROVED</td> <td>02/27/2013</td> </tr> <tr> <td>COMPLETED</td> <td>02/15/2013</td> </tr> <tr> <td>PENDING</td> <td>01/29/2013</td> </tr> <tr> <td>RECEIVED</td> <td>01/29/2013</td> </tr> </tbody> </table> <p>Application Package Letter/Review Information</p> <p>Incomplete Letter 1 Date Sent 01/30/2013 Incomplete Letter 2 Date Sent Real Estate Appraisal Review Date Chattel Appraisal Review Date</p>	Sequence Number	Completion Date	Loan Type	Loan Amount	Status	01	02/15/2013	Operating Loans	\$52,000.00	Obligated	APPROVED	02/27/2013	COMPLETED	02/15/2013	PENDING	01/29/2013	RECEIVED	01/29/2013
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review

Note: Use the “**Review Area Comments**” section to note issues on which to followup or other comments relevant to the review.

1 “Direct Loan Making: Review Of Direct Loan Applications”

A “Complete/Approved Application File Reviews”

Review 5 applications received since last review; review all if less than 5. Information sources include the following:

- 1940-G-1 Letter
- DLS Loan Making Checklist
- DLS Loan Request Detail Screen
- FSA-851
- FSA-2307
- FSA-2308
- OY FLPDM Direct Application Report
- RD 1940-22 in FBP.

Question	Source
1: Applicant Name	Select 5 applications from DLS Reports, Loan Making Reports, Direct Applications, and OY FLPDM Direct Application Report.
2: Applicant representation is consistent within all FSA programs (Applicant has not applied for or received Agency benefits under any other name, entity or identification number)	Compare the application against the Farm Program Eligibility report.
3: Applicant was notified of receipt of complete application	Check the date on FSA-2307 from the borrower case file and DLS Loan Making Checklist.
4: Applicants were notified within 5 days of an eligibility determination	Check the date on FSA-2308 from the borrower case file and on DLS Loan Making Checklist.
5: Appropriate environmental assessment completed	RD 1940-22 is online under the credit action used to approve this loan in FBP. Also check FSA-851 and the date of the RD-1940-G-1 Letter.
6: If application was held over 45 days without a loan decision, was a reason entered in DLS?	Review the DLS Loan Request Detail Screen. This will also print out on the Data Mart Application Report if comments have been inserted.
7: Credit decision (approval/rejected) was made within 60 days of receipt of complete loan application	DLS FLP Application Report. Information should be in the running record of either the FBP Credit Action and/or borrower case file.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

1 “Direct Loan Making: Review Of Direct Loan Applications” (Continued)

B “Incomplete Application File Reviews”

Review 3 applications received since last review; review all if less than 3. Information sources include the following:

- borrower case file
- DLS Loan Making Checklist
- FSA-2304
- FSA-2305
- OY FLPDM Direct Application Report.

Question	Source
1: Applicant Name	Select 3 applications from DLS reports, Loan Making Reports, Direct Applications, and OY FLPDM Direct Application Report.
2: Required notifications were sent to applicants within required timeframes	DLS Application Report will show the date that the decision was made. Borrower case files will have copies of FSA-2304 and FSA-2305.
3: Items needed for a complete application are clearly identified in notifications	FSA-2304 and FSA-2305. DLS Loan Making Checklist may have information if it was entered into DLS “Loan Processing” section.
4: Applicants are notified of required due dates for items needed for complete application	FSA-2304 and FSA-2305.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

1 “Direct Loan Making: Review Of Direct Loan Applications” (Continued)

C “Withdrawn Application File Reviews”

Review 3 applications received since last review; review all if less than 3. Information sources include the following:

- borrower case file
- FSA-2304
- FSA-2305
- FSA-2306
- OY FLPDM Direct Application Report.

Question	Source
1: Applicant Name	Select 3 applications from DLS reports, Loan Making Reports, Direct Applications, and OY FLPDM Direct Application Report.
2: SDA	Application report.
3: Reason for the withdrawal of application is clearly documented	FSA-2306 should be clearly documented. The borrower case file running record should also contain this documentation.
4: A complete application was received	Documented in DLS and on FSA-2001.
5: If a complete application was not received, an effort was made to obtain a complete application	FSA-2304 and FSA-2305.
6: ECOA and non-discrimination statements have been included in correspondence to applicant	FSA-2306 and the borrower case file.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

1 “Direct Loan Making: Review Of Direct Loan Applications” (Continued)

D “Rejected Application File Reviews”

Review 3 applications rejected since last review; review all if less than 3. Information sources include the following:

- borrower case file
- OY FLPDM Direct Application Report
- rejection letter.

Question	Source
1: Applicant Name	Select 3 applications from DLS reports, Loan Making Reports, Direct Applications, and OY FLPDM Direct Application Report.
2: SDA	Application report
3: Reasons for denial including applicable citations of requirements from CFR are clearly documented in the notification letter to the applicant	DLS has a drop-down list to select the reasons for denial. This is just a summary, to determine the reason. Review the rejection letter, if necessary.
4: Appropriate review/appeal rights were included in the notification letter to the applicant according to 1-APP	Review the rejection letter.
5: ECOA and non-discrimination statements were included in the notification letter to the applicant according to 1-FLP	

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

2 “Guaranteed Loan Making: Review Of Guaranteed Loan Applications”

Review 5 applications received since last review; review all if less than 5. Information sources include the following:

- Farm Program Eligibility Report
- FSA-851
- FSA-2292
- GLS 2209A report
- GLS Farm Loan Application Package View Screen
- GLSAPP02 – Guaranteed Loan Applications Detail Report
- RD 1940-22.

Question	Source
1: Applicant Name	GLSAPP02.
2: Lender Name	GLSAPP02, GLS2209A, and GLS Farm Loan Guarantee Request View Screen.
3: Lender Type: 1-SEL, 2-CLP, 3-PLP	GLS2209A and GLS Farm Loan Guarantee Request View Screen for each applicant.
4: Applicant representation is consistent within all FSA programs (Applicant has not applied for or received Agency benefits under any other name, entity or identification number)	Compare the application against the Farm Program Eligibility report.
5: Lender was notified of incomplete and/or complete application within timeframes prescribed in 2-FLP (2-FLP, paragraph 95)	GLS Farm Loan Guarantee Request View Screen for each applicant.
6: Eligibility of borrower and loan purposes have been evaluated; denial/withdrawal are thoroughly documented and appropriate appeal/review rights were provided (2-FLP, paragraph 108)	Borrower case file documentation and correspondence and FSA-2292.
7: Processing times are within timeframes prescribed in 2-FLP for lender type (2-FLP, paragraph 83)	GLS2209A.
8: Appropriate environmental assessment completed (1940-G and 2-FLP, paragraph 208)	RD 1940-22, FSA-851, and GLS Farm Loan Application Package View Screen.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing”

A “Delinquent Account Servicing”

I “Borrowers With Loans 90 Days Or More Past Due”

Review all accounts in this category. Information sources include the following:

- borrower case file
- discussions with Service Center
- DLS Special Servicing (SS) Borrower History Report
- OY FLPDM Status of Farm Loan Programs 540 (Routine Servicing).

Question	Source																																																																																																																																																																																						
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

I “Borrowers With Loans 90 Days Or More Past Due” (Continued)

Question	Source
<p>2: PLS history report indicates a PLS notice was sent within 15 calendar days of borrower’s account becoming 90 days past due (the receipt of the Report Code 540)</p>	<p>Navigate to the DLS SS Borrower History Report as follows:</p> <p>Step 1: CLICK “SS” icon from the DLS dashboard for the borrower.</p>  <p>Step 2: CLICK “Special Servicing” tab.</p>  <p>Step 3: CLICK “Open Categories Borrower History”.</p>  <p>DLS SS Borrower History Report will indicate an initialization date that is the date that borrower becomes 90 days past due:</p> <ul style="list-style-type: none"> • locate the activity description indicating that the borrower was sent Primary Loan Servicing notifications • ensure that this date is within 15 days of initialization.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

I “Borrowers With Loans 90 Days Or More Past Due” (Continued)

Question	Source																								
<p>3: Offset notice was sent at the same time as the PLS notice (required when account is in monetary default)</p>	<p>Following the steps in Question 2 to determine if borrower was also sent Offset Notifications.</p> <p>After obtaining the information required for Questions 1 through 3, review these items with the Service Center.</p> <div data-bbox="581 810 1446 1398" style="border: 1px solid black; padding: 5px;"> <p>Borrower History</p> <p>Select one of the following Category Assignment(s)</p> <table border="1" data-bbox="581 905 1446 993"> <thead> <tr> <th colspan="4">Open Categories</th> </tr> <tr> <th>Select</th> <th>Category Name</th> <th>Initiation Date</th> <th>Date of Default</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>90 DAYS PAST DUE</td> <td>09/03/2012</td> <td>09/03/2012</td> </tr> </tbody> </table> <table border="1" data-bbox="581 1010 1446 1098"> <thead> <tr> <th colspan="4">Closed Categories</th> </tr> <tr> <th>Select</th> <th>Category Name</th> <th>Initiation Date</th> <th>Completion Date</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>CURRENT/FINANCIALLY DISTRESSED BORROWER</td> <td>06/15/2009</td> <td>06/16/2009</td> </tr> </tbody> </table> <p>Select the desired version of the Borrower History</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Borrower History by Branch <input type="radio"/> Borrower History by Branch with Comments <input type="radio"/> Borrower History, Chronological by Activity <p style="text-align: center;"><input type="button" value="Submit"/></p> </div> <p>Under “Open Categories”, CLICK “Select” for the borrower and CLICK “Submit” to open the Borrower History Report.</p>	Open Categories				Select	Category Name	Initiation Date	Date of Default	<input checked="" type="radio"/>	90 DAYS PAST DUE	09/03/2012	09/03/2012	Closed Categories				Select	Category Name	Initiation Date	Completion Date	<input type="radio"/>	CURRENT/FINANCIALLY DISTRESSED BORROWER	06/15/2009	06/16/2009
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

I “Borrowers With Loans 90 Days Or More Past Due” (Continued)

Question	Source																																										
<p>4: Enter anticipated resolution</p>	<p>Discuss with Service Center the anticipated resolution for the account.</p> <ol style="list-style-type: none"> 1. Borrower to pay current: enter source of funds in comments. 2. Restructuring of account will be necessary. 3. Borrower will voluntarily liquidate. 4. Account will be accelerated. 5. Other: enter explanation in comments. <p>The Borrower History Report can be used to answer Questions 2 and 3 for this review.</p> <div data-bbox="570 993 1435 1755" style="border: 1px solid black; padding: 5px;"> <p>CUSTOMER: KIM [REDACTED] SPECIAL SERVICING CATEGORY: 90 DAYS PAST DUE RELATED ENTITIES: Yes OPEN ACTIVITIES: Yes STATE: Hawaii DATE OF DEFAULT: 09/03/2012 SERVICING OFFICE: [REDACTED] FARM SERVICE AGENCY LAST UPDATE BY: [REDACTED] LAST UPDATED DATE: 09/04/2012</p> <p>COMPLETE TIME CLOCKS</p> <table border="1" data-bbox="570 1125 1414 1161"> <thead> <tr> <th>TIME CLOCK DESCRIPTION</th> <th>DUE DATE</th> <th>COMPLETION DATE</th> <th>ELAPSED DAYS</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>OPEN TIME CLOCKS</p> <table border="1" data-bbox="570 1188 1414 1224"> <thead> <tr> <th>TIME CLOCK DESCRIPTION</th> <th>DUE DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>PRIMARY BORROWER BRANCH: KIM [REDACTED]</p> <p>ACTIVITY PATH A - Initialized by KIM [REDACTED] into 90 DAYS PAST DUE on 09-03-2012</p> <table border="1" data-bbox="570 1266 1414 1598"> <thead> <tr> <th>ACTIVITY NBR</th> <th>DESCRIPTION</th> <th>COMPLETION/ DUE DATE</th> <th>ELAPSED DAYS</th> <th>CHART/ ACTIVITY</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>DETERMINE IF BORROWER HAS BEEN DISCHARGED OF FLP DEBT <ul style="list-style-type: none"> • BORROWER HAS NOT PREVIOUSLY FILED BANKRUPTCY (created activities: KIM [REDACTED]) </td> <td>09-03-2012</td> <td>0</td> <td>3.1</td> </tr> <tr> <td>A2</td> <td>SEND FSA 2510, 2511, AND 1951-C OFFSET LTR TO ALL B BY SEP CERT MAIL Certified Mail Tracking Number: 70111150000070137268 Offset Letter Tracking Number: 70111150000070137268 <ul style="list-style-type: none"> • FSA 2510, 2511, & 1951-C-1 OFFSET LTR SENT TO B BY SEPARATE CERT MAIL (created activities: KIM [REDACTED]) </td> <td>09-04-2012</td> <td>1</td> <td>3.2</td> </tr> <tr> <td>A3</td> <td>WAIT FOR MAIL, 1951-C OFFSET LETTER <ul style="list-style-type: none"> • MAIL ACCEPTED • CERTIFIED MAIL UNCLAIMED OR UNDELIVERABLE </td> <td>09-19-2012</td> <td>227</td> <td>3.3</td> </tr> </tbody> </table> <p>ACTIVITY PATH B - Generated by KIM [REDACTED] A 2 on 09-04-2012</p> <table border="1" data-bbox="570 1629 1414 1745"> <thead> <tr> <th>ACTIVITY NBR</th> <th>DESCRIPTION</th> <th>COMPLETION/ DUE DATE</th> <th>ELAPSED DAYS</th> <th>CHART/ ACTIVITY</th> </tr> </thead> <tbody> <tr> <td>B1</td> <td>WAIT FOR MAIL FSA 2510 & 2511 <ul style="list-style-type: none"> • MAIL ACCEPTED • CERTIFIED MAIL UNCLAIMED OR UNDELIVERABLE </td> <td>09-19-2012</td> <td>227</td> <td>3.4</td> </tr> </tbody> </table> </div> <p>Note: See DLS User Guide for additional instructions on navigating to a borrower and accessing Special Servicing Borrower History Report.</p>	TIME CLOCK DESCRIPTION	DUE DATE	COMPLETION DATE	ELAPSED DAYS					TIME CLOCK DESCRIPTION	DUE DATE			ACTIVITY NBR	DESCRIPTION	COMPLETION/ DUE DATE	ELAPSED DAYS	CHART/ ACTIVITY	A1	DETERMINE IF BORROWER HAS BEEN DISCHARGED OF FLP DEBT <ul style="list-style-type: none"> • BORROWER HAS NOT PREVIOUSLY FILED BANKRUPTCY (created activities: KIM [REDACTED]) 	09-03-2012	0	3.1	A2	SEND FSA 2510, 2511, AND 1951-C OFFSET LTR TO ALL B BY SEP CERT MAIL Certified Mail Tracking Number: 70111150000070137268 Offset Letter Tracking Number: 70111150000070137268 <ul style="list-style-type: none"> • FSA 2510, 2511, & 1951-C-1 OFFSET LTR SENT TO B BY SEPARATE CERT MAIL (created activities: KIM [REDACTED]) 	09-04-2012	1	3.2	A3	WAIT FOR MAIL, 1951-C OFFSET LETTER <ul style="list-style-type: none"> • MAIL ACCEPTED • CERTIFIED MAIL UNCLAIMED OR UNDELIVERABLE 	09-19-2012	227	3.3	ACTIVITY NBR	DESCRIPTION	COMPLETION/ DUE DATE	ELAPSED DAYS	CHART/ ACTIVITY	B1	WAIT FOR MAIL FSA 2510 & 2511 <ul style="list-style-type: none"> • MAIL ACCEPTED • CERTIFIED MAIL UNCLAIMED OR UNDELIVERABLE 	09-19-2012	227	3.4
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

I “Borrowers With Loans 90 Days Or More Past Due” (Continued)

Question	Source
5: Enter target date for resolution of delinquency	Together, create a target date for when delinquent account may be resolved.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

II “Borrowers With Loans Less Than 90 Days Past Due”

Review all accounts in this category. Information sources include the following:

- borrower case file
- DLS Special Servicing (SS) Borrower History Report
- discussions with Service Center
- OY FLPDM Status of Farm Loan Programs 540 (Routine Servicing).

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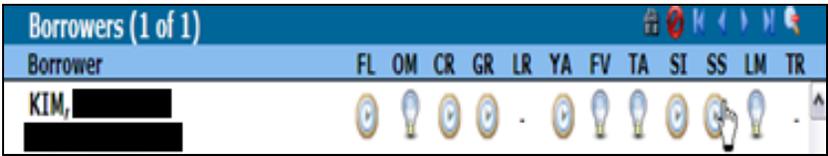
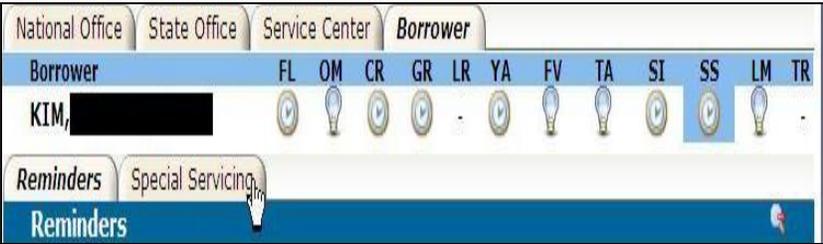
DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

II “Borrowers With Loans Less Than 90 Days Past Due” (Continued)

Question	Source
<p>2: Delinquency can be resolved before account enters 90 days past due</p>	<p>Navigate to the DLS SS Borrower History Report as follows:</p> <p>Step 1: CLICK “SS” icon from the DLS dashboard for the borrower.</p>  <p>Step 2: CLICK “Special Servicing” tab.</p>  <p>Step 3: CLICK “Open Categories Borrower History”.</p>  <p>Determine if Primary Loan Servicing notifications have been sent.</p> <p>Notes: Servicing notification is not required for borrowers less than 90 days past due</p> <p>Borrowers may not have been initiated into DLS SS.</p>

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

II “Borrowers With Loans Less Than 90 Days Past Due” (Continued)

Question	Source	
2: Delinquency can be resolved before account enters 90 days past due (Continued)	IF notifications have...	THEN...
	been sent	use the Borrower History Chart to determine the following: <ul style="list-style-type: none"> • borrower’s response • whether resolution appears likely before the borrower becomes 90 calendar days past due.
	not been sent	review case file and discuss with the Service Center to complete this question.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

II “Borrowers With Loans Less Than 90 Days Past Due” (Continued)

Question	Source																																
<p>3: Anticipated resolution</p>	<p>Discuss with Service Center the anticipated resolution for the account.</p> <ul style="list-style-type: none"> • Borrower to pay account current. • Restructuring of account will be necessary. • Other, restructuring not possible. <div data-bbox="605 814 1490 1444" style="border: 1px solid black; padding: 5px;"> <p>CUSTOMER: [REDACTED] SPECIAL SERVICING CATEGORY: CURRENT/FINANCIALLY DISTRESSED BORROWER RELATED ENTITIES: No DISTRESSED BORROWER STATE: [REDACTED] OPEN ACTIVITIES: Yes SERVICING OFFICE: [REDACTED] FSAH SERVICE AGENCY DATE OF DEFAULT: [REDACTED] LAST UPDATE BY: [REDACTED] LAST UPDATED DATE: 04-19-2013</p> <p>COMPLETE TIME CLOCKS</p> <table border="1"> <thead> <tr> <th>TIME CLOCK DESCRIPTION</th> <th>DUE DATE</th> <th>COMPLETION DATE</th> <th>ELAPSED DAYS</th> </tr> </thead> <tbody> <tr> <td colspan="4"> </td> </tr> </tbody> </table> <p>OPEN TIME CLOCKS</p> <table border="1"> <thead> <tr> <th>TIME CLOCK DESCRIPTION</th> <th>DUE DATE</th> </tr> </thead> <tbody> <tr> <td colspan="2"> </td> </tr> </tbody> </table> <p>PRIMARY BORROWER BRANCH: TAMASHIRO, [REDACTED] ACTIVITY PATH A - Initialed [REDACTED] CURRENT/FINANCIALLY DISTRESSED BORROWER on 02-05-2013</p> <table border="1"> <thead> <tr> <th>ACTIVITY NBR</th> <th>DESCRIPTION</th> <th>COMPLETION/ DUE DATE</th> <th>ELAPSED DAYS</th> <th>CHART/ ACTIVITY</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>DETERMINE IF BORROWER IS REQUESTING CONSERVATION CONTRACT ONLY <ul style="list-style-type: none"> • NO (created activities: [REDACTED]) </td> <td>02-15-2013</td> <td>10</td> <td>1.1</td> </tr> <tr> <td>A2</td> <td>SEND OR PROVIDE B WITH FSA 2512 & 2513 <ul style="list-style-type: none"> • FSA 2512 & 2513 SENT OR HAND DELIVERED AND SENT TO CURRENT BORROWER (created activities: [REDACTED]) </td> <td>02-15-2013</td> <td>0</td> <td>1.2</td> </tr> <tr> <td>A3</td> <td>WAIT FOR B'S RESPONSE TO FSA 2512 & 2513 <ul style="list-style-type: none"> • B PROVIDES COMP APPLN FOR SERVICES W/IN 60 DAYS • B DOES NOT PROV COMPL APPLN W/IN 60 DAYS • B BECOMES 90 DAYS PAST DUE • BORROWER REQUESTS DEBT SETTLEMENT • BORROWER PAYS CURRENT OR IN FULL </td> <td>04-16-2013</td> <td>63</td> <td>1.4</td> </tr> </tbody> </table> </div> <p>Use the Borrower History Report to determine if the borrower has requested loan servicing and whether any servicing actions have taken place. This will help determine if the account is anticipated to be resolved before it becomes 90 calendar days past due.</p> <p>Note: See DLS User Guide for additional instructions on navigating to a borrower and accessing the Special Servicing Borrower History Report.</p>	TIME CLOCK DESCRIPTION	DUE DATE	COMPLETION DATE	ELAPSED DAYS					TIME CLOCK DESCRIPTION	DUE DATE			ACTIVITY NBR	DESCRIPTION	COMPLETION/ DUE DATE	ELAPSED DAYS	CHART/ ACTIVITY	A1	DETERMINE IF BORROWER IS REQUESTING CONSERVATION CONTRACT ONLY <ul style="list-style-type: none"> • NO (created activities: [REDACTED]) 	02-15-2013	10	1.1	A2	SEND OR PROVIDE B WITH FSA 2512 & 2513 <ul style="list-style-type: none"> • FSA 2512 & 2513 SENT OR HAND DELIVERED AND SENT TO CURRENT BORROWER (created activities: [REDACTED]) 	02-15-2013	0	1.2	A3	WAIT FOR B'S RESPONSE TO FSA 2512 & 2513 <ul style="list-style-type: none"> • B PROVIDES COMP APPLN FOR SERVICES W/IN 60 DAYS • B DOES NOT PROV COMPL APPLN W/IN 60 DAYS • B BECOMES 90 DAYS PAST DUE • BORROWER REQUESTS DEBT SETTLEMENT • BORROWER PAYS CURRENT OR IN FULL 	04-16-2013	63	1.4
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<p>4: Target Date for resolution of delinquency</p>	<p>Together with Service Center, create a target date for when delinquent account may be resolved.</p>																																

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

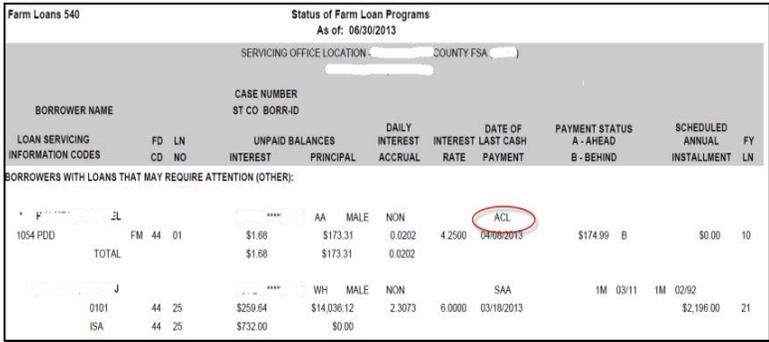
3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

III “Borrowers With Loans That May Require Attention”

Review all accounts in this category. Information sources include the following:

- 4-FLP
- 5-FLP
- borrower case file
- CCC-257
- discussions with Service Center
- FSA-603
- OY FLPDM Status of Farm Loan Programs 540 (Routine Servicing).

Question	Source
1: Borrower Name	<p>Status of Farm Loan Programs 540, available from Data Mart, lists borrowers with loans that may require attention as well as the flags present on the accounts.</p> 
2: Account Flag	See to 5-FLP, Exhibit 11 for more information about account flags.
3: Payments are being made and are current according to an approved plan or agreement	<p>Questions 3 and 4 can be answered after the following:</p> <ul style="list-style-type: none"> • discussing each account with the Service Center • reviewing the borrower’s case file and correspondence • reviewing FSA-603 and CCC-257, if necessary.
4: Accounts are serviced according to applicable regulations and/or handbook instructions	<p>Note: Use 4-FLP and 5-FLP as sources for any regulations or handbook questions.</p>

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

B “Payments and Collections”

Review a sample of 5 accounts in this category; review all if less than 5. Information sources include the following:

- 3-FI
- 4-FLP
- borrower case file
- CCC-257
- discussions with Service Center
- FSA-603
- OY FLPDM Status of Farm Loan Programs 540 (Routine Servicing).

Question	Source																																										
1: Borrower/Account Name	<p>Select 5 accounts from FSA-603 to review. If collection was not made at this Service Center, add the county name where collection was made.</p> <p>FSA-603 provides information about payments received from borrower accounts. This will be used for comparison to other forms/reports to ensure payments are applied correctly.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">A. DATE RECEIVED (MM-DD-YYYY)</th> <th style="width: 25%;">B. NAME OR I.D. NO. OF REMITTER</th> <th colspan="2" style="width: 30%;">C. REMITTANCE INFO.</th> <th style="width: 15%;">D. AMOUNT COLLECTED</th> <th style="width: 15%;">E. SCHEDULE NO. FROM FORM CCC-257</th> </tr> <tr> <td></td> <td></td> <th style="width: 15%;">ENTER CHECK NO.</th> <th style="width: 15%;">IF CASH "X"</th> <td></td> <td></td> </tr> </thead> <tbody> <tr> <td>03/29/2013</td> <td>Doe, John</td> <td>1754</td> <td style="text-align: center;">█</td> <td style="text-align: right;">\$ 12,671.19</td> <td style="text-align: center;">123</td> </tr> <tr> <td>03/29/2013</td> <td>Smith, Borrower</td> <td>1562</td> <td style="text-align: center;">█</td> <td style="text-align: right;">\$ 9,764.12</td> <td style="text-align: center;">123</td> </tr> <tr> <td>03/29/2013</td> <td>Happy Hills Farms</td> <td>2468</td> <td style="text-align: center;">█</td> <td style="text-align: right;">\$ 58.41</td> <td style="text-align: center;">123</td> </tr> <tr> <td>03/29/2013</td> <td>Jones, Michael</td> <td>1313</td> <td style="text-align: center;">█</td> <td style="text-align: right;">\$ 874.55</td> <td style="text-align: center;">123</td> </tr> <tr> <td>03/29/2013</td> <td>Hillshire Farmland</td> <td>3999</td> <td style="text-align: center;">█</td> <td style="text-align: right;">\$ 27,894.73</td> <td style="text-align: center;">123</td> </tr> </tbody> </table>	A. DATE RECEIVED (MM-DD-YYYY)	B. NAME OR I.D. NO. OF REMITTER	C. REMITTANCE INFO.		D. AMOUNT COLLECTED	E. SCHEDULE NO. FROM FORM CCC-257			ENTER CHECK NO.	IF CASH "X"			03/29/2013	Doe, John	1754	█	\$ 12,671.19	123	03/29/2013	Smith, Borrower	1562	█	\$ 9,764.12	123	03/29/2013	Happy Hills Farms	2468	█	\$ 58.41	123	03/29/2013	Jones, Michael	1313	█	\$ 874.55	123	03/29/2013	Hillshire Farmland	3999	█	\$ 27,894.73	123
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

B “Payments and Collections” (Continued)

Question	Source																																								
2: Payment(s) and collections are applied within prescribed time frames	Compare FSA-603:																																								
3: Payment(s) are credited to the account(s) of the correct borrower	<ul style="list-style-type: none"> and CCC-257 to ensure that account names, check numbers, and payment amounts match and that deposit is being made timely “Date Received” column and Status of Farm Loan Programs 540, “Date of Last Cash Payment” column to ensure that the dates match. 																																								
	<p>Note: 3-FI, paragraph 37 provides additional information about timeframes for making deposits.</p> <table border="1" data-bbox="630 993 1471 1394"> <tr> <td colspan="2" data-bbox="630 993 1268 1031">CCC-257 (03-02-10)</td> <td colspan="2" data-bbox="1268 993 1471 1031">U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency 1A. Schedule Date 5/29/2013</td> </tr> <tr> <td colspan="4" data-bbox="630 1031 1471 1056" style="text-align: center;">SCHEDULE OF DEPOSIT</td> </tr> <tr> <td colspan="4" data-bbox="630 1056 1471 1081" style="text-align: center;">For deposit to the account of CCC-Symbol 4992</td> </tr> <tr> <td colspan="2" data-bbox="630 1081 1036 1152">2. To: CCC-257 LOCKBOX BANK P.O. BOX 790134 ST. LOUIS MISSOURI 63179-0134</td> <td colspan="2" data-bbox="1036 1081 1471 1152">3. Report Deposit to: (N/A for Manual CCC-257's) N/A</td> </tr> <tr> <td data-bbox="630 1152 764 1224">A. RECEIPT ID (N/A for Manual CCC-257's)</td> <td data-bbox="764 1152 946 1224">B. CHECK/ITEM NO.</td> <td data-bbox="946 1152 1317 1224">C. REMITTER IDENTIFICATION</td> <td data-bbox="1317 1152 1471 1224">D. AMOUNT \$</td> </tr> <tr> <td data-bbox="630 1224 764 1255">N/A</td> <td data-bbox="764 1224 946 1255">1754</td> <td data-bbox="946 1224 1317 1255">Doe, John</td> <td data-bbox="1317 1224 1471 1255">12,671.19</td> </tr> <tr> <td data-bbox="630 1255 764 1287">N/A</td> <td data-bbox="764 1255 946 1287">1562</td> <td data-bbox="946 1255 1317 1287">Smith, Borrower</td> <td data-bbox="1317 1255 1471 1287">8,764.12</td> </tr> <tr> <td data-bbox="630 1287 764 1318">N/A</td> <td data-bbox="764 1287 946 1318">2468</td> <td data-bbox="946 1287 1317 1318">Happy Hills Farms</td> <td data-bbox="1317 1287 1471 1318">58.41</td> </tr> <tr> <td data-bbox="630 1318 764 1350">N/A</td> <td data-bbox="764 1318 946 1350">1313</td> <td data-bbox="946 1318 1317 1350">Jones, Michael</td> <td data-bbox="1317 1318 1471 1350">874.58</td> </tr> <tr> <td data-bbox="630 1350 764 1394">N/A</td> <td data-bbox="764 1350 946 1394">3999</td> <td data-bbox="946 1350 1317 1394">Hillshire Farmland</td> <td data-bbox="1317 1350 1471 1394">27,394.73</td> </tr> </table>	CCC-257 (03-02-10)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency 1A. Schedule Date 5/29/2013		SCHEDULE OF DEPOSIT				For deposit to the account of CCC-Symbol 4992				2. To: CCC-257 LOCKBOX BANK P.O. BOX 790134 ST. LOUIS MISSOURI 63179-0134		3. Report Deposit to: (N/A for Manual CCC-257's) N/A		A. RECEIPT ID (N/A for Manual CCC-257's)	B. CHECK/ITEM NO.	C. REMITTER IDENTIFICATION	D. AMOUNT \$	N/A	1754	Doe, John	12,671.19	N/A	1562	Smith, Borrower	8,764.12	N/A	2468	Happy Hills Farms	58.41	N/A	1313	Jones, Michael	874.58	N/A	3999	Hillshire Farmland	27,394.73
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4: Payment(s) are applied to the borrower’s loan(s) according to 4-FLP	Review 4-FLP, Part 5 and discuss payments received to determine if reviewed account payments were Regular or Extra Payments. Ensure that payments were applied correctly to loan(s).																																								
5: There is a proper separation of duties among employees handling transactions	Review 3-FI, paragraph 3 with Service Center employees to ensure that the separation of duties outlined exists in the Service Center.																																								

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

C “Chattel Security Accounting”

Review a sample of 5 accounts in this category; review all if less than 5. Review additional files if deficiencies are found. Information sources include the following:

- 4-FLP
- borrower case file
- discussions with Service Center
- FBP
- FSA-2028
- FSA-2040.

Question	Source																																																																								
<p>1: Borrower Name</p>	<p>View 5 borrower accounts that had dispositions in the previous quarter. Review FSA-2040 to ensure that planned sales match actual sales and that variances are documented in borrower case file.</p> <div style="border: 1px solid black; padding: 5px;"> <p>FSA-2040 (12-31-07) U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency Position 1</p> <p style="text-align: center;">AGREEMENT FOR THE USE OF PROCEEDS/RELEASE OF CHATTEL SECURITY</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3">1. NAME Farmer Smith</td> <td colspan="3">2. CROP YEAR 2012</td> </tr> <tr> <td colspan="3">3. DATE OF SECURITY INSTRUMENT: 1/1/2012</td> <td colspan="3">4. BEGINNING DATE OF THIS AGREEMENT: 1/1/2012</td> </tr> <tr> <td colspan="6">5. Are any listed items in the property descriptions below from a previous Form FSA-2040 (or FSA-1962-01)? If so, indicate below with an asterisk (*), and enter the beginning date of that Agreement.</td> </tr> <tr> <td colspan="6">6. PROPERTY DESCRIPTION: Grass Hay</td> </tr> <tr> <th colspan="5">PLANNED</th> <th colspan="5">ACTUAL</th> </tr> <tr> <th colspan="3">Disposition</th> <th rowspan="2">D. Amount of Proceeds</th> <th rowspan="2">E. Use of Proceeds</th> <th colspan="3">Disposition</th> <th rowspan="2">I. Amount of Proceeds</th> <th rowspan="2">J. Use of Proceeds</th> <th colspan="4">K. Approved</th> </tr> <tr> <th>A. Quantity</th> <th>B. How</th> <th>C. Month</th> <th>F. Quantity</th> <th>G. How</th> <th>H. Date</th> <th>Y</th> <th>N</th> <th>Date</th> <th>Initial</th> </tr> <tr> <td>100 Tons</td> <td>Bales</td> <td>Various</td> <td>\$41,800</td> <td>FSA - \$13,248</td> <td>99 Tons</td> <td>Bales</td> <td>June</td> <td>\$10,921</td> <td>FSA</td> <td>X</td> <td></td> <td>08-22-12</td> <td>JDR</td> </tr> </table> </div>	1. NAME Farmer Smith			2. CROP YEAR 2012			3. DATE OF SECURITY INSTRUMENT: 1/1/2012			4. BEGINNING DATE OF THIS AGREEMENT: 1/1/2012			5. Are any listed items in the property descriptions below from a previous Form FSA-2040 (or FSA-1962-01)? If so, indicate below with an asterisk (*), and enter the beginning date of that Agreement.						6. PROPERTY DESCRIPTION: Grass Hay						PLANNED					ACTUAL					Disposition			D. Amount of Proceeds	E. Use of Proceeds	Disposition			I. Amount of Proceeds	J. Use of Proceeds	K. Approved				A. Quantity	B. How	C. Month	F. Quantity	G. How	H. Date	Y	N	Date	Initial	100 Tons	Bales	Various	\$41,800	FSA - \$13,248	99 Tons	Bales	June	\$10,921	FSA	X		08-22-12	JDR
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<p>2: Dispositions and proceeds are recorded on FSA-2040</p>	<p>Review FSA-2040 and FBP to determine if dispositions:</p> <ul style="list-style-type: none"> • occurred as planned • were accounted for • were approved. <p>Discuss any discrepancies with loan officers.</p>																																																																								

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

C “Chattel Security Accounting” (Continued)

Question	Source																																																																																																																
3: Funds are released in accordance with the FBP and FSA regulations as applicable	Review 4-FLP, paragraph 163 and ensure that proceeds are applied correctly and released when appropriate. Discuss any discrepancies with loan officers.																																																																																																																
4: Work copy of Security Agreement has been notated for any changes in collateral (FSA-2028)	<p>Review the most recent work copy of FSA-2028 to verify that it matches any changes to FSA-2040.</p> <p>Items of security that have been sold, junked, traded, etc.:</p> <ul style="list-style-type: none"> • should be lined off of the work copy of FSA-2028 • notated as to the manner and date of disposition. <p>Discuss any discrepancies with loan officers.</p>																																																																																																																
	<p>FSA-2028 (09-03-10) Page 3 of 9</p> <p>(c) All farm and other equipment (except small tools and small equipment such as hand tools, power lawn mowers and other items of like type unless described below), and inventory, now owned or hereafter acquired by Debtor, together with all replacements, substitutions, additions, and accessions thereto, including but not limited to the following which are located in the State(s) of (1) _____:</p> <table border="1" data-bbox="604 1199 1476 1774"> <thead> <tr> <th>(2) Line No.</th> <th>(3) Quantity</th> <th>(4) Kind</th> <th>(5) Manufacturer</th> <th>(6) Size and Type</th> <th>(7) Condition</th> <th>(8) Year</th> <th>(9) Serial or Model No.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>DISC</td> <td>KEWANEE</td> <td>20 FT</td> <td>FAIR</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>1</td> <td>TRACTOR</td> <td>JD</td> <td>4640</td> <td>FAIR</td> <td>1982</td> <td>██████████</td> </tr> <tr> <td>3</td> <td>1</td> <td>LISTER</td> <td>R & J</td> <td>8-ROW</td> <td>GOOD</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>1</td> <td>SPRING TOOTH HARROW</td> <td>NOBLE</td> <td>40 FT</td> <td>FAIR</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>1</td> <td>ROTARY HOE</td> <td>JD</td> <td>E0400</td> <td>FAIR</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>1</td> <td>PITCHOUT RIG</td> <td>R & J</td> <td>8-ROW</td> <td>FAIR</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>1</td> <td>PLOW</td> <td>JD</td> <td>ROLLOVER</td> <td>FAIR</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>2</td> <td>FERT. INJ. PUMPS</td> <td>BALDOR</td> <td>1/3 HP</td> <td>GOOD</td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>2</td> <td>FERT. TANK</td> <td></td> <td>1250 GAL</td> <td>FAIR</td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>3</td> <td>IRRIGATION ENGINES</td> <td>CHEV</td> <td>292</td> <td>GOOD</td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>1</td> <td>TRAILER UTILITY</td> <td></td> <td>16 FT.</td> <td>FAIR</td> <td></td> <td></td> </tr> <tr> <td>12</td> <td>1</td> <td>TANK MOBILE W/PUMP</td> <td></td> <td>500 GAL</td> <td>FAIR</td> <td></td> <td></td> </tr> <tr> <td>13</td> <td>1</td> <td>SHREDDER</td> <td>WOODS</td> <td>6-ROW</td> <td>FAIR</td> <td></td> <td></td> </tr> </tbody> </table>	(2) Line No.	(3) Quantity	(4) Kind	(5) Manufacturer	(6) Size and Type	(7) Condition	(8) Year	(9) Serial or Model No.	1	1	DISC	KEWANEE	20 FT	FAIR			2	1	TRACTOR	JD	4640	FAIR	1982	██████████	3	1	LISTER	R & J	8-ROW	GOOD			4	1	SPRING TOOTH HARROW	NOBLE	40 FT	FAIR			5	1	ROTARY HOE	JD	E0400	FAIR			6	1	PITCHOUT RIG	R & J	8-ROW	FAIR			7	1	PLOW	JD	ROLLOVER	FAIR			8	2	FERT. INJ. PUMPS	BALDOR	1/3 HP	GOOD			9	2	FERT. TANK		1250 GAL	FAIR			10	3	IRRIGATION ENGINES	CHEV	292	GOOD			11	1	TRAILER UTILITY		16 FT.	FAIR			12	1	TANK MOBILE W/PUMP		500 GAL	FAIR			13	1	SHREDDER	WOODS	6-ROW	FAIR		
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

C “Chattel Security Accounting” (Continued)

Question	Source
5: FLM follows up on all apparent unauthorized dispositions; using 5-FLP, Exhibit 31 to notify borrowers in all cases and obtains adequate documentation to enable post approval where applicable	For any unapproved disposition: <ul style="list-style-type: none">• review borrower case file documentation• discuss with loan officer to determine anticipated resolution.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state”

For all goals, enter State goal, Service Center goal, and FLP staff progress. Information sources include the following:

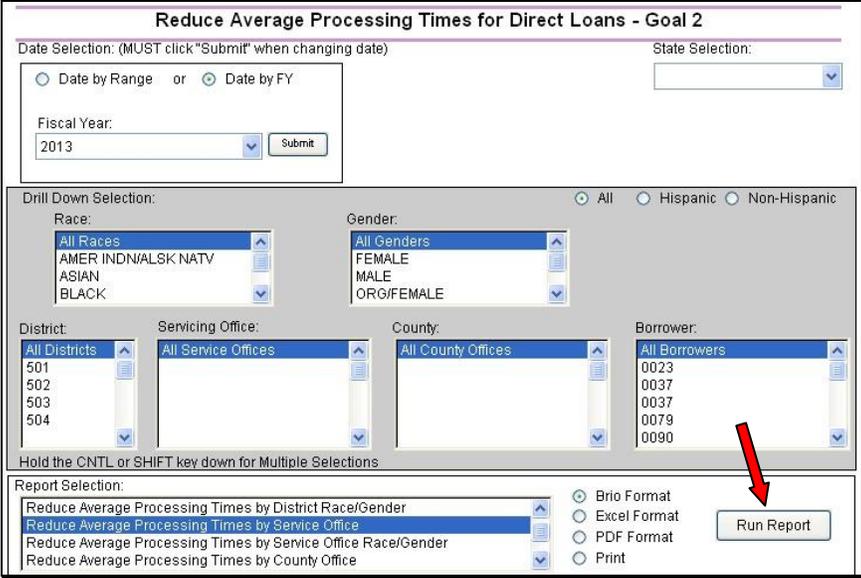
- direct loan making goals are available from Data Mart and Goals OnDemand reports
- guaranteed loan making goals are available from the GLS Reports.

Goal	Source				
<p>1: First year delinquency rate on new loans (%). (Direct Loan Making)</p>	<p>From the Data Mart Goals On Demand Reports, select “OY FLPDM Reduce 1st Year Delinquency Rates on New Loans Goal 1”. To view all Service Centers within the district, make the following selections on the Reduce 1st Year Delinquency Rate on New Loans by 25% Over 5 Years Screen, and CLICK “Run Report”:</p> <ul style="list-style-type: none"> • “Report Date” • “District” • “All Service Centers” • “Reduce 1st Yr Dinq by Service Office”. <div data-bbox="480 1115 1346 1619" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Reduce 1st Year Delinquency Rate on New Loans by 25% Over 5 Years</p> <p>Date Selection: (MUST click "Submit" when changing date) State Selection: <input type="text"/></p> <p><input checked="" type="radio"/> Date by Month or <input type="radio"/> Date by FY</p> <p>Report Date: <input type="text" value="2013/07"/> <input type="button" value="Submit"/></p> <hr/> <p>Drill Down Selection:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> District: <input checked="" type="button" value="All Districts"/> DISTRICT 01 DISTRICT 02 DISTRICT 03 DISTRICT 04 </td> <td style="width: 50%;"> Servicing Office: <input checked="" type="button" value="All Service Offices"/> </td> </tr> </table> <p style="font-size: small;">Hold the CNTL or SHIFT key down for Multiple Selections</p> <hr/> <p>Report Selection:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 70%;"> <input type="button" value="Reduce 1st Yr Dinq by State"/> <input type="button" value="Reduce 1st Yr Dinq by District"/> <input checked="" type="button" value="Reduce 1st Yr Dinq by Service Office"/> <input type="button" value="Reduce 1st Yr Dinq Service Office within State"/> </td> <td style="width: 30%;"> <input type="radio"/> Brio Format <input type="radio"/> Excel Format <input type="radio"/> PDF Format <input type="radio"/> Print </td> </tr> </table> <p style="text-align: right;"><input type="button" value="Run Report"/></p> </div> <p>Notes: All performance data can be input for each Service Center at 1 time.</p> <p>When closing out reports always CLICK “No” for “Save Changes?”.</p> <div data-bbox="578 1808 906 1915" style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="text-align: center; font-size: small;">Interactive Reporting Web Client</p> <p style="text-align: center;">Save changes ? <input type="button" value="Yes"/> <input type="button" value="No"/></p> </div> <p style="text-align: right; margin-right: 50px;">←</p>	District: <input checked="" type="button" value="All Districts"/> DISTRICT 01 DISTRICT 02 DISTRICT 03 DISTRICT 04	Servicing Office: <input checked="" type="button" value="All Service Offices"/>	<input type="button" value="Reduce 1st Yr Dinq by State"/> <input type="button" value="Reduce 1st Yr Dinq by District"/> <input checked="" type="button" value="Reduce 1st Yr Dinq by Service Office"/> <input type="button" value="Reduce 1st Yr Dinq Service Office within State"/>	<input type="radio"/> Brio Format <input type="radio"/> Excel Format <input type="radio"/> PDF Format <input type="radio"/> Print
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

Goal	Source
<p>2: Direct loan processing time (Days). (Direct Loan Making)</p>	<p>From the Data Mart Goals On Demand Reports, select “OY FLPDM Reduce Average Processing Times for Direct Loans Goal 2”. To view all Service Centers within the district, make the following selections on the Reduce Average Processing Times for Direct Loans - Goal 2 Screen, and CLICK “Run Report”:</p> <ul style="list-style-type: none"> • “All Races” and “All Genders” • “District” and “All Service Offices” • “All County Offices” and “All Borrowers” • “Reduce Average Processing Times by Service Office”. 

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

Goal	Source
3: Guaranteed loan processing time (Days)	<p>On the GLS Guaranteed Loan System Screen, CLICK “Reports”. From the GLS Application Reports Screen, CLICK “GLS2208 – Guaranteed Loan Average Processing Times”.</p>  <p>The screenshot shows the USDA GLS Guaranteed Loan System interface. At the top, it says 'USDA United States Department of Agriculture' and 'GLS Guaranteed Loan System'. Below this is a navigation menu with links for 'GLS Home', 'FSA Home', 'Borrower', 'Lender', 'Loans', 'Reports', and 'Help'. A list of menu items is displayed below the navigation menu, including 'Application Package List', 'Application Package Add', 'Loan Guarantee Request Add', 'Loan Guarantee Request Update', 'Loan List', 'Administrative Fee/Treasury Rate List', 'FSA NAICS List', 'FSA Integrator/Contractor List', 'Reference Table List', 'GLS 1099C Control Dates', 'Reports', and 'Forms'. A red arrow points to the 'Reports' link in the list.</p>

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

Goal	Source
<p>3: Guaranteed loan processing time (Days) (Continued)</p>	<p>The goal is calculated using “Environmental Review Type”, “CATEX”. On the Search Criteria Screen, select timeframe for the quarter being reviewed.</p> <ul style="list-style-type: none"> From the “Sort Options” drop-down lists, selecting: <ul style="list-style-type: none"> “Servicing State”, allows drilldown to Service Centers “Geographic State”, allows drilldown to counties. “Report Options” drop-down lists allow drilldown to detail. <p>From the online report, all States are visible. Select State to see the breakdown between Service Centers, and then select additional options to drilldown to detail.</p> <div data-bbox="472 999 1451 1904" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Search Criteria</p> <p style="text-align: center;">Specify Search Criteria to restrict the contents of the report to entries which match your specifications.</p> <p>Process Date Applications Received ←</p> <p>From October 01 2012 (e.g.,2000) To May 09 2013 (e.g.,2000)</p> <p>Environmental Review Type CATEX ←</p> <p>Loan Type <input checked="" type="checkbox"/> EE <input checked="" type="checkbox"/> EL <input checked="" type="checkbox"/> EM <input checked="" type="checkbox"/> FO <input checked="" type="checkbox"/> CL <input checked="" type="checkbox"/> OL-LOC <input checked="" type="checkbox"/> OL <input checked="" type="checkbox"/> SW <input checked="" type="checkbox"/> LCPP <input checked="" type="checkbox"/> LCSG</p> <hr/> <p style="text-align: center;">Sort Options</p> <p style="text-align: center;">Specify Sort Option to control the order in which selected entries are displayed on output report.</p> <p>Major Sort Servicing State ← Ascending Order</p> <p>Minor Sort Race Ascending Order</p> <hr/> <p style="text-align: center;">Report Options</p> <p>Select a "Report Format" from the drop down list; Select a delivery route;(fill in an email address if email distribution is selected.); Select "Submit Query" to generate the report; or Select "Reset" to clear the form;</p> <p>Report Format: Allow Drilldown to Detail ← View report online</p> </div>

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

Goal	Source																																																																																								
3: Guaranteed loan processing time (Days) (Continued)	<p>Verify that the report was created for CATEX applications. By selecting the State name, the report breaks data down into Service Centers that will provide the average processing times. The report must drilldown to detail to access this information.</p> <p>United States Department of Agriculture FARM SERVICE AGENCY GUARANTEED LOAN AVERAGE PROCESSING TIMES</p> <p>Page : 05/13/13 07.39.36</p> <p>Application Received FROM 10/01/2012 TO 05/13/2013 Environmental Review: CATEX</p> <p>Loan Type: EE EL EM FO OL-LOC OL SW CL LCPP LCSG</p> <table border="1"> <thead> <tr> <th>SVC ST</th> <th>FSA MAIL CODE</th> <th>BORR RACE</th> <th># APPL RCVD</th> <th># APPL COMP</th> <th>AVG # DAYS RCVD COMP</th> <th>AVG # DAYS COMP DISP</th> <th>TOTAL RCVD DISP</th> </tr> </thead> <tbody> <tr> <td></td> <td>305</td> <td>WHITE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>308</td> <td>WHITE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>309</td> <td>WHITE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>311</td> <td>AMER IND/ALASK NAT WHITE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>** TOTAL</td> <td>311</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>313</td> <td>AMER IND/ALASK NAT WHITE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>** TOTAL</td> <td>313</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>317</td> <td>AMER IND/ALASK NAT WHITE</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>** TOTAL</td> <td>317</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>** TOTAL</td> <td></td> <td></td> <td>38</td> <td>36</td> <td>5.61</td> <td>2.86</td> <td>8.47</td> </tr> </tbody> </table>	SVC ST	FSA MAIL CODE	BORR RACE	# APPL RCVD	# APPL COMP	AVG # DAYS RCVD COMP	AVG # DAYS COMP DISP	TOTAL RCVD DISP		305	WHITE							308	WHITE							309	WHITE							311	AMER IND/ALASK NAT WHITE						** TOTAL	311								313	AMER IND/ALASK NAT WHITE						** TOTAL	313								317	AMER IND/ALASK NAT WHITE						** TOTAL	317							** TOTAL			38	36	5.61	2.86	8.47
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

Goal	Source
<p>4: Lending to beginning farmers and ranchers (%) (Direct Loan Making)</p>	<p>From the Data Mart Goals On Demand Reports, select “OY FLPDM Lending To Beginning Farmers and Ranchers Goal 4”. To view all Service Centers within the district, make the following selections on the Lending to Beginning Farmers and Ranchers - Goal 4 Screen, and CLICK “Run Report”:</p> <ul style="list-style-type: none"> • applicable State • “All Races” • “All Genders” • “District” • “All Service Offices” • “All County Offices” • “All Borrowers” • “Lending to BF and Ranchers by Service Office”. <div data-bbox="480 1045 1463 1696" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Lending To Beginning Farmers and Ranchers - Goal 4</p> <p>Date Selection: (MUST click "Submit" when changing date) State Selection: <input type="text"/></p> <p><input type="radio"/> Date by Range or <input checked="" type="radio"/> Date by FY</p> <p>Fiscal Year: <input type="text" value="2013"/> <input type="button" value="Submit"/></p> <hr/> <p>Drill Down Selection: <input checked="" type="radio"/> All <input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic</p> <p>Race: <input type="text" value="All Races"/> (AMER INDN/ALSK NATV, ASIAN, BLACK)</p> <p>Gender: <input type="text" value="All Genders"/> (FEMALE, MALE, ORG/FEMALE)</p> <p>District: <input type="text" value="All Districts"/> (501, 502, 503, 504)</p> <p>Servicing Office: <input type="text" value="All Service Offices"/></p> <p>County: <input type="text" value="All County Offices"/></p> <p>Borrower: <input type="text" value="All Borrowers"/></p> <p><small>Hold the CNTL or SHIFT key down for Multiple Selections</small></p> <hr/> <p>Report Selection: <input type="text" value="Lending to BF and Ranchers by Service Office"/> (Lending to BF and Ranchers by District, Lending to BF and Ranchers by District Race/Gender, Lending to BF and Ranchers by Service Office Race/Gender)</p> <p><input checked="" type="radio"/> Brio Format <input type="radio"/> Excel Format <input type="radio"/> PDF Format <input type="radio"/> Print</p> <p style="text-align: right;"><input type="button" value="Run Report"/></p> </div>

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

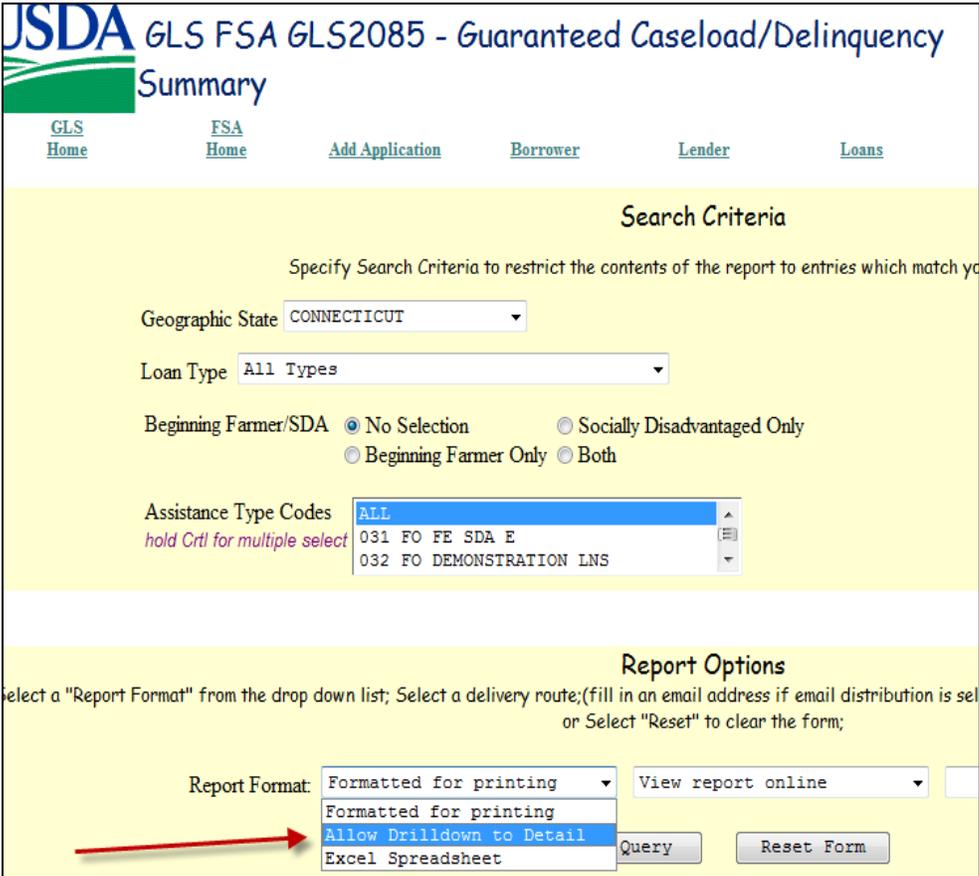
4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

Goal	Source
<p>5: Lending to SDA farmers and ranchers (%) (Direct Loan Making)</p>	<p>From the Data Mart Goals On Demand Reports, select “OY FLPDM Lending To Socially Disadvantaged Farmers and Ranchers Goal 5”. To view all Service Centers within the district, make the following selections on the Lending to Socially Disadvantaged Farmers and Ranchers - Goal 5 Screen, and CLICK “Run Report”:</p> <ul style="list-style-type: none"> • applicable State • “All Races” • “All Genders” • “District” • “All Service Offices” • “All County Offices” • “All Borrowers” • “Lending to SDA Farmers and Ranchers by Service Office within State”. <div data-bbox="480 1045 1461 1644" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Lending To Socially Disadvantaged Farmers and Ranchers - Goal 5</p> <p>Date Selection: (MUST click "Submit" when changing date) State Selection: ALABAMA</p> <p><input type="radio"/> Date by Range or <input checked="" type="radio"/> Date by FY</p> <p>Fiscal Year: 2013 Submit</p> <hr/> <p>Drill Down Selection: <input checked="" type="radio"/> All <input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic</p> <p>Race: All Races AMER INDN/ALSK NATV ASIAN BLACK</p> <p>Gender: All Genders FEMALE MALE ORG/FEMALE</p> <p>District: All Districts 501 502 503 504</p> <p>Servicing Office: All Service Offices 01-305 TUSCALOOSA 01-308 ELMORE 01-309 COFFEE 01-311 LAWRENCE 01-313 DEKALB</p> <p>County: All County Offices 01 AUTAUGA 02 BALDWIN 05 BLOUNT 06 BULLOCK 07 BUTLER</p> <p>Borrower: All Borrowers 0022 0023 0037 0037 0090</p> <p>Hold the CNTL or SHIFT key down for Multiple Selections</p> <hr/> <p>Report Selection: Lending to SDA Farmers and Ranchers by Borrower Lending to SDA Farmers and Ranchers by Service Office within State Lending to SDA Farmers and Ranchers by Service Office Race/Gender within State</p> <p style="text-align: right;"><input type="radio"/> Brio Format <input type="radio"/> Excel Format <input checked="" type="radio"/> PDF Format Run Report</p> </div>

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

Goal	Source
6: Direct loan delinquency rate (%) (Direct Loan Servicing)	Provided by the State Office.
7: Guaranteed loan delinquency rate (%)	<p>Select from the GLS Caseload Reports, “GLS2085 – Guaranteed Caseload/Delinquency Summary”. Select “Allow Drilldown to Detail” to break data down by county.</p> <p>The only option available is “Geographical State”; therefore, the data is represented by counties. Add all the information for each county within the Service Center to obtain the Service Center delinquency.</p> 

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

Goal	Source
8: Primary loan servicing processing times (days). (Direct Loan Servicing)	Provided by the National Office to each State.

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews

Semi-annual review items shall be completed for the 2nd and 4th quarters of each FY.

Note: Use the “**Review Area Comments**” section to note issues on which to followup or other comments relevant to the review.

1 Direct Loan Making: Loan Security Instruments

Review 5 new chattel or crop loans; review all if less than 5. Information sources include the following:

- FBP Credit Action Report
- OL FLPDM Borrower Financing Statement Combined Report.

Question	Source																																				
1: Borrower Name	FBP Credit Action Report.																																				
2: Proper UCC Filed	<p>Check the borrower case file to verify the proper UCC filing.</p> <p>The offsite option is to create the report from Data Mart Direct Loan Servicing/Routine Servicing, OL FLPDM Borrower Financing Statement Combined Report.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: right;">Page 1</p> <p style="text-align: right;">06/13/2013 02:55 PM</p> <p style="text-align: center;">UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY DIRECT LOAN SERVICING Borrower Financing Statement Detail Report</p> <p>Status: Active State: District: 01-501 Service Office: All Servicing Offices County: All Counties No Date Selected</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">FLP Mail Code</th> <th style="text-align: left;">Servicing Office</th> <th style="text-align: left;">Borrower Name</th> <th style="text-align: left;">Case Nbr</th> <th style="text-align: left;">Security Instrument</th> <th style="text-align: left;">Filing Number</th> <th style="text-align: left;">Filing Date</th> <th style="text-align: left;">St/Cty Where Filed</th> <th style="text-align: left;">Sec Instr Type</th> <th style="text-align: left;">Alert Date</th> <th style="text-align: left;">Expiration Date</th> <th style="text-align: left;">Associated Loans</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>Original</td> <td>A09-0039571 FS</td> <td>01/22/2009</td> <td>01-000</td> <td>CFS</td> <td>07/22/2013</td> <td>01/22/2014</td> <td>44-02</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Original</td> <td>A 12-0195303 FS</td> <td>04/09/2012</td> <td>01-000</td> <td>CFS</td> <td>10/09/2016</td> <td>04/09/2017</td> <td>44-01, 44-02</td> </tr> </tbody> </table> </div>	FLP Mail Code	Servicing Office	Borrower Name	Case Nbr	Security Instrument	Filing Number	Filing Date	St/Cty Where Filed	Sec Instr Type	Alert Date	Expiration Date	Associated Loans					Original	A09-0039571 FS	01/22/2009	01-000	CFS	07/22/2013	01/22/2014	44-02					Original	A 12-0195303 FS	04/09/2012	01-000	CFS	10/09/2016	04/09/2017	44-01, 44-02
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DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

1 Direct Loan Making: Loan Security Instruments (Continued)

Question	Source
3: Security agreement and promissory note in safe	Verify, while in the Service Center, that the promissory note is filed in the Service Center fire proof safe.
4: Agreement for Disposition of Jointly Owned Property Obtained	If applicable, while in Service Center, review agreement from the borrower case file.
5: CCC-10 has been executed and is in the borrower case file (3-FLP)	Offsite option is the Service Center scans and e-mails the agreement.

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing

A Shared Appreciation Agreements

Review all accounts listed. Information sources include the following:

- 5-FLP
- borrower case file
- FLM discussion
- operational file
- Report Code 565-A, “Borrowers with Expiring Equity Recapture Agreements”.

Question	Source			
1: Borrower Name	<p>View current and past Reports 565-A sent to Service Centers monthly by FLOO.</p> <p>Review all borrowers with upcoming expirations or Shared Appreciation Agreements that have expired since the last review. Agreement may have matured for a reason other than time.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: small;">This form is available electronically.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">FSA-2544 <small>(04-03-12)</small></td> <td style="width: 40%; text-align: center;">U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</td> <td style="width: 30%; text-align: right; font-size: x-small;">Position 4</td> </tr> </table> <p style="text-align: center; margin: 5px 0;">REQUEST FOR INFORMATION ON CAPITAL IMPROVEMENTS</p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <div> <p>Mr. John Farmer</p> <p>Mrs. Jane Farmer</p> <p>12123 County Road Four</p> <p>Washington, DC 20250</p> </div> <div style="text-align: right;"> <p>Date</p> <p>Certified</p> <p>48151623424815462342</p> </div> </div> <p style="font-size: x-small; margin-top: 10px;">+ Our records show that you have a Shared Appreciation Agreement with the Farm Service Agency (FSA) that has or will soon be coming due.</p> <p style="font-size: x-small; margin-top: 10px;">FSA regulations (7 CFR Part 766) allow the value of certain improvements to be deducted from the current market value of your property to determine any shared appreciation due. The improvement has to have been added to the property since you received your writedown from FSA and capitalized on your income taxes. The capital improvements must also meet at least one of the following criteria:</p> <p style="font-size: x-small; margin-top: 5px;">A. It is your primary residence. If a new residence is affixed to the real estate security for a home which existed on the security property when the SAA was originally executed, or the living area square footage of the original dwelling expanded, only the value added to the real property by the new or expanded portion of the original dwelling (if it added value) will be deducted from the current market value. Living area square footage will not include square footage of patios, porches, garages, and similar additions.</p> <p style="font-size: x-small; margin-top: 5px;">B. The item is an improvement to the real estate with a useful life of over 1 year and is affixed to the property. The item must have been capitalized and not taken as an annual operating expense on Federal income tax records. You must provide copies of appropriate tax documentation to verify the capital improvements claimed.</p> </div> <p>A copy of FSA-2544 sent to the borrower should be located in the borrower case file.</p>	FSA-2544 <small>(04-03-12)</small>	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	Position 4
FSA-2544 <small>(04-03-12)</small>	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	Position 4		

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

A Shared Appreciation Agreements (Continued)

Question	Source
2: Expiration dates of agreements are monitored	Discuss with FLM how expiration dates are monitored and review Service Center operational file if necessary.
3: Proper notifications are sent to borrowers	<p>Borrowers who have Shared Appreciation Agreements expiring within 6 months are sent FSA-2544 notifying the borrower of the upcoming expiration and requesting information about improvements made to the property.</p> <div data-bbox="581 810 1471 1339" style="border: 1px solid black; padding: 5px;"> <p>This form is available electronically.</p> <p>FSA-2545 (04-25-12) U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency Position 4</p> <p style="text-align: center;">BORROWER NOTIFICATION OF SHARED APPRECIATION DUE</p> <p style="text-align: right;">05/12/2013</p> <p>Farmer Brown 123 Any Street Farmville, CO 25810</p> <p style="text-align: right;">CERTIFIED 10010011100011001010</p> <p>This notice is to inform you that the Shared Appreciation Agreement (SAA) you executed on <u>05/09/2008</u> has or will soon become due for the following reason:</p> <ul style="list-style-type: none"> The Shared Appreciation Agreement will mature on <u>05/09/2013</u>. <p>The Agency has completed a current appraisal on the real estate that secured the Shared Appreciation Agreement and considered any capital improvements that you reported. Based on this information, we have determined that you owe \$12,333.00 in SAA recapture.</p> </div> <p>FSA-2545 should be sent to all borrowers who have expired Shared Appreciation Agreements.</p>
4: Expiring agreements are serviced according to 5-FLP	Borrowers with expired Shared Appreciation Agreements must be notified of the recapture due using FSA-2545. Review borrower case-file documentation and discuss with FLM to determine borrower's response to notification.

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts

Review requires a count of all accounts that should be classified during the current FY. Information sources include the following:

- borrower case file
- discussions with Service Center
- OY FLPDM Classification Review Workflow Report
- OY FLPDM Direct Application Report.

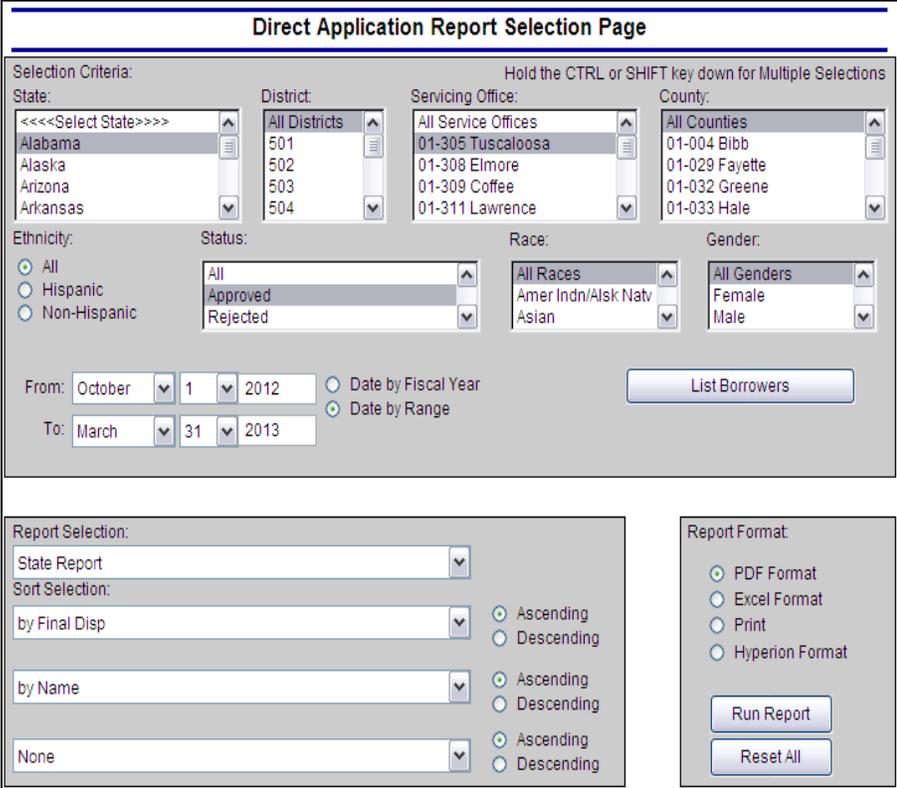
Question	Source
<p>1: New Borrower accounts are classified</p>	<p>Verify borrowers approved for new loans had classification reviews performed on their accounts.</p> <p>Compare Data Mart Direct Loan Making, OY FLPDM Direct Loan Application Report with the Direct Loan Servicing/Routine Servicing, OY FLPDM Classification Review Workflow Report. Select the report to cover the Service Center and specific review period dates. Save or print both reports to use for comparison.</p> <p>When pulling the Classification Review Workflow Report, select “In Conjunction with a Loan Closing” to limit the search to Classification Reviews only.</p> <p>Note: Some borrowers may be listed on the Direct Loan Application Report, but their loans may not have closed by the end of the period covered by the report and may not; therefore, show up on the Classification Review Workflow Report.</p> <p>Discuss borrowers who were not classified with the Service Center.</p>

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts (Continued)

Question	Source
<p>1: New Borrower accounts are classified (Cntd)</p>	<p>On the Direct Application Report Selection Page, using the drop-down lists, select the following and CLICK “Run Report”:</p> <ul style="list-style-type: none"> • “State”, select applicable State • “District”, “All Districts” • “County”, “All Counties” • “Ethnicity” and CLICK “All” radio button • “Status”, “Approved” • “Race”, “All Races” • “Gender”, “All Genders” • “From” and “TO” dates and CLICK “Date by Range” radio button • “Sort Selection”: <ul style="list-style-type: none"> • “by Final Disp” • “by Name”.  <p>The screenshot shows the 'Direct Application Report Selection Page' with the following settings:</p> <ul style="list-style-type: none"> State: Alabama District: All Districts Servicing Office: 01-305 Tuscaloosa County: All Counties Ethnicity: All (radio button selected) Status: Approved Race: All Races Gender: All Genders From: October 1, 2012 To: March 31, 2013 Date Selection: Date by Range (radio button selected) Report Selection: State Report Sort Selection: by Final Disp (Ascending selected) Report Format: PDF Format (radio button selected)

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts (Continued)

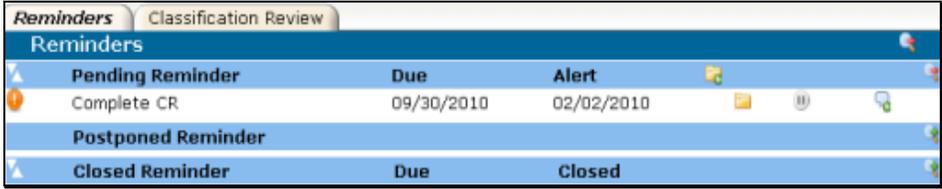
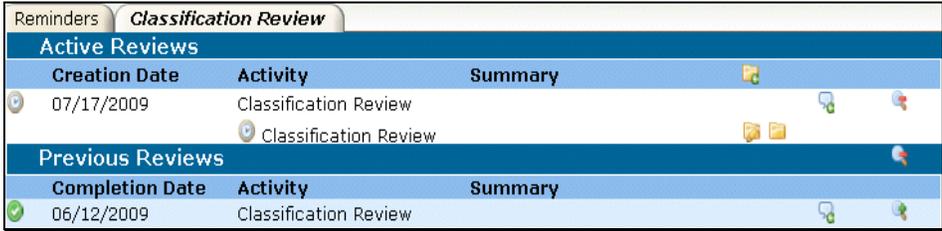
Question	Source
<p>1: New Borrower accounts are classified (Cntd)</p>	<p>On the Classification Review Workflow Report Page, using the drop-down lists, select the following and CLICK “Run Report”:</p> <ul style="list-style-type: none"> • “Status”, “All” • “Sort Selection”: • “by Service Office: • “by Borrower Name”. <div data-bbox="496 856 1382 1560" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Classification Review Workflow Report</p> <p>Selection Criteria:</p> <p>State: <<<<Select State>>>> District: All Districts Servicing Office: All Service Offices County: All Counties</p> <p>Status: Not Completed Completed All Date: From: October 01 2012 To: March 31 2013</p> <p>Reason for Review: All Every Two Years In Conjunction with a Loan Closing In Conjunction with a YEA</p> <p>Sort Selection: by Service Office by Borrower Name None Ascending Descending</p> <p>Report Selection: PDF Format Excel Format Print Hyperion Format Run Report Reset All</p> </div>

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts (Continued)

Question	Source
<p>2: FBP Updated/ Transactions Processed</p>	<p>Borrower accounts may be accessed in DLS to view their specific classification review, determine that it has processed, and verify any questions or concerns about the borrower’s classification.</p> <p>While on Service Center Dashboard, CLICK “Icon” under “CR Header” column and the Classification Review Dashboard will be displayed.</p>  <p>CLICK “Classification Review” tab to access the Classification Review process, allowing a more detailed view of the classification activities performed on that account.</p> 

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts (Continued)

Question	Source
<p>3: Annual classification of existing borrower accounts</p>	<p>From the Classification Review Workflow Report Screen, create a report for the review time period. Using the drop-down lists, select the following and CLICK “Run Report”:</p> <ul style="list-style-type: none"> • “Status”, “All” • “Date”, “From” and “To”, select date range for Classification Reviews that have not been completed and CLICK “Scheduled Date” radio button • “Reason for Review”, “All” • “Sort Selection”: <ul style="list-style-type: none"> • “by Service Office” • “by Borrower Name” • “by Workflow Completion Date”. <p>Document the number of classification reviews that need to be completed by the end of review period. Discuss with Service Center the plan to complete any reviews that will need to be completed by the end of the year.</p> <p>Notes: For questions about classifying borrower accounts, see to Part 8, Section 4.</p> <p>These instructions demonstrate pulling reviews scheduled for the current review period. To include all reviews that should have been completed before the current timeframe, change the From date to further in the past and select a status of “not completed”.</p>

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts (Continued)

Question	Source										
<p>3: Annual classification of existing borrower accounts (Continued)</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Classification Review Workflow Report</p> <hr/> <p>Selection Criteria:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-right: 1px solid gray;"> <p>State:</p> <div style="border: 1px solid gray; padding: 2px;"> <<<<Select State>>>> </div> <ul style="list-style-type: none"> Alabama Alaska Arizona Arkansas California Colorado </td> <td style="width: 25%; border-right: 1px solid gray;"> <p>District:</p> <div style="border: 1px solid gray; padding: 2px;"> All Districts </div> <ul style="list-style-type: none"> 01-501 01-502 01-503 01-504 </td> <td style="width: 25%; border-right: 1px solid gray;"> <p>Servicing Office:</p> <div style="border: 1px solid gray; padding: 2px;"> All Service Offices </div> <ul style="list-style-type: none"> 01-305 Tuscaloosa 01-308 Elmore 01-309 Coffee 01-311 Lawrence 01-313 Dekalb 01-317 Monroe </td> <td style="width: 25%;"> <p>County:</p> <div style="border: 1px solid gray; padding: 2px;"> All Counties </div> <ul style="list-style-type: none"> 01-004 Bibb 01-029 Fayette 01-032 Greene 01-033 Hale 01-038 Lamar 01-053 Perry </td> </tr> </table> <p>Status:</p> <div style="border: 1px solid gray; padding: 2px;"> Not Completed Completed All </div> <p>Date:</p> <p>From: October 01 2012</p> <p>To: March 31 2013</p> <p><input checked="" type="radio"/> Scheduled Date <input type="radio"/> Credit Action Date <input type="radio"/> Completed Date</p> <p>Reason for Review:</p> <div style="border: 1px solid gray; padding: 2px;"> All Every Two Years In Conjunction with a Loan Closing In Conjunction with a YEA </div> <p style="font-size: small;">Hold the CTRL or SHIFT key down for Multiple Selections</p> <hr/> <p>Sort Selection:</p> <table style="width: 100%;"> <tr> <td style="width: 60%;"> by Service Office </td> <td> <input checked="" type="radio"/> Ascending <input type="radio"/> Descending </td> </tr> <tr> <td> by Borrower Name </td> <td> <input checked="" type="radio"/> Ascending <input type="radio"/> Descending </td> </tr> <tr> <td> by Workflow Completion Date </td> <td> <input checked="" type="radio"/> Ascending <input type="radio"/> Descending </td> </tr> </table> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Report Selection:</p> <p> <input checked="" type="radio"/> PDF Format <input type="radio"/> Excel Format <input type="radio"/> Print <input type="radio"/> Hyperion Format </p> <p style="text-align: center;"> <input type="button" value="Run Report"/> <input type="button" value="Reset All"/> </p> </div> </div>	<p>State:</p> <div style="border: 1px solid gray; padding: 2px;"> <<<<Select State>>>> </div> <ul style="list-style-type: none"> Alabama Alaska Arizona Arkansas California Colorado 	<p>District:</p> <div style="border: 1px solid gray; padding: 2px;"> All Districts </div> <ul style="list-style-type: none"> 01-501 01-502 01-503 01-504 	<p>Servicing Office:</p> <div style="border: 1px solid gray; padding: 2px;"> All Service Offices </div> <ul style="list-style-type: none"> 01-305 Tuscaloosa 01-308 Elmore 01-309 Coffee 01-311 Lawrence 01-313 Dekalb 01-317 Monroe 	<p>County:</p> <div style="border: 1px solid gray; padding: 2px;"> All Counties </div> <ul style="list-style-type: none"> 01-004 Bibb 01-029 Fayette 01-032 Greene 01-033 Hale 01-038 Lamar 01-053 Perry 	by Service Office	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	by Borrower Name	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	by Workflow Completion Date	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
<p>State:</p> <div style="border: 1px solid gray; padding: 2px;"> <<<<Select State>>>> </div> <ul style="list-style-type: none"> Alabama Alaska Arizona Arkansas California Colorado 	<p>District:</p> <div style="border: 1px solid gray; padding: 2px;"> All Districts </div> <ul style="list-style-type: none"> 01-501 01-502 01-503 01-504 	<p>Servicing Office:</p> <div style="border: 1px solid gray; padding: 2px;"> All Service Offices </div> <ul style="list-style-type: none"> 01-305 Tuscaloosa 01-308 Elmore 01-309 Coffee 01-311 Lawrence 01-313 Dekalb 01-317 Monroe 	<p>County:</p> <div style="border: 1px solid gray; padding: 2px;"> All Counties </div> <ul style="list-style-type: none"> 01-004 Bibb 01-029 Fayette 01-032 Greene 01-033 Hale 01-038 Lamar 01-053 Perry 								
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DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

C Year End Analysis

Review requires a count of all accounts that will require YEA during the current FY. Information sources include the following:

- discussions with Service Center
- OY FLPDM Year End Analysis Workflow Report.

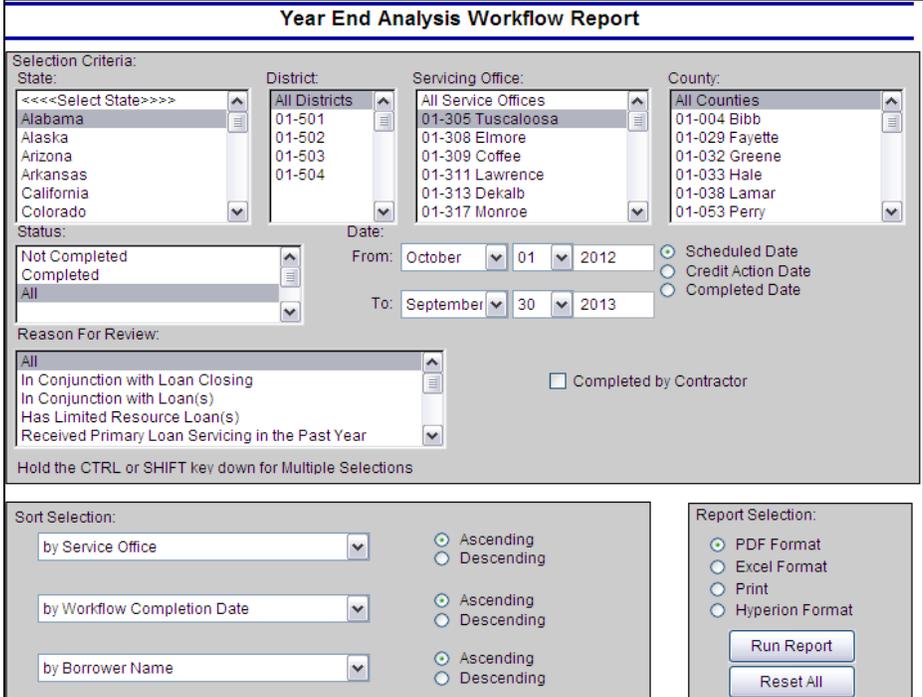
Question	Source
1: Number of analyses required this FY	<p>YEA's are required for all accounts with:</p> <ul style="list-style-type: none"> • new loans • chattel subordinations • PLS or DSA in the previous FY • financially distressed or delinquent accounts • accounts with limited resource loans. <p>Access from Data Mart, OY FLPDM Year End Analysis Workflow Report for the review time period, to determine if reviews are being completed as required.</p> <p>Note: See to Part 8, Section 5, for questions about YEA's.</p>

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

C Year End Analysis (Continued)

Question	Source
<p>1: Number of analyses required this FY (Continued)</p>	<p>On the Year End Analysis Workflow Report Screen, from the drop-down lists, select the following and CLICK “Run Report”:</p> <ul style="list-style-type: none"> • “Status”, “All” • “Date”, beginning of FY to current date and CLICK “Scheduled Date” radio button • “Reason For Review”, “All” • “Sort Selection”: <ul style="list-style-type: none"> • “by Service Office” • “by Workflow Completion Date” • “by Borrower Name”.
	 <p>The screenshot shows the 'Year End Analysis Workflow Report' interface. It includes several sections: <ul style="list-style-type: none"> Selection Criteria: Four dropdown menus for State (Alabama selected), District (All Districts selected), Servicing Office (01-305 Tuscaloosa selected), and County (All Counties selected). Status: Radio buttons for Not Completed, Completed, and All (All selected). Date: From: October 01 2012; To: September 30 2013. Radio buttons for Scheduled Date, Credit Action Date, and Completed Date (Scheduled Date selected). Reason For Review: A dropdown menu with 'All' selected. A checkbox for 'Completed by Contractor' is present and unchecked. Sort Selection: Three dropdown menus: 'by Service Office', 'by Workflow Completion Date', and 'by Borrower Name'. Each has radio buttons for Ascending and Descending. Report Selection: Radio buttons for PDF Format, Excel Format, Print, and Hyperion Format (PDF Format selected). Buttons: 'Run Report' and 'Reset All' buttons are at the bottom right. </p>

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

C Year End Analysis (Continued)

Question	Source																																																							
2: Number of Analysis completed year to date	When reviewing the Year End Analysis Workflow Report, count the number of YEA's that have been completed. Subtract that number from the total number of YEA's on the report to determine how many remain to be completed.																																																							
3: Number of Analysis needed to be completed prior to the end of the FY	<p data-bbox="529 699 1442 737">Discuss a plan to complete all required YEA's with the Service Center.</p> <table border="1" data-bbox="529 772 1451 1129"> <thead> <tr> <th>FLP Mail Code</th> <th>Svc Office</th> <th>Borrower Name</th> <th>Case Nbr</th> <th>Scheduled Date</th> <th>Customer Contacted Date</th> <th>Response Received Date</th> <th>Credit Action Date</th> <th>Credit Action Description</th> <th>Completed By Contractor</th> <th>Workflow Completion Date</th> </tr> </thead> <tbody> <tr> <td>01-305</td> <td>Tuscaloosa</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>08/29/2013</td> <td></td> <td></td> <td></td> <td></td> <td>N</td> <td></td> </tr> <tr> <td>01-305</td> <td>Tuscaloosa</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>02/13/2013</td> <td>02/13/2013</td> <td>02/13/2013</td> <td>02/13/2013</td> <td>2012 Crop Year YEA</td> <td>N</td> <td>02/15/2013</td> </tr> <tr> <td>01-305</td> <td>Tuscaloosa</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>03/13/2013</td> <td>03/15/2013</td> <td>03/15/2013</td> <td>03/15/2013</td> <td>2013 5-FLP and OL-Term</td> <td>N</td> <td>03/20/2013</td> </tr> <tr> <td>01-305</td> <td>Tuscaloosa</td> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>11/15/2012</td> <td>11/15/2012</td> <td>11/15/2012</td> <td>11/15/2012</td> <td>2013 Winter Wheat - Post Close</td> <td>N</td> <td>04/19/2013</td> </tr> </tbody> </table> <p data-bbox="529 1167 1442 1276">The final column of the report is completion date for YEA workflow. Use the number of completed/noncompleted workflow items to answer questions 2 and 3.</p> <p data-bbox="529 1314 1455 1423">Note: To view YEA's that should have been completed before the current timeframe, change "Status" to "Not Completed" and the date range as applicable.</p>	FLP Mail Code	Svc Office	Borrower Name	Case Nbr	Scheduled Date	Customer Contacted Date	Response Received Date	Credit Action Date	Credit Action Description	Completed By Contractor	Workflow Completion Date	01-305	Tuscaloosa	[REDACTED]	[REDACTED]	08/29/2013					N		01-305	Tuscaloosa	[REDACTED]	[REDACTED]	02/13/2013	02/13/2013	02/13/2013	02/13/2013	2012 Crop Year YEA	N	02/15/2013	01-305	Tuscaloosa	[REDACTED]	[REDACTED]	03/13/2013	03/15/2013	03/15/2013	03/15/2013	2013 5-FLP and OL-Term	N	03/20/2013	01-305	Tuscaloosa	[REDACTED]	[REDACTED]	11/15/2012	11/15/2012	11/15/2012	11/15/2012	2013 Winter Wheat - Post Close	N	04/19/2013
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01-305	Tuscaloosa	[REDACTED]	[REDACTED]	02/13/2013	02/13/2013	02/13/2013	02/13/2013	2012 Crop Year YEA	N	02/15/2013																																														
01-305	Tuscaloosa	[REDACTED]	[REDACTED]	03/13/2013	03/15/2013	03/15/2013	03/15/2013	2013 5-FLP and OL-Term	N	03/20/2013																																														
01-305	Tuscaloosa	[REDACTED]	[REDACTED]	11/15/2012	11/15/2012	11/15/2012	11/15/2012	2013 Winter Wheat - Post Close	N	04/19/2013																																														

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

3 Guaranteed Loan Servicing

A Semiannual and Default Status Reports and Delinquent Loan Accounts

Review and discuss the reports with the FLM, FLO, and/or SFLO to complete review items. Information sources include the following:

- 2-FLP, paragraphs 266 and 300
- discussions with the Service Center
- GLS Report Code GLS-2001
- GLS Report Code GLS4265
- GLS Report Code GLSSR02
- GLS Report Code GLSSR04.

Question	Source
1: Status reports and default status reports are received from the lenders	GLS4265, Submitted Status Reports, displays the list of lenders who have submitted a status report. Access from GLS Reports, GLS Status Reports, GLS4265 Submitted Status Reports.
2: Status reports and default status reports are reviewed by FLM	Discuss the office procedure for reviewing of status reports and default status reports with FLM.

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

3 Guaranteed Loan Servicing (Continued)

A Semiannual and Default Status Reports and Delinquent Loan Accounts (Continued)

Question	Source																								
<p>3: Status reports and default status reports are input into GLS when they are received</p>	<p>Report Code GLSSR02, Past Due Status and Default Status Reports, displays status reports and default status reports that were due and have not been recorded in GLS. This report lists past reports due by borrower.</p> <p>Report Code GLSSR04, Past Due Status and Default Status Summary Report, summarizes the total number of lender branches/loans with past due reports.</p> <p>Discuss any reports that have not been input into GLS with Service Center.</p> <p>The following GLS Report GLSSR04 summarizes reports due.</p> <div data-bbox="630 1031 1466 1388" style="border: 1px solid black; padding: 5px;"> <p>CAA172 United States Department of Agriculture GLSSR02 FARM SERVICE AGENCY PAST DUE STATUS AND DEFAULT STATUS REPORT</p> <p>TOTAL NUMBER OF LENDER BRANCHES WITH STATUS REPORTS PAST DUE 9 TOTAL NUMBER OF LOANS WITH STATUS REPORTS PAST DUE 15</p> <p>SERVICING STATE: _____</p> <table border="1"> <thead> <tr> <th>SVC ST/CNTY</th> <th>GEO ST/CNTY</th> <th>BORR ID/ LNR ID</th> <th>LOAN/ BRCH</th> <th>BORROWER NAME/ LENDER NAME</th> <th>DATE OF LOAN</th> <th>REPORT TYPE</th> <th>REPORT DUE DATE</th> <th>LOAN TYPE</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>51</td> <td>001</td> <td>....., D BANK</td> <td>11/10/2009</td> <td>DEFAULT STATUS</td> <td>06/07/2013</td> <td>FO</td> </tr> </tbody> </table> </div> <div data-bbox="630 1430 1466 1738" style="border: 1px solid black; padding: 5px;"> <p>CAA172 United States Department of Agriculture PAGE 2 GLSSR04 FARM SERVICE AGENCY 07/17/2013</p> <p>Past Due Status and Default Status Summary Report 13.27.15 Total Number of Lender Branches with Status Reports Past Due 9 Total Number of Loans with Status Reports Past Due 15</p> <table border="1"> <thead> <tr> <th>Servicing State</th> <th>Number of Past Due Status Reports</th> <th>Number of Past Due Default Status Reports</th> </tr> </thead> <tbody> <tr> <td>A.</td> <td>2</td> <td>13</td> </tr> </tbody> </table> </div>	SVC ST/CNTY	GEO ST/CNTY	BORR ID/ LNR ID	LOAN/ BRCH	BORROWER NAME/ LENDER NAME	DATE OF LOAN	REPORT TYPE	REPORT DUE DATE	LOAN TYPE			51	001, D BANK	11/10/2009	DEFAULT STATUS	06/07/2013	FO	Servicing State	Number of Past Due Status Reports	Number of Past Due Default Status Reports	A.	2	13
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DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

3 Guaranteed Loan Servicing (Continued)

A Semiannual and Default Status Reports and Delinquent Loan Accounts (Continued)

Question	Source
4: FLP staff is following-up on servicing actions for delinquent accounts. FLM is reviewing loss claims	Discuss the follow-up actions being taken on each account that is delinquent and/or has an anticipated loss claim with Service Center. List all delinquent accounts on this report. Access from GLS reports, GLS2001, Lists of Delinquent Borrowers report. The report displays delinquent loan information by mail code for all loans past due.
5: List delinquent accounts	

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

3 Guaranteed Loan Servicing (Continued)

B Lender Reviews

Review requires a count of loans or accounts for each type of lender. Information sources include the following:

- 2-FLP, paragraph 267
- discussions with Service Center
- GLS Report Code GLS2003
- record count from Operational Files.

Question	Source
1: Required Number of SEL borrower files to be reviewed for FY	Access from GLS Reports, GLS Status Reports Code GLS2003, Guaranteed Loans by Lender Caseload. Report lists guaranteed loan information by lender ID within lender name, giving a total amount by lender. Review and discuss the report with FLM, FLO, and/or SFLO. Review items: <ul style="list-style-type: none"> • (1), (3), and (5) will be determined by the number of borrowers for each lender, and the percentage required to be reviewed based on lender status according to 2-FLP, subparagraph 267 B. • (2), (4), and (6) will be determined through discussion with FLM, FLO, and/or SFLO.
2: Number of SEL borrower files reviewed year to date	
3: Required number of CLP borrower files to be reviewed for FY	
4: Number of CLP borrower files reviewed year to date	
5: Required number of PLP borrower files to be reviewed for FY	
6: Number of PLP borrower files reviewed year to date	

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews

Note: Use the “**Review Area Comments**” section to note issues on which to followup or other comments relevant to the review.

1 Direct Loan Servicing

A Borrower Graduation

Review required for all borrower accounts classified as a “1” or “2”. Information sources include the following:

- 4-FLP Part 4
- discussions with the Service Center
- DLS Graduation Review Monitoring Report
- Operational Files.

Question	Source																																																																								
1: Lender surveys are completed annually	<p>Each October, an authorized agency official shall contact local lenders to obtain their underwriting criteria for making agricultural loans. A summary of this information should be kept in the Operational Files. Review to determine if this information was obtained.</p> <p>For information about borrower graduation requirements, see 4-FLP, Part 4.</p> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="6">Lender Agricultural Loan Underwriting Standards</th> </tr> <tr> <th colspan="6">Short-Term Credit</th> </tr> <tr> <th></th> <th>Lender</th> <th>Lender</th> <th>Lender</th> <th>Lender</th> <th>Applicant</th> </tr> </thead> <tbody> <tr> <td>Date Completed</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lending Limit</td> <td></td> <td></td> <td></td> <td></td> <td>N/A</td> </tr> <tr> <td>Minimum Loan Size</td> <td></td> <td></td> <td></td> <td></td> <td>N/A</td> </tr> <tr> <td>Percent Equity</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percent Repayment Margin</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Types of Security Required</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maximum Loan to Security Value</td> <td></td> <td></td> <td></td> <td></td> <td>N/A</td> </tr> <tr> <td>Maximum Term of Loan</td> <td></td> <td></td> <td></td> <td></td> <td>N/A</td> </tr> </tbody> </table> <p>Information gathered from local lenders should be summarized on a table such as 4-FLP, Exhibit 22 representing Short Term, Intermediate Term, and Long Term Credit.</p>	Lender Agricultural Loan Underwriting Standards						Short-Term Credit							Lender	Lender	Lender	Lender	Applicant	Date Completed						Name						Lending Limit					N/A	Minimum Loan Size					N/A	Percent Equity						Percent Repayment Margin						Types of Security Required						Maximum Loan to Security Value					N/A	Maximum Term of Loan					N/A
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DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

A Borrower Graduation (Continued)

Question	Source																																						
<p>2: Graduation potential for borrowers is documented in each borrower's case file and the operational file as appropriate</p>	<p>Graduation reviews should be conducted for all borrowers who classify as a "1" or "2".</p> <p>From the Data Mart DLS Loan Servicing, Routine Servicing Reports, select "OY FLPDM Graduation Review Monitoring Report". From the Graduation Review Monitoring Report Screen, create the report to determine borrowers who classify as "1" and "2", but have not yet had a graduation review. Discuss with the Service Center to determine when graduation reviews will be completed for these borrowers.</p> <p>Notes: Answer "Yes" only if all required reviews have been completed for the FY, and explain the Service Center plan of action to complete the reviews.</p> <p>Report can be set up to pull all Graduation Reviews "Not Completed" (CLICK "Scheduled Date") or "Completed" (CLICK "Completion Date") for the Service Center during the current FY.</p> <div data-bbox="532 1209 1458 1877" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Graduation Review Monitoring Report</p> <p>Selection Criteria:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">State:</td> <td style="width: 25%;">District:</td> <td style="width: 25%;">Servicing Office:</td> <td style="width: 25%;">County:</td> </tr> <tr> <td><<<<Select State>>>></td> <td>All Districts</td> <td>All Service Offices</td> <td>All Counties</td> </tr> <tr> <td>Alabama</td> <td>01-501</td> <td>01-305 Tuscaloosa</td> <td>01-004 Bibb</td> </tr> <tr> <td>Alaska</td> <td>01-502</td> <td>01-308 Elmore</td> <td>01-029 Fayette</td> </tr> <tr> <td>Arizona</td> <td>01-503</td> <td>01-309 Coffee</td> <td>01-032 Greene</td> </tr> <tr> <td>Arkansas</td> <td>01-504</td> <td>01-311 Lawrence</td> <td>01-033 Hale</td> </tr> <tr> <td>California</td> <td></td> <td>01-313 Dekalb</td> <td>01-038 Lamar</td> </tr> <tr> <td>Colorado</td> <td></td> <td>01-317 Monroe</td> <td>01-053 Perry</td> </tr> </table> <p>Status: <input type="checkbox"/> Not Completed <input type="checkbox"/> Completed</p> <p>Date: From: October 01 2012 To: September 30 2013</p> <p><input checked="" type="radio"/> Scheduled Date <input type="radio"/> Completed Date</p> <hr/> <p>Sort Selection:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">by Service Office</td> <td><input checked="" type="radio"/> Ascending <input type="radio"/> Descending</td> </tr> <tr> <td>by Scheduled Date</td> <td><input checked="" type="radio"/> Ascending <input type="radio"/> Descending</td> </tr> <tr> <td>by Borrower Name</td> <td><input checked="" type="radio"/> Ascending <input type="radio"/> Descending</td> </tr> </table> <p>Report Selection:</p> <p><input checked="" type="radio"/> PDF Format <input type="radio"/> Excel Format <input type="radio"/> Print <input type="radio"/> Hyperion Format</p> <p style="text-align: center;">Run Report Reset All</p> </div>	State:	District:	Servicing Office:	County:	<<<<Select State>>>>	All Districts	All Service Offices	All Counties	Alabama	01-501	01-305 Tuscaloosa	01-004 Bibb	Alaska	01-502	01-308 Elmore	01-029 Fayette	Arizona	01-503	01-309 Coffee	01-032 Greene	Arkansas	01-504	01-311 Lawrence	01-033 Hale	California		01-313 Dekalb	01-038 Lamar	Colorado		01-317 Monroe	01-053 Perry	by Service Office	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	by Scheduled Date	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	by Borrower Name	<input checked="" type="radio"/> Ascending <input type="radio"/> Descending
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DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

A Borrower Graduation (Continued)

Question	Source												
<p>3: Follow-up is completed for borrowers who are asked to graduate</p>	<p>Borrower accounts that are determined eligible for graduation will be submitted to local lenders using a borrower prospectus similar to 4-FLP, Exhibit 24.</p> <p>4-FLP, Exhibit 24 is used to determine local lender interest in refinancing a specific operation.</p> <p>Discuss the status of any borrower that has been asked to graduate with the Service Center.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: right;">4-FLP, Exhibit 24</p> <p>(Use Agency Letterhead format with local return address.)</p> <p style="text-align: center;">BORROWER PROSPECTUS</p> <p>Dear:</p> <p>FSA is required to determine if direct loan applicants can obtain commercial credit with an FSA loan guarantee. Also, FSA direct loan borrowers must be referred to commercial lenders for guaranteed or nonguaranteed financing when they appear to meet the lending criteria of a cross-section of local lenders.</p> <p>Your institution is among those that asked to receive prospectus information on all such FSA applicants and borrowers. Therefore, we have attached financial summary information on the following borrower for your review and consideration:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Eligible for FSA Loan Guar.</th> <th style="text-align: left;">Total Amount Existing FSA Term Loan(s)</th> <th style="text-align: left;">Estimated Production Loan Needed</th> <th style="text-align: left;">Lender Use Refer</th> <th style="text-align: left;">Do Not Refer</th> </tr> </thead> <tbody> <tr> <td></td> <td>YES NO</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Name	Eligible for FSA Loan Guar.	Total Amount Existing FSA Term Loan(s)	Estimated Production Loan Needed	Lender Use Refer	Do Not Refer		YES NO				
Name	Eligible for FSA Loan Guar.	Total Amount Existing FSA Term Loan(s)	Estimated Production Loan Needed	Lender Use Refer	Do Not Refer								
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DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

A Borrower Graduation (Continued)

Question	Source
<p>3: Follow-up is completed for borrowers who are asked to graduate (Continued)</p>	<p>If lenders exhibit interest in refinancing, the borrower is provided with a letter similar to 4-FLP, Exhibit 25, instructing them to begin the process of refinancing the FSA debt.</p> <p>4-FLP, Exhibit 25 is used to notify borrowers that lenders are interested in refinancing their FSA debt. Borrower responses to this letter should be documented in the borrower case file.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: right;">4-FLP, Exhibit 25</p> <p>(Use Agency Letterhead format with local return address.)</p> <p style="text-align: center;">LETTER TO NOTIFY BORROWERS TO REFINANCE THEIR FSA INDEBTEDNESS</p> <p>Dear:</p> <p>The financial progress you have made since receiving your Farm Service Agency (FSA) loan(s) has been reviewed. You should take pride in the progress you have made. We share that pride with you and are pleased that we may have been of service.</p> <p>Your FSA loan and security instruments require you to refinance the unpaid balance of your loan(s), when you have progressed to the extent that you can obtain credit from responsible cooperative or commercial lenders.</p> <p>Lenders have been contacted to determine their requirements and the availability of credit to new customers. We have evaluated your financial progress, together with the lender requirements, and find that you should now be able to secure satisfactory credit to pay your FSA loan(s). Therefore, we request that you refinance your [Enter type of loan, FO, OL, etc] loan(s) in full.</p> <p>This approximate balance is \$ ____.</p> </div>

DD FLP Oversight Review User Guide (Continued)

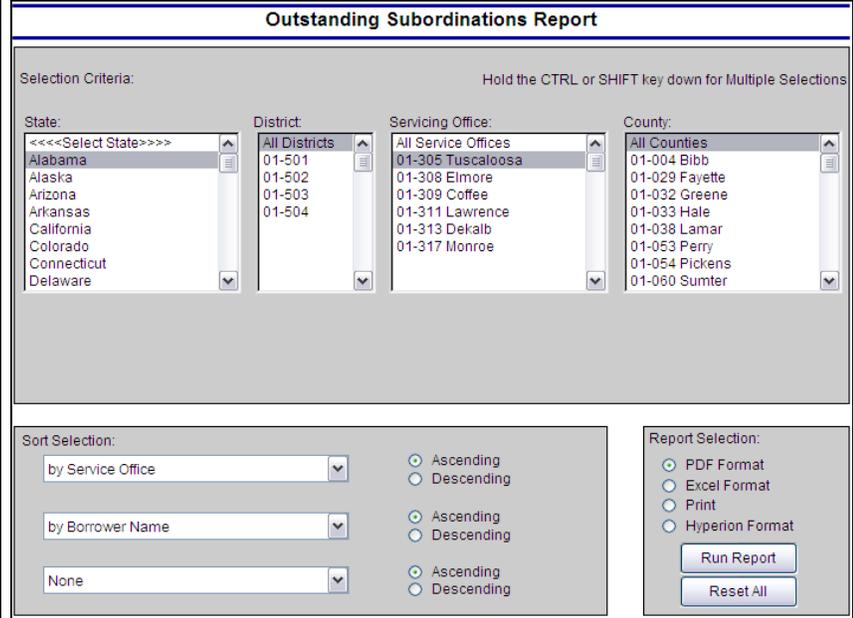
F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

B Subordinations

Review all accounts with outstanding subordinations. Information sources include the following:

- 4-FLP Part 6
- borrower case files
- discussions with Service Center
- DLS Outstanding Subordination Report
- DLS Subordination Request Report.

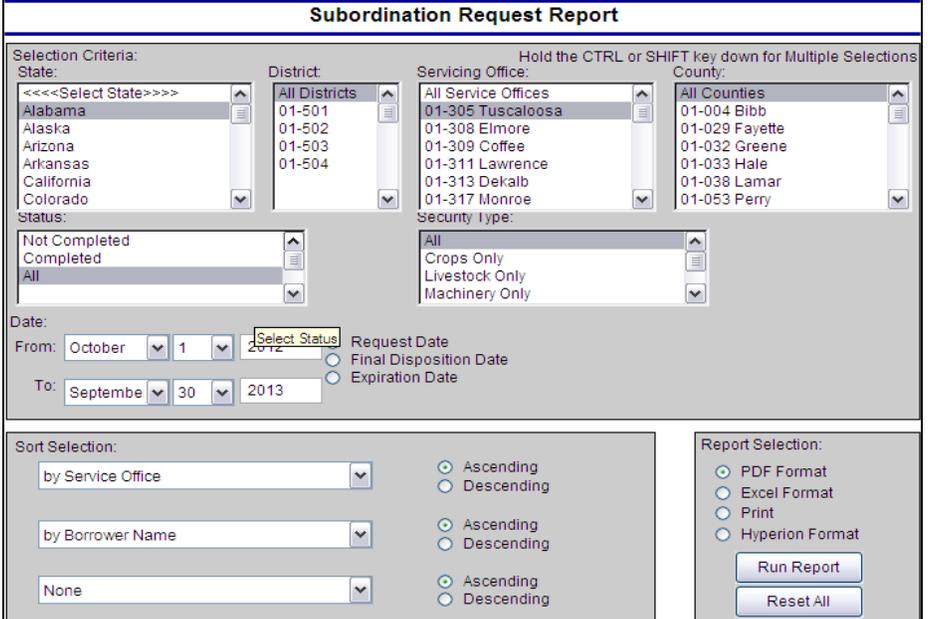
Question	Source
1: Borrower Name	From the Data Mart DLS Loan Servicing, Routine Servicing Reports, select “ OY FLPDM Outstanding Subordinations Report ”. From the
2: FLP staff is monitoring outstanding subordination	Outstanding Subordination Report Screen, create the report to generate a list of all borrowers with outstanding subordinations. Discuss all outstanding subordinations with the Service Center to ensure that the accounts are being monitored and serviced.
	<p>Note: The following example report is set to provide information for a single Service Center. The report will contain information for all outstanding subordinations.</p>
	

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

B Subordinations (Continued)

Question	Source
<p>3: Matured loans have been paid off and the original subordination document has been returned marked "paid-in-full"</p>	<p>From the Data Mart DLS Loan Servicing, Routine Servicing Reports, select "OY FLPDM Subordination Request Report". From the Subordination Request Report Screen, create the report for the current FY to determine any subordination that has been paid-in-full during the year. For all subordination requests made during the current FY select the following and CLICK "Run Report":</p> <ul style="list-style-type: none"> • "Status", "All" • "Security Type", "All" • "Date", "From" and "To", select all FY to date and CLICK "Request Date" radio button • "Sort Selection": <ul style="list-style-type: none"> • "by Service Office" • "by Borrower Name".
	 <p>The screenshot shows the "Subordination Request Report" interface. It includes several dropdown menus for selection criteria: State (set to "Alabama"), District (set to "All Districts"), Servicing Office (set to "01-305 Tuscaloosa"), and County (set to "All Counties"). There are also dropdowns for Status (set to "All") and Security Type (set to "All"). The Date section has "From" set to "October 1, 2012" and "To" set to "September 30, 2013". The "Request Date" radio button is selected. The Sort Selection section has "by Service Office" selected with "Ascending" order. The Report Selection section has "PDF Format" selected. Buttons for "Run Report" and "Reset All" are visible at the bottom right.</p>

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

B Subordinations (Continued)

Question	Source
3: Matured loans have been paid off and the original subordination document has been returned marked "paid-in-full" (Continued)	Ensure that the original subordination document was marked paid-in-full and returned. The final column of the report indicates the date the subordination was paid-in-full.

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

C Chattel Security Accounting

Review a sample of 5 borrower accounts; review all if less than 5. Review more files if deficiencies are found. Information sources include the following:

- borrower case file
- discussion with Service Center officials
- DLS Borrower Financing Statement Combined Reports
- DLS Farm Visit Workflow Report
- OY FLPDM Status of Farm Loan Programs 540 (Routine Servicing).

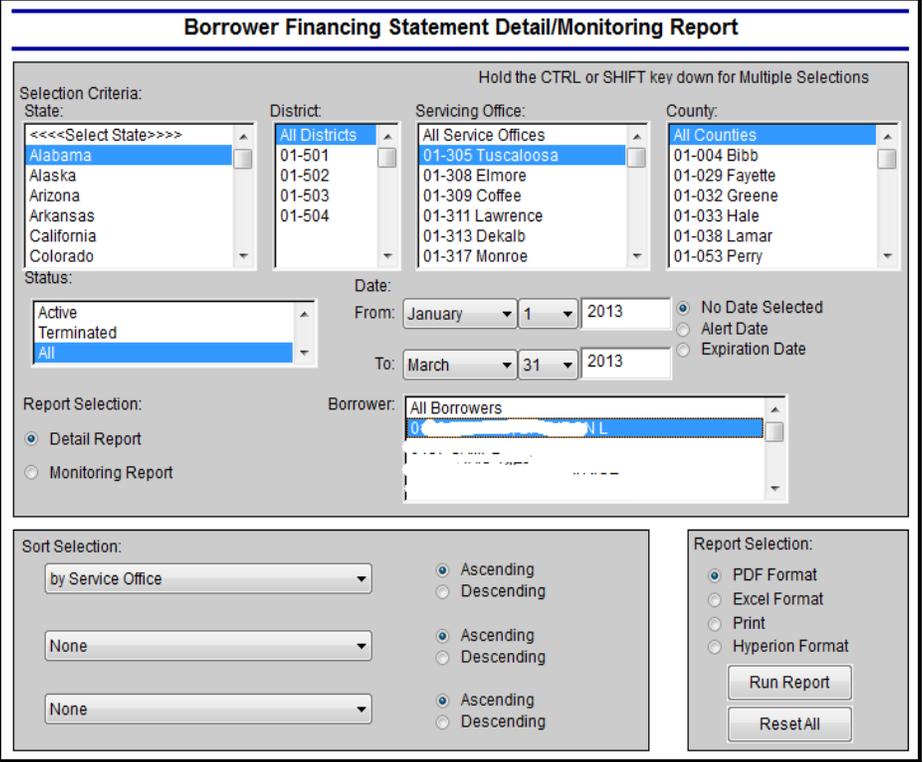
Question	Source
1: Borrower Name	Select 5 chattel-secured borrowers at random from Data Mart Direct Loan Servicing/Routine Servicing, OY FLPDM Status of Farm Loan Programs (540) Report.

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

C Chattel Security Accounting (Continued)

Question	Source
<p>2: UCC filings have been properly continued or amended as applicable and the management system has been updated for correct follow-up date</p>	<p>From the Data Mart DLS Loan Servicing, Routine Servicing Reports, select “OY FLPDM Borrower Financing Statement Combined Report”. From the Borrower Financing Statement Detail/Monitoring Report Screen, create the report for a specific borrower selected from the 540 report. To create a report for a specific borrower select the following and CLICK “Run Report”:</p> <ul style="list-style-type: none"> • “Status”, “All” • “Date”, “From” and “To”, desired range and CLICK “No Date Selected” radio button • “Report Selection”, CLICK “Detail Report” radio button • “Borrower”, locate and select the borrower. 

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

C Chattel Security Accounting (Continued)

Question	Source																																												
<p>2: UCC filings have been properly continued or amended as applicable and the management system has been updated for correct follow-up date (Continued)</p>	<p>Review the resulting Borrower Financing Statement Detail Report to see if the borrower select has:</p> <ul style="list-style-type: none"> • financing statements that are in need of continuation • expired financing statements • followup dates (displayed on the screen as “Alert Date”) listed for the next action on the financing statement. <p>Report will indicate the last filing/continuation date and the next expiration date.</p> <div data-bbox="545 999 1468 1402" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY DIRECT LOAN SERVICING Borrower Financing Statement Detail Report</p> <p>Status: All Date: 08/15/2016 District: All Districts Service Office: All Counties County: All Counties Date Selected: 08/15/2016</p> <table border="1"> <thead> <tr> <th>FLP Mail Code</th> <th>Servicing Office</th> <th>Borrower Name</th> <th>Case Nbr</th> <th>Security Instrument</th> <th>Filing Number</th> <th>Filing Date</th> <th>St/Cty Where Filed</th> <th>Sec Instr Type</th> <th>Alert Date</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>L</td> <td>Original</td> <td>06-0718251</td> <td>08/15/2006</td> <td>01-000</td> <td>CFS</td> <td>02/15/2016</td> <td>08/15/2016</td> </tr> <tr> <td></td> <td></td> <td></td> <td>L</td> <td>Continuation</td> <td>06-0718251</td> <td>08/02/2011</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>L</td> <td>Original</td> <td>11-0355381</td> <td>08/02/2011</td> <td>01-000</td> <td>CFS</td> <td>02/02/2016</td> <td>08/02/2016</td> </tr> </tbody> </table> <p>SECURITY INSTRUMENT TYPE: UCC - Uniform Commercial Code CFS - Centralized Filing System EFS - Effective Filing System FFS - Fixture Filing Statement MVL - Motor Vehicle Lien INL - In-Lieu Financing Statement</p> </div>	FLP Mail Code	Servicing Office	Borrower Name	Case Nbr	Security Instrument	Filing Number	Filing Date	St/Cty Where Filed	Sec Instr Type	Alert Date	Expiration Date				L	Original	06-0718251	08/15/2006	01-000	CFS	02/15/2016	08/15/2016				L	Continuation	06-0718251	08/02/2011								L	Original	11-0355381	08/02/2011	01-000	CFS	02/02/2016	08/02/2016
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DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

C Chattel Security Accounting (Continued)

Question	Source
<p>3: Annual inspections of chattels are completed as required</p>	<p>From the Data Mart DLS Loan Servicing, Routine Servicing Reports, select “OY FLPDM Farm Visit Workflow Report”. From the Farm Visit Workflow Report Screen, create the report for Chattel Inspections to determine if chattel security has been inspected this year. To create the report for chattel inspections only, select the following and CLICK “Run Report”:</p> <ul style="list-style-type: none"> • “Status”, “All” • “Visit Type”, “Chattel Inspection” • “Date”, “From” and “To”, select desired range and CLICK “Scheduled Date” or “Completion Date” radio button. <div data-bbox="545 1037 1409 1915" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Farm Visit Workflow Report</p> <p>Selection Criteria: Hold the CTRL or SHIFT key down for Multiple Selections</p> <p>State: <<<<Select State>>>> District: All Districts Servicing Office: All Service Offices County: All Counties</p> <p>Alabama 01-501 01-305 Tuscaloosa 01-004 Bibb Alaska 01-502 01-308 Elmore 01-029 Fayette Arizona 01-503 01-309 Coffee 01-032 Greene Arkansas 01-504 01-311 Lawrence 01-033 Hale California 01-313 DeKalb 01-038 Lamar Colorado 01-317 Monroe 01-053 Perry</p> <p>Status: Not Completed Visit Type: All Completed Chattel Inspection All Crop Inspection Development Inspection</p> <p>Date: From: October 01 2012 To: September 30 2013 <input checked="" type="radio"/> Scheduled Date <input type="radio"/> Completion Date <input type="checkbox"/> Completed by Contractor</p> <p>Sort Selection: by Service Office Ascending by Borrower Name Descending None Ascending Descending</p> <p>Report Selection: <input checked="" type="radio"/> PDF Format <input type="radio"/> Excel Format <input type="radio"/> Print <input type="radio"/> Hyperion Format <input type="button" value="Run Report"/> <input type="button" value="Reset All"/></p> </div>

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

C Chattel Security Accounting (Continued)

Question	Source
3: Annual inspections of chattels are completed as required (Continued)	The Chattel Inspection Report will indicate date of completed or scheduled inspections, based on selection made on the Farm Visit Workflow Report Screen. Discuss with Service Center the plan for ensuring chattel security is accounted for on inspections that have not been completed.

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

D Limited Resource Reviews

Review 5 limited resource borrower accounts; review all if there are less than 5.

Information sources include the following:

- 4-FLP, Part 3
- borrower case file
- DLS Limited Resource Review Monitoring Report
- documentation, discussion with Service Center officials.

Question	Source																																		
1: Borrower Name	<p>From the Data Mart DLS Loan Servicing, Routine Servicing Reports, select “OY FLPDM Limited Resource Review Monitoring Report”. From the Limited Resource Review Monitoring Report Screen, create the report for all completed reviews. Report options can be changed to provide all “Status”, “Completed”, or “Not Completed” reviews.</p>																																		
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Limited Resource Review Monitoring Report</p> <p>Selection Criteria:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 25%;">State:</td> <td style="width: 25%;">District:</td> <td style="width: 25%;">Servicing Office:</td> <td style="width: 25%;">County:</td> </tr> <tr> <td><<<Select State>>></td> <td>All Districts</td> <td>All Service Offices</td> <td>All Counties</td> </tr> <tr> <td>Alabama</td> <td>01-501</td> <td>01-305 Tuscaloosa</td> <td>01-004 Bibb</td> </tr> <tr> <td>Alaska</td> <td>01-502</td> <td>01-308 Elmore</td> <td>01-029 Fayette</td> </tr> <tr> <td>Arizona</td> <td>01-503</td> <td>01-309 Coffee</td> <td>01-032 Greene</td> </tr> <tr> <td>Arkansas</td> <td>01-504</td> <td>01-311 Lawrence</td> <td>01-033 Hale</td> </tr> <tr> <td>California</td> <td></td> <td>01-313 DeKalb</td> <td>01-038 Lamar</td> </tr> <tr> <td>Colorado</td> <td></td> <td>01-317 Monroe</td> <td>01-053 Perry</td> </tr> </table> <p>Status: <input type="checkbox"/> Not Completed <input checked="" type="checkbox"/> Completed</p> <p>Date: From: October 01 2012 To: September 30 2013</p> <p><input type="radio"/> Scheduled Date <input checked="" type="radio"/> Completed Date</p> <p>Hold the CTRL or SHIFT key down for Multiple Selections</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Sort Selection:</p> <p>by Service Office <input type="radio"/> Ascending <input type="radio"/> Descending</p> <p>by Borrower Name <input type="radio"/> Ascending <input type="radio"/> Descending</p> <p>None <input type="radio"/> Ascending <input type="radio"/> Descending</p> </td> <td style="width: 50%;"> <p>Report Selection:</p> <p><input checked="" type="radio"/> PDF Format</p> <p><input type="radio"/> Excel Format</p> <p><input type="radio"/> Print</p> <p><input type="radio"/> Hyperion Format</p> <p>Run Report</p> <p>Reset All</p> </td> </tr> </table> </div>		State:	District:	Servicing Office:	County:	<<<Select State>>>	All Districts	All Service Offices	All Counties	Alabama	01-501	01-305 Tuscaloosa	01-004 Bibb	Alaska	01-502	01-308 Elmore	01-029 Fayette	Arizona	01-503	01-309 Coffee	01-032 Greene	Arkansas	01-504	01-311 Lawrence	01-033 Hale	California		01-313 DeKalb	01-038 Lamar	Colorado		01-317 Monroe	01-053 Perry	<p>Sort Selection:</p> <p>by Service Office <input type="radio"/> Ascending <input type="radio"/> Descending</p> <p>by Borrower Name <input type="radio"/> Ascending <input type="radio"/> Descending</p> <p>None <input type="radio"/> Ascending <input type="radio"/> Descending</p>	<p>Report Selection:</p> <p><input checked="" type="radio"/> PDF Format</p> <p><input type="radio"/> Excel Format</p> <p><input type="radio"/> Print</p> <p><input type="radio"/> Hyperion Format</p> <p>Run Report</p> <p>Reset All</p>
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DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

D Limited Resource Reviews (Continued)

Question	Source																																				
<p>2: Analysis is completed and continued need for LR rates is documented in the borrower case file</p>	<p>Using the Limited Resource Review Monitoring Report, view all reviews that were completed or not completed during FY. After creating the report for “Completed” reviews, create a second report for reviews “Not Completed”.</p> <p>Discuss with Service Center any reviews that have not been completed.</p> <p>Examine borrower case files to ensure that analysis documentation and limited resource rate determination has been made as part of all limited resource rate reviews.</p> <p>Review 4-FLP, Part 3 and discuss with Service Center if there are issues with their determination.</p>																																				
	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY DIRECT LOAN SERVICING Limited Resource Review Monitoring Report</p> <p style="text-align: right;">Page 1 07/17/2013 03:43 PM</p> <p>Status: Not Completed State: District: All Districts Service Office: All Servicing Offices County: All Counties Scheduled Date: 10/01/2012 - 09/30/2013</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>FLP Mail Code</th> <th>Svc Office</th> <th>Borrower Name</th> <th>Case Nbr</th> <th>Fd Cd/ Ln No</th> <th>Date Loan Closed</th> <th>Loan Amount</th> <th>Current Interest Rate</th> <th>Flags</th> <th>Scheduled Date</th> <th>Effective Date</th> <th>Completed Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Y</td> <td></td> <td>8</td> <td></td> <td></td> <td></td> <td></td> <td>08/22/2013</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Y</td> <td></td> <td>4</td> <td></td> <td></td> <td></td> <td>PLS</td> <td>09/20/2013</td> <td></td> <td></td> </tr> </tbody> </table> </div>	FLP Mail Code	Svc Office	Borrower Name	Case Nbr	Fd Cd/ Ln No	Date Loan Closed	Loan Amount	Current Interest Rate	Flags	Scheduled Date	Effective Date	Completed Date			Y		8					08/22/2013					Y		4				PLS	09/20/2013		
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DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

2 Program Delivery

A Supervised Bank Accounts

Review all borrower files with supervised bank accounts. Information resources include the following:

- borrower case file running record
- discussion with the Service Center
- FSA-2140
- FSA-2142
- notices.

Note: SBA is an approved abbreviation in 1-CM, Exhibit 102 that stands for “Small Business Administration”; however, because of software programming, SBA in the following table stands for “Supervised Bank Accounts”.

Question	Source
1: Borrower Name	FSA-2142.
2: The need for an SBA is documented by FLM/FLO	Borrower case file running record and FBP credit presentation.
3: Borrower has consented to continued use of the SBA	1-FLP, subparagraph 101 B and FSA-2140.
4: DD or State Office has documented concurrence or non-concurrence with the use of an SBA and the reasons for concurrence or non-concurrence in borrower case file	1-FLP, subparagraph 101 C and DD documentation in borrower case file running record.

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

2 Program Delivery (Continued)

B Program Promotion

Meet with 2 to 4 randomly selected borrowers and/or guaranteed lenders to ascertain the quality of program delivery in the Service Center.

Question	Source
1: Met with 2-4 randomly selected borrowers and/or guaranteed lenders to ascertain the quality of program delivery in the Service Center.	Discussion with borrowers and/or lenders. Borrower case file documentation required .

DD FLP Oversight Review User Guide (Continued)

G Part D: Additional Reviews

Note: This section is **mandatory** for all Service Centers that had **FLPRA** or **COR** reviews.

1 “Farm Loan Program Risk Assessment (FLPRA) Reviews”

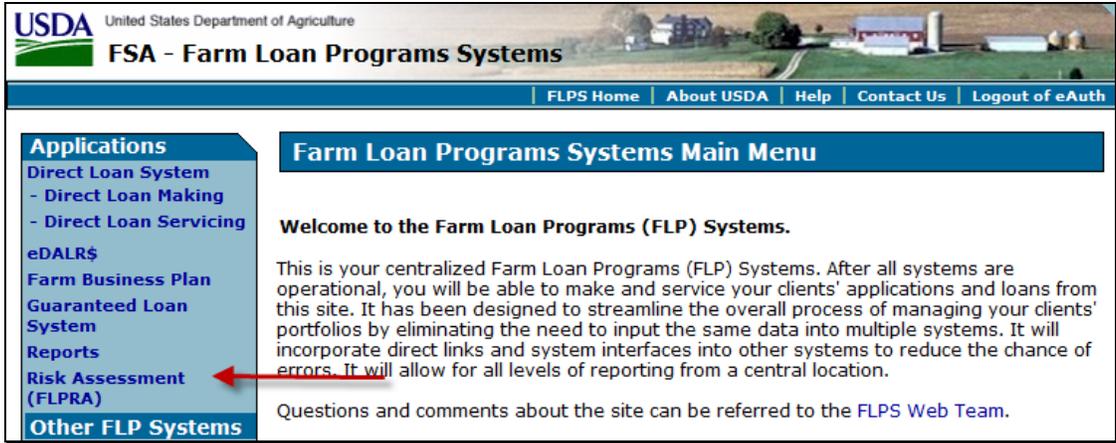
Mandatory to be completed within **1st quarter following the FLPRA review.**

Question	Source
1: Date of FLPRA Review by State Office	All review scores are entered in the FLPRA database along with the review date.
2: Date findings were discussed with FLP staff	This date may or may not be the review date entered in FLPRA database. Check with the Service Center or State Office for this date if not present when discussed.

DD should be a part of the State FLPRA process for Service Centers they oversee by:

- being present when reviews are conducted and the findings are discussed with the FLP office
- annually reviewing FLPRA scores to be aware of the risk and potential risk of these offices.

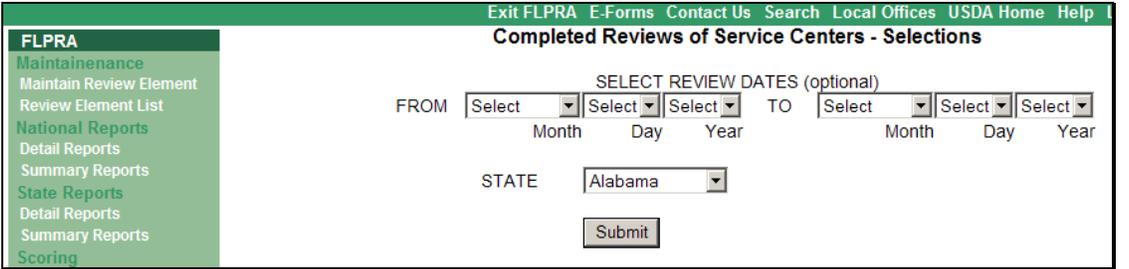
Follow these steps to access Service Center FLPRA scores.

Step	Action
1	<p>From the Farm Loan Programs Systems Main Menu, under “Applications”, CLICK “Risk Assessment FLPRA”.</p>  <p>The screenshot shows the 'FSA - Farm Loan Programs Systems' main menu. On the left, there is a vertical navigation menu with the following items: Applications, Direct Loan System (with sub-items: Direct Loan Making, Direct Loan Servicing), eDALRS, Farm Business Plan, Guaranteed Loan System, Reports, Risk Assessment (FLPRA) (highlighted with a red arrow), and Other FLP Systems. The main content area has a blue header 'Farm Loan Programs Systems Main Menu' and a welcome message: 'Welcome to the Farm Loan Programs (FLP) Systems. This is your centralized Farm Loan Programs (FLP) Systems. After all systems are operational, you will be able to make and service your clients' applications and loans from this site. It has been designed to streamline the overall process of managing your clients' portfolios by eliminating the need to input the same data into multiple systems. It will incorporate direct links and system interfaces into other systems to reduce the chance of errors. It will allow for all levels of reporting from a central location. Questions and comments about the site can be referred to the FLPS Web Team.'</p>

DD FLP Oversight Review User Guide (Continued)

G Part D: Additional Reviews (Continued)

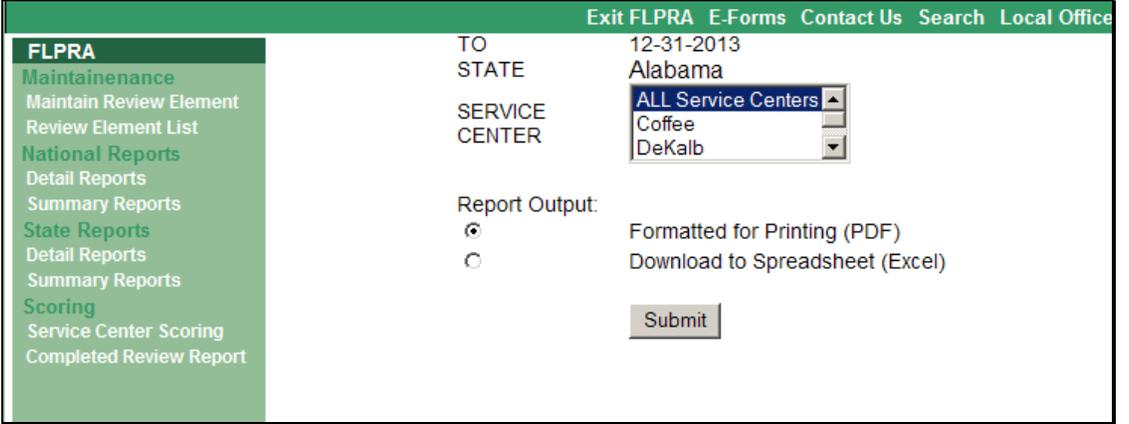
1 “Farm Loan Program Risk Assessment (FLPRA) Reviews” (Continued)

Step	Action
2	<p>The Welcome To The FLPRA Reports Screen will be displayed. Under “FLPRA”, “Scoring”, CLICK “Completed Review Report”.</p> 
3	<p>The Completed Reviews of Service Centers – Selections Screen will be displayed. Use the following and CLICK “Submit”:</p> <ul style="list-style-type: none"> • “From” and “To” drop-down lists to select dates • “State” drop-down list to select applicable State. 

DD FLP Oversight Review User Guide (Continued)

G Part D: Additional Reviews (Continued)

1 “Farm Loan Program Risk Assessment (FLPRA) Reviews” (Continued)

Step	Action							
4	<p>The following screen will be displayed. Use the following and CLICK “Submit”:</p> <ul style="list-style-type: none"> • “Service Center” drop-down list to select the office being reviewed • “Report Output” radio button to select PDF or Excel report format. 							
<p>In the following example Excel format report, the FLPRA review date is displayed.</p>								
<p style="text-align: center;">U.S. DEPARTMENT OF AGRICULTURE FSA - FARM LOAN PROGRAMS COMPLETED REVIEW OF SERVICE CENTERS PREPARED: Jan 24, 2014 10:21:02 AM</p>								
					CLASSIFICATION			
STATE	SVCG OFC CODE	SERVICE CENTER CITY	COUNTY	LAST REVIEW DATE	FI	PO	PM	CS
ZZ	1234	Any town	Any County	9/14/2009	2	2	2	2
	1234	Any town	Any county	7/23/2013	2	2	2	2

DD FLP Oversight Review User Guide (Continued)

G Part D: Additional Reviews (Continued)

Note: This section is **mandatory** for all Service Centers that had **FLPRA** or **COR** reviews.

2 “County Operations Reviews”

Mandatory to be completed within **1st quarter following the COR review.**

Question	Source
1: Date of COR Review	Check with the Service Center or State Office for the date if not present for review.
2: Date findings were discussed with FLP staff; strategy developed for correcting deficiencies and preventing further occurrences of review findings	Check with the Service Center or State Office for the date if not present when discussed.

DD should be:

- a part of the COR process for the Service Centers they oversee
- present when COR review is conducted and the findings discussed with the FLP office.

H Part E: Certification District Director Signature

Certify oversight reports by entering the following:

- DD’s signature
- DD’s name
- date signed.

Note: Oversight reports are locked when DD or proxy submit the report or after the due date, whichever comes first, and does **not** allow anyone to add, modify, or delete review information.

DD FLP Oversight Review User Guide (Continued)

I Example of Completed Oversight Report

The following is an example of a completed oversight report.

Report Print Page		Page 1 of 9				
FSA 2101		Report Generated On: 7/22/2013				
<p>U.S. Department of Agriculture Farm Service Agency</p> <p>DD FLP OVERSIGHT REPORT GUIDE First Quarter Report For Reviews Completed for the Period of 10/1/2011 through 12/31/2011. <i>(District Director should complete this review before 1/31/2012.)</i></p>						
1.STATE	2.DISTRICT NUMBER D-01	3.SERVICE CENTER 1 Service Center	4.FISCAL YEAR 2012			
Part A. Quarterly Review 1. Direct Loan Making : Review Of Direct Loan Applications						
A. Complete/Approved Application File Reviews						
<ol style="list-style-type: none"> 1. Applicant Name 2. Applicant representation is consistent within all FSA programs (Applicant has not applied for or received Agency benefits under any other name, entity or identification number) 3. Applicant was notified of receipt of complete application 4. Applicants were notified within 5 days of an eligibility determination 5. Appropriate environmental assessment completed 6. If application was held over 45 days without a loan decision, was a reason entered in DLS? 7. Credit decision (approval) was made within 60 days of receipt of complete loan application 						
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Yes	Yes	Yes	Yes	NA	Yes
	Yes	Yes	Yes	Yes	NA	Yes
	Yes	Yes	Yes	Yes	NA	Yes
	Yes	Yes	Yes	Yes	NA	Yes
	Yes	Yes	Yes	Yes	NA	Yes
Part A. Quarterly Review 1. Direct Loan Making : Review Of Direct Loan Applications						
B. Incomplete Application File Reviews						
<ol style="list-style-type: none"> 1. Applicant Name 2. Required notifications were sent to applicants within required timeframes 3. Items needed for a complete application are clearly identified in notifications 4. Applicants are notified of required due dates for items needed for complete application 						
(1)	(2)	(3)	(4)			
	Yes	Yes	Yes			
	Yes	Yes	Yes			
	Yes	Yes	Yes			
Part A. Quarterly Review 1. Direct Loan Making : Review Of Direct Loan Applications						
C. Withdrawn Application File Reviews						
<ol style="list-style-type: none"> 1. Applicant Name 2. SDA 3. Reason for the withdrawal of application is clearly documented 						

DD FLP Oversight Review User Guide (Continued)

I Example of Completed Oversight Report (Continued)

Report Print Page					Page 2 of 9		
<ol style="list-style-type: none"> 4. A complete application was received? 5. If a complete application was not received, an effort was made to obtain a complete application 6. ECOA and non-discrimination statements have been included in correspondence to applicant 							
(1)	(2)	(3)	(4)	(5)	(6)		
	Yes	Yes	No	Yes	Yes		
	Yes	Yes	No	Yes	Yes		
	Yes	Yes	No	Yes	Yes		
Part A. Quarterly Review 1. Direct Loan Making : Review Of Direct Loan Applications							
D. Rejected Application File Reviews							
<ol style="list-style-type: none"> 1. Applicant Name 2. SDA 3. Reasons for denial including applicable citations of requirements from CFR sections are clearly documented in the notification letter to the applicant 4. Appropriate review/appeal rights were included in the notification letter to the applicant according to 1-APP 5. ECOA and non-discrimination statements were included in the notification letter to the applicant according to 1-FL 							
(1)	(2)	(3)	(4)	(5)			
	No	Yes	Yes	Yes			
	No	Yes	Yes	Yes			
Part A. Quarterly Review 2. Guaranteed Loan Making : Review Of Guaranteed Loan Applications							
<ol style="list-style-type: none"> 1. Applicant Name 2. Lender Name 3. Lender Type 4. Applicant representation is consistent within all FSA programs (Applicant has not applied for or received Agency benefits under any other name, entity or identification number) 5. Lender was notified of incomplete and/or complete application within timeframes prescribed in 2-FLP 6. Eligibility of borrower and loan purposes have been evaluated; denial/withdrawal are thoroughly documented and appropriate appeal/review rights were provided 7. Processing times are within timeframes prescribed in 2-FLP for lender type 8. Appropriate environmental assessment completed 							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	Federal Land Bank	PLP	Yes	Yes	Yes	Yes	Yes
	Federal Land Bank	PLP	Yes	Yes	Yes	Yes	Yes
	. Bank	PLP	Yes	Yes	Yes	Yes	Yes
	Farm Credit	PLP	Yes	Yes	Yes	Yes	Yes
Part A. Quarterly Review 3. Direct Loan Servicing A. Delinquent Account Servicing							
I. Borrowers With Loans 90 Days Or More Past Due							
<ol style="list-style-type: none"> 1. Borrower Name 2. PLS history report indicates a PLS notice was sent within 15 calendar days of borrower's account becoming 90 da past due. 							

DD FLP Oversight Review User Guide (Continued)

I Example of Completed Oversight Report (Continued)

Report Print Page				Page 3 of 9
<ol style="list-style-type: none"> 3. Offset notice was sent at the same time as the PLS notice (required when account is in monetary default) 4. Enter anticipated resolution 5. Enter target date for resolution of delinquency 				
(1)	(2)	(3)	(4)	(5)
	Yes	Yes	5- Other: enter explanation in comments	03/31/2012
	Yes	Yes	1- Borrower to pay current: enter source of funds in comments	02/29/2012
	Yes	Yes	1- Borrower to pay current: enter source of funds in comments	01/18/2012
	Yes	Yes	5- Other: enter explanation in comments	03/30/2012
	No	NA	5- Other: enter explanation in comments	02/29/2012
Part A. Quarterly Review 3. Direct Loan Servicing A. Delinquent Account Servicing				
II. Borrowers With Loans Less Than 90 Days Past Due				
<ol style="list-style-type: none"> 1. Borrower Name 2. Delinquency can be resolved before account enters 90 days past due 3. Anticipated Resolution 4. Target Date for resolution of delinquency 				
(1)	(2)	(3)	(4)	
	Yes	Borrower to pay account current.	01/04/2012	
	Yes	Borrower to pay account current.	02/03/2012	
	Yes	Borrower to pay account current.	02/10/2012	
	No	Borrower to pay account current.	03/30/2012	
	Yes	Borrower to pay account current.	03/27/2012	
	No	Borrower to pay account current.	05/25/2012	
	Yes	Borrower to pay account current.	01/18/2012	
	Yes	Borrower to pay account current.	01/18/2012	
	Yes	Borrower to pay account current.	01/18/2012	
	No	Borrower to pay account current.	06/29/2012	
	No	Borrower to pay account current.	09/07/2012	
	Yes	Borrower to pay account current.	03/29/2012	
	Yes	Borrower to pay account current.	03/01/2012	
	Yes	Borrower to pay account current.	02/27/2012	
	Yes	Borrower to pay account current.	03/01/2012	
	Yes	Borrower to pay account current.	02/17/2012	
	No	Borrower to pay account current.	03/30/2012	
Part A. Quarterly Review 3. Direct Loan Servicing A. Delinquent Account Servicing				
III. Borrowers With Loans That May Require Attention				
<ol style="list-style-type: none"> 1. Borrower Name 2. Account Flag 				

DD FLP Oversight Review User Guide (Continued)

I Example of Completed Oversight Report (Continued)

Report Print Page		Page 4 of 9		
<p>3. Payments are being made and are current according to an approved plan or agreement</p> <p>4. Accounts are serviced according to applicable regulations and/or handbook instructions</p>				
(1)	(2)	(3)	(4)	
	SAA (Subject to Approved Adjustment)	Yes	Yes	
	SAA (Subject to Approved Adjustment)	Yes	Yes	
	SAA (Subject to Approved Adjustment)	Yes	Yes	
	BAP (Bankruptcy Action Pending)	Yes	Yes	
	ACL (Accelerated)	No	Yes	
	BAP (Bankruptcy Action Pending)	Yes	Yes	
	CAP (Court Action Pending)	No	Yes	
	ACL (Accelerated)	No	Yes	
	ACL (Accelerated)	No	Yes	
	BAP (Bankruptcy Action Pending)	Yes	Yes	
Part A. Quarterly Review 3. Direct Loan Servicing B. Payments And Collections				
<p>1. Borrower/Account Name.(If collection was not made at this service center,also add the county name where collection was made.)</p> <p>2. Payment(s) and collections are applied within prescribed time frames</p> <p>3. Payment(s) are credited to the account(s) of the correct borrower</p> <p>4. Payment(s) are applied to the borrower's loans according to 4-FLP</p> <p>5. There is a proper separation of duties among employees handling transactions</p>				
(1)	(2)	(3)	(4)	(5)
	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes
Part A. Quarterly Review 3. Direct Loan Servicing C. Chattel Security Accounting				
<p>1. Borrower Name</p> <p>2. Dispositions and proceeds are recorded on FSA-2040</p> <p>3. Funds are released in accordance with the FBP and FSA regulations as applicable</p> <p>4. Work copy Security Agreement has been notated for any changes in collateral</p> <p>5. FLM follows up on all apparent unauthorized dispositions; using Exhibit 31 to notify borrowers in all cases and obtains adequate documentation to enable post approval where applicable</p>				
(1)	(2)	(3)	(4)	(5)
	Yes	Yes	Yes	NA
	Yes	Yes	Yes	NA
	Yes	Yes	Yes	NA

DD FLP Oversight Review User Guide (Continued)

I Example of Completed Oversight Report (Continued)

Report Print Page				Page 5 of 9
	Yes	Yes	Yes	NA
	Yes	Yes	Yes	NA
Part A. Quarterly Review 4. Program Delivery FLP Goals : From FLP goals established by the National Office for your state				
<ul style="list-style-type: none"> 1. FLP Goal 2. State Goal 3. Service Center Goal 4. FLP Staff Progress 				
(1)	(2)	(3)	(4)	
First year delinquency rate on new loans (%)	8.0	0	0	
Direct loan processing time (Days)	30	0	0	
Guaranteed loan processing time (Days)	12	0	0	
Lending to beginning farmers and ranchers (%)	27.60	0	0	
Lending to SDA farmers and ranchers (%)	31.90	0	0	
Direct loan delinquency rate (%)	8.50	0	0	
Guaranteed loan delinquency rate (%)	2.00	0	0	
Primary loan servicing processing time (%)	60	0	0	
Part D. ADDITIONAL REVIEWS (Mandatory to be completed within first quarter following the review)				
1. Farm Loan Program Risk Assessment (FLPRA) Reviews				
<input checked="" type="checkbox"/> This Review Area is not applicable for this reporting period				
<ul style="list-style-type: none"> 1. Date of FLPRA Review by State Office 2. Date findings were discussed with FLP staff 				
There are no files to review.				
Part D. ADDITIONAL REVIEWS (Mandatory to be completed within first quarter following the review)				
2. County Operations Reviews (COR)				
<input checked="" type="checkbox"/> This Review Area is not applicable for this reporting period				
<ul style="list-style-type: none"> 1. Date of COR Review 2. Date findings were discussed with FLP staff 				
There are no files to review.				
Part E. CERTIFICATION District Director Signature				
<ul style="list-style-type: none"> 1. District Director Signature 2. Name of District Director 3. Date 				
(1)	(2)	(3)		
	I -	01/30/2012		

DD FLP Oversight Review User Guide (Continued)

I Example of Completed Oversight Report (Continued)

Report Generated On: 7/22/2013			
Comments and Action Items Report			
First Quarter Report			
1.STATE	2.DISTRICT NUMBER D-01	3.SERVICE CENTER Service Center	4.FISCAL YEAR 2012
Quarterly Review ▶ Direct Loan Making ▶ Review Of Direct Loan Applications ▶ Withdrawn Application File Reviews ▶ (Record)			
Comment 2nd letter should have been dated and mailed on 11/22. Actually dated 11/23. 1st letter dated 11/02.			
Quarterly Review ▶ Direct Loan Making ▶ Review Of Direct Loan Applications ▶ Withdrawn Application File Reviews ▶ A Complete Application Was Received? (Review Item)			
Response No			
Comment Application withdrawn.			
Quarterly Review ▶ Direct Loan Making ▶ Review Of Direct Loan Applications ▶ Withdrawn Application File Reviews ▶ A Complete Application Was Received? (Review Item)			
Response No			
Comment Complete Application was not received.			
Quarterly Review ▶ Direct Loan Making ▶ Review Of Direct Loan Applications ▶ Withdrawn Application File Reviews ▶ (Record)			
Comment Applicant is now working on a new application.			
Quarterly Review ▶ Direct Loan Making ▶ Review Of Direct Loan Applications ▶ Withdrawn Application File Reviews ▶ A Complete Application Was Received? (Review Item)			
Response No			
Comment Applicant did not provide all requested information.			
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans 9 Days Or More Past Due ▶ Enter Anticipated Resolution (Review Item)			
Response 5- Other: enter explanation in comments			
Comment Borrower will not return calls. Field visit planned.			
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans 9 Days Or More Past Due ▶ (Record)			
Comment			

DD FLP Oversight Review User Guide (Continued)

I Example of Completed Oversight Report (Continued)

Report Print Page	Page 7 of 9
Borrower waiting on sales of wheat crop stored in grain bin. Borrower should pay current.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans 9 Days Or More Past Due ▶ (Record)	
Comment Paid current at time of review.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans 9 Days Or More Past Due ▶ Enter Anticipated Resolution (Review Item)	
Response 5- Other: enter explanation in comments	
Comment Borrower may request restructuring.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans 9 Days Or More Past Due ▶ PLS History Report Indicates A PLS Notice Was Sent Within 1 Calendar Days Of Borrower's Account Becoming 90 Days Past Due. (Review Item)	
Response No	
Comment Payment recieved prior to past due. \$40.00,UCC 1 filing fee to SOS. This is a no-monetary default. FLM is processing a request to STO stating that this is non-recoverable.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans 9 Days Or More Past Due ▶ Enter Anticipated Resolution (Review Item)	
Response 5- Other: enter explanation in comments	
Comment Applicant paid loan off. UCC 1 filing fee of 40.00 is owed due to filing with SOS taking place prior to payoff of loan. Applica has been notified of payment due.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans Less Than 90 Days Past Due ▶ Anticipated Resolution (Review Item)	
Response Borrower to pay account current.	
Comment Paid Current	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans Less Than 90 Days Past Due ▶ Delinquency Can Be Resolved Before Account Enters 90 Days Past Due (Review Item)	
Response No	
Comment Borrower pays late.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans Less Than 90 Days Past Due ▶ Delinquency Can Be Resolved Before Account Enters 90 Days Past Due (Review Item)	

DD FLP Oversight Review User Guide (Continued)

I Example of Completed Oversight Report (Continued)

Report Print Page	Page 8 of 9
Response No	
Comment Borrower pays late	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans Less Than 90 Days Past Due ▶	▶ Anticipated Resolution (Review Item)
Response Borrower to pay account current.	
Comment Paid Current	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans Less Than 90 Days Past Due ▶	▶ Anticipated Resolution (Review Item)
Response Borrower to pay account current.	
Comment Paid Current	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans Less Than 90 Days Past Due ▶	▶ Anticipated Resolution (Review Item)
Response Borrower to pay account current.	
Comment Paid Current	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans Less Than 90 Days Past Due ▶	▶ Delinquency Can Be Resolved Before Account Enters 90 Days Past Due (Review Item)
Response No	
Comment Borrower always pays late. FLO will follow up.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans Less Than 90 Days Past Due ▶	▶ Delinquency Can Be Resolved Before Account Enters 90 Days Past Due (Review Item)
Response No	
Comment Borrower always pays late. Last year offset gov. travel.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans Less Than 90 Days Past Due ▶	▶ Delinquency Can Be Resolved Before Account Enters 90 Days Past Due (Review Item)
Response No	
Comment	

DD FLP Oversight Review User Guide (Continued)

I Example of Completed Oversight Report (Continued)

Report Print Page	Page 9 of 9
FLO to follow up with borrower.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans That May Require Attention ▶ _____ (Record)	
Comment Graham indicated payment had been mailed.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans That May Require Attention ▶ _____ ▶ Payments Are Being Made And Are Current According To An Approved Plan Or Agreement (Review Item)	
Response No	
Comment OIG conducting review.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans That May Require Attention ▶ _____ ▶ Payments Are Being Made And Are Current According To An Approved Plan Or Agreement (Review Item)	
Response No	
Comment Case referred to WDC.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans That May Require Attention ▶ _____ ▶ Payments Are Being Made And Are Current According To An Approved Plan Or Agreement (Review Item)	
Response No	
Comment Collection actions underway. Cattle to be picked up.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans That May Require Attention ▶ _____ ▶ Payments Are Being Made And Are Current According To An Approved Plan Or Agreement (Review Item)	
Response No	
Comment Collection actions underway. Cattle to be picked up and sold.	
Quarterly Review ▶ Direct Loan Servicing ▶ Delinquent Account Servicing ▶ Borrowers With Loans That May Require Attention ▶ _____ (Record)	
Comment In process liquidating security.	