FSA
HANDBOOK

Guaranteed Loan Making and Servicing

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

2-FLP

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

...

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

Guaranteed Loan Making and Servicing 2-FLP	Amendment 24

Approved by: Acting Deputy Administrator, Farm Loan Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 52 J has been amended to remove the requirement that the Agency approve the person or persons designated by PLP lenders to process and service loans.

Subparagraph 166 D has been amended to:

- remove the lien position restriction when a guaranteed loan is made for refinancing purposes
- clarify when junior lien positions are acceptable.

Subparagraph 326 D has been amended to update a 7 CFR reference.

Part 15 has been amended to:

- replace all references to the “sale” with “assign”
- remove references to participation of guarantees.

Subparagraph 373 C has been amended to:

- remove holder versus participant narrative
- provide information on the pledging of guaranteed loans.

Subparagraph 374 B has been amended to update secondary market line of credit requirements.

Page Control Chart		
TC	**Text**	**Exhibit**
	4-21, 4-22 8-115, 8-116 12-55, 12-56 15-1 through 15-8	1, pages 1, 2 2, pages 7, 8 pages 13, 14

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Part 1 Introduction and Purpose

1 Purpose and Sources of Authority

A Handbook Purpose

--**This handbook is designed to assist FSA and lenders in understanding:**--

- regulations governing the Guaranteed Farm Loan Program
- roles and responsibilities in processing and servicing FSA-guaranteed loans.

B Sources of Authority

The sources of authority for this handbook include 7 CFR Part 762 and other Agency regulations that may be referenced throughout this handbook.

2 Related References

A FSA Farm Loan Officer Training Modules

FSA Farm Loan Officer Training Modules provide training modules and case studies on specific loan processing and servicing topics for FSA.

B National Internal Review Guide

The National Internal Review Guide is used to review the performance of district, county, and local credit offices with procedural and regulatory requirements.

*--C Websites

The FSA website at **http://www.fsa.udsa.gov** contains basic program information and updates for agency programs, including those covered by this handbook.

The FSA intranet website at **http://intranet.fsa.usda.gov** provides electronic access to some FSA handbooks and forms.

The USDA eForms website at **http://www.sc.egov.usda.gov** contains downloadable Agency forms for use by the public.**--***

2 Related References (Continued)

D Regulation References

This handbook is designed to accompany 7 CFR Part 762. Throughout this handbook are **regulation references and verbatim citations in bold text**. These references are intended to highlight the requirement spelled out in the regulation. In some instances, a regulation reference may be found at the beginning of a paragraph in parentheses. This reference will be the basis for information within that paragraph. Regulation references in brackets in front of blocks of text are for those blocks of text only. Not all parts of the regulations referenced in the text are highlighted.

*--E RD Instructions

RD Instructions about offset and debt settlement are listed in 1-AS, Exhibit 7, subparagraph B.--*

F Other Related FSA Handbooks

The following FSA handbooks concern FLP guaranteed loan programs.

IF the area of concern is about...	THEN see...
*--appraisal reviews and FLP authorities	1-FLP.--*
confidentiality	2-INFO.
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*--G State Supplements

Exhibit 4 lists State supplements required by this handbook.

SED's shall:

- issue required supplements, and any additional supplements, according to 1-AS, paragraph 216
- obtain approval of State supplements according to 1-AS, paragraph 220.--*

3-14 (Reserved)

Part 2 Guaranteed Farm Loan Programs

15 Program Purpose and Eligible Lenders

A Program Purpose

The FSA Guaranteed Farm Loan Program:

- enables lenders to extend credit to family farm owners or operators who do not qualify for standard commercial loans

- benefits beginning farmers and family farmers experiencing financial distress, as well as lending institutions and the local community as a whole

  Note: Farmers receive credit at reasonable terms to finance their current operations or to expand their business. Financial institutions receive additional loan business and servicing fees, as well as other benefits from the program.

- serves the local community by protecting family farmers and farm-related businesses.

B Requirements

Regulated lenders who have experience in agricultural lending are eligible to participate in the FSA Guaranteed Farm Loan Program. Lenders who have little or no experience with FSA-guaranteed loans are considered SEL's and must originate and service loans under SEL requirements.

Lenders who have a positive track record of participation in the program may participate in one of FSA's status lender programs. CLP and PLP are the 2 status lender programs. Once lenders are approved by FSA as a CLP or PLP lender, they may process loans under the reduced paperwork and supervision requirements afforded to the respective status lender program.

For more information on the different lender types, see Part 4.

C FSA-1980-38

The purpose of FSA-1980-38 is to:

- establish the lender as an approved participant in the FSA Guaranteed Farm Loan Program

- outline the terms and conditions for originating and servicing FSA-guaranteed loans.

15 Program Purpose and Eligible Lenders (Continued)

C FSA-1980-38 (Continued)

The lender is responsible for originating and servicing all guaranteed loans in their portfolio according to FSA-1980-38 that is valid at the time.

Example: If a lender has an approved SEL FSA-1980-38, they will originate and service loans under SEL requirements spelled out in 7 CFR Part 762 and this handbook.

If the same lender later applies for PLP status and is approved, a new PLP FSA-1980-38 will be executed. As long as the PLP FSA-1980-38 remains in effect, the lender will originate and service all FSA-guaranteed loans in their portfolio, including loans originated while the lender was SEL, under the conditions agreed to in the PLP FSA-1980-38.

For CLP and PLP lenders, FSA-1980-38 is valid for 5 years from the date of execution by SED or DAFLP. For SEL's, FSA-1980-38 is valid indefinitely from the time of execution by the Authorized Agency Official, unless otherwise terminated or replaced by FSA.

--**For each State covered by the approved FSA-1980-38, the State Office is responsible for entering the details of the approved FSA-1980-38 in GLS. State Offices may seek assistance from KCFO, St. Louis for particularly complex situations.**--

16 Eligible Borrowers

A Requirements

For specific information on borrower eligibility, see Part 8, Section 1.

In general, to qualify for an FSA guarantee, a loan applicant must be actively involved in the day-to-day management of a farm operation and must:

- ***--**be a citizen of the United States, a non-citizen national, or qualified alien under applicable Federal immigration laws**--***
- have the legal capacity to incur the obligations of the loan
- be unable to obtain sufficient credit without a guarantee at reasonable rates and terms to finance the farming operation.

In addition to meeting the eligibility criteria, the loan applicant must:

- have a satisfactory credit history
- demonstrate repayment ability
- provide sufficient security for the loan.

17 Types of Guaranteed Loans

A OL's

OL's may be used to finance items needed for a successful farm operation. These items include the following:

- livestock
- farm equipment
- annual operating expenses
- family living expenses
- refinancing debts under certain conditions.

For more information on OL's, see Part 8, Sections 2 through 4 and Part 9.

B LOC's

LOC's are OL's for annual operating purposes. Loan funds may be advanced and repaid repeatedly (revolve) throughout the year.

For more information on LOC's, see Part 8, Sections 2 through 4 and Part 9.

C FO's

FO's may be used to:

- purchase farmland
- construct or repair buildings and other fixtures
- develop farmland to promote soil and water conservation
- refinance debt.

For more information on FO's, see Part 8, Sections 2 through 4 and Part 9.

*** * ***

18 IA Program

A Requirements

In certain situations, lenders may use the IA Program to assist a borrower in qualifying for an FSA-guaranteed loan. Under the IA Program, FSA will subsidize 4 percent of the interest rate on loans to qualifying borrowers.

For more information on the IA Program, see Part 9.

19 Full Faith and Credit Applicability and Exceptions (7 CFR 762.103)

A Full Faith and Credit Applicability

The loan guarantee constitutes an obligation supported by the full faith and credit of the United States.

B Exceptions for Fraud and Misrepresentation

The Agency may contest the guarantee only in cases of fraud or misrepresentation by a lender or holder, in which the lender or holder:

- **had actual knowledge of the fraud or misrepresentation at the time it became the lender or holder**
- **participated in or condoned the fraud or misrepresentation.**

C Exceptions for Lender Violations

The loan guarantee cannot be enforced by the lender, regardless of when the Agency discovers the violation, to the extent that the loss is a result of any of the following:

- **violation of usury laws**
- **negligent servicing**
- **failure to obtain the required security**
- **failure to use loan funds for purposes specifically approved by the Agency.**

19 Full Faith and Credit Applicability and Exceptions (7 CFR 762.103) (Continued)

D Effects of Full Faith and Credit With Holders

The guarantee and right to require purchase will be directly enforceable by the holder even if either of the following occurred:

- **the loan guarantee is contestable based on the lender's fraud or misrepresentation**
- **the loan note guarantee is unenforceable by the lender based on a lender violation.**

20 Responsibilities

A Authorized Agency Official Responsibilities

The Authorized Agency Official is responsible for:

- serving as the primary contact and decision maker for the FSA Guaranteed Farm Loan Program

•***--**approving loans, up to thresholds specified in 1-FLP, paragraph 29--*****

*** * ***

- providing training for lenders and prospective lenders

- monitoring lender's servicing actions

*** * ***

- processing loss claims for SED approval.

--Note:** Authorities that must be delegated are listed in 1-FLP, Exhibit 7.--**

B DD's Responsibilities

DD is responsible for:

- overseeing the Authorized Agency Official
•***--**approving loan requests as outlined in 1-FLP, paragraph 29--*****
- providing management and technical assistance to local servicing offices.

20 Responsibilities (Continued)

C SED's Responsibilities

SED is responsible for:

- *--determining the most effective and efficient method of program delivery for making and servicing guaranteed loans--*
- overseeing the operations of all FSA offices within the State
- providing technical assistance as needed
- providing annual training for lenders and prospective lenders
- approving loan requests as outlined in 1-FLP, paragraph 29
- approving all loss claims before payment
- ensuring equitable treatment in processing loan applications as outlined in Part 6.

Funding allocations are made by SED, and at his or her discretion, funding allocations may be delegated to lower levels within the organization. SED approves CLP lenders and maintains files on their activity within the State. For PLP lenders, SED's must submit a recommendation to DAFLP regarding approval of PLP status. Once PLP status is approved, SED is responsible for ensuring that lender monitoring visits are conducted.

D DAFLP's Responsibilities

DAFLP is responsible for:

- managing FLP's on a national level
- developing policy
- monitoring the financial condition of status lenders
- approving lender requests for PLP status
- determining funding allocations
- ensuring consistent application of regulations and policies.

21-30 (Reserved)

31 ECOA (7 CFR 762.101(b))

A
Purpose

The Agency issues guarantees on loans made to qualified loan applicants without regard to race, color, religion, sex, national origin, marital status, or age, provided the loan applicant can enter into a legal and binding contract, or whether all or part of the applicant's income derives from any public assistance program or whether the applicant, in good faith, exercises any rights under the Consumer Protection Act.

ECOA prohibits discrimination against recipients of Federal financial assistance in the delivery of services to the public and in employment practices. FSA is required to comply with nondiscriminatory and equal opportunity practices in guaranteed loan making and servicing actions.

--**See 1-FLP, paragraph 41 for explanation of ECOA and USDA Nondiscrimination Policy and the Nondiscrimination Statements.**--

*** * ***

32 Conflict of Interest (7 CFR 762.110(f))

A
Definition and Reporting

When a lender submits the application for a guaranteed loan, the lender will inform the Agency in writing of any relationship which may cause an actual or potential conflict of interest.

Relationships include:

- **the lender or its officers, directors, principal stockholders (except stockholders in a Farm Credit System institution that have stock requirements to obtain a loan), or other principal owners having a financial interest (other than lending relationships in the normal course of business) in the loan applicant or borrower**

- **the loan applicant or borrower, a relative of the loan applicant or borrower, anyone residing in the household of the loan applicant or borrower, any officer, director, stockholder or other owner of the loan applicant or borrower holds any stock or other evidence of ownership in**
--the lender** (except stockholders in a Farm Credit System institution that have stock requirements to obtain a loan)**--

- **the loan applicant or borrower, a relative of the loan applicant or borrower, or anyone residing in the household of the loan applicant or borrower is an Agency employee**

- **the officers, directors, principal stockholders (except stockholders in a Farm Credit System institution that have stock requirements to obtain a loan), or other principal owners of the lender have substantial business dealings (other than in the normal course of business) with the loan applicant or borrower**

- **the lender or its officers, directors, principal stockholders, or other principal owners have substantial business dealings with an Agency employee.**

The lender must furnish additional information to the Agency upon request.

The Agency will not approve the application until the lender develops acceptable safeguards to control any actual or potential conflicts of interest.

Continued on the next page

32 Conflict of Interest (7 CFR 762.110(f)) (Continued)

B
FSA Employees

An FSA employee shall not participate, directly or indirectly, in deliberations on, or determination of, any matter affecting the application or servicing of guaranteed (or direct) loan to any relative of the employee, any person residing in the employee's household, anyone with continuing business dealings with the employee, or any entity controlled by the employee.

Any processing or servicing activity conducted according to this subparagraph is subject to the provisions of 7 CFR Part 1900, Subpart D.

33 Review and Appeals (7 CFR 762.104)

A
Request for an Appeal

The loan applicant or borrower and lender must jointly execute the written request for review of an alleged adverse decision made by the Agency. However, in cases where the Agency has denied or reduced the amount of the final loss payment, the decision may be appealed by the lender only.

A decision made by the lender adverse to the borrower is not a decision by the Agency, whether or not concurred in by the Agency, and may not be appealed.

The lender or Agency may request updated information from the borrower to implement an appeal decision.

B
Handling Appeals

Appeals will be handled according to 1-APP.

34 Lender List and Classification (7 CFR 762.101(c))

A
Lender List

The Agency maintains a current list of lenders who express a desire to participate in the guaranteed loan program. This list is made available to farmers upon request.

B
Classification

Lenders who participate in the Agency guaranteed loan program will be classified into one of the following categories:

- **Standard Eligible Lender**
- **Certified Lender**
- **Preferred Lender.**

Continued on the next page

34 Lender List and Classification (7 CFR 762.101(c)) (Continued)

C
ALP

Lenders may continue to make loans under Approved Lender Program (ALP) agreements until they expire; however, these agreements will not be renewed when they expire. All ALP agreements with farm credit institutions will expire on February 12, 2001.

Use the following letter to notify lenders when ALP agreements expire.

*--

Date:_____

Dear _____:

This letter is to advise you that your agreement under the Farm Service Agency's (FSA) Approved Lender Program (ALP) will expire on *(insert date ALP agreement will expire; for Farm Credit Services institutions, insert February 12, 2001)*. You may continue to make loans under that agreement until it expires. However, because of changes to the guaranteed loan regulations and the addition of the Preferred Lender Program, ALP agreements will not be renewed.

If you have not already done so, we encourage you to apply for status under one of FSA's other lender classifications.

Please feel free to contact us if you have any questions.

Sincerely,

_____

_____

(Title)

--*

35-45 (Reserved)

Part 4 Lender Eligibility

46 Eligibility Requirements for SEL (7 CFR 762.105(b))

A Overview

The basic level of participation in the FSA Guarantee Farm Loan Program is SEL. SEL must meet the eligibility criteria in this section to submit an application for a guarantee. If the lender does not meet the eligibility criteria to the satisfaction of FSA, the application will be denied.

B Capacity

A lender must have experience in making and servicing agricultural loans and have the capability to make and service the loan for which a guarantee is requested.

In reviewing the SEL request, the Authorized Agency Official shall consider FSA's prior experience with the lender in assessing whether or not they have the capability to make and service the loan. An important factor in reviewing the lender's capacity is their experience in agricultural lending. Experience in agricultural lending must be demonstrated for either the lender or the lender's personnel.

The lenders must not have losses or deficiencies in processing and servicing guaranteed loans above a level which would indicate an inability to properly process and service a guaranteed agricultural loan.

Previous problems with a lender, as evidenced in monitoring reports, excessive loss claims, or denial of loss claims, should be considered in this determination.

46 Eligibility Requirements for SEL (7 CFR 762.105(b)) (Continued)

C Examination and Supervision

A lender must be subject to credit examination and supervision by an acceptable State or Federal regulatory agency.

Only regulated lenders that are subject to both examination and supervision may participate in the FSA Loan Guarantee Program. Examination will normally include a review of the lenders' asset quality, management practices, financial condition, and compliance with applicable laws and regulations. Supervision gives the regulator the authority to require that the lender make changes to ensure safety and soundness. Acceptable agencies include, but are not limited to, the following:

- FDIC
- Office of Comptroller of the Currency
- Office of Thrift Supervision
- Federal Reserve
- FCA
- National Credit Union Administration
- State banking commissions.

Lenders that are audited and subject to oversight by a State agency may or may not be examined and subject to supervision. Any questions concerning whether a lender meets this requirement should be addressed to DAFLP, Guaranteed Loan Making Branch.

46 Eligibility Requirements for SEL (7 CFR 762.105(b)) (Continued)

D Local Lender

The lender must maintain an office near enough to the collateral's location so it can properly and efficiently discharge its loan making and loan servicing responsibilities or use Agency approved agents, correspondents, branches, or other institutions or persons to provide expertise to assist in carrying out its responsibilities. The lender must be a local lender unless it does either of the following:

- **normally makes loans in the region or geographic location in which the loan applicant's operation being financed is located**

- **demonstrates specific expertise in making and servicing loans for the proposed operation.**

It is expected that the lender's business office will be located near the loans that it services. If the lender is lending out of its normal service area, FSA shall determine whether or not the loan can be appropriately serviced by the lender. Depending on the type of loan and the type of farming operation, it is important the lender have:

- local knowledge
- the ability to conduct inspections of collateral
- regular contact with the borrower.

E Participation

The lender, its officers, or agents must not be debarred or suspended from participation in Government contracts or programs and the lender must not be delinquent on a Government debt.

--**Refer to 1-FLP, paragraph 43 for additional guidance about debarment and suspension.**--

47 Approval Process for SEL

A FSA Review

The Authorized Agency Official shall review FSA-1980-25 in conjunction with the eligibility criteria in paragraph 46 to determine whether the lender is eligible to process the requested guarantee. This review will be done with the review of the proposed guaranteed loan.

B Approval

SEL approval is granted for the purpose of originating and servicing a guaranteed loan. SEL eligibility is evaluated with each guarantee application. If the lender continues to meet the requirements of paragraph 46, guarantee requests may continue to be processed. A new FSA-1980-38 is not required unless the most recent version of FSA-1980-38 has not been executed. See subparagraph 48 B.

***--**To develop expertise in guaranteed lending, SEL's are encouraged to designate 1 or more staff members to:

- process and service FSA guaranteed loans
- attend Agency-sponsored training.**--***

48 Monitoring SEL

A Review of Lender Performance

SED shall determine how the file review requirement will be carried out. FSA shall review 40 percent of the lender's guaranteed loan files over the course of each year. Subparagraph 267 B lists the loans that will be given priority in the review and the items that should be inspected during the review process.

To the extent that deficiencies are discovered during the FSA monitoring review, the Authorized Agency Official shall inform the lender in writing and, if necessary, propose a timeframe for a reinspection of the deficiencies. Copies of any reviews and monitoring correspondence must be sent to DD and SED for major deficiencies.

48 Monitoring SEL (Continued)

B Operational File

The Authorized Agency Official shall develop and maintain an operational file on each lender. This file will contain the following:

- information on the loans originated and serviced by the lender
- copies of the monitoring reviews conducted by FSA
- resolution of findings
- any correspondence between the lender and FSA
- copy of a current FSA-1980-38.

***--**All SEL's must have a current FSA-1980-38 on file before issuing the guarantee.

Note: If a revised version of FSA-1980-38 has been issued, the lender must execute a new agreement before any new loan guarantees can be issued.**--***

C Imposing Sanctions

In situations where the Authorized Agency Official is unable to resolve deficiencies with the lender, enforcement actions may be taken. Before the implementation of any enforcement action by FSA, the lender must be:

- notified in writing of the deficiencies
- given a specific timeframe in which to resolve the deficiencies
- warned of the sanctions that may be taken by FSA if the deficiencies are not resolved.

Examples of unresolved deficiencies may include the following:

- failure on the part of the lender to obtain an adequate appraisal
- failure to perfect a lien
- failure to adequately monitor the borrower or the collateral.

While any of these deficiencies may result in the denial or reduction of a loss claim to the lender, it is important to FSA that these issues be resolved as early as possible.

48 Monitoring SEL (Continued)

C Imposing Sanctions (Continued)

The sanction imposed on the lender should be the most effective in resolving the deficiency. Examples of sanctions include the following:

- adjustment of loss claims
- increased monitoring visits
- increased reporting on corrective actions taken
- increased documentation for guarantee processing
- determination that the lender does not meet SEL standards and, therefore, is not eligible for future guaranteed loans.

In extreme cases, recommendations should be made to the National Office for suspension or debarment.

49 Eligibility Requirements for CLP (7 CFR 762.106)

A Overview

CLP is a program that permits lenders with a proven track record in making and servicing guaranteed loans to operate under a streamlined origination and servicing process. While the CLP lender is still bound by FSA regulations and must use and maintain on file FSA-approved forms, information submitted to FSA for approval is minimized. SED is responsible for approving all CLP's in the State, based on information from the local offices and prior performance of the lender.

B Threshold Eligibility

The lender must **qualify as a Standard Eligible Lender under § 762.105.**

To be eligible to apply for certified lender status, the lender must meet the eligibility requirements of SEL as detailed in paragraph 46.

49 Eligibility Requirements for CLP (7 CFR 762.106) (Continued)

C Loan Production and Performance

The lender must **have a lender loss rate not in excess of the maximum CLP Loss Rate established by the Agency and published periodically in a Federal Register Notice.**

This rate is set at 7.00 percent.

To be eligible for CLP, the lender must have a loss rate that does not exceed 7 percent.

The Agency may waive the loss rate criteria for those lenders whose loss rate was substantially affected by a disaster as defined in 7 CFR 1945, subpart A.

SED is granted the authority to waive this criteria on a bank-by-bank basis. The performance of other lenders under similar conditions should be considered before granting such a waiver.

[7 CFR 762.102] Loss rate equals the net amount of guaranteed OL, FO, and SW loss claims paid on loans made in the past 7 years divided by the total loan amount of the OL, FO, and SW loans made in the past 7 years.

If a lender applying for CLP status is or has recently been involved in a merger or acquisition, all loans and losses attributed to both lenders will be considered in the eligibility calculations.

The lender must continue to meet this requirement to hold CLP status. As part of the annual CLP review, the Authorized Agency Official shall ensure that the lender's losses remain below the maximum loss rate.

49 Eligibility Requirements for CLP (7 CFR 762.106) (Continued)

D Experience

The lender must **have proven an ability to process and service Agency guaranteed loans by showing that the lender:**

- **submitted substantially complete and correct guaranteed loan applications**
- **serviced all guaranteed loans according to Agency regulations.**

In evaluating whether or not a lender meets these requirements, the State Office shall review historical monitoring reports on the lender. Recurring and/or unresolved issues about origination or servicing should be considered in the approval of CLP status for the lender. If CLP status is denied because of failure to meet this requirement, SED should recommend changes that the lender would need to implement to qualify for CLP status at a later date.

E Minimum Guaranteed Loans

The lender must **have made the minimum number of guaranteed OL, FO, or SW loans established by the Agency and published periodically in a Federal Register Notice.**

This is set at a minimum of 10 Agency guaranteed loans ever and five such loans in the past 2 years.

The lender must continue to meet this requirement to hold CLP status. As part of the CLP review, the Authorized Agency Official shall ensure that the lender has closed the required number of loans to retain CLP status.

Notes: The volume requirements will be published in a separate FR document.

--**Multiple loans for 1 borrower will be counted separately. However, advances on LOC's do not count as separate loans.**--

49 Eligibility Requirements for CLP (7 CFR 762.106) (Continued)

F Acceptable Level of Soundness

The lender must **not be under any regulatory enforcement action such as a cease and desist order, written agreement, or an appointment of conservator or receiver, based on financial condition.**

In addition, the National Office monitors the bank rating services and other sources to determine the financial soundness of each lender participating in the Guaranteed Farm Loan Program. When a lender requests CLP status, SED shall contact LMD, Guaranteed Loan Branch to determine the lender's financial strength rating.

G Qualified Person

The lender must **designate a qualified person or persons to process and service Agency guaranteed loans for each of the lender offices which will process CLP loans. To be qualified, the person must meet the following conditions:**

- **have attended Agency sponsored training in the past 12 months or will attend training in the next 12 months**
- **agree to attend Agency sponsored training each year.**

The CLP application should include the resume or resumes of the person or persons qualified to process and service FSA-guaranteed loans. For a CLP lender, it is expected that this person will have experience in agricultural lending and experience in originating and servicing FSA-guaranteed loans.

H Acceptable Forms

The lender must **use forms acceptable to the Agency for processing, analyzing, securing, and servicing Agency guaranteed loans and lines of credit.**

49 Eligibility Requirements for CLP (7 CFR 762.106) (Continued)

I Approved Documents

The lender must **submit to the Agency copies of financial statements, cash flow plans, budgets, promissory notes, analysis sheets, collateral control sheets, security agreements, and other forms to be used for farm loan processing and servicing.**

As part of the application, copies of these documents must be submitted to FSA for review of conformance with program requirements. The CLP lender should also inform FSA of any proposed change to these documents before implementing the change.

If any of these documents fail to comply with FSA requirements, SED shall recommend modifications to bring them into compliance.

50 Approval of Certified Lenders (7 CFR 762.106)

A Request for CLP Status

Lenders who desire CLP status must prepare a written request addressing:

- **the States in which they desire to receive CLP status and their branch offices which they desire to be considered by the Agency for approval**
- **each item of the eligibility criteria for CLP approval in** paragraph 49**, as appropriate.**

See subparagraph B for what a request should contain.

The lender may include any additional supporting evidence or other information the lender believes would be helpful to the Agency in making its determination.

The lender must send its request to the Agency State Office for the State in which the lender's headquarters is located.

The lender must provide any additional information requested by the Agency to process a CLP request, if the lender continues with the approval process.

50 Approval of Certified Lenders (7 CFR 762.106) (Continued)

B Eligibility Criteria

Before a lender is approved for CLP status, the lender must demonstrate compliance with the following eligibility criteria:

- provide evidence of being an eligible lender
- provide information to show that loan losses (net of recovery) do not exceed 7 percent
- have the capacity to process and service FSA-guaranteed loans
- certify that the person designated to process and service FSA-guaranteed loans has attended FSA loan processing and servicing training within the previous 12 months or will attend training within the next 12 months
- agree to send for annual training the designated person from each of the lender's offices responsible for processing guaranteed loans
- agree to use forms acceptable to FSA for processing, analyzing, securing, and servicing FSA-guaranteed loans/LOC's
- if not previously submitted, copies of financial statements, cash flow plans, loan agreements, analysis sheets, security agreements, and promissory notes should be submitted with the request for CLP status
- have closed a minimum of 10 FSA-guaranteed FO, SW, and OL loans/LOC's and 5 loans within the past 2 years.

C FSA Approval

The CLP-eligible lender will have a track record in FSA programs. SED may request that Authorized Agency Officials that the lender has worked with provide a recommendation for CLP status and any issues or concerns that should be considered by SED before granting CLP status. SED shall make a decision on CLP status within 30 calendar days of receipt of the lender's complete application.

50 Approval of Certified Lenders (7 CFR 762.106) (Continued)

C FSA Approval (Continued)

CLP status is granted on a statewide basis by SED. A separate FSA-1980-38 is required for each State. A lender may request CLP status for all branches within a State, or only the specific branches that are using the guaranteed program. **The Agency will determine which branches of the lender have the necessary experience and ability to participate in the CLP program based on the information submitted in the lender application and on Agency experience.** The branch offices for which CLP status is granted are listed on FSA-1980-38.

Lenders who meet the criteria will be granted CLP status for a period not to exceed 5 years. Once FSA-1980-38 is executed by the CLP lender and SED, the original will be kept in the State Office and copies will be sent to the lender and County Offices where the lender is expected to submit applications. In addition, the FSA-approved lender forms and the names of the lender's designated representatives will be sent to the affected County Offices.

D Renewal

CLP status will expire within a period not to exceed 5 years from the date the lender's agreement is executed, unless a new lender's agreement is executed.

Renewal of CLP status is not automatic. A lender must submit a written request for renewal of a lender's agreement with CLP status which includes information:

- **updating the material submitted in the initial application**
- **addressing any new criteria established by the Agency since the initial application.**

A request for renewal of CLP status must be submitted to FSA at least 60 calendar days before the expiration of the current FSA-1980-38.

CLP status will be renewed if the applicable eligibility criteria under this section are met, and no cause exists for denying renewal under sub**paragraph** 51 C.

51 Monitoring CLP (7 CFR 762.106)

A Monitoring Reviews

CLP lenders will provide information and access to records upon Agency request to permit the Agency to audit the lender for compliance with these regulations.

The Authorized Agency Official shall conduct a monitoring review on each CLP lender. This review shall be conducted according to Part 11. The Authorized Agency Official shall review at least 20 percent of CLP's files over the course of a year, according to the priorities in subparagraph 267 B.

B Operational File

Each Authorized Agency Official shall maintain an operational file for each CLP lender as in the SEL Program. For CLP, SED shall also maintain a file for their SED Internal Annual Review.

At least annually, SED shall collect and review information about the performance of each CLP lender, including monitoring reviews from all County Offices that monitor the lender. These monitoring reviews shall be used to determine whether CLP status should continue.

C Revoking CLP Status

In addition to the sanctions that may be imposed in subparagraph 48 C**, the Agency may revoke the lender's CLP status at any time during the 5 year term for cause.**

SED is granted this authority.

51 Monitoring CLP (7 CFR 762.106) (Continued)

C Revoking CLP Status (Continued)

Any of the following instances constitute cause:

- **violation of the terms of the lender's agreement**
- **failure to maintain CLP eligibility criteria**
- **knowingly submitting false or misleading information to the Agency**
- **basing a request on information known to be false**
  - **deficiencies that indicate an inability to process or service Agency guaranteed farm loans**
  - **failure to correct cited deficiencies in loan documents upon notification by the Agency**
  - **failure to submit status reports in a timely manner**
  - **failure to use forms accepted by the Agency**
  - **failure to comply with the reimbursement requirements of** subparagraph 376 A.

D Reinstatement of CLP Status

A lender which has lost CLP status must be reconsidered for eligibility to continue as a Standard Eligible Lender in submitting loan guarantee requests. They may reapply for CLP status when the problem causing them to lose their status has been resolved.

If the reason for revoking CLP status was because of the deliberate submission of false information, the National Office must approve the request for reinstatement.

52 Eligibility Requirements for PLP (7 CFR 762.106)

A Overview

PLP is the top status that a lender can hold in the FSA Guaranteed Farm Loan Program. PLP *--was developed to recognize experienced lenders, who have demonstrated expertise in and understanding of agricultural lending and the FSA Guaranteed Farm Loan Program, by:

- streamlining submission requirements
- decreasing turnaround time on FSA actions
- allowing lenders to originate and service guaranteed loans as they would other loans in their portfolio.

To apply for PLP, lenders must outline the manner in which they intend to process and service FSA loan guarantees, based on their own underwriting and servicing policies. This CMS becomes the basis for approval decisions on guarantee applications. To request a guarantee, lenders need only to submit a 1-page application form and a loan narrative discussing the "5 C's" of credit. The streamlined requirements of PLP result in a program that is nearly invisible to the lender.

PLP is beneficial to both lenders and FSA. The streamlined loan making and servicing processes allow lenders to reduce administrative costs and provide a quick turnaround time and a higher level of service to their customers. For FSA, the streamlined process allows DAFLP to devote more time to other critical areas of the loan programs.

PLP status is granted by DAFLP in the FSA National Office.--*

B Meeting CLP Eligibility Criteria

The lender **must meet the CLP eligibility criteria.**

The PLP lender must be a lender who has a track record with FSA-guaranteed loans. While the lender does not have to hold or have held CLP status, they must qualify for CLP status.

52 Eligibility Requirements for PLP (7 CFR 762.106) (Continued)

C CMS

The lender must **have a credit management system, satisfactory to the Agency, based on the following:**

- **the lender's written credit policies and underwriting standards**
- **loan documentation requirements**
- **exceptions to policies**
- **analysis of new loan requests**
- **credit file management**
- **loan funds and collateral management system**
- **portfolio management**
- **loan reviews**
- **internal credit review process**
- **loan monitoring system**
- **the board of director's responsibilities.**

*** * ***

Unlike SEL's and CLP lenders who originate and service guaranteed loans under FSA standards and guidance, PLP lenders will use their own CMS for originating and servicing FLP-guaranteed loans. The items that will be considered when reviewing CMS are in subparagraph D.

DAFLP shall determine what changes must be made to CMS to ensure that statutory and regulatory program requirements are met.

Once CMS is approved by FSA, it becomes the operational plan and a part of FSA-1980-38 between the lender and FSA for originating and servicing guaranteed loans. FSA shall monitor the lender by determining whether or not they are in compliance with the terms and conditions agreed to in CMS.

52 Eligibility Requirements for PLP (7 CFR 762.106) (Continued)

D PLP CMS Guidelines

The following are the guidelines for PLP CMS.

*--

The lender should address each of the following issues, either with copies of documents such as board policies, procedures, or guidance memorandum, or, if no documented guidance exists, with an explanation of how the lender handles the issue. The lender should include copies of any forms and documents routinely used in loan application, underwriting, closing, monitoring, and servicing.

Note: An example CMS can be found on FSA's website at **www.fsa.usda.gov/dafl/lender_stat.htm**. Lenders may draw on language in the example, but each section must be amended based on the institution's commercial lending policy, organizational structure, and loan management practices.

I. General Operations.

A. Normal trade area, conditions under which the lender would lend outside of its trade area.

B. Internal credit review system. Who does it? How are the results reported? How often is it done? What is the scope? How are deficiencies followed up?

C. Use of Agents, Consultants and Packagers. When are outside parties used?

D. Who will process and service FSA loans, and who will monitor compliance with FSA reporting requirements?

II. Loan Analysis / Underwriting.

A. Management Ability/Credit History Analysis.

- What credit references does the lender require?
- Does the lender have different standards for new customers or beginning farmers?
- What factors in an applicant's credit history would determine whether or not credit is granted?

B. Capacity Analysis.

- What data is gathered and what ratios are calculated to determine repayment capacity?
- What are the lender's minimum capacity requirements for guaranteed and nonguaranteed loans?
- When and how are income statements evaluated?

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52 Eligibility Requirements for PLP (7 CFR 762.106) (Continued)

D PLP CMS Guidelines (Continued)

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C. Capital Analysis.

- What data is gathered and what ratios are calculated to analyze the borrower's capital position?
- What are the lender's minimum capital requirements for guaranteed and nonguaranteed loans?
- How current must the Financial Statement be? How many historical statements are required at loan origination? What supporting schedules are required?
- What is the consolidation and/or combination process for entities and when is it required?
- What debts are verified and how is the verification documented?

D. Collateral Analysis.

- How does the lender determine the loan is properly secured?
- What are the lender's minimum collateral requirements for guaranteed and nonguaranteed loans?

E. Conditions.

- When does the lender place special conditions (such as reporting requirements) on the loan?
- What controls are used to assure loan proceeds are utilized as planned? How are loan proceeds disbursed? Are there limitations on the amount advanced in relation to the value of the collateral?

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52 Eligibility Requirements for PLP (7 CFR 762.106) (Continued)

D PLP CMS Guidelines (Continued)

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III. Loan Servicing and Administration.

A. General Servicing.

- Describe your portfolio oversight. Discuss how risk is monitored on an ongoing basis and how often and what type of financial information is obtained based on borrower or loan type.
- Describe your procedure for advancing for loan or line of credit purposes, monitoring the use of loan funds, and verification of existence or acquisition of collateral.
- Describe your security monitoring, maintenance, inspection, and reassessment procedures. Describe your insurance requirements. Describe your policy regarding releasing collateral for trade, replacement, and sale.

B. Delinquencies.

- Describe any increased servicing procedures for distressed or “watch list” loans.
- Describe your procedures for reminder notices, default notification, personal contact, and preparation of servicing plans. Describe actions taken at various past due timeframes.
- Describe your policies on extensions, abeyance, deferral, and rescheduling and how the decision is documented.

C. Liquidation.

- Describe your procedures on acceleration, referral to legal counsel, foreclosure, replevin, and reporting to bank management.
- Describe your policies and procedures regarding protective advances, deeds in lieu of foreclosure, judgments, and release from liability.

D. Other.

- Describe your policies regarding release of security without consideration and release of co-signers, co-borrowers, or guarantors from liability.
- Describe any exceptions to loan policies or procedures and other information that is relevant to FSA-guaranteed loans.

--*

52 Eligibility Requirements for PLP (7 CFR 762.106) (Continued)

E FSA Experience

The lender must **have made the minimum number of guaranteed OL, FO, or SW loans established by the Agency and published periodically in a Federal Register Notice.**

***--This is set at a minimum of 20 Agency guaranteed farm loans in the past five years.**

Note: The volume requirement is published in a separate FR document.**--***

F Loss Rate

The lender must have a lender loss rate not in excess of the rate of the maximum PLP loss rate established by the Agency and published periodically in a Federal Register Notice.

This rate is set at 3 percent.

[7 CFR 762.102] Loss rate equals the net amount of guaranteed OL, FO, and SW loss claims paid on loans made in the past 7 years divided by the total loan amount of the OL, FO, and SW loans made in the past 7 years.

If a lender applying for PLP status is or has recently been involved in a merger or acquisition, all loans and losses attributed to both lenders will be considered in the eligibility calculations.

The Agency may waive the loss rate criteria for those lenders whose loss rate was substantially affected by a disaster as defined in 7 CFR 1945, subpart A.

This waiver may be granted only by DAFLP.

G Sound Loan Proposals

The lender must show a consistent practice of submitting applications for guaranteed loans containing accurate information supporting a sound loan proposal.

PLP lenders are expected to be experienced agricultural lenders who can demonstrate a history of consistently developing complete and accurate applications with minimal FSA involvement.

52 Eligibility Requirements for PLP (7 CFR 762.106) (Continued)

H Recurring Deficiencies

The lender must show a consistent practice of processing Agency guaranteed loans without recurring major or minor deficiencies.

In reviewing this requirement, DAFLP shall check previous monitoring reviews for major and minor recurring deficiencies**. [7 CFR 762.102] A major deficiency is one that directly affects the soundness of the loan.** Examples of major deficiencies may include the following:

- failure to obtain a complete appraisal report
- failure to perfect a lien
- failure to verify debts
- failure to obtain a credit report
- using unsound lending practices, such as unsupportable projections, inadequate collateral, or unsound assumptions.

[7 CFR 762.102] A minor deficiency violates Agency procedure, but does not affect the soundness of the loan. Minor deficiencies may include the following:

- nonsubstantive math errors
- missing forms
- delays in responding to FSA inquiries.

52 Eligibility Requirements for PLP (7 CFR 762.106) (Continued)

I Ability to Service Guaranteed Loans

The lender must demonstrate a consistent, above average ability to service guaranteed loans based on the following:

- **borrower supervision and assistance**
- **timely and effective servicing**
- **communication with the Agency.**

This criterion should be reviewed in the light of the lender's relationship to FSA and its borrowers. Three specific criteria are addressed.

- **Borrower Supervision and Assistance.** For PLP lenders, FSA expects that lenders will routinely work with borrowers to set goals and resolve deficiencies. For troubled borrowers, FSA would look:

  - for lender actions to communicate with the borrower regarding their complete credit and debt situation

  - to resolve financial difficulties with a view of the big picture.

- **Timely and Effective Servicing.** In assessing the PLP request, FSA shall look at how the lender has serviced its existing portfolio. Have problem loans been monitored closely and action taken promptly? Have loans been adequately protected in bankruptcy, litigation, or liquidation? Has the lender used good judgment in servicing actions, maintained control, and minimized losses to FSA?

- **Communication With FSA.** Because of the nature of PLP, good communication with FSA is critical. DAFLP shall look to SED and the Authorized Agency Official for information regarding FSA's past and current relationship with the lender. Is FSA informed of issues and potential losses at the early warning stage? Does the lender submit required reports on time? Are issues discovered in monitoring reviews quickly resolved and communicated to FSA?

52 Eligibility Requirements for PLP (7 CFR 762.106) (Continued)

J Qualified Person

--**The lender must **designate a person or persons, either by name, title, or position within the organization, to process and service PLP loans for the Agency.--

The lender should detail the minimum educational and experience requirements of loan officials or include the resume or resumes of the person or persons who are qualified to process and service FSA-guaranteed loans. For a PLP lender, it is expected that this person will have significant experience in agricultural lending and significant experience in originating and servicing FSA-guaranteed loans. To satisfy this requirement, the lender's application should address the experience the designated person has regarding the items in subparagraphs G and I.

Once PLP status is approved, the lender is responsible for maintaining staff who are adequately trained in originating and servicing guaranteed loans. *** * ***

53 Approval Requirements (7 CFR 762.106)

A Request for Approval

Both the lender and SED should develop the lender's request for approval. The lender should contact the State Office and inform SED of its intent to submit a PLP request. SED may provide additional guidance to the lender in developing its application. The request should be in the following 3 parts.

- Part I. The Lender's Application Letter demonstrating the lender meets the PLP criteria, excluding CMS.

- Part II. SED Comments and Recommendation. This part of the package will be developed from information gathered from the following sources:

  - County and District Offices where the lender proposes to do business and has done business in the past

  - in a multi-State request, the other FSA State Offices located in the lender's region

53 Approval Requirements (7 CFR 762.106) (Continued)

A Request for Approval (Continued)

- State and District Office operational files, containing information on the lender's past performance

- the lender's PLP application package

  Note: SED shall review the lender's proposed CMS to make a recommendation to DAFLP. However, SED will **not** set minimal underwriting, servicing, or liquidation standards, processes, or procedures for the lender. This is the lender's proposal and it need not, and probably will not, comply with requirements set for SEL and CLP lenders. Any areas considered inadequate by SED will be identified in the recommendation to DAFLP, but will not be communicated to the lender.

- reports indicating volume, loss, delinquencies, timeliness of lender reporting, etc.

- National Office for information on the lender's financial strength.

- Part III. A copy of the lender's proposed CMS. See subparagraph 52 D for the requirements of this part.

Parts I and III of the application should be submitted to SED, who shall:

- check the application for completeness
- review its contents
- make an approval recommendation
- forward the application to DAFLP for approval.

B DAFLP Review

DAFLP shall review the PLP request, contacting the lender if necessary, and make the approval decision.

53 Approval Requirements (7 CFR 762.106) (Continued)

C Conditions of Approval

Lenders who meet the criteria will be granted PLP status for a period not to exceed 5 years.

PLP status will be conditioned on the lender carrying out its credit management system as proposed in its PLP status and any additional loan making or servicing requirements agreed to and documented in the PLP lender's agreement.

If the PLP lender's agreement does not specify any agreed upon process for a particular action, the PLP lender will act according to regulations governing CLP lenders.

Example: If the PLP lender does not state in its credit management system what historical financial information will be collected when developing applicant cash flow budgets, the CLP requirements in paragraph 153 will be followed.

D Renewal

PLP status will expire within a period not to exceed 5 years from the date the lender's agreement is executed, unless a new lender's agreement is executed.

Renewal of PLP status is not automatic. A lender must submit a written request for renewal of a lender's agreement with PLP status which includes information:

- **updating the material submitted in the initial application**
- **addressing any new criteria established by the Agency since the initial application.**

PLP status will be renewed if the applicable eligibility criteria under this section are met, and no due cause exists for denying renewal under subparagraph 54 C.

E Transfer of PLP Information to the Local Office

--**SED shall provide a copy of PLP FSA-1980-38, including all attachments, to the**--
Authorized Agency Official in each local office that will process loans for the specific PLP lender.

54 Monitoring the PLP Lender (7 CFR 762.106)

A Monitoring Reviews

PLP lenders will provide information and access to records upon Agency request to permit the Agency to audit the lender for compliance with these regulations.

SED is responsible for ensuring that monitoring reviews are conducted on each PLP lender. This review shall be conducted according to Part 11 and shall examine the lender's approved CMS. The designated reviewer shall review *** * *** the lender's files according to the priorities in subparagraph 267 B.

B Maintaining an Operational File

Each Authorized Agency Official must develop and maintain an operational file as in the SEL Program. SED and DD shall also maintain a file developed as part of their Internal Annual Review.

At least annually, SED shall collect and review information on each PLP lender. SED shall examine monitoring reviews from the local office to determine the following:

- whether PLP status should continue
- whether the status should be terminated
- whether the renewal is denied for failure to comply with program requirements.

--**The SED operational file shall also contain a copy of the original FSA-1980-38 and the**--
lender's corresponding CMS.

54 Monitoring the PLP Lender (7 CFR 762.106) (Continued)

C Revoking PLP Status

In addition to the sanctions that may be imposed in subparagraph 48 C, a PLP lender may, at the discretion of DAFLP, have their status revoked **at any time during the 5 year term for cause. Any of the following instances constitute cause for revoking or not renewing PLP status:**

- **violation of the terms of the lender's agreement**
- **failure to maintain PLP eligibility criteria**
- **knowingly submitting false or misleading information to the Agency**
- **basing a request on information known to be false**
- **deficiencies that indicate an inability to process or service Agency guaranteed farm loans**
- **failure to correct cited deficiencies in loan documents upon notification by the Agency**
- **failure to submit status reports in a timely manner**
- **failure to use forms, or follow credit management systems accepted by the Agency**
- **failure to comply with the reimbursement requirements of** subparagraph 376 A.

D Reinstatement of PLP Status

A lender which has lost PLP status must be reconsidered for eligibility to continue as a Standard Eligible Lender or as a CLP lender in submitting loan guarantee requests. They may reapply for PLP status when the problem causing them to lose their status has been resolved.

55 (Withdrawn--Amend. 4)

56-68 (Reserved)

Part 5 Loan Application Requirements (7 CFR 762.110)

*--Section 1 Application Requirements for SEL's and CLP Lenders

69 General Application Requirements--*

A Application Requirements

SEL's and CLP lenders must perform at least the same level of evaluation and documentation for guaranteed loans as for nonguaranteed loans of a similar type and amount.

Good communication with lenders will minimize problems and help ensure a rapid review of applications. The Authorized Agency Official should communicate with lenders throughout the application preparation and submission process. Lenders should be encouraged to:

- contact Authorized Agency Officials for assistance with the application
- address any issues or deficiencies before they become problems.

Lenders may use FSA-1980-01 as an application processing checklist. FSA may use FSA-1980-02 to review an application for completeness.

B Maintaining Complete Loan File

All lenders must compile and maintain in their files a complete application for each guaranteed loan. CLP lenders must certify that the required items, not submitted, are in their files.

--**The lender's file must contain the applicable items in paragraphs 69.5 and 69.6 and all correspondence with the borrower regarding servicing actions and other loan-related**--documentation generated after loan approval.

The Agency may request additional information from any lender or review the lender's loan file as needed to make eligibility and approval decisions.

69.5 Requirements for Loans of $125,000 or Less (7 CFR 762.110)

A Application Package

A complete application for loans of $125,000 or less from SEL and CLP lenders must, at least, consist of:

- **the application form** (see subparagraph B)
- **loan narrative** (see subparagraph C)
- **balance sheet** (see subparagraph D)
- **cash flow budget** (see subparagraph E)
- description of farmed land (see subparagraph F)
- **credit report** (see subparagraph G)
- environmental information (if needed see subparagraph H)
- information related to entity applicants (if needed see subparagraph I).

In addition to the minimum requirements, the lender will perform at least the same level of evaluation and documentation for a guaranteed loan that the lender typically performs for non-guaranteed loans of a similar type and amount.

The $125,000 threshold includes any single loan, or package of loans submitted for consideration at any one time. A lender must not split a loan into two or more parts to meet the threshold thereby avoiding additional documentation.

Separate $125,000 thresholds apply to FO and OL/LOC. An application requesting guarantees of loans of different types (FO or OL/LOC), each of which is $125,000 or less, will be processed under the requirements of this paragraph. The maximum loan package that can be processed under this paragraph is $250,000.

The Agency may require lenders with a lender loss rate in excess of the rate for CLP lenders to assemble additional documentation from paragraph 69.6.

On an individual lender basis, FSA may request additional information to make eligibility and approval decisions.

*** * ***

69.5 Requirements for Loans of $125,000 or Less (7 CFR 762.110) (Continued)

B Application Form

Lenders may use FSA-1980-25 or their own loan application form if it contains the same information. If a lender uses its own application form, the lender must attach an executed FSA-1980-25 containing the loan applicant's name and address and any information not on the lender's form.

--Note:** Applications submitted electronically will be processed according to subparagraph 73 B.**--

69.5 Requirements for Loans of $125,000 or Less (7 CFR 762.110) (Continued)

C Loan Narrative

The application package must include a narrative description of the lender's underwriting of the loan. The narrative must contain information and analysis of any loan application data that are out of the ordinary, or at variance with normal practices for the type of operation and region. The narrative must be an evaluation and not just a summary of the data. It may be less detailed for a present customer who already has a guaranteed loan or an FSA direct loan.

The narrative should address the following, as applicable:

- describe the farming operation, such as types of enterprises, key personnel and management structure, their roles and background, proposed changes to the operation and adequacy of real estate, equipment, and other facilities

- an assessment of the adequacy of the collateral being offered to secure the proposed loan

- a discussion of the loan applicant's financial condition and projected repayment ability

  Note: The lender should discuss any significant assumptions or deviations from historical performance in the proposed cash flow budget.

- ***--**the name, Social Security number, and current address of any co-borrowers or co-signers required to execute the note at loan closing**--***

- the short-term and long-term business goals of the operation

- the borrower's reporting requirements, limitations, and other conditions based on the lender's analysis of the proposal

- lender servicing plan describing the borrower's financial reporting requirements, limitations and conditions, plans for visiting the borrower, and any other borrower supervision

- if the loan contains balloon payments, the conditions related to the renewal of loan

- a discussion of how the loan applicant meets the loan eligibility requirements.

D Balance Sheet

The application package must contain a balance sheet for the loan applicant that was prepared within 90 calendar days of the application submission.

--69.5 Requirements for Loans of $125,000 or Less (7 CFR 762.110) (Continued)--

E Cash Flow Budget

The lender should submit a cash flow budget as described in Exhibit 2. If significant changes are expected in the operation during the life of the loan, more than 1 cash flow budget may need to be developed.

F Description of Farmed Land

A description of the location of each tract of land to be farmed by the loan applicant should be provided. This may be by FSA farm number, legal description, plat map, or other identifying method. This may be included as part of the loan narrative.

G Credit Report

A credit report on the loan applicant's credit history must be provided. In addition, lenders should consider any other pertinent information concerning the loan applicant's credit history. CLP lenders are not required to submit the credit report to the agency.

H Environmental Information

Borrowers are required to have a current AD-1026 on file with FSA. Lenders should remind borrowers that AD-1026 must be executed with FSA if one is not already on file.

FSA can conduct its environmental review in most cases without additional information from the lender. However, occasionally additional information is needed, and until this information is received, the application is not complete, and the loan processing timeframe does not start. Situations needing additional information often involve wetland determinations, potential historical or archaeological sites, or construction of major confinement livestock facilities. The review is FSA's responsibility to conduct. However, the information to complete this review is part of a complete application.

I Additional Requirements for Entity Applicants

Entity applicants must submit additional information for each entity member. The application must contain the following information about each entity member:

- name
- address
- Social Security number
- percent ownership interest in the entity
- current balance sheet.

69.6 Requirements for Loans Over $125,000 (7 CFR 762.110)

A Application Package

A complete application package for a guaranteed loan over $125,000 will consist of the items in paragraph 69.5, plus subparagraphs B through G.

B Verification of Income

Nonfarm and "other farm" income should be documented using RD-1910-5 or documentation the lender uses for its nonguaranteed loans.

C Verification of Debts Over $1,000

Verification can be documented using FSA-440-32 or documentation the lender uses for its nonguaranteed loans.

D Financial History

The financial history should support cash flow projections and include 3 years of income and expenses and 3 years of balance sheets.

E Production History

The application should include **3 years of production history (SEL only).**

F Proposed Loan Agreements

Any proposed nontypical agreements between the lender and the borrower should be explained in the narrative.

G Development Plans

If construction or development is planned, a copy of the plans, a copy of the specifications, and a development schedule is needed.

69.7 Submission Requirements for SEL's and CLP Lenders

A Submission Requirements

The following table summarizes the submission requirements for SEL's and CLP lenders. In addition to the items submitted to FSA, lenders are expected to maintain in their files all applicable items that do not need to be submitted. Lenders certify that they have the required documentation in their files by signing FSA-1980-25.

Submission Requirement	*--For Loans $125,000 or Less		For Loans More Than $125,000--*	
	SEL	CLP Lender	SEL	CLP Lender
Application Form	✔	✔	✔	✔
Loan Narrative	✔	✔	✔	✔
Balance Sheet	✔	✔	✔	✔
Cash Flow Budget	✔	✔	✔	✔
Description of Farmed Land	✔	✔	✔	✔
Entity Information (if applicable)	✔	✔	✔	✔
Credit Report	✔	F	✔	F
Environmental Information (if applicable)	✔	✔	✔	✔
Proposed Loan Agreement			✔	F
Verification of Debts Over $1,000			✔	F
Verification of Income			✔	F
3 Years of Production History			✔	N/A
3 Years of Financial History			✔	F
Development Plans (if applicable)			✔	F

Note: Items marked with an "F" are items that do not have to be submitted, but must be maintained in the lender's file.

If the lender is requesting IA, the following must be submitted:

- a proposed debt repayment schedule
- a monthly cash flow budget for LOC's.

Section 2 Preferred Lender Applications

70 Application Requirements for PLP Lenders (7 CFR 762.110)

A Application Requirements

A complete application for PLP lenders will consist of:

- **an application form** (FSA-1980-28)

--Note:** Applications submitted electronically will be processed according to subparagraph 73 B.**--

- **a loan narrative**

- **any other items agreed to during the approval of the PLP lender's status and contained in the PLP lender agreement.**

PLP lenders must certify that the required items, not submitted, are in their files. On a case-by-case basis, **the Agency may request additional information from any lender or review the lender's files as needed to make eligibility and approval decisions.** These requests shall be made only in situations when, because of the unique characteristics of the loan request, an eligibility or approval decision cannot be made without additional information.

FSA can conduct its environmental review in most cases without additional information from the lender. However, occasionally additional information is needed, and until this information is received, the application is not complete, and the 14-calendar-day timeframe does not start. Situations needing additional information often involve wetland determinations, potential historical or archaeological sites, or construction of major confinement livestock facilities. The review is FSA's responsibility to conduct. However, the information to complete this review is part of a complete application.

70 Application Requirements for PLP Lenders (7 CFR 762.110) (Continued)

B Loan Narrative

--FSA expects PLP lenders to include, in the narrative, a discussion of the 5 "C's" of credit;-- that is, character, capacity, capital, conditions, and collateral. * * *

For many PLP lenders, the narrative will often contain the same information submitted to the lender's loan committee. Since the Authorized Agency Official will rely on the narrative and application form for making the loan approval decision, it is important that the narrative covers any issues or questions that may arise during the evaluation process.

C Submitting Applications Outside Normal Trade Area

PLP status will be approved for the lender's normal trade area as defined in CMS. If a lender wants to make a guaranteed loan outside of this area, the lender should contact the State Office responsible for that area for guidance on where to submit the request for guarantee. On a case-by-case basis, SED may authorize the approval of guarantees outside the lender's normal trade area if SED determines that the lender can adequately make and service the loan. If the lender wants to permanently expand its approved normal trade area, it will request an expansion through SED to DAFLP.

Section 3 Other Guaranteed Application Options

71 Application Requirements for Subsequent OL's

A Application Requirements

Subsequent OL's within the same operating cycle do not require the complete application submission in paragraphs 69, 69.5, 69.6, 69.7, and 70. Only those items that have changed from the original application must be submitted, such as the cash flow projection.

72 Market Placement Program (7 CFR 1910.4(c))

A Purpose

The Market Placement Program:

- is designed to assist qualified existing direct loan borrowers and new direct loan applicants in obtaining a guaranteed farm loan from a commercial lender
- reduces the number of direct loans FSA makes, which reduces FSA costs while still meeting the credit needs of the farmer
- helps new lenders become familiar with FSA lending standards and, therefore, serves a marketing function for the Guaranteed Farm Loan Program.

B Lender Participation

Each County Office shall identify lenders who are interested in participating in the Market Placement Program. To identify lenders, the County Office shall contact lenders:

- currently participating in the Guaranteed Farm Loan Program
- who are **not** participating in the Guaranteed Farm Loan Program.

--**Lenders should advise FSA of their interest.**--

72 Market Placement Program (7 CFR 1910.4(c)) (Continued)

C FSA Preparation of Loan Application

If the loan assessment completed in accordance with the direct loan application **concludes that guaranteed assistance may be available, FSA will send** the information in the loan application **to area lenders.**

In the Market Placement Program, direct loan applications are processed under the standard direct loan procedures. If the loan applicant is eligible and may qualify to receive a guaranteed loan, the Authorized Agency Official shall present the completed guaranteed loan application to 1 or more lenders, selected by the loan applicant, who have expressed an interest in the Market Placement Program. The lenders are informed that FSA will guarantee a loan when an application package is presented to them.

FSA shall complete and provide the following to lenders:

- FSA-1980-25
- ***--**Farm Business Plan**--***
- a narrative
- a suggested plan for servicing
- an appraisal.

To complete the guaranteed loan application, the Authorized Agency Official shall use estimated interest rates and terms. If more than 1 lender is interested in the guaranteed loan, the loan applicant shall select 1 of the lenders. The lender must prepare the loan or LOC agreement. SEL's must submit the loan or LOC agreement to FSA before FSA issues FSA-1980-15. FSA-1980-15 shall be issued upon the lender's acceptance of the loan application and confirmation that funds are available.

73 Filing Applications Electronically

A Registering to Submit Applications

Lenders may submit applications electronically through USDA's Online Services website. Lenders interested in filing electronically must first register. An explanation of the registration process, along with the necessary form, can be found by either:

- clicking on "Register" at **www.sc.egov.usda.gov**
- contacting any USDA Service Center.

Currently, registration is limited to individuals; **lenders cannot be registered as organizations**. However, persons representing lenders may register as an individual, and then may electronically sign and submit applications on behalf of the lender.

B Submitting Applications

Once a lender's representative has registered and received a user ID and password, the representative may submit applications by clicking on "eForms" at **www.sc.egov.usda.gov**, signing in, and following the instructions to find, complete, and submit forms. Other electronic documents needed for a complete application may be attached to the application form and submitted to FSA.

If the lender submits the application electronically, the application will be processed. However, the original, completed FSA-1980-25 or FSA-1980-28, with appropriate
--**loan applicant signatures, must be provided to FSA before the Agency will issue**--
the guarantee.

74-82 (Reserved)

Part 6 Application Processing Timeframes (7 CFR 762.130)

83 Application Processing Timeframes by Lender Type (7 CFR 762.130)

A
Processing Timeframes for SEL's

Complete applications from Standard Eligible Lenders will be approved or rejected, and the lender notified in writing, no later than 30 calendar days after receipt.

The counting of the 30 calendar days begins when FSA determines that the application is complete, as defined in paragraphs 69, 69.5, 69.6, and 69.7.

B
Processing Timeframes for CLP and PLP Lenders

Complete applications from CLP or PLP lenders will be approved or rejected not later than 14 calendar days after receipt. For PLP lenders, if this time frame is not met, the application will automatically be approved, subject to funding, and receive an 80 or 95 percent guarantee, as appropriate.

The counting of the 14 calendar days begins when FSA determines that the application is complete, as provided in paragraphs 69, 69.5, 69.6, 69.7 and 70.

--**If PLP lenders are not notified of FSA's decision within 14 calendar days of submitting a complete application, the submitted application will be approved at an 80 or 95 percent guarantee.**--

If a PLP application is automatically approved, the lender must not close the loan or disburse funds until funds are obligated by FSA and FSA-1980-15 is issued.

C
Summary of Processing Timeframes

This table summarizes processing timeframes for SEL's and CLP and PLP lenders.

Lender Type	Processing Timeframe in Calendar Days From the Date the Application Is Complete
SEL	30 calendar days
CLP	14 calendar days
PLP	14 calendar days

---

84 Monitoring FSA Approvals (7 CFR 762.130)

A
Authorized Agency Official Responsibilities

The Authorized Agency Official is responsible for:

- processing applications within the allotted timeframes
- maintaining a tracking system to ensure that:
  - CLP and PLP lender applications are processed within 14 calendar days
  - SEL applications are processed within 30 calendar days
- *--entering a reason code and, if necessary, an explanation in GLS when a decision has not been made within 45 calendar days of receiving a complete application.--*

B
DD Responsibilities

DD is responsible for:

- overseeing the approval process
- monitoring unprocessed applications.

DD shall take all steps necessary to ensure that applications are processed as quickly as possible. Some steps DD can take include the following:

- prioritizing workloads
- providing additional training
- providing clerical help
- temporarily shifting staff assignments.

***--C**
Designated Review Official Responsibilities

Officials designated by SED to review rejected SDA applications shall:

- in each office of their jurisdiction review at least 50 percent of the rejected loan applications from SDA applicants who were rejected in each quarter
- if any improper rejections are found, review all rejected SDA loan applications in the approval official's coverage area
- notify SED of any problems detected--*

Continued on the next page

***--C**
Designated Review Official Responsibilities (Continued)

- with the Farm Loan Chief's advice, take action on the mishandled rejected loan applications to correct any errors
- recommend appropriate personnel actions, such as training or revocation of loan approval authority, for the approval official responsible for rejections that appear to reflect a pattern or practice of discrimination against SDA applicants
- review the reasons and explanations why decisions have not been made on complete loan applications in a timely manner.

D
Farm Loan Chief Responsibilities

Farm Loan Chiefs shall:

- monitor loan application processing timeframes, Management of Agricultural Credit data entry, GLS data entry, and performance goal accomplishments using FOCUS and EIS reports

  Note: From the EIS Main Menu under "MISC APPLICATIONS", access the reports and select "Guar In Race and Gndr". These reports will include average processing timeframes for both SDA and non-SDA applicants. Both "average days received to complete" and "average days complete to final disposition" should be monitored on the EIS reports.

- provide FOCUS and EIS reports on loan application processing timeframes to SED
- provide technical advice and direction for corrective actions on wrongly rejected loan applications.**--***

Continued on the next page

E
SED Responsibilities

SED's shall:

- be accountable for SDA loan application processing in the State, including ensuring that designated review officials conduct reviews and take corrective action on a timely basis

- emphasize the importance of timely loan application processing for all applicants

- ensure that loan application processing data is monitored through EIS, FOCUS, or other systems so that applications are being processed timely and equitably in the State

- manage staff resources appropriately to minimize loan application processing delays

- when necessary, initiate or monitor appropriate personnel actions resulting from incorrect rejection of applications to see if a pattern or practice is shown

- review the reports on loan application processing problems submitted by the designated review officials and Farm Loan Chief

- reports on both SDA and non-SDA average loan application processing timeframes

- ***--**submit, by October 31 of each year, a copy of summary report of affected--* cases, findings, corrective action, and results to:

  USDA, FSA, DAFLP, LMD, STOP 0522
  Attn: Director, Loan Making Division
  1400 Independence Ave., SW.
  Washington, DC 20250-0522.

85-94 (Reserved)

Part 7 Loan Application Completeness Review (7 CFR 762.110)

95 Initial Review

A Adding Applications to GLS

New applications will be entered into GLS as they are received.

B Application Completeness Review

Each application shall be reviewed within 5 calendar days of receipt to determine whether the application is complete. Use Part 5 or FSA-1980-01 to determine whether an application is complete.

Use the following letter to notify the lender when an application is complete.

*--

Date:_____

Dear _____:

This letter is to certify that your application on behalf of *(insert name of borrower/applicant)* for Farm Service Agency loan guarantee assistance was received complete on *(insert date all information necessary to complete application was received)*. Your request will be processed as quickly as possible.

If changes occur in your applicant's operation or financial situation before final action is taken, or if we need clarification of items on the application, we may ask you to provide additional information.

If you have any questions about the application, please contact this office.

Sincerely,

_____

(Title)

--*

Continued on the next page

C
Obvious Eligibility Issues

Each application shall be reviewed to determine whether there are any obvious reasons the loan cannot be guaranteed, such as an ineligible loan applicant or loan purpose. If it is clear that the loan cannot be guaranteed, the request should be rejected at that time.

D
Requesting Environmental Information From Other Organizations

Some applications will require additional information from other USDA agencies or organizations to fulfill National Environmental Policy Act or other special law requirements. To determine whether information is required from other organizations or Federal or State agencies, the Authorized Agency Official should review applications for the type of loan, loan purposes, and the type of security.

Typically, loan applications that involve highly erodible land, wetlands, historical, or archaeological issues or major construction require information from other organizations. In these cases, the Authorized Agency Official must notify the lender regarding the additional information required and request the needed information from the organization or Agency. A copy of the request should be maintained in the loan file.

The need for this information will indicate an incomplete application and will stop the loan processing timeframes, including PLP automatic approval.

96 Complete Application (7 CFR 762.130)

A When Application Is Complete

For purposes of determining application processing timeframes, an application will not be considered complete until all information required to make an approval decision, including the information for an environmental review, is received by the Agency.

FSA can conduct its environmental review in most cases without additional information from the lender. However, occasionally additional information is needed, and until this information is received, the application is not complete, and the timeframes do not start. Situations needing additional information often involve wetland determinations, potential historical or archaeological sites, or construction of major confinement livestock facilities. The review is FSA's responsibility to conduct. However, the information to complete this review is part of a complete application.

B Documenting Completeness

The date the application is complete:

- will be documented on FSA-1980-25 or FSA-1980-28 and entered into FSA's electronic tracking system
- sets the start date for the 14- or 30-calendar-day period within which applications must be approved or rejected by FSA. The automatic approval for PLP applications is initiated 14 calendar days after an application is complete.

C Lender Notification

The Agency will confirm the date an application is received with a written notification to the lender.

The Authorized Agency Official should evaluate the complete application according to subparagraph D. If an approval or rejection decision cannot be made within 5 calendar days, the Authorized Agency Official must notify the lender in writing that the application is complete and the date on which that occurred. This requirement applies to all 3 types of lenders.

--Note:** If a PLP lender is not notified in writing, upon receipt of the application, of any additional information needed, the 14-calendar-day timeframe for automatic approval will begin on the day the application is received.**--

Continued on the next page

96 Complete Application (7 CFR 762.130) (Continued)

D
Application Evaluation

Complete applications should be evaluated according to Parts 8 and 9. These parts describe in detail the steps to take when evaluating an application. The loan evaluation process does not have to be completed sequentially.

For loan applicants that do not meet loan requirements, such as cash flow, the Authorized Agency Official should work with the lender and suggest ways to assist the loan applicant to become eligible. To ensure good service, the Authorized Agency Official shall make a good faith effort to discuss with the lender, in person or by telephone, the application's shortcomings and possible alternatives. These discussions will be documented in the application file.

The decision to accept or reject an application will be made when the application has been completely reviewed and all reasonable options for making the loan applicant eligible for a guaranteed loan have been considered.

97 Incomplete Application (7 CFR 762.110(e))

A
Initial Notification of Lender

If the application is incomplete, the Authorized Agency Official must notify the lender in writing within 5 calendar days after receipt of the application. The letter (subparagraph B) must:

- identify the additional information required from the lender
- state that the application cannot be processed until the additional information is received
- establish a deadline for the lender to submit the materials 20 calendar days from the date of the letter.

Additional information should not be requested if it is clear that the application will be rejected for obvious eligibility issues.

Continued on the next page

B
Example of First Notification Letter

The following is an example of a first notification letter.

*--

Date:_____

Dear _____:

Your application on behalf of *(insert name of borrower/applicant)* for Farm Service Agency loan guarantee assistance was received on *(insert date FSA-1980-25 was received)*. However, certain details are missing from the application. We must receive the following information before we can continue processing the request:

(Insert list of items necessary to complete application.)

Please provide these items by *(insert date 20 calendar days after date of letter)*. If you have any questions about the application, please contact this office.

Sincerely,

_____

(Title)

--*

Continued on the next page

97 Incomplete Application (7 CFR 762.110(e)) (Continued)

C

Second Notification

If the lender does not respond or does not supply all of the information requested within the 20-calendar-day period specified in the initial notification, the Authorized Agency Official shall immediately send another letter (subparagraph D). The second notification shall address the same items specified in the initial letter, except that the deadline for submitting additional information will be 10 calendar days from the date of the letter.

The second notification letter must also state that if the lender does not contact the Authorized Agency Official or submit the additional materials within the 10-calendar-day period, the application will be considered withdrawn. If necessary, the lender may receive an extension to submit the additional materials. If an extension is granted, a new deadline will be established and communicated to the lender in writing. The extension letter should restate that the application will be considered withdrawn if the lender does not contact the Authorized Agency Official or submit the additional materials by the extension deadline.

Continued on the next page

D Example of Second Notification Letter

The following is an example of a second notification letter.

*--

Date:_____

Dear _____:

Your application on behalf of *(insert name of borrower/applicant)* for Farm Service Agency loan guarantee assistance is still incomplete. We must receive the following information before we can finish processing this request:

(Insert list of items necessary to complete application.)

If you do not submit this information or contact this office by *(insert date 10 calendar days from date of letter)*, your application will be withdrawn without further notice.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

USDA regulations prohibit discrimination in USDA programs because of your race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, disability; or because all or part of your income is derived from any public assistance program; or because you have filed a program complaint, participated in any program complaint proceeding, or opposed a prohibited practice.

If you believe that you have been discriminated against for any of the reasons stated above, you may file a complaint with the Director, Office of Civil Rights, United States Department of Agriculture, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410.

Please contact us if you have any questions.

Sincerely,

_____
(Title)

--*

Continued on the next page

97 Incomplete Application (7 CFR 762.110(e)) (Continued)

E Automatic Withdrawal of Application	**If the lender does not provide the information needed to complete its application by the deadline established in an Agency request for the information, the application will be considered withdrawn by the lender.**

98-107 (Reserved)

Part 8 Loan Evaluation

Section 1 Eligibility (7 CFR 762.120)

108 General Eligibility Requirements for OL and FO (7 CFR 762.120)

A Summary of Eligibility Requirements

A loan applicant, *** * *** including members of an entity applicant, must meet the following eligibility criteria to obtain a guaranteed loan. An eligible loan applicant is an applicant that:

- meets all requirements regarding prior debt forgiveness
- is not delinquent on any Federal debt
- does not have any outstanding recorded judgments obtained by the United States in a Federal court
- is a citizen of the United States, a U.S. non-citizen national, or a qualified alien under applicable Federal immigrations laws
- has the legal capacity to incur the obligations of the loan
- has an acceptable credit history
- is unable to obtain sufficient credit elsewhere without a guarantee
- has not been convicted of planting, cultivating, growing, producing, harvesting, or storing a controlled substance within the last 5 crop years.

The Authorized Agency Official will document in the FSA running record that the loan applicant meets all eligibility requirements.

B Clarification of Loan Applicant

*** * *** In the case of an entity, the loan applicant includes all the members of the entity who will execute the promissory note.

108 General Eligibility Requirements for OL and FO (7 CFR 762.120) (Continued)

C No Agency Loss

The applicant, and anyone who will execute the promissory note, has not caused the Agency a loss by receiving debt forgiveness on all or a portion of any direct or guaranteed loan made under the authority of the CONACT by debt write-down or write-off; compromise, adjustment, reduction, or charge-off under the provisions of section 331 of the CONACT; discharge in bankruptcy; or through payment of a
--guaranteed loss claim on: more than three occasions on or prior to April 4, 1996; or--
any occasion after April 4, 1996, except as noted below.

The applicant may receive a guaranteed OL to pay annual farm and ranch operating and family living expenses, provided the applicant meets all other requirements for the loan, if the applicant and anyone who will execute the promissory note:

- **received a write-down under section 353 of the CONACT**

- **is current on payments under a confirmed reorganization plan under Chapter 11, 12, or 13 of Title 11 of the United States Code**

- **received debt forgiveness on not more than one occasion after April 4, 1996, resulting directly and primarily from a Presidentially-designated emergency for a county or contiguous county in which the applicant operates. Only applicants who were current on all existing direct and guaranteed FSA loans prior to the beginning date of the incidence period for a Presidentially-designated emergency and received debt forgiveness on that debt within three years after the designation of such emergency meet this exception.**

Notes: A CONACT loan is any of the following, whether direct or guaranteed, made by FSA or its predecessor agency (FmHA):

- FO
- OL
- SW
- EM
- EE
- EO
- RL
- RHF
- EL.

Debt forgiveness does not include any writedown provided as part of a resolution of a discrimination complaint.

108 General Eligibility Requirements for OL and FO (7 CFR 762.120) (Continued)

C No Agency Loss (Continued)

A borrower who has successfully completed a bankruptcy reorganization plan will be considered to be current on the plan.

All debt forgiveness actions that are part of 1 transaction and occur on or about the same date are normally considered 1 occasion of debt forgiveness, regardless of the number of loans involved. Since debt forgiveness on direct loans and guaranteed loans are always considered separate transactions, concurrent forgiveness on direct and guaranteed loans are separate occasions. A single loan may have debt forgiveness on more than 1 occasion, when, for example, a borrower received a writedown and the loan was later liquidated at a loss.

A lender should contact the local FSA office if it is unsure of a loan applicant's eligibility.

108 General Eligibility Requirements for OL and FO (7 CFR 762.120) (Continued)

J Test for Credit (Continued)

If the loan applicant has significant assets that are not essential to the farm operation, and the sale of those assets would remove the need for a guarantee, the loan applicant does not meet the test for credit requirement.

Assets and income of the entity members will also be considered when evaluating the availability of other credit to the entity applicant.

The Authorized Agency Official shall:

- review the financial information supplied by the lender in conjunction with information compiled under RD Instruction 1951-F
- document that the loan requested does not meet the lender's loan requirements without a guarantee.

K Controlled Substances

Neither the applicant nor any entity member has been convicted of planting, cultivating, growing, producing, harvesting, or storing a controlled substance under Federal or state law within the last five crop years. "Controlled substance" is defined at 21 CFR part 1308. Applicants must certify on the Agency application form that it and its members, if an entity, have not been convicted of such a crime within the relevant period. If the lender uses the lender's Agency approved forms, the certification may be an attachment to the form.

--**The applicant also certifies that he or she as an individual, or any member of an entity applicant, is not ineligible for Federal benefits based on a conviction for the distribution of controlled substances or any offense involving the possession of a controlled substance under 21 U.S.C. 862. Applicants must certify the above on the Agency application form or, if the lender uses the lender's Agency-approved forms, the certification may be an attachment to the form.**--

109 Specific Requirements for OL's (7 CFR 762.120(i))

A Operator Requirement

For Operating Loans, the individual or entity loan applicant must be an operator of not larger than a family farm after the loan is closed.

When determining whether or not the farm meets the family farm definition, the Authorized Agency Official shall:

- analyze all the factors that make up the regulatory definition of family farm and the items discussed in the following table
- look at all aspects and the circumstances of the farm operations.

Note: Consider and analyze these factors and how they relate to one another.

Application of judgment, combined with documentation of all the factors for the decision, should provide reasonable determinations of an applicant's qualifications as a family farm.

Item	Factor	Consideration
1	Recognized in the community as a farm	Consider how the applicant's farm operation compares to similar farm operations in the community. In most areas of the country and in most farming enterprises, the family will provide most of the day-to-day labor on a family farm. An exception may be made for enterprises that produce high-value, labor-intensive crops, such as fruit or vegetables.
2	Management and control of the farm business	All of the day-to-day management and operational decisions should be made by members of the farm family. The use of consultants, advisors, and similar experts is certainly acceptable provided someone in the farm family is the decisionmaker.
3	Amount of labor	A substantial amount of the full-time labor required must be contributed by family or entity members to the operation. The use of seasonally hired labor should not be precluded. The borrower may not necessarily perform a majority of the labor, but the amount of labor provided by the borrower is significant. One distinguishing characteristic of a family farm is that the family members provide both physical labor and management for the farm. Consider the labor requirements that are necessary for the production of specific high-value, labor-intensive crops.

109 Specific Requirements for OL's (7 CFR 762.120(i)) (Continued)

A Operator Requirement (Continued)

Item	Factor	Consideration
4	Credit needs	Congress established FSA's loan limits to assist family-sized operations. The loan limits generally ensure that loans are made to family farm operations. It is also important that every effort be made to ensure that loans are made only when it is certain that other credit is not available. Loan participation arrangements are acceptable when FSA farm loans cannot meet the total needs; but, if maximum FSA farm loans are a small portion of the total credit requirements, this may be another indicator of a larger than family-size farm when considered with other factors, or that credit is available from another source.

B Entity Borrower Requirements

In the case of an entity borrower:

- **the entity must be authorized to operate, and own if the entity is also an owner, a farm in the state or states in which the farm is located**
- either of the following:
  - **if the entity members holding a majority interest are related by marriage or blood, at least one member of the entity also must operate the family farm**
  - **if the entity members holding a majority interest are not related by marriage or blood, the entity members holding a majority interest must also operate the family farm.**

Note: The entity can be the operator for organizational or tax purposes in either case.

110 Specific Requirements for FO's (7 CFR 762.120(j))

A Owner and Operator Requirement

For Farm Ownership Loans, the individual must be the operator and owner of not larger than a family farm after the loan is closed.

The loan applicant must own the farm to obtain FO. The factors in subparagraph 109 A will be considered when determining whether or not the farm meets the family farm definition. Farmers also may lease farm land in addition to the land they own.

B Entity Requirements

In the case of an entity borrower:

- **the entity must be authorized to own and operate a farm in the state or states in which the farm is located**
- either of the following:
  - **if the entity members holding a majority interest are related by marriage or blood, at least one member of the entity must operate the family farm and at least one member of the entity or the entity must own the family farm**
  - **if the entity members holding a majority interest are not related by marriage or blood, the entity members holding a majority interest must operate the family farm and the entity members holding a majority interest or the entity must own the family farm.**

Note: The entity can be the operator for organizational or tax purposes in either case.

110 Specific Requirements for FO's (7 CFR 762.120(j)) (Continued)

C Life Estates

FO's may be guaranteed under some circumstances when life estates are involved.

A guaranteed FO can be made to:

- both the life estate holder and the remainderman, if:
  - both have a legal right to occupy and operate the farm
  - both are eligible for the loan independently
  - both parties sign the note and lien instrument
- just the remainderman, if:
  - the remainderman has a legal right to occupy and operate the farm
  - the lien instrument is signed by the remainderman, life estate holder, and any other party having any interest in the security
- just the life estate holder, if:
  - there is no restriction placed on a life estate holder who occupies and operates a farm
  - the lien instrument is signed by the life estate holder, remainderman, and any other party having any interest in the security.

111 Eligibility Requirements for Entity Loan Applicants (7 CFR 762.120(k))

A Individual Ownership Interest Requirement

Each entity member's ownership interest may not exceed the family farm definition limits.

B Entity Ownership of Large Farms

The collective ownership interest of all entity members may exceed the family farm definition limits only if the following conditions are met:

- **all of the entity members are related by blood or marriage**
- **all of the members are or will be operators of the entity**
- **the majority interest holders of the entity must meet the requirements of paragraphs** 108 F, H, I, and 109 and 110 **of this section.**

The majority interest holders of the entity must meet the following requirements:

- the entity member is a citizen of the United States or an alien lawfully admitted to the United Sates for permanent residence
- the entity member, in past dealings with the Agency, must not have provided the Agency with false or misleading documents or statements
- the entity member has an acceptable credit history
- the entity members meet the requirements of paragraph 109 or 110.

C Domestic Farmer or Rancher

The entity must be controlled by farmers or ranchers engaged primarily and directly in farming or ranching in the United States after the loan is made.

D Entity Member Requirement

The entity members are not themselves entities.

112-121 (Reserved)

Section 2 Loan Purposes and Limitations

122 OL Purposes (7 CFR 762.121(a))

A
General OL Purposes

The Authorized Agency Official shall review loan applications to ensure that OL funds are used for authorized purposes.

B
Term OL Purposes

Loan funds disbursed under an OL guarantee may only be used for the following purposes:

- **payment of costs associated with reorganizing a farm or ranch to improve its profitability**
- **purchase of livestock, including poultry, and farm or ranch equipment or fixtures, quotas and bases, and cooperative stock for credit, production, processing or marketing purposes**
- **payment of annual farm or ranch operating expenses, examples of which include feed, seed, fertilizer, pesticides, farm or ranch supplies, repairs and improvements which are to be expensed, cash rent and family subsistence**
- **payment of scheduled principal and interest payments on term debt provided the debt is for authorized FO or OL purposes**
- **other farm and ranch needs**
- **payment of costs associated with land and water development for conservation or use purposes**
- **refinancing indebtedness incurred for any authorized OL purpose, when the lender and loan applicant can demonstrate the need to refinance**

Continued on the next page

B
Term OL Purposes (Continued)

- **payment of loan closing costs**
- **payment of costs associated with complying with Federal or State-approved standards under the Occupational Safety and Health Act of 1970 (29 U.S.C. § 655 and 667); this purpose is limited to applicants who demonstrate that compliance with the standards will cause them substantial economic injury**
- **payment of training costs required or recommended by the Agency.**

C
Real Estate Improvements

Term OL funds may be used for limited real estate improvements, so long as the loan can be repaid within 7 years. These improvements can take the form of fixtures to existing farm buildings or new building construction. Improvements financed over periods longer than 7 years are assumed to be for real estate rather than operating purposes and will not be financed with OL funds.

D
Processing or Marketing Purposes

Allowable marketing costs include the purchase of quotas and expenses related to the sale of farm products produced by the borrower. FSA funds cannot be used to finance the resale of agricultural commodities produced by other farm or ranch entities.

OL funds can also be used to finance the initial processing of agricultural commodities produced by the borrower's farm or ranch.

Examples: Examples of allowable processing activities include canning tomatoes and packaging maple syrup.

Generally, for the financing of a marketing activity to be eligible, the activity must be a natural extension of the farming operation. In determining allowable enterprises, Authorized Agency Officials should:

- compare the relative size of revenues and expenses for the farm and nonfarm operations
- consider the portion of goods marketed or processed that the farm or ranch raises versus the portion they obtain from other entities.

Continued on the next page

122 OL Purposes (7 CFR 762.121(a)) (Continued)

E
Refinancing

OL notes may be used to refinance existing debts when the refinancing activity will benefit the farming entity and the original loans were for approved OL purposes.

When the guaranteed loan is to be used to refinance an unguaranteed debt that the lender has with the applicant, the Authorized Agency Official must evaluate whether the terms of the proposed loan will improve the applicant's cash flow and likelihood of success.

F
LOC Purposes

Loan funds under a line of credit may be advanced only for the following purposes:

- **payment of annual operating expenses, family subsistence, and purchase of feeder animals**

  Note: Annual operating expenses include those expenses related to operations with normal production cycles exceeding 12 months, such as some aquaculture and tree crops.

- **payment of current annual operating debts advanced for the current operating cycle; under no circumstances can carry-over operating debts from a previous operating cycle be refinanced**

- **purchase of routine capital assets, such as replacement of livestock, that will be repaid within the operating cycle**

  Note: Only routine, annually recurring capital purchases may be included under LOC. These purchases must be scheduled for repayment within the operating cycle.

  Example: Operations that normally replace a certain portion of their breeding livestock each year may include these purchases under LOC.

Continued on the next page

122 OL Purposes (7 CFR 762.121(a)) (Continued)

F
LOC Purposes (Continued)

- **payment of scheduled, non-delinquent term debt payments provided the debt is for authorized FO or OL purposes**
- **purchase of cooperative stock for credit, production, processing, or marketing purposes**
- **payment of loan closing costs.**

123 FO Purposes (7 CFR 762.121(b))

A
General FO Purposes

The Authorized Agency Official shall review loan applications to ensure that FO funds are used for approved purposes.

B
FO Purposes

Guaranteed FO's are authorized only to:

- **acquire or enlarge a farm or ranch**

  Examples: **Examples include, but are not limited to:**

  - **providing down payments**
  - **purchasing easements for the loan applicant's portion of land being subdivided**
  - **participating in the Beginning Farmer Downpayment Farm Ownership program under 7 CFR 1943, subpart A.**

  Note: Land acquired with FO funds must be intended for production of agricultural commodities, used as the headquarters of the farming operation, used as the primary residence of the farm owner or manager, or used to store, repair, or process farm equipment, commodities, or livestock.

Continued on the next page

B
FO Purposes (Continued)

- **make capital improvements**

  Examples: **Examples include, but are not limited to, the construction, purchase, and improvement of farm dwellings, service buildings and facilities that can be made fixtures to the real estate. Capital improvements to leased land may be financed subject to the limitations in § 762.122.**

  Notes: FO funds can be used to purchase or build any type of structure, including personal dwellings, related to the farming or ranching enterprise.

  ***--**When planning capital improvements, the lender shall ensure that:

  - all project facilities are designed using accepted architectural and engineering practices and conform to applicable Federal, State, and local codes and requirements

  - the project will be completed with available funds and, once completed, will be used for its intended purpose and produce products in the quality and quantity proposed in the application.

  [7 CFR 762.122] When FO funds are used for improvements to--* leased land, the terms of the lease must provide either of the following**:**

  - **reasonable assurance that the loan applicant will have use of the improvement over its useful life**

  - **compensation for any unexhausted value of the improvement if the lease is terminated.**

- **promote soil and water conservation and protection**

  Examples: **Examples include the correction of hazardous environmental conditions, and the construction or installation of tiles, terraces and waterways.**

- **pay closing costs, including but not limited to, purchasing stock in a cooperative, appraisal and survey fees**

- **refinance indebtedness incurred for authorized FO or OL purposes, provided the lender and loan applicant demonstrate the need to refinance the debt.**

When the guaranteed loan is to be used to refinance an unguaranteed debt that the requesting lender has with the applicant, the Authorized Agency Official must evaluate whether the terms of the proposed loan will improve the applicant's cash flow and likelihood of success.

124 Loan Limitations (7 CFR 762.122 and 762.121)

A General Guaranteed Loan Limitations

Loan applicants are limited in the total amount of money they can borrow through FSA programs and in how they can use the funds they receive. The Authorized Agency Official must review loan applications to ensure that they comply with FSA limitation requirements.

B Specific OL and FO Limitations

The total dollar amount of line of credit advances and income releases cannot exceed the total estimated expenses, less interest expense, as indicated on the borrower's cash flow budget, unless the cash flow budget is revised and continues to reflect a feasible plan.

The amount of loan proceeds that the lender advances plus the amount of income that the lender releases to the borrower normally cannot exceed the borrower's total planned expenses, excluding interest expense. However, additional amounts may be advanced or released if a revised feasible plan, as defined in Exhibit 2, is developed.

The Agency will not guarantee any loan made with the proceeds of any obligation the interest on which is excluded from income under Section 103 of the Internal Revenue Code of 1954, as amended. Funds generated through the issuance of tax-exempt obligations may not be used to purchase the guaranteed portion of any Agency guaranteed loan. An Agency guaranteed loan may not serve as collateral for a tax-exempt bond issue.

Many States have financing programs for, typically, beginning farmers using Tax Exempt Industrial Revenue Agricultural Bonds ("Aggie Bonds"). Because of their tax-exempt status, FSA cannot guarantee loans funded with Aggie Bonds.

The Agency will not guarantee any loan to purchase, build, or expand buildings located in a special 100 year floodplain as defined by FEMA flood hazard maps unless flood insurance is available and purchased.

If FEMA floodplain maps have not been completed, this restriction will not apply. However, if the floodplain maps have been completed for the area, but the community has chosen to not make flood insurance available, a guarantee cannot be approved for a loan to construct buildings on the floodplain or purchase farm property if buildings are located on the floodplain. A loan for refinancing or construction of buildings outside the floodplain would not be prohibited.

Continued on the next page

B
Specific OL and FO Limitations (Continued)

Loans may not be made for any purpose which contributes to excessive erosion of highly erodible land or to the conversion of wetlands to produce an agricultural commodity. A decision by the Agency to reject an application for this reason is appealable. An appeal questioning the presence of a wetland, converted wetland, or highly erodible land on a particular property must be filed directly with the USDA agency making the determination in accordance with the Agency's appeal procedures.

Loans may not be used to satisfy judgments obtained in the United States District courts. However, Internal Revenue Service judgment liens may be paid with loan funds.

See Part 10 for maximum loan amount limitations.

[7 CFR 762.125] Guaranteed loan funds will not be used to finance a nonfarm enterprise. Nonfarm enterprises include, but are not limited to:

- **raising earthworms, exotic birds, tropical fish, dogs, or horses for nonfarm purposes**

  Note: Raising horses for:

  - nonfarm purposes would include racing, pleasure riding, or show
  - farm purposes would include draft or cutting horses.

- **welding shops**

- **boarding horses or riding stables.**

***--**Custom work is not a nonfarm enterprise if it is incidental to the farm enterprise.

Example: A loan for a combine may be guaranteed if the loan applicant has substantial need for the combine in the farming enterprise; however, the loan could not be guaranteed if the loan applicant grew no crop or the amount of crop would not justify the purchase of the combine.**--***

125-134 (Reserved)

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135 Interest Rate Requirements (7 CFR 762.124(a))

A Fixed and Variable Rates

The interest rate on a guaranteed loan or line of credit may be fixed or variable as agreed upon between the borrower and the lender. The lender may charge different rates on the guaranteed and the non-guaranteed portions of the note. The guaranteed portion may be fixed while the unguaranteed portion may be variable, or vice versa. If both portions are variable, different bases may be used.

If a variable rate is used, it must be tied to a rate specifically agreed to between the lender and borrower in the loan instruments. Variable rates may change according to the normal practices of the lender for its average farm customers, but the frequency of change must be specified in the loan or line of credit instrument.

B Maximum Interest Rates

Neither the interest rate on the guaranteed portion nor the unguaranteed portion may exceed the rate the lender charges its average agricultural loan customer. At the request of the Agency, the lender must provide evidence of the rate charged the average agricultural loan customer. This evidence may consist of average yield data, or documented administrative differential rate schedule formulas used by the lender.

The FSA guarantee compensates a lender for much of the additional credit risk involved in guaranteed loans. If the lender's rates of interest are based on a standardized risk rating system, the rate charged an FSA-guaranteed borrower must be no higher than the rate charged a moderate risk borrower, regardless of the guaranteed borrower's equity, collateral, or repayment position.

Continued on the next page

135 Interest Rate Requirements (7 CFR 762.124(a)) (Continued)

C
Interest Charges

Interest must be charged only on the actual amount of funds advanced and for the actual time the funds are outstanding. Interest on protective advances made by the lender to protect the security will be charged at the note rate limited to subparagraph B.

Interest on protective and emergency advances, made by the lender to protect the security, must not exceed the rate specified in the loan instruments. The charge of interest on legal fees, broker's fees, and other expenses paid in conjunction with bankruptcy, liquidation, or other servicing is not covered by the guarantee.

136 Charges and Fees (7 CFR 762.124(e))

A
Loan Fees

The lender may charge the loan applicant and borrower fees for the loan provided they are no greater than those charged to nonguaranteed customers for similar transactions. Similar transactions are those involving the same type of loan requested (for example, operating loans or farm real estate loans).

Lenders may not charge a loan origination and servicing fee greater than one percent of the loan amount for the life of the loan when a guaranteed loan is made in conjunction with a down payment FO for beginning farmers under 7 CFR Part 1943, Subpart A.

FSA may request that the lender provide evidence supporting the amount of their loan fees.

Continued on the next page

B
Late Payment Charges

Late payment charges (including default interest charges) are not covered by the guarantee. These charges may not be added to the principal and interest due under any guaranteed note or line of credit. However, late payment charges may be made outside of the guarantee if they are routinely made by the lender in similar types of loan transactions.

Late payment fees and prepayment penalties may be charged on guaranteed loans, if they are routinely charged by the lender on similar loans. Late payment charges, including interest on late payments, may be charged and collected from borrowers in cases of default when the borrower pays the account current or the loan is paid in full. However, late payment charges and prepayment penalties are not covered by the guarantee and will not be paid by the government in the case of a loss. Ledgers that are provided to support the principal and interest included on RD-449-30 should not include default interest or late charges.

C
Guarantee Fee

A guarantee fee will be charged on all loans unless otherwise stated in this paragraph. Guarantee fees are 1 percent and are calculated as follows:

Fee = Loan Amount x % Guaranteed x .01.

The nonrefundable fee is paid to FSA by the lender. The fee may be passed on to the borrower and included in loan funds.

The following guaranteed loan transactions are not charged a fee:

- loans involving interest assistance
- loans where a majority of the funds are used to refinance an FSA direct loan
- loans to *** * *** farmers or ranchers involved in the direct beginning farmer downpayment program

  Note: The beginning farmer downpayment loan program refers only to a direct FO made under FmHA Instruction 1943-A. Simply being defined as a beginning farmer will not qualify for a waiver of the fee.

- ***--**loans made under a State beginning farmer program where a memorandum of understanding between the State and USDA has been signed.**--***

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137 Loan Term and Payment Schedules (7 CFR 762.124(b) and (c))

A
OL's Repayment Schedule

Loan funds or advances on a line of credit used to pay annual operating expenses will be repaid when the income from the year's operation is received, except when the borrower is establishing a new enterprise, developing a farm, purchasing feed while feed crops are being established, or recovering from disaster or economic reverses.

When repayment is scheduled over a longer period, the borrower's expected income is not sufficient security. The lender must secure the loan with additional chattel or real estate security for the period of repayment.

Advances for purposes other than for annual operating expenses will be scheduled for repayment over the minimum period necessary considering the loan applicant's ability to repay and the useful life of the security, but not in excess of 7 years.

B
OL/LOC Final Maturity Date

The final maturity date for each loan cannot exceed 7 years from the date of the promissory note or line of credit agreement.

Continued on the next page

C

LOC Advances

All advances on a line of credit must be made within 5 years from the date of the Guarantee.

D

FO Final Maturity Date

Each loan must be scheduled for repayment over a period not to exceed 40 years from the date of the note or a shorter period as may be necessary to assure that the loan will be adequately secured, taking into account the probable depreciation of the security.

E

Loan Note Guarantee Balloon Payments

Balloon payment terms are permitted on FO or OL subject to the following.

Extended repayment schedules may include equal, unequal, or balloon installments if needed to establish a new enterprise, develop a farm, or recover from a disaster or an economic reversal. Loans with balloon installments must have adequate collateral at the time the balloon installment comes due. Crops, livestock other than breeding livestock, or livestock products produced are not sufficient collateral for securing such a loan. The borrower must be projected to be able to refinance the remaining debt at the time the balloon payment comes due based on the expected financial condition of the operation, the depreciated value of the collateral, and the principal balance on the loan.

When conditions warrant, either FO or OL may have repayment schedules that ***--**may include equal, unequal, or balloon payments. The period of time between loan origination and a balloon installment must be no shorter than that provided to nonguaranteed customers for similar type transactions.**--***

138 Insurance Requirements (7 CFR 762.123(a))

A
Lender Responsibilities

Lenders must require borrowers to maintain adequate property, public liability, and crop insurance to protect the lender and Government's interests.

Insurance is not required in every situation. When insurance is warranted, lenders should obtain an assignment, including crop insurance.

B
Crop Insurance

By loan closing, loan applicants must either:

- **obtain at least the catastrophic risk protection (CAT) level of crop insurance coverage, if available, for each crop of economic significance, as defined by 7 CFR Part 402**

- **waive eligibility for emergency crop loss assistance in connection with the uninsured crop. EM loan assistance under 7 CFR § 1945, Subpart D is not considered emergency crop loss assistance for purposes of this waiver and execution of the waiver does not render the borrower ineligible for EM loans.**

Insurance, including crop insurance, also must be obtained as required by the lender or the Agency based on the strengths and weaknesses of the loan.

C
Flood Insurance

Loan applicants must purchase flood insurance if buildings are or will be located in a special flood hazard area as defined by FEMA maps and if flood insurance is available.

Continued on the next page

138 Insurance Requirements (7 CFR 762.123(a)) (Continued)

C
Flood Insurance (Continued)

***--**Lender regulatory agencies require use of FEMA-81-93 to determine whether a building or structure offered as security for a loan will be located in a special flood hazard area. The lender shall follow their regulator's guidance on documenting and escrowing for flood insurance.

FSA shall not approve a loan guarantee in which security offered for the loan contains a structure located in a special flood hazard area unless flood insurance is obtained under the National Flood Insurance Program. If a structure is located in a special flood hazard area and the community is not participating in the National Flood Insurance Program, the loan cannot be guaranteed. If there are no structures located in a special flood hazard area, the guarantee may be approved.**--***

139 Inspection Requirements (7 CFR 762.123(b))

A
Inspection Requirements

Before submitting an application the lender must make an inspection of the farm to assess the suitability of the farm and to determine any development that is needed to make it a suitable farm.

During the inspection, the lender should determine whether the applicant has adequate property, buildings, and equipment to operate a viable farm. A summary of the farm inspection and the lender's assessment of the viability of the operation should be mentioned in the application narrative.

140-150 (Reserved)

Section 4 Credit Decision

Subsection 1 Financial Feasibility of Proposed Loan (7 CFR 762.125)

151 Determining Financial Feasibility of Loans (7 CFR 762.125)

A
Purpose

This paragraph describes how SEL and CLP lenders must demonstrate that a loan applicant has sufficient financial resources to repay a guaranteed loan. PLP lenders use methods outlined in their CMS to determine the financial feasibility of a loan.

B
***--Feasible Plan**

The loan applicant's proposed operation must project a feasible plan. The cash flow budget analyzed to determine feasible plan must represent the predicted cash flow of the operating cycle.

See Exhibit 2 for the definition of feasible plan.

A lender must determine whether a loan applicant has sufficient financial resources to repay a guaranteed loan. To make this determination, lenders work with the loan applicant to prepare a cash flow budget for the farm or ranch operation. As used in this part, the term "operation" includes all farm or ranch activities and income as well as all nonfarm or ranch income pledged by the loan applicant.

The cash flow budget used in the loan application must:**--***

- reflect, as closely as possible, the predicted cash flow of the operating cycle
- be documented in sufficient detail to adequately reflect the overall condition of the operation.

*** * ***

152 Calculating Projected Income and Expenses by SEL's (7 CFR 762.125)

A
Purpose

SEL's must follow FSA methodology for calculating projected income and expenses. This paragraph explains the methodology SEL's must use.

B
Projected Income and Expenses

For standard eligible lenders, the projected income and expenses of the *--borrower and operation used to determine a feasible plan must be--* based on the loan applicant's proven record of production and financial management.

SEL's also must use reliable or reasonable forecasted crop or livestock prices. Where available, the operation's actual production records must be used to *--estimate future production yields. The expenses used in the cash flow budget--* should be based on prior experience and be consistent with anticipated prices for similar goods and services. Projections of income from FSA Farm Programs should be prepared with assistance from FSA Farm Program staff.

The projected production yields and financial performance should not be outside of the range of the loan applicant's previous performance, unless fully documented and justified. The loan narrative must support the projected production, income, and expenses, explain any discrepancies, and support other major assumptions used in the cash flow budget.

Continued on the next page

C
Commodity Price Forecasts

Lenders must use price forecasts that are reasonable and defensible. Sources must be documented by the lender and acceptable to the Agency.

The lender may use price forecasts from land grant universities, other published prices, forward contracted prices, futures, or price histories of speciality crops on other commodities. The lender should use price forecasts that provide an accurate projection of commodity prices that the borrower will receive.

D
Estimating Production

Standard eligible lenders must use the best sources of information available for estimating production in accordance with this subsection when developing operating cash flow budgets.

Deviations from historical performance may be acceptable, if specific to changes in operation and adequately justified and acceptable to the Agency.

For existing farmers, actual production for the past 3 years will be utilized.

For those farmers without a proven history, a combination of any actual history and any other reliable source of information that are agreeable with the lender, the loan applicant, and the Agency will be used.

When the production of a growing commodity can be estimated, it must be considered when projecting yields.

Continued on the next page

E
Declared Disaster

When the loan applicant's production history has been so severely affected by a declared disaster that an accurate projection cannot be made, the following applies.

- **County average yields are used for the disaster year if the loan applicant's disaster year yields are less than the county average yields. If county average yields are not available, State average yields are used. Adjustments can be made provided there is factual evidence to demonstrate that the yield used in the farm plan is the most probable to be realized.**

- **To calculate a historical yield, the crop year with the lowest actual or county average yield may be excluded, provided the loan applicant's yields were affected by disasters at least 2 of the previous 5 consecutive years.**

County or State average yields should be substituted only when the other information is not available to make an accurate projection. The objective is to arrive at a projection of the most reliable estimate of the production level the operator is expected to achieve.

F
Lender's Documentation

Lenders must maintain supporting documentation for their determination of cash flow budgets in their files. The following table summarizes the loan documentation that can be used to support the cash flow budget.

Cash Flow Element	Documentation to Support Elements
Income and Expense Projections	• Historical performance data • FSA records • Extension or county data • Thorough loan narrative
Nonfarm Income	• RD-1910-5 or lender verification of income form • W-2, pay stub, telephone record, or historical performance data
Loan Balances and Payment Schedules	• FSA-440-32 or lender verification of debt form • Loan statement, credit report, or telephone record

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Continued on the next page

G
Consistency of Farm Operating Plans

When the loan applicant has or will have a cash flow budget developed in conjunction with a proposed or existing Agency direct loan, the two cash flow budgets must be consistent.

To be consistent, the 2 plans must be of the same operation, with similar major assumptions, but they do not have to be identical.

Example: The lender and FSA may use slightly different projected prices and yields.

H
Refinancing Existing Debt

Loan guarantee requests for refinancing must ensure that a reasonable chance for success still exists. The lender must demonstrate that problems with the loan applicant's operation have been identified, can be corrected, and the operation returned to a sound financial basis.

An allowed use of guaranteed loan funds is to refinance existing debt, including direct loans and other farm loans. In many cases, refinancing existing debt is required because the borrower is experiencing financial difficulties. In these cases, requests for use of guaranteed loan funds for refinancing debt must ensure that a reasonable chance for operational success exists.

The lender must indicate in the loan narrative what the loan applicant will do differently to ensure the success of the farming operation. The lender must explore different financial options that would allow the loan applicant to achieve a *****--feasible plan. The lender should consider adjusting the loan terms or--***** negotiating with other creditors to adjust their loan terms or rates as needed to make the loan feasible. See Section 2 for additional information on limitations to refinancing.

Continued on the next page

I

Alternate Income

When a feasible plan depends on income from other sources in addition to income from owned land, the income must be dependable and likely to continue. The lender will analyze business ventures other than the farm operation to determine their soundness and contribution to the operation.

Income from custom work and seasonal or temporary positions should not be included in the cash flow budget, unless there is a history of income from similar sources or other strong evidence of likelihood.

* * *

153 Calculating Projected Income and Expenses by CLP Lenders (7 CFR 762.125)

A
Purpose

CLP lenders are provided greater flexibility in estimating the projected income and expenses of an operation. They are not required to estimate production yields or price forecasts for crops, livestock, and livestock products.

The remainder of this paragraph explains the FSA guidelines for determining a loan applicant's income and expenses by CLP lenders.

B
Using Financial History

For CLP lenders, the projected income and expenses of the borrower and operation must be based on the loan applicant's financial history and proven record of financial management.

CLP lenders must use their judgment and evaluation of the individual circumstances to determine the best method for estimating the projected income and expenses of the loan applicant. CLP lenders have the option of using the operation's production yields, as described in paragraph 152 for SEL. CLP lenders will use the loan applicant's income and other financial records. As with the use of production yields, the lender should not merely average 3 years of income figures. An average is only appropriate when there have not been major *****--changes in the operation. If there have been major changes in yields, prices, or production, this should be considered when estimating the projected income and expenses.--*****

The lender should consider the range and trends as indicators of the capability and limitations of the operator, land, and equipment. The projection should:

- reflect what the current or proposed operation can reasonably and justifiably accomplish
- not be outside the range of historical performance unless fully justified.

The loan narrative should:

- document the method used to project income and expenses
- provide an explanation of any deviations from historical production
- *****--address any major changes in yields or prices.--*****

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154 Determining Financial Feasibility of Loans by PLP Lenders (7 CFR 762.125)

A
Purpose

PLP lenders are not required to use the financial feasibility methods in paragraph 151. These lenders will use the methods that FSA approved at the time of PLP certification.

This paragraph explains the guidelines FSA will use in evaluating PLP determination of the financial feasibility of loans.

B
Using Internal Procedures

Notwithstanding any other provision of this section, PLP lenders will follow their internal procedures on financial feasibility as agreed to by the Agency during PLP certification.

To determine financial feasibility, PLP lenders must follow the procedures agreed to by FSA and the lender as described in the PLP FSA-1980-38. The loan narrative must contain justification for assumptions made during the determination of financial feasibility.

155-165 (Reserved)

Subsection 2 Security of the Loan

166 Amount and Quality of Security (7 CFR 762.126)

A Purpose

The lender is responsible for ensuring that proper and adequate security for the guaranteed loan is obtained and maintained. Lenders must obtain the lien position proposed in the application for each security item and perfect each lien. This paragraph explains the guidelines FSA will use in evaluating whether the lender has proposed adequate security for the guaranteed loan.

B Adequate Security

The lender is responsible for ensuring that proper and adequate security is obtained and maintained to fully secure the loan, protect the interest of the lender and the Agency, and assure repayment of the loan or line of credit.

The lender will obtain a lien on additional security when necessary to protect the Agency's interest.

The lender must determine the amount of security required to adequately secure a loan. At a minimum, FSA requires the value of the security to be at least equal to the loan amount. However, more security will be taken whenever it is available. A 1:1 loan to value ratio is not adequate when additional security is available. The adequacy of security will be judged in consideration of the total security available, prior liens, and the lender's normal practices. More security may be required if the quality of the security is low, cash flow is below average, production capability is suspect, management history is limited, or enterprise is not firmly established or is atypical for the area.

All security must secure the entire loan or line of credit. The lender may not take separate security to secure only that portion of the loan or line of credit not covered by the guarantee.

The lender may not require compensating balances or certificates of deposit as means of eliminating the lender's exposure on the unguaranteed portion of the loan or line of credit. However, compensating balances or certificates of deposit as otherwise used in the ordinary course of business are allowed for both the guaranteed and unguaranteed portions.

166 Amount and Quality of Security (7 CFR 762.126) (Continued)

B Adequate Security (Continued)

To evaluate the quality and overall adequacy of the proposed security, the Authorized Agency Official should evaluate the lender's analysis of the security and the loan applicant's financial position. The Authorized Agency Official may determine that more security is required to protect FSA's interests based on the answers to the following questions.

- Is the value of the primary security at least equal to the proposed loan amount?
- Is additional security available?
- Is this a specialized operation with limited sale opportunities?
- What is the age, durability, probable depreciation rate, and life of the security and how does this compare to the term of the loan?
- What is the proposed lien position on the primary security?
- Is the applicant's net worth high or low compared with their total liabilities, including the proposed amount of the loan or LOC?
- Does the loan applicant have a strong cash flow position and high profitability?

C Security Requirements for SEL's and CLP and PLP Lenders

The type of lender has no bearing on the type or amount of security required to adequately secure a loan. The Authorized Agency Official should evaluate the proposed security for loan applications from SEL's and CLP and PLP lenders using the same evaluation criteria.

166 Amount and Quality of Security (7 CFR 762.126) (Continued)

D Lien Position

All guaranteed loans will be secured by the best lien obtainable. Provided that:

*** * ***

- **Any chattel-secured guaranteed loan must have a higher lien priority (including purchase money interest) than an unguaranteed loan secured by the same chattels and held by the same lender.**

  Note: Any lender, who holds an unguaranteed loan with a first lien on the same collateral proposed as primary security for a guaranteed loan, must subordinate its lien position to the guaranteed loan.

- ***--Junior lien positions are acceptable only if the total amount of debt with liens on the security, including the debt in junior lien position, is less than or equal to 85 percent of value of the security.**

  Notes: Liens junior to the guaranteed position will not be considered in this limitation.

  When guaranteed and unguaranteed loans share equal lien position, neither loan will be considered junior. In these situations, the lender must agree that if any equally shared security is liquidated, the net proceeds shall be divided pro-rata based on the amounts loaned.

  Example: If the lender makes a $700,000 guaranteed loan in conjunction with a $300,000 unguaranteed loan and the security is subsequently liquidated resulting in $800,000 net proceeds, $560,000 would be applied to the guaranteed loan and $240,000 to the unguaranteed loan.

- **Junior liens on crops or livestock products will not be relied upon for security unless the lender is involved in multiple guaranteed loans to the same borrower and also has the first lien on the collateral.--***

  Note: Junior liens on income security may be taken as security, but will be considered to have no collateral value unless the prior lien is securing an FSA-guaranteed loan to the same lender.

166 Amount and Quality of Security (7 CFR 762.126) (Continued)

D Lien Position (Continued)

- **additional security or any loan of $10,000 or less may be secured by the best lien obtainable on real estate without title clearance or legal services normally required, provided the lender believes from a search of the county records that the loan applicant can give a mortgage on the farm and provided that the lender would, in the normal course of business, waive the title search**

  Notes: This exception to title clearance will not apply when land is to be purchased.

  Title clearance work can be expensive and cost-prohibitive in some cases. Title clearance is not required for loans of $10,000 or less if the lender feels such a search is not necessary. In addition, FSA does not want to discourage taking additional security. Therefore, any amount of real estate to be taken as additional security that is clearly in excess of what is needed to fully secure the loan does not need title clearance. Both of these exceptions require that the lender conduct an informal check, be reasonably certain that a lien can be perfected, and otherwise follow internal lending policy on title clearance.

- **when taking a junior lien, prior lien instruments will not contain future advance clauses (except for taxes, insurance, or other reasonable costs to protect security), or cancellation, summary forfeiture, or other clauses that jeopardize the Government's or the lender's interest or the borrower's ability to pay the guaranteed loan, unless any such undesirable provisions are limited, modified, waived or subordinated by the lienholder for the benefit of the Agency and the lender.**

  Note: Provisions on prior lien instruments, such as prepayment penalties, will be considered when evaluating the collateral value of the lender's security on the guaranteed loan.

167 Identifiable Collateral (7 CFR 762.126(c))

A Purpose

All of the collateral must be identifiable. This paragraph describes the guidelines for evaluating whether the security obtained for a guaranteed loan is identifiable.

B Identifiable Security

The guaranteed loan must be secured by identifiable collateral. To be identifiable, the lender must be able to distinguish the collateral item and adequately describe it in the security instrument.

Guaranteed loans must be secured by collateral that can be distinguished from other collateral items and can be adequately described in security instruments.

Example: A tractor described by its make, model, year, and serial number is identifiable collateral, while a truck that is only described as "flat-bed truck" is not identifiable collateral.

C Equipment

Equipment should be identified by manufacturer, model, year, and serial number, where available. If this information is not available, the lender should provide a sufficient written description of the equipment so that it is easily identifiable.

D Livestock

Livestock taken as security will be fully described, including breed, age group, and type, and will indicate the numbers in each group. This provision allows the farmer to perform routine culling and replace livestock without obtaining a release of security. The lender is responsible for ensuring that the borrower maintains the livestock numbers by periodically monitoring the livestock on the farm and ensuring that liens have not been provided to other creditors.

Particularly high value livestock can be appraised as such if the animals are clearly identified, monitored, and accounted for.

167 Identifiable Collateral (7 CFR 762.126(c)) (Continued)

E Real Estate

Real estate can be identified using tax lot and block numbers, full metes and bounds, or rectangular survey description or similar system. A survey is not required if the property is adequately described and determined unnecessary by the lender's internal lending policy.

168 Type of Security Required by Type of Loan (7 CFR 762.126(d))

A Purpose

The type of security obtained for a loan must be appropriate to the type of loan, and the loan terms must be consistent with the useful life of the security. This paragraph describes the guidelines for evaluating whether the type of security is appropriate for the proposed loan.

B Security Requirements

Guaranteed loans may be secured by any property if the term of the loan and expected life of the property will not cause the loan to be undersecured.

Typically, annual operating loans will be secured by crops and livestock, loans to be repaid within 2 to 7 years by breeding livestock and equipment, and loans repaid over greater than 7 years by real estate.

For loans with terms greater than 7 years, a lien must be taken on real estate.

The guidelines for short-, intermediate-, and long-term loans are as follows.

Loans	Guidelines
Short-term	Annual OL's should be secured at least by crops and livestock that will generally be sold during the term of the loan.
Intermediate-term	OL's should be secured by collateral that has a life expectancy at least as long as the loan. Loans to be repaid over a 2- to 7-year period should be secured by breeding livestock and equipment. The lender should evaluate the equipment proposed to be used for security to ensure that it will not depreciate faster than the loan is repaid.
Long-term	Loans scheduled to be repaid over more than 7 years must be secured by real estate. Anticipated depreciation of the improvements must be considered when establishing terms.

168 Type of Security Required by Type of Loan (7 CFR 762.126(d)) (Continued)

C Leasehold Properties

Loans can be secured by a mortgage on leasehold properties if the lease has a negotiable value and is subject to being mortgaged.

If the Authorized Agency Official does not have experience in making loans secured by leaseholds, they should contact the State Office for assistance.

D Additional Personal or Corporate Guarantees

The lender or Agency may require additional personal or corporate guarantees to adequately secure the loan. These guarantees are separate from, and in addition to, the personal obligations arising from members of an entity signing the note as individuals.

If the farm operation does not have adequate security for the proposed loan, additional security, such as personal or corporate guarantees, may be used to secure the loan. Therefore, entity members may be required to pledge their personal property or other nonfarm assets. For individual loan applicants, an additional guarantee may be provided by a co-signer.

--**For entities, the instruments are executed by the member who is authorized to sign for the entity, and by all members of the entity as individuals. Individual liability can be waived by FSA for members holding less than 10 percent ownership in the entity if collectibility of the loan will not be impaired.**--

169 Multiple Security Owners and Exceptions to Security Requirements (7 CFR 762.126)

A Multiple Security Owners

If security has multiple owners, all owners must execute the security documents for the loan.

B Exceptions to Security Requirements

The Deputy Administrator for Farm Loan Programs has the authority to grant an exception to any of the requirements involving security, if the proposed change is in the best interest of the Government and the collectability of the loan will not be impaired.

DAFLP has the authority to make exceptions to the rules regarding security. Exceptions will only be made on a case-by-case basis where the proposed exception is in the best interest of FSA, the lender, and the loan applicant. The exception must not reduce either of the following:

- loan applicant's ability to make regular loan payments
- lender's ability to collect on the debt obligation through the sale of collateral.

DAFLP's decision on granting exceptions is final and not appealable. SED's should evaluate all requests for exceptions, and forward them to DAFLP with their analysis of the benefits or problems, and a recommendation for their approval or rejection. No exception will be granted without an analysis and documentation of why such an exception is in the Government's best interest.

170-180 (Reserved)

Subsection 3 Appraisals

181 General Requirements (7 CFR 762.127)

A Purpose

The Agency may require a lender to obtain an appraisal based on the type of security, loan size, and whether it is primary or additional security.

Appraisals are an integral part of the loan evaluation process. Additional security is collateral taken in excess of what is required to fully secure a loan.

This paragraph will discuss general appraisal requirements and the situations where appraisals are and are not required.

--**See subparagraph 267 I for SED responsibilities regarding appraisals.**--

B General Requirements

The requirements in this paragraph apply to all 3 types of lenders.

Appraisals are not part of a complete application and guarantees may be approved by FSA, subject to the lender obtaining an acceptable appraisal. The lender is responsible for obtaining an acceptable appraisal before loan closing and FSA issuing the loan guarantee. SEL's must provide FSA with a copy of the appraisal.

Each lender is responsible for using an appraiser who has qualifications for conducting the ***--**type of appraisals required for the transaction. Real estate appraisals must be completed according to USPAP and any supplemental standards set forth by FSA according to USPAP.

A current copy of USPAP may be obtained from **http://www.appraisalfoundation.org**.**--***

C Situations Where Appraisals Are Required

A current appraisal (not more than 12 months old) of primary chattel security is generally required on all loans.

An appraisal for loans or lines of credit for annual production purposes that are secured by crops is only required when a guarantee is requested late in the current production year and actual yields can be reasonably estimated.

Late in the season, crop appraisals should include an inspection of the crop to estimate yield based on the actual conditions.

A current real estate appraisal is required when real estate will be primary security. Agency officials may accept an appraisal that is not current if there have been no significant changes in the market or on the subject real estate and the appraisal was either completed within the past 12 months or updated by a qualified appraiser if not completed within the past 12 months.

181 General Requirements (7 CFR 762.127) (Continued)

C Situations Where Appraisals Are Required (Continued)

An appraisal of real estate or chattel property that reflects the value of primary security at the time the guarantee is requested is required. If the market values have been fairly consistent since the date of the appraisal, an existing appraisal up to 12 months old may be acceptable. Rapidly changing collateral values will require a more recent appraisal.

Real estate appraisals over 12 months old may be acceptable if updated and if the market and subject have seen no significant changes. USPAP requires that changes be made by the original appraiser or someone from the same appraisal firm.

D Loan Servicing

Appraisals are required under the following loan servicing actions:

- transfer of security and assumption of debt
- debt writedown
- servicing FSA-1980-89's
- liquidation
- partial releases of security if determined necessary by FSA.

E Situations Where Appraisals Are Not Required

Notwithstanding other provisions of this section, an appraisal is not required in the following cases:

- **for any additional security**
- **for loans of $50,000 or less if a strong equity position exists.**

Appraisals are not required on property to be taken as additional security that is clearly in excess of what is needed to fully secure the loan. The lender shall provide an estimate of *****--value on FSA-1980-25 or FSA-1980-28, as applicable.--*****

Appraisals may not be needed for loans of $50,000 or less if there is significant equity in the collateral being pledged. The lender shall provide at least an estimate of value. The Authorized Agency Official shall request that an appraisal be completed if the equity position is not strong enough. This determination will be based on a review and evaluation of the amount of equity, type of collateral, and the strength of the loan applicant's balance sheet.

181 General Requirements (7 CFR 762.127) (Continued)

F Appraisal Costs

Except for authorized liquidation expenses, the lender is responsible for all appraisal costs, which may be passed on to the borrower, or a transferee in the case of a transfer and assumption.

Appraisal costs may be deducted from security proceeds when part of authorized liquidation expenses.

182 Chattel Appraisals (7 CFR 762.127(c))

A Techniques

The appraised value of chattel property will be based on public sales of the same, or similar, property in the market area. In the absence of such public sales, reputable publications reflecting market values may be used.

Appraisals on machinery, farm equipment, and livestock will be based on recent auction sales in the local area, where possible. However, if the number and frequency of sales is limited, it may be necessary to consult published prices.

B Reports

Appraisal reports may be on the Agency's Appraisal of Chattel Property form or on any other appraisal form containing at least the same information.

182 Chattel Appraisals (7 CFR 762.127(c)) (Continued)

C Appraiser Qualifications

Chattel appraisals will be performed by appraisers who possess sufficient experience or training to establish market (not retail) values as determined by the Agency.

The important qualification for chattel appraisers is the ability to establish the value of equipment as reflected at auction sales. An appraiser's qualifications can be demonstrated through their years of experience, number of appraisals performed, and any relevant education or training.

183 Real Estate Appraisals (7 CFR 762.127(d))

A Techniques

Real estate appraisals must be completed in accordance with the Uniform Standards of Professional Appraisal Practices.

Appraisals, regardless of the size of the transaction, must be completed according to USPAP. This refers to the development of the appraisal as well as the report format.

B Reports

Appraisals may be either a complete or limited appraisal provided in a self-contained or summary format. Restricted reports as defined in the Uniform Standards of Professional Appraisal Practices are not acceptable.

Appraisal development can be either complete or limited. Limited appraisals permit limited departure from certain USPAP standards. An example might be not using 1 of the approaches to value, if deemed unnecessary or not representative. With a limited appraisal, the appraiser must disclose the departure and have determined that the departure will not tend to mislead or confuse.

The format of the appraisal report may be either a Self-Contained or Summary. The Self-Contained Report contains all of the information significant to the property. A Summary Report contains the same information as the Self-Contained Report, but it is presented in less detail. Restricted Reports are normally only for internal use, may be simply a letter of value, have a limited amount of information, and are not acceptable for guarantee requests.

183 Real Estate Appraisals (7 CFR 762.127(d)) (Continued)

C Appraiser Qualifications

On loan transactions of $250,000 or less, the lender must demonstrate to the Agency's satisfaction that the appraiser possesses sufficient experience or training to estimate the market values of agricultural property.

An appraiser's qualifications can be demonstrated through their years of experience, number of appraisals performed, and any relevant education or training. For appraisers not certified by a State licensing body, the lender must submit the appraiser's resume to the Authorized Agency Official for review and approval.

On loan transactions greater than $250,000, which includes principal plus accrued interest through the closing date, the appraisal must be completed by a state certified general appraiser. A loan transaction is defined as any loan approval or servicing action.

184-194 (Reserved)

Subsection 4 Maximum Loss for Percent of Loan Guarantee

195 Percent of Guarantee (7 CFR 762.129 and 762.130)

A
Standard Guarantee

The percent of guarantee will not exceed 90 percent based on the credit risk to the lender and the Agency both before and after the transaction. The Agency will determine the percentage of guarantee.

All guarantees issued to CLP and PLP lenders will not be less than 80 percent.

B
PLP Lenders

Most loans will be guaranteed at 90 percent of the loan amount and cannot exceed 90 percent except as described in paragraph 196. The proposed percent of guarantee will be included on FSA-1980-15.

Complete applications from PLP lenders will be approved or rejected not later than 14 calendar days after receipt. If this timeframe is not met, the application will automatically be approved, subject to funding, and receive an 80 or 95 percent guarantee, as appropriate.

After the automatic approval, a PLP lender that had requested a higher percent of guarantee may request that FSA continue to process the request. This would be noted by the lender when returning FSA-1980-15 or by letter.

C
Maximum Loss

The maximum amount the Agency will pay the lender under the loan guarantee will be any loss sustained by such lender on the guaranteed portion, including:

- **the pro rata share of principal and interest indebtedness as evidenced by the note or by assumption agreement**
- **any loan subsidy due and owing**
- **the pro rata share of principal and interest indebtedness on secured protective and emergency advances**
- **principal and interest indebtedness on recapture debt pursuant to a shared appreciation agreement. Provided that the lender has paid the Agency its pro rata share of the recapture amount due.**

196 Exception to Standard Guarantee Limits (7 CFR 762.129)

A
Exceptions

The guarantee will be issued at 95 percent in any of the following circumstances:

- **the sole purpose of a guaranteed FO or OL loan is to refinance an Agency direct farm loan**

Notes: When only a portion of the loan is used to refinance a direct Agency farm credit program loan, a weighted percentage of a guarantee will be provided.

The guarantee will be issued at 95 percent, regardless of lender type. When only a portion of a guaranteed OL or FO will be used to refinance an FSA direct farm loan, the guarantee percent will be calculated based upon a weighted percentage of the refinanced loan to total loan, rounded up to the next whole percent. The following example demonstrates how the weighted percentage is calculated.

A farmer has a direct loan with an outstanding balance of $90,000.
The lender is applying for a $300,000 FO.
The percent of guarantee on the new guaranteed loan without the refinancing is 90 percent.
The weighted average guarantee is:

$$\frac{\text{Outstanding direct loan}}{\text{guaranteed loan amount}} \times 95\% + \frac{\text{portion of guaranteed loan not refinancing direct loan}}{\text{guaranteed loan amount}} \times \text{percent of guarantee} =$$

$$\frac{90{,}000}{300{,}000} \times 95\% + \frac{300{,}000 - 90{,}000}{300{,}000} \times 90\% = 91.5\%$$

The weighted average guarantee must be rounded up to the next whole percent, so the guarantee in this example would be 92 percent.

Continued on the next page

196 Exception to Standard Guarantee Limits (7 CFR 762.129) (Continued)

A
Exceptions (Continued)

- **when the purpose of an FO loan guarantee is to participate in the down payment loan program**

- **when a guaranteed OL is made to a farmer or rancher who is participating in the Agency's down payment loan program**

  Notes: The guaranteed OL must be made during the period that a borrower has the down payment loan outstanding.

  This down payment loan program refers only to a direct FO made according to FmHA Instruction 1943-A. Simply being defined as a beginning farmer will not qualify the applicant for a 95 percent guarantee.

- loans made under a State beginning farmer program where a memorandum of understanding between the State and USDA has been signed

- **when a guaranteed OL is made to a farmer or rancher who farms land subject to the jurisdiction of an Indian tribe and whose loan is secured by 1 or more security instruments that are subject to the jurisdiction on an Indian tribe.**

197-207 (Reserved)

208 Environmental Requirements (7 CFR 762.128)

A Overview

Lenders must consider environmental issues when making guaranteed loans. Authorized Agency Officials should consult 7 CFR Part 1940, Subpart G, "Environmental Program" for guidance on what FSA must do to comply with the National Environmental Policy Act, on issues such as HEL, wetlands, floodplains, and hazardous waste.

All lenders will assist in the environmental review process by providing information requested by the Authorized Agency Official. In all cases, the lender must keep documentation of their investigation in the loan applicant's case file. Lenders must certify that documentation is in their files and that all applicable laws have been considered before FSA will issue a guarantee.

B Environmental Requirements

The requirements found in 7 CFR part 1940, subpart G, must be met for guaranteed OL and FO. CLP and PLP lenders may certify that they have documentation in their file to demonstrate compliance with this section. Standard eligible lenders must submit evidence supporting compliance with this section.

The Agency determination of whether an environmental problem exists will be based on:

- **the information supplied with the application**
- **the Agency official's personal knowledge of the operation**
- **environmental resources available to the Agency including, but not limited to, documents, third parties, and governmental agencies**

Continued on the next page

B Environmental Requirements (Continued)

- **a visit to the farm operation when the available information is insufficient to make a determination**
- **other information supplied by the lender or loan applicant upon Agency request. If necessary, information not supplied with the application will be requested by the Agency.**

Lenders will assist in the environmental review process by providing environmental information. In all cases, the lender must retain documentation of their investigation in the loan applicant's case file.

It is the responsibility of the Authorized Agency Official to complete the proper level of environmental assessment for each loan application as required in 7 CFR Part 1940, Subpart G. The certification by the lender on FSA-1980-25 does not certify that the loan request is in full compliance with the environmental requirements. The certification only demonstrates that reasonable investigations have been completed for certain items.

C Hazardous Substances

All lenders are required to ensure that due diligence is performed in conjunction with a request for guarantee of a loan involving real estate. Due diligence is the process of evaluating real estate in the context of a real estate transaction to determine the presence of contamination from release of hazardous substances, petroleum products, or other environmental hazards and determining what effect, if any, the contamination has on the security value of the property. The Agency will accept as evidence of due diligence the most current version of the American Society of Testing Materials (ASTM) transaction screen questionnaire available from 100 Barr Harbor Drive, West Conshohocken, Pennsylvania 19428-2959, or similar documentation, supplemented as necessary by the ASTM Phase I environmental site assessments form.

Continued on the next page

C
Hazardous Substances (Continued)

The presence of hazardous substances that have been released can reduce a property's value, because of the regulatory and cleanup costs associated with contaminated soils and groundwater. The lender is responsible for conducting a due diligence investigation on the subject property. Of concern is the presence of contamination from hazardous substances or petroleum products and their impact on the market value of the property.

The lender is expected to conduct a site visit with the loan applicant. If real estate will be taken as primary security, the lender must:

- complete the American Society of Testing and Materials' Standards e-1528, ***--**Transaction Screen Questionnaire, or FSA Environmental Risk Survey Form

  Note: Similar questionnaires or screening tools reviewed and approved by the FSA State Environmental Coordinator may also be used.**--***

- indicate on FSA-1980-25 and explain if the questionnaire indicates a problem may exist

  Note: Lenders can attach a copy of the American Society of Testing and Materials questionnaire.

- indicate on FSA-1980-25 if the questionnaire indicates no problem was discovered

- keep the questionnaire in the borrower's case file.

The lender should submit enough information in the due diligence process so that the Authorized Agency Official, in most cases, can perform an adequate assessment without having to visit the farm.

Continued on the next page

D
Wetlands and HEL

The loan applicant must certify that they will not violate the provisions of Section 363 of the Consolidated Farm and Rural Development Act, the Food Security Act of 1985, and Executive Order 11990 relating to Highly Erodible Land and Wetlands.

The Authorized Agency Official must:

- ensure that the loan applicant has certified they:
  - will not violate HEL and WC provisions
  - ***--**are not currently out of compliance with HEL or WC provisions**--***
- determine that loan funds will not be used for a purpose that will contribute to a violation of HEL and WC provisions.

--**According to 6-CP, loan applicants must certify that they will not violate**-- HEL and WC provisions by completing and executing AD-1026 for each tract of land in which they have a farming interest. The Authorized Agency Official must determine that loan funds will not be used for a purpose that contributes to a violation of HEL and WC provisions.
***--**

IF...	THEN...
any or all of questions 8a, 8b, 9a, 9b, or 10 are answered "yes" by the applicant	AD-1026 will be referred to NRCS for a certified wetland determination. For loan requests involving building construction or other major ground disturbing activities, question 10 should be answered "yes" unless NRCS has previously completed a certified wetland determination for the proposed construction site.
all of questions 8a, 8b, 9a, 9b, and 10 are answered "no" by the applicant	a certified wetland determination will not be necessary.

--*

A conservation plan may be required if the property contains HEL. If a conservation plan is required, NRCS should be contacted to:

- determine what the conservation plan will contain
- evaluate if the applicant has the resources to carry out the plan.

The Authorized Agency Official should consider the proposed use of loan funds, the contents of the conservation plan, if one exists, and changes in land use when determining whether a loan applicant is likely to violate HEL and WC provisions.

Continued on the next page

E
Floodplains

A determination must be made as to whether there will be any potential impacts to a 100 year floodplain as defined by Federal Emergency Management Agency floodplain maps, Natural Resources Conservation Service data, or other appropriate documentation.

***--**FSA must:

- avoid impacting floodplains, where practicable, by seeking and reviewing alternatives as part of the environmental assessment process
- mitigate potential adverse impacts to the floodplain when avoidance is not possible
- obtain all required floodplain development permits when it is necessary to perform construction within a floodplain.**--***

Note: The lender shall keep a copy of the appropriate floodplain map in their files.

F
Water Quality Standards

The lender will assist the borrower in securing any applicable permits or waste management plans. The lender may consult with the Agency for guidance on activities which require consultation with State regulatory agencies, special permitting or waste management plans.

The Authorized Agency Official and lender must ensure that loan applicants are in ***--**compliance with Federal and State Water Quality Standards, including Storm Water Discharge Permit requirements for certain construction activities. Although the permit requirements may vary from State to State, there are some types of**--*** operations that usually require special permits.

Example: Large confinement livestock operations frequently require special permits or waste management plans under State water quality laws.

Lenders are expected to:

- consult with FSA for guidance on those activities that require State agency consultation, special permitting, or waste management plans
- conduct a site visit to the loan applicant's farm

Continued on the next page

208 Environmental Requirements (7 CFR 762.128) (Continued)

F
Water Quality Standards (Continued)

- indicate on FSA-1980-25 the need for special permits or plans or if potential problems exist

  Note: If special permits or plans exist, the lender should describe them and indicate the status of the permits and plans in the application.

- indicate if no problem is evident and that the farmer is in compliance with permits and plans

- record the farm visit in the loan applicant's case file and keep copies of waste management plans and permits as appropriate.

209 National Historic Preservation Act (7 CFR 762.128(c)(3))

A
Requirements

The lender will examine the security property to determine if there are any structures or archeological sites which are listed or may be eligible for listing in the National Register of Historic Places. The lender may consult with the Agency for guidance on which situations will need further review in accordance with the National Historical Preservation Act and 7 CFR Part 1940, subpart G, and 7 CFR Part 1901, subpart F.

FSA is required to take into account the effects of its actions on historic property that is listed or may be eligible for listing on the National Register of Historic Places. FSA delegates this responsibility to the lender, but FSA is responsible for the final decision.

--Exception:** FSA may not delegate the responsibility of consulting with the Tribal Historic Preservation Officer and any other interested Tribe.**--

Continued on the next page

A Requirements (Continued)

FSA expects the lender to:

- consult with the Authorized Agency Official for guidance on what situations will need historic property review and consultation

  Note: If the proposed loan is for an activity that is:

  - not an undertaking under Section 106 of the National Historic Preservation Act or it is an undertaking but has no potential to impact historic properties if these properties may be present, then no further Section 106 review is required. FSA personnel may refer to the EQ series for further information and guidance on undertakings

  - for an activity that is an undertaking under Section 106 of the National Historic Preservation Act and has the potential to impact historic properties if these properties may be present, then further Section 106 review is required.

  Examples: Historic properties include structures over 50 years old, sites of any age with significant historic or archaeological value, and burial grounds.

- examine the farm property and question the owner, if available

- consult with the State Historic Preservation Officer *** * ***

- check other sources of information, such as local historical societies or universities

- indicate on FSA-1980-25 and describe, include a picture if available, if property has structures or archaeological sites that may be eligible for listing in the National Register of Historic Places

- indicate on FSA-1980-25 if the property has no structures or archaeological sites that may be eligible

- ***--**document in the loan applicant's case file the site visit and consultation**--*** about the presence or absence of historic property

- provide information, as necessary, to the Authorized Agency Official for use in completing the environmental assessment.

210 Equal Opportunity and Nondiscrimination (7 CFR 762.128(d))

A
Equal Opportunity and Nondiscrimination

With respect to any aspect of a credit transaction, the lender will not discriminate against any applicant on the basis of race, color, religion, national origin, sex, marital status, or age, provided the applicant can execute a legal contract. Nor will the lender discriminate on the basis of whether all or a part of the applicant's income derives from any public assistance program, or whether the applicant in good faith, exercises any rights under the Consumer Protection Act.

Determinations of whether a guaranteed lender or contractor has discriminated against a loan applicant or borrower, or otherwise violated ECOA, will not be made by FSA. If the Authorized Agency Official receives a complaint of discrimination from a guaranteed loan borrower or applicant, they will note the complaint and request that the borrower contact the lender directly to obtain information on how to file a complaint with the proper regulatory or enforcement authority. If requested by the borrower or loan applicant, the Authorized Agency Official will contact the lender for this information and provide it to the borrower.

If the guaranteed loan borrower or applicant wishes to file a discrimination complaint against FSA or an FSA employee in connection with a guaranteed loan or application, the Authorized Agency Official should inform the applicant of the procedures for filing a complaint. The lender should continue with loan making and servicing actions without regard for resolution of the complaint.

B
Construction Contracts

Where the guaranteed loan involves construction, the contractor or subcontractor must file all compliance reports, equal opportunity and nondiscrimination forms, and otherwise comply with all regulations prescribed by the Secretary of Labor pursuant to Executive Orders 11246 and 11375.

---

211 Other Federal, State, and Local Requirements (7 CFR 762.128(e))

A
Other Requirements

Lenders are required to coordinate with all appropriate Federal, State, and local agencies and comply with special laws and regulations applicable to the loan proposal.

212-222 (Reserved)

Part 9 IA Program (7 CFR 762.150)

223 Purpose of IA Program

A Purpose

The IA Program enables lenders to provide credit to operators of family farms who do not have the financial resources to meet the standard repayment terms *** * ***. Under this program, FSA enters into an agreement with the lender to reimburse the lender *** * *** 4 percentage points on the loan, in exchange for the lender reducing the interest rate charged to the borrower. IA is available for new guaranteed loans and existing guaranteed loans meeting certain criteria.

224 General Rules (7 CFR 762.150(b))

A Eligibility

IA can be provided to both new and existing borrowers for OL and FO; however, funding is generally only available for new OL as described in subparagraph 226 B. Loan applicants ***--**can obtain IA to achieve a feasible plan if they meet all other eligibility requirements. Existing borrowers may obtain IA if their financial position deteriorates and they no longer can project a feasible plan at their current rates and terms. **The borrower must be an--* operator of not larger than a family size farm.**

B Repayment Terms

The typical term of scheduled loan repayment will not be reduced solely for the purpose of maximizing eligibility for interest assistance. To be eligible for interest assistance, a loan/line of credit must be scheduled over the maximum terms typically used by lenders for similar type loans within the limits set by paragraph 137**. At a minimum, loans will be scheduled for repayment over the terms listed below, but for OL not to exceed the life of the security:**

- **OL for the purpose of providing annual operating and living expenses will be scheduled for repayment when the income is scheduled to be received from the sale of the crops, livestock, and livestock products which will serve as security for the loan**

- **OL for purposes other than annual operating and living expenses (i.e. equipment, livestock, refinancing of existing debt) will be scheduled over 7 years from the effective date of the proposed interest assistance agreement**

--Note:** Balloon installments are not prohibited if longer terms are needed.**--

- **FO secured by real estate, 20 years from the closing date of the original note covered by the guarantee**.

224 General Rules (7 CFR 762.150(b)) (Continued)

C Interest Rates

The lender may charge a fixed or variable interest rate. The type of rate must be the same as the type of rate in the underlying note or line of credit agreement. The lender will reduce the interest rate charged the borrower's account by at least the amount of interest assistance.

The interest rate that the lender will charge, as well as any base rate and points, must be clearly indicated in the application.

The lender and borrower may change the interest rate on the loan at anytime as provided in paragraph 284.

D Feasible Plan

The lender must document that a feasible plan is not possible without reducing the interest rate on the borrower's loan and with the debt restructured over the term of repayment * * *.

For new loans, a **borrower's new guaranteed loan is eligible for interest assistance if all the following conditions are met.**

- **The applicant needs interest assistance in order to achieve a feasible plan.**

- **If significant changes in the borrower's cash flow budget are anticipated after the initial 12 months, then the typical cash flow budget must demonstrate that the borrower will still have a feasible plan following the anticipated changes, with or without interest assistance.**

- A borrower may qualify for interest assistance with either an initial or a typical cash flow budget where cash inflows are less than outflows. If the initial cash flow budget shows inflows greater than outflows, but the typical cash flow budget shows outflows greater than inflows, then the loan may be obligated as a subsidized loan and a 0 percent subsidy placed on the loan for the first year. Subsequent year reviews will be conducted normally to determine whether to approve an increase in subsidy.

- If a feasible plan cannot be achieved, the lender may ask other creditors to voluntarily adjust their debts. If other creditors adjust their debts and a feasible plan can be achieved with IA, then IA may be approved.

- **If a feasible plan cannot be achieved, even with other creditors voluntarily adjusting their debts and with the interest assistance, the interest assistance request will not be approved.**

224 General Rules (7 CFR 762.150(b)) (Continued)

D Feasible Plan (Continued)

The following apply for existing guaranteed loans not currently under FSA-1980-64.

- **An existing guaranteed loan is eligible for interest assistance if the borrower needs interest assistance to achieve a feasible plan and the borrower meets the eligibility criteria of** Part 8, Section 1**, except the provision regarding prior debt forgiveness** (subparagraph 108 C).

- **If a borrower has multiple loans, interest assistance may be provided on one or each loan, as available, to the extent necessary to achieve a feasible plan.**

*** * ***

E Term of FSA-1980-64

The term of the interest assistance agreement under this section shall not exceed 10 years from the date of the first interest assistance agreement signed by the loan applicant, including entity members, or the outstanding term of the loan, as limited by this section, whichever is less.

The term is limited by the first FSA-1980-64.

FSA-1980-64's shall be approved for a term not in excess of 10 years minus the period of time since the first FSA-1980-64 was signed.

Note: The period of time a borrower was subject to an Interest Rate Buydown Agreement will not be considered in this limitation.

Transition Rule: Borrowers with FSA-1980-64 signed before February 12, 1992, may be considered for an additional 3 years of assistance under the exception authority in paragraph 232.

F Nonessential Assets

The lender must determine whether the borrower, including members of an entity, owns any significant assets which do not contribute directly to essential family living or farm operations. The lender must determine the market value of these assets and prepare a cash flow budget based on the assumption that the value of these assets will be used for debt reduction. If a feasible plan can then be achieved, the borrower is not eligible for interest assistance. All interest assistance calculations will be based on the cash-flow budget which assumes that the assets will be sold.

225 Application Requirements (7 CFR 762.150(a))

A Applying for IA

To apply for IA, the lender shall submit:

- **for new guaranteed loans:**

  •*--a completed cash flow budget and interest assistance needs analysis portion of--* the application form

  Note: Interest Assistance can be applied to each loan, only to one loan or any distribution the lender selects; however, interest assistance is only *--available on as many loans as necessary to achieve a feasible plan.--*

  - **for loans with unequal payments, a proposed debt repayment schedule which shows principal and interest payments for the subject loan, in each year of the loan**

•*--for existing guaranteed loans not currently under an FSA-1980-64:

- **a completed cash flow budget and interest assistance needs analysis portion of--* the application form**

  Note: Interest assistance can be applied to each loan, only to one loan or any distribution the lender selects as required to achieve a feasible plan.

- **for loans with unequal payments, a proposed debt repayment schedule which shows scheduled payments for the subject loan in each of the remaining years of the loan.**

*** * ***

Note: Requests for interest assistance on lines of credit or loans made for annual operating purposes must be accompanied by a projected monthly cash flow budget.

226 Evaluating and Approving or Denying IA Requests

A Evaluating IA Requests

Applications for IA will be evaluated according to Part 8, Sections 1 through 3. Additionally, the Authorized Agency Official shall determine whether or not all applicable requirements of this part have been met. The approval official shall check that:

- all mathematical computations are accurate
- the loan and loan applicant are eligible to receive IA
- nonessential assets are considered.

B Approving IA Requests

Because of funding limitations, IA may be approved for the following:

- for new loans, OL's only
- for existing loans, either of the following:
    - OL's or FO's that were originally obligated with IA
    - OL's or FO's obligated on or before September 30, 1991.

If the approval official determines that IA can be approved, the approval official shall do the following.

Step	Action
1	Prepare RD-1940-3. RD-1940-3 is used to obligate FSA funds including IA: • for new loans • for existing loans, which are presently guaranteed without IA • when the term of IA is to be extended.
2	Execute RD-1940-3 and distribute copies according to FMI.

226 Evaluating and Approving or Denying IA Requests (Continued)

B Approving IA Requests (Continued)

Step	Action
3	***--**Verify that the obligation of funds has been completed on GLS. Place a**--*** printout of this in the case file.
4	For requests that include loan funds in addition to IA funds, prepare FSA-1980-15. **Note:** In no case will FSA-1980-15 be executed before verification of the obligation of both loan/LOC and IA funds.
5	For requests for IA on existing guaranteed loans, the approval official will notify the lender in writing that the request has been approved.

C Denying IA Requests

If the loan applicant is found ineligible for the loan guarantee or the guarantee cannot be approved for other reasons, the approval official shall notify the lender and loan applicant according to paragraph 83.

If the request for guarantee can be approved or has previously been approved and the request for IA is denied, the lender will be notified according to paragraph 229.

227 IA Closing (7 CFR 762.150(c))

A Closing Requirements

Initial guaranteed loans will be closed in accordance with Part 10. IA will be closed according to this table.

Step	Action
1	**The lender will then prepare and deliver to the Agency a closing report for each initial and existing guaranteed loan which has been granted interest assistance.** Lender shall submit RD 1980-19. ***--**If a lender indicates a 360/365 accrual method on the promissory note, ENTER "365" on RD-1980-19, item 28.**--***
2	**When all requirements have been met, the lender and the Agency will execute an interest assistance agreement.** Agency, lender, and borrower shall execute FSA-1980-64. • An original FSA-1980-64 will be prepared for each note or LOC agreement executed. • FSA-1980-64 will be executed even if there is a 0 percent subsidy for the first year. • All originals of FSA-1980-64 will be provided to the lender and attached to the note with the original guarantee.

228 Annual Request for IA Payment or Continuation (7 CFR 762.150)

A Request for IA Payment and Renewal

Within 60 calendar days of the annual review date, the lender shall submit the following to FSA:

- for payment claim information:
  - FSA-1980-24

    Notes: FSA-1980-24 shall be used to both request payment for the previous year and document the need for IA for the coming year.

    The lender shall provide FSA with an Electronic Funds Transfer account number so the IA payment may be transmitted to them electronically.

- a detailed statement of activity, including all disbursements and payments applied to the loan or LOC account

- detailed calculations of ADPB's for the claim period

  Notes: All claims will be supported by detailed calculations of average daily principal balance during the claim period.

  ***--**Calculate ADP by multiplying the principal balance times the actual number of days it is outstanding. The sum of the daily principal balance is then divided by the total calendar days outstanding for a partial year or by 365 calendar days for a full year regardless of the interest accrual method to calculate ADPB.

  The following is an example of a **partial year** calculation for ADPB.

Date	Number of Days	Principal Balance	Total
June 12 - August 2	51	$15,000	$765,000
August 3 - September 28	57	$10,000	$570,000
September 29 - October 29	31	$12,000	$372,000
Total	**139**		**$1,707,000**

$1,707,000 ÷ 139 = $12,280.58 ADPB for the partial year.**--***

228 Annual Request for IA Payment or Continuation (7 CFR 762.150) (Continued)

A Request for IA Payment and Renewal (Continued)

The following is an example of a full year calculation for ADPB.

Date	Number of Days	Principal Balance	Total
January 1 - April 15	*--104	$25,000	$2,600,000
April 16 - July 15	91	$20,000	$1,820,000
July 16 - September 15	62	$15,000	$930,000
September 16 - January 1	108	$10,000	$1,080,000
Total	**365**		**$6,430,000**

$6,430,000 ÷ 365 = $17,616.44 ADPB for a full year.--*

- The lender can use interest basis (360, 365, 360/365) as indicated by the promissory note for calculating interest for the borrower. Some methods result in a slightly higher interest payment by the borrower; however, this is irrelevant to the amount FSA is allowed to pay, which is fixed by law at 4 percent.

- An interest assistance claim submitted with interest accrual based on 360 and then multiplied by 365 is not acceptable.

- If a loan is closed on a 365-calendar-day basis, interest that accrues on February 29 is not recognized by the finance office computer system and will not be paid.

- GLS does not count the first day of the claim period. The ending day of a claim period becomes the first day on the next claim period.

228 Annual Request for IA Payment or Continuation (7 CFR 762.150) (Continued)

A Request for IA Payment and Renewal (Continued)

*--Interest assistance will be calculated and paid according to the formulas indicated in the following table.

Full Year
ADPB x 4 percent **Note:** Interest basis is not an issue. **Example:** $100,000 x 4 percent = $4,000
Partial Year (360-Day Base)
ADPB x 4 percent x [(number of months in the claim period x 30 calendar days) + additional days in excess of a month] ÷ 360 **Note:** Convert all months to 30 calendar days. The system does not count the first day of the claim period. The ending day of a claim period becomes the first day on the next claim period. **Example:** Claim period is March 1 through June 5 (3 months x 30 calendar days = 90 + 5 - 1 = 94 calendar days). $100,000 x 4 percent = $4,000 x 94 calendar days ÷ 360 = $1,044.44 interest assistance payment.
Partial Year (365-Day Base)
ADPB x 4 percent x actual days in the claim period ÷ 365. **Note:** Count actual days in the month. The system does not count the first day of the claim period. The ending day of a claim period becomes the first day on the next claim period. **Example:** Claim period is March 1 through June 5, which equals 97 - 1 calendar days. $100,000 x 4 percent = $4,000 x 96 calendar days ÷ 365 = $1,052.05 interest assistance payment.

--*

228 Annual Request for IA Payment or Continuation (7 CFR 762.150) (Continued)

A Request for IA Payment and Renewal (Continued)

- for a continuation of IA:

  - **a summary of the operation's actual financial performance in the previous year, including a detailed income and expense statement**

  - **a narrative description of the causes of any major differences between the previous year's projections and actual performance**

  Note: For all IA agreements exceeding 12 months, the lender will perform an analysis of the applicant's farming operation and need for continued IA.

  - **a current balance sheet**

  - **a cash flow budget for the period being planned**

    Note: A monthly cash-flow budget is required for all lines of credit and OL's made for annual operating purposes. All other loans may include either an annual or monthly cash flow budget.

  - **a copy of the interest assistance needs analysis portion of the application form which has been completed based on the planned period's cash flow budget.**

*--B Interest Assistance Loans With Interest Rates Below 4 Percent

The "ADD Interest Asst Claim" transaction in GLS programmatically calculates the interest assistance payable by multiplying ADPB entered times 4 percent. However, FSA cannot pay an interest assistance claim in excess of the interest that has accrued during the claim period.

To process an interest assistance payment when the interest rate has averaged below 4 percent, Authorized Agency Officials must determine ADPB by completing the following:

- total the interest that accrued at the note rate
- divide the total accrued interest by 4 percent to calculate an adjusted ADPB.

The Authorized Agency Official shall then enter the agency-adjusted ADPB in the "Avg. Prin Balance" field to process the interest assistance claim.**--***

228 Annual Request for IA Payment or Continuation (7 CFR 762.150) (Continued)

C Final Request for Payment

Upon full payment of the note or line of credit, the lender will immediately prepare the request for interest assistance payment and submit it to the Agency.

The final claim period may be less than 12 months.

D Final IA Requests From Liquidated Accounts

Final IA claims must be submitted concurrently with the submission of any estimated loss claims, which cause interest to cease to accrue, or with final loss claims.

228 Annual Request for IA Payment or Continuation (7 CFR 762.150) (Continued)

E Rules for IA Claims

No claim period can exceed 12 months. The initial and final claim periods may be less than 12 months. In such claims, the 4 percent payment will be prorated over the number of days in the claim period. The period for all other claims must be 12 months.

- The initial claim will cover the entire period between the effective date of the agreement and the annual review date.

- Subsequent requests must cover 12-month periods of IA, and must be prepared by the lender and submitted within 60 calendar days after the annual review date.

To permit the borrower to prepare for the upcoming year, a claim should be filed within 60 days of each anniversary date. Claims not filed within 1 year will not be paid and the amount due the lender is permanently forfeited.

FSA-1980-24 should be submitted even if the claim amount is 0.

If a claim is submitted without an interest assistance review, when it is required, the claim will not be processed until the review is submitted by the lender.

Interest assistance claims shall be submitted concurrently with the submission of estimated loss claims where interest accrual ceases, or final loss claims that are not preceded by an estimated loss claim.

F Rules for Continuation of IA

A request for continuation of Interest Assistance will be completed for 12 month periods, effective on the anniversary date.

The initial review may be submitted in conjunction with any claim within the initial 12 month period. The anniversary date and length of the review period will be stated on the interest assistance agreement. Any request for interest assistance adjustment submitted effective any time other than the review date will be denied, except for those cases where it is necessary to service the loan with rescheduling, reamortization, deferral or writedown.

228 Annual Request for IA Payment or Continuation (7 CFR 762.150) (Continued)

F Rules for Continuation of IA (Continued)

The loan will be eligible for continuation of interest assistance if the cash flow budget projects a feasible plan with interest assistance applied.

To continue IA, the cash flow budget must project that a feasible plan is not possible without subsidy, but at least a feasible plan can be achieved with 4 percent subsidy.

However, IA can be applied only to as many loans as necessary to achieve a positive cash flow for the plan period.

If the cash flow budget indicates that the borrower requires a level of interest assistance greater than 4 percent to project a feasible plan, then the Agency will deny the continuation of interest assistance. Interest assistance will be reduced to zero during that period. The lender will be notified according to paragraph 229.

If the review is not completed and submitted to the Agency within 1 year of the review date, no claim will be paid for that period.

G FSA Review of Request for IA Payment

Follow this table for reviewing IA payment requests.

Step	Action
1	**The Agency will review the claim and the supporting documentation** within 3 workdays of receipt**. If the information and the supporting documentation is not complete and correct, the reviewing official will notify the lender in writing of the actions needed to correct the request.**
2	The reviewing official shall document a comparison of actual and projected income and expenses. Any major differences from previous projections to actual performance as well as major changes from the previous year's balance sheet should be noted.
3	The Authorized Agency Official shall complete the appropriate portion of FSA-1980-24 to reflect the amount of IA approved for the coming year. This should be completed even if the assistance level will be 0 percent so that adjustments in the obligation records can be made.
4	The original will be returned to the lender for attachment to the original FSA-1980-64.

229 Notification of Adverse Action

A Notification of FSA Action

The lender will be notified in writing of all Agency decisions in which a request for interest assistance, a request for continuation of interest assistance or lender's claim for interest assistance are denied. The notification letter will provide specific reasons for the decision and appeals will be handled in accordance with parts 11 and 780 of this title.

230 Servicing of Loans Covered by FSA-1980-64 (7 CFR 762.150(g))

A Consolidation of Loans

Loans covered by Interest Assistance Agreements cannot be consolidated.

B Transfer and Assumption

Interest assistance payments shall cease upon the assumption and transfer of the loan if the transferee was not liable for the debt on the effective date of the interest assistance agreement. The lender shall request payment through the date of the transfer or assumption. The claim must be submitted within 1 year or it will be denied and the payment permanently forfeited.

The loan will be transferred with the interest assistance agreement only in cases where the transferee was liable for the debt at the time the interest assistance was granted. Under no other circumstances will the interest assistance be transferred. If interest
***--assistance is necessary for the transferee to achieve a feasible plan, the lender may request such assistance, which may be approved if interest assistance funds are available and the applicant is eligible. The maximum length of the agreement will be 10 years from the date of the first agreement covering a loan for which the transferee was liable. If Interest Assistance is necessary for a feasible plan and funds are not--* available, the request for assumption of the Agency guaranteed debt will be denied.**

230 Servicing of Loans Covered by FSA-1980-64 (7 CFR 762.150) (Continued)

C Loan Writedowns

When consideration is given to using a debt writedown to service a delinquent account, the subsidy level will be recalculated prior to any writedown. If a feasible plan can be obtained using interest assistance and funds are available, then the interest assistance will be authorized and no writedown will be approved. If a feasible plan cannot be achieved using 4 percent interest assistance, all further calculations for determining debt writedown eligibility and amounts to be written down will be based on the borrower receiving no interest assistance. If debt writedown is approved, the interest assistance claim for the previous review period will be processed in conjunction with the writedown loss claim. The interest assistance agreement will not be canceled and the anniversary date can remain the same or be re-established under the same guidelines that it was originally established. IA will continue with a 0 subsidy amount for the first year of the writedown. **If the lender determines through its annual analysis that interest assistance is necessary for a feasible plan, a request to reinstate the subsidy in a subsequent review period may be submitted in accordance with** subparagraph 228 A.

D Reamortization, Rescheduling, or Deferral of Loans

In the event of rescheduling or deferral of loans with interest assistance, interest assistance will remain available for that loan under the terms of the existing interest assistance agreement. Additional years of interest assistance and increases in the restructured loan amount will require additional funding. If the additional interest assistance is needed in order to produce a feasible plan throughout the life of the rescheduled loan and funds are not available for the additional interest assistance, then the rescheduling will not be approved by the Agency. In no case will the subsidy be extended more than 10 years from the effective date of the first interest assistance agreement signed by the loan applicant or by anyone who signed the note or line of credit agreement. A review will be completed, according to subparagraph 228 A. The anniversary date can remain the same or be re-established under the same guidelines that it was originally established.

*** * ***

230 Servicing of Loans Covered by FSA-1980-64 (7 CFR 762.150) (Continued)

D Reamortization, Rescheduling, or Deferral of Loans (Continued)

***--**If additional funding is required because of additional years of IA, the Authorized Agency Official must modify loan documents according to the following table.

Original Loan Document	Action
FSA-1940-3	In item 5, ENTER "This loan has been restructured. The term of the IA is being modified from __ years to __ years." Modify the GLS Obligation Input Screen to indicate the correct IA term.
FmHA 1940-3, FSA-1940-3, or RD 1940-3	If the loan was not obligated in GLS, modify the IA term in item 19.
FSA's copy of FSA-1980-64	Enter the date the loan was restructured in Part A, item 6. Strike through the original expiration date and enter the new expiration date as applicable. The lender, borrower, and FSA shall initial the changes.

Notes: The effective ending date must be equal to or before the new loan maturity date but cannot be greater than 10 years from the effective date of the borrower's first FSA-1980-64 unless exception authority has been granted according to paragraph 232.

Copies of the modified loan documents will be FAXed or sent to KCFO as follows.

USDA/Farm Service Agency
Loan Operations Division
P. O. Box 200003
St. Louis, MO 63120.

States 01 through 32 shall FAX to 314-539-3111.
States 33 through 64 shall FAX to 314-539-6447.**--***

230 Servicing of Loans Covered by FSA-1980-64 (7 CFR 762.150) (Continued)

*--E Capitalization of Interest on Loans With IA

If the loan amount, after capitalization of interest, exceeds the original IA loan amount, the Agency Official will complete the following.

New Loan Document	Action
FSA-1940-3	Enter the amount that exceeds the original IA loan amount in item 4. In item 5, ENTER "This loan has been restructured and interest has been capitalized. The amount in item 4 exceeds the original IA loan amount. The requested term of IA is ___ years." The number of years will correspond with the effective beginning and ending dates shown on the new FSA-1980-64, Part B, items 1(a) and 1(b).
FSA-1980-64	Enter the following: • date the loan was restructured in Part A, item 6 • amount that exceeds the original IA loan amount in Part A, item 7 • new effective beginning and ending dates in Part B, items 1(a) and 1(b).

Note: The effective:

- beginning date must be equal to or subsequent to the date the loan was restructured
- ending date must be equal to or before the ending date of the original IA term.--*

230 Servicing of Loans Covered by FSA-1980-64 (7 CFR 762.150) (Continued)

*--E Capitalization of Interest on Loans With IA (Continued)

If the loan amount, after capitalization of interest, exceeds the original IA loan amount **and** the term of the original IA agreement is being extended, the Agency Official will complete the following.

Loan Document	Action
New FSA-1940-3	Enter the amount that exceeds the original IA loan amount in item 4. In item 5, ENTER "This loan has been restructured and interest has been capitalized. The amount in item 4 exceeds the original IA loan amount. The requested term of IA is ___ years." The number of years will correspond with the effective beginning and ending dates shown in the new FSA-1980-64, Part B, items 1(a) and 1(b).
Original FSA-1940-3	In item 5, ENTER "This loan has been restructured. The term of the IA is being modified from __ years to __ years." Modify the GLS Obligation Input Screen to indicate the correct IA term.
Original FmHA 1940-3, FSA-1940-3, or RD 1940-3	If the loan was not obligated in GLS, modify the IA term in item 19.
New FSA-1980-64	Enter the following: • date the loan was restructured in Part A, item 6 • amount that exceeds the original IA loan amount in Part A, item 7 • new effective beginning and ending dates in Part B, items 1(a) and 1(b).
FSA's copy of original FSA-1980-64	Strike through the original ending date and enter the new effective ending date as applicable. The lender, borrower, and FSA shall initial the changes.

Notes: The effective beginning date on the original FSA-1980-64 will not be changed. The effective ending date must reflect the "corrected" ending date as indicated on the new FSA-1980-64. The effective ending date must be equal to or before the restructured loan maturity date and cannot be greater than 10 years from the effective date of the borrower's first FSA-1980-64 unless exception authority has been granted according to paragraph 232.--*

230 Servicing of Loans Covered by FSA-1980-64 (7 CFR 762.150) (Continued)

*--E Capitalization of Interest on Loans With IA (Continued)

Copies of the original and new FSA-1940-3 and FSA-1980-64, as applicable, will be FAXed or sent to KCFO as follows.

USDA/Farm Service Agency
Loan Operations Division
P.O. Box 200003
St. Louis, MO 63120.

States 01 through 32 shall FAX to 314-539-3111.
States 33 through 64 shall FAX to 314-539-6447.

The lender may submit either:

- one FSA-1980-24 at the annual review date if sufficient documentation is provided by the lender for the Authorized Agency Official to verify the loan balances

- a FSA-1980-24 for the period from the previous FSA-1980-24 to the date of the restructuring and submit a second FSA-1980-24 from the date of the restructuring to the annual review date.

  Note: Both FSA-1980-24's will be submitted for payment at the annual review date.

F Other Requirements

The rescheduling of a loan with IA must meet all the conditions described in this paragraph and Part 12.--*

230 Servicing of Loans Covered by FSA-1980-64 (7 CFR 762.150) (Continued)

G Reorganization Bankruptcy

In cases where the interest on a loan covered by an interest assistance agreement is reduced by court order in a reorganization plan under the bankruptcy code, the interest assistance agreement will be terminated effective on the date of the court ordered interest reduction. The lender will file a claim due through the effective date of the court ordered interest reduction. Guaranteed loans which have had their interest reduced by bankruptcy court order are not eligible to receive interest assistance.

H Repurchase From Holder

For Loan Guarantees held by holders, Agency purchase of the guaranteed portion of a loan will stop interest assistance payments on that portion. Interest assistance payments will cease upon termination of the Loan Guarantee, upon reaching the expiration date set forth in the agreement or upon cancellation by the Agency.

I Requesting IA for Delinquent Accounts

When a borrower defaults on a loan, interest assistance may be considered in conjunction with a rescheduling action in accordance with § 762.145 (b). After the meeting required by § 762.143 (b)(3) and consideration of actions to correct the delinquency, the lender will notify the Agency of the results of the meeting. If the restructuring proposal includes interest assistance, the lender will provide the items required by paragraph (d) of this section in addition to those items required by § 762.145. Liquidation must not be initiated, except in accordance with § 762.143 (b)(3)(v).

J Adjustment of Assistance Between Review Dates

After the initial or renewal request for interest assistance is processed, no adjustments can be made until the next review or adjustment date except when necessary to service the loan with a rescheduling or deferral.

230 Servicing of Loans Covered by FSA-1980-64 (7 CFR 762.150) (Continued)

K Excessive IA

Upon written notice to the lender, borrower, and any holder, the Agency may amend or cancel the interest assistance agreement and collect from the lender any amount of interest assistance granted which resulted from incomplete or inaccurate information, an error in computation, or any other reason which resulted in payment that the lender was not entitled to receive.

L Substitution of Lenders

If there is a substitution of lender, a claim for the first lender's interest assistance, through the effective date of the substitution, will be submitted by the first lender and processed at the time of the substitution.

- IA will continue automatically through the review date.
- The new lender must:
  - request the remaining IA for that period
  - document the need for continued IA within 60 calendar days after the review date.

231 Cancellation of FSA-1980-64 (7 CFR 762.150(h))

A Condition for Cancellation

The Interest Assistance Agreement is incontestable except for fraud or misrepresentation, of which the lender and borrower have actual knowledge at the time that the interest assistance agreement is executed, or which the lender or borrower participates in or condones.

If FSA determines that the lender or borrower fraudulently completed FSA-1980-64 or misrepresented information on FSA-1980-64 or supporting documentation, FSA shall cancel FSA-1980-64 and collect any subsidy that has been paid up to the point this fraud was discovered.

232 Exceptions to IA Requirements (7 CFR 762.150(k))

A Exceptions

The Deputy Administrator for Farm Loan Programs has the authority to grant an exception to any requirement involving interest assistance, if it is in the best interest of the Government.

DAFLP has the authority to make exceptions to the rules regarding IA. Exceptions will only be made on a case-by-case basis where the proposed exception is in the best interest of FSA, the lender, and the loan applicant.

DAFLP's decision on granting exceptions is final and not appealable. SED's should evaluate all requests for exceptions, and forward them to DAFLP with their analysis of the benefits or problems, and a recommendation for their approval or rejection. No exception will be granted without an analysis and documentation of why such an exception is in the Government's best interest.

233-243 (Reserved)

Part 10 Processing Approvals and Issuing the Guarantee

244 Loan Approval

A Loan Limits

The maximum FO or OL levels outlined in this subparagraph include the guaranteed loan being made plus any outstanding direct or guaranteed principal balances, as indicated, owed by anyone who will sign the promissory note.

The total outstanding combined guaranteed FO, SW, and OL principal balance cannot exceed ***--**$852,000.

The total outstanding direct and guaranteed FO, SW principal balance cannot exceed $852,000.

The total outstanding direct and guaranteed OL principal balance cannot exceed $852,000.

The total combined outstanding direct and guaranteed FO, SW, and OL balance cannot exceed $1,052,000.

The total combined outstanding direct and guaranteed FO, SW, OL, and EM balance cannot exceed $1,552,000.**--***

Note: The dollar limit of guaranteed loans is adjusted annually based on the percentage change in the Prices Paid by Farmers Index, as compiled by USDA.

FSA personnel should refer to 1-FLP for information on loan approval authorities.

244 Loan Approval * * * (Continued)

B Submitting RD-1940-3 to the Loan Approval Official

When the loan exceeds the Authorized Agency Official's approval authority, the Authorized Agency Official should send the approval official any information the approval official needs to evaluate the loan request, including the following:

- a completed RD-1940-3
- the loan approval screens from the appropriate automated system
- FSA-1980-25 for SEL and CLP loan applicants or FSA-1980-28 for PLP loan applicants
- FSA-1980-15 with recommended changes
- the balance sheet and cash flow statement (for SEL applicants)
- the loan narrative
- any other information the approval official requests.

Once the loan approval official executes RD-1940-3, the Authorized Agency Official may then proceed to execute all other loan-related documents, unless otherwise specified by the loan approval official.

C Lender Notification of Authorized Agency Official Decision

The lender should be informed of the approval decision in writing.

- If the application is approved and funds are available, the Authorized Agency Official *--shall prepare a letter to the lender (subparagraph D) and FSA-1980-15 and proceed to--* paragraph 245.

- If the application is approved and funds are not available, the Authorized Agency Official shall prepare a letter (subparagraph E) to the lender with a copy to the applicant, informing them the loan is approved, subject to the allocation of funding. This letter should inform the lender that funding is being requested and the loan should not be closed until they receive FSA-1980-15, agree to the conditions, and execute the document.

- If the application is rejected, the Authorized Agency Official shall prepare a letter to the lender with a copy to the applicant informing them the loan is rejected, the reasons for rejection, and their right to appeal the decision as outlined in 1-APP.

244 Loan Approval * * * (Continued)

D Example of Approval Letter When Funds Are Available

The following is an example of an approval letter when funds are available.

Date: _____

Dear _____:

This letter is to certify that your application on behalf of (insert name of borrower/applicant) for Farm Service Agency loan guarantee assistance has been approved and funds have been obligated.

Enclosed is for FSA-1980-15 (Conditional Commitment) specifying the conditions you must meet to secure the guarantee. Please review these conditions, complete Part D of the form (Acceptance or Rejection of Conditions), and return it to this office by (insert date).

If you have any questions, please contact this office.

Sincerely,

_____
(Title)

244 Loan Approval * * * (Continued)

E Example of Approval Letter When Funds Are Not Available

The following is an example of an approval letter when funds are not available.

Date: _____

Dear _____:

This letter is to certify that your application on behalf of (*insert name of borrower/applicant*) for Farm Service Agency (FSA) loan guarantee assistance has been approved. However, funds are not available at this time to obligate the loan.

The loan will be placed on a waiting list based on the date the application was complete. If a substantial amount of time elapses before the loan is obligated, we may ask you to provide updated information. You should not close the loan until you receive an FSA 1980-15 (Conditional Commitment) indicating that the loan has been funded.

We appreciate your patience and understanding. If you have any questions, please contact this office.

Sincerely,

_____
(Title)

245 Agency Obligation of the Loan (7 CFR 762.130)

A Loan Obligation

Loans are approved subject to the availability of funding. When it appears that there are not adequate funds to meet the needs of all approved loan applicants, applications that have been approved will be placed on a preference list according to the date of receipt of a complete application.

After the loan approval official executes RD-1940-3, it must be transmitted to SED for consideration of funding. SED may obligate funds or authorize the Authorized Agency Official to obligate funds. The Authorized Agency Official must review the automated system the following workday to determine whether the loan received a funding obligation. If the system indicates funds have been obligated for the loan, the Authorized Agency Official may proceed under subparagraph C and issue FSA-1980-15. If the system indicates that sufficient funds are not available, the Authorized Agency Official must proceed under subparagraph B and place the loan on the waiting list until sufficient funds are available for obligation.

FSA-1980-15 must never be executed until verification is received that funds have been obligated for the loan by the Finance Office.

Note: If a PLP lender receives an automatic approval of a loan because of FSA's failure to meet the 14-calendar-day response deadline, the lender may not close the loan until the Finance Office obligates funds and the lender receives FSA-1980-15.

B Funding Priorities

If the automated system indicates that funds are not available to obligate a loan, the Authorized Agency Official shall:

- not execute FSA-1980-15
- inform the lender that funds are not currently available
- place the loan on a waiting list based on the date the application was considered complete.

245 Agency Obligation of the Loan (7 CFR 762.130) (Continued)

B Funding Priorities (Continued)

If approved applications have been received on the same day, the following will be given priority:

- **an application from a veteran**
- **an application from an Agency direct loan borrower**
- **an application from a loan applicant who** is described by 1 of the following:
  - **has a dependent family**
  - **is an owner of livestock and farm implements necessary to successfully carry out farming operations**
  - **is able to make down payments**
- **any other approved application.**

The priority list will be maintained at the level where the funds have been allocated or suballocated.

When funds become available, applications will be funded in priority list order. If a substantial amount of time has elapsed between loan approval and obligation, the Authorized Agency Official may request updated information on the loan applicant.

245 Agency Obligation of the Loan (7 CFR 762.130) (Continued)

C Issuing FSA-1980-15

After receiving confirmation from the automated system that funds have been obligated for the loan, the Authorized Agency Official may execute FSA-1980-15. Since FSA-1980-15 will be used by FSA in the event of a loss claim to determine the responsibilities of the lender, the Authorized Agency Official should give careful attention to its completion.

- **Loan Purposes.** The Authorized Agency Official should ensure that the specific purposes for which the loan funds will be used are detailed on FSA-1980-15. These
***--**purposes must be consistent with the purposes shown on FSA-1980-25 or FSA-1980-28 and any agreed modifications.

- **Security for the Loan.** The Authorized Agency Official should ensure that additional security items not listed on FSA-1980-25 and FSA-1980-28, but required by the Agency, are included on FSA-1980-15.

- **Electronic Applications.** If the lender submitted FSA-1980-25 or FSA-1980-28 electronically, then FSA-1980-15, item 17 should specify that the original, signed copy of the application be submitted with the loan closing documents.**--***

In developing FSA-1980-15, the Authorized Agency Official shall tailor FSA-1980-15 to the specific borrower. Long lists of standard conditions developed for all borrowers should not be used. Each condition placed on the loan must be appropriate to the specific lending situation and produce a higher quality loan.

Issuing FSA-1980-15 with conditions is preferred to rejection of the request.

Example: If the security proposed by the lender will result in an inadequately secured loan, rather than deny the guarantee request, FSA-1980-15 may be executed, subject to the lender obtaining a lien on specified additional collateral.

Once FSA-1980-15 has been developed using the guidelines in this paragraph, the Authorized Agency Official shall submit FSA-1980-15 to the lender for execution according to paragraph 246.

246 Lender's Response to FSA-1980-15 (7 CFR 762.130(c))

A Accepting or Rejecting Conditions

The lender must meet all of the conditions specified in the FSA-1980-15 **to secure final Agency approval of the guarantee. The lender, after reviewing the conditions listed on the** FSA-1980-15, **will complete, execute, and return the form to the Agency. If the conditions are not acceptable to the lender, the Agency may agree to alternatives or inform the lender and the loan applicant of their appeal rights.**

***--**When the lender receives FSA-1980-15, the lender should carefully review all the conditions. If the lender accepts all of the conditions, the lender should complete, sign, and return FSA-1980-15 to the Authorized Agency Official.

If the lender rejects the conditions, the lender may propose new conditions, along with justification for them. The Authorized Agency Official should review the new conditions--***** and the lender's justification to determine whether they are acceptable to FSA. If the conditions cannot be accepted, the Authorized Agency Official should contact the lender to see if an agreement can be reached that is acceptable to both parties. If the new conditions are accepted or an agreement is reached, the conditions must then be reviewed and approved by the loan approval official before their incorporation in FSA-1980-15.

If, after all reasonable efforts have been made, an agreement cannot be reached, the Authorized Agency Official shall issue a rejection letter and inform the lender of its appeal rights according to 1-APP. Only after completion of the appeal may the Authorized Agency Official proceed with deobligation of funding in paragraph 250.

If a PLP lender rejects an 80 percent guarantee, received as a result of FSA not acting on a request within 14 calendar days, the Authorized Agency Official shall continue to process the request and issue a revised FSA-1980-15. If warranted, the revised FSA-1980-15 may contain conditions. The lender will have the option of accepting the 80 percent guarantee without conditions or come to an agreement with FSA on any conditions in the revised FSA-1980-15, and receive the requested level of guarantee.

246 Lender's Response to FSA-1980-15 (7 CFR 762.130(c)) (Continued)

B Executing and Extending FSA-1980-15

Once the lender executes FSA-1980-15, it must be returned to FSA for final processing. Once both parties execute the document, the lender may proceed to close the loan within the timeframe allotted in FSA-1980-15. If an extension is needed, the Authorized Agency Official may grant an extension in writing to the lender. Before issuing an extension, the Authorized Agency Official should consider whether enough time has passed that would justify updated financial information or an updated application.

The Authorized Agency Official should track the expiration date of FSA-1980-15. If the lender fails to contact the Authorized Agency Official before the expiration of FSA-1980-15, the Authorized Agency Official should contact the lender about the status of the loan.

247 Actions Before Issuing FSA-1980-27 (7 CFR 762.130)

A Lender's Actions

After loan closing, the lender must submit the following to FSA before issuing FSA-1980-27:

- FSA-1980-22

  Note: The lender will certify as to the following on the form:

  - **no major changes have been made in the lender's loan or line of credit conditions and requirements since submission of the application (except those approved in the interim by the Agency in writing)**
  - **required hazard, flood, crop, worker's compensation, and personal life insurance (when required) are in effect**
  - **truth in lending requirements have been met**
  - ***--all equal employment and equal credit opportunity and--* nondiscrimination requirements have been or will be met at the appropriate time**

247 Actions Before Issuing FSA-1980-27 (7 CFR 762.130) (Continued)

A Lender's Actions (Continued)

- an acceptable appraisal from SEL's, if the guarantee was approved, subject to an appraisal

  Note: SEL's should be encouraged to submit this appraisal to FSA before loan closing to ensure compliance with FSA requirements.

- FSA-1980-38

  Note: **The lender must execute the Agency's lender's agreement and deliver it to the Agency.** If a current FSA-1980-38 is not on file with FSA, then one must be executed before issuance of FSA-1980-27.

- guarantee fee

  Notes: A guarantee fee will be charged on all loans unless otherwise stated in this paragraph. **Guarantee fees are 1 percent and are calculated as follows:**

  Fee = Loan Amount x % Guaranteed x .01.

  The nonrefundable fee is paid to the Agency by the lender. The fee may be passed on to the borrower and included in loan funds.

  The following guaranteed loan transactions are not charged a fee:

  - **loans involving interest assistance**

  - **loans where a majority of the funds are used to refinance an Agency direct loan**

  - *** * * loans to farmers or ranchers involved in the direct beginning farmer downpayment program**

    Note: The beginning farmer downpayment loan program refers only to a direct FO made under FmHA Instruction 1943-A. Simply being defined as a beginning farmer will not qualify for a waiver of the fee.

  - loans made under a State beginning farmer program where a memorandum of understanding between the State and USDA has been signed.

247 Actions Before Issuing FSA-1980-27 (7 CFR 762.130) (Continued)

A Lender's Actions (Continued)

- a copy of the executed promissory note or loan agreement.

  Note: The lender will use its own promissory notes, line of credit agreements, real estate mortgages (including deeds of trust and similar instruments), and security agreements (including chattel mortgages in Louisiana and Puerto Rico), provided:

  - **the forms meet Agency requirements**
  - **documents comply with State law and regulation**
  - **the principal and interest repayment schedules are stated clearly in the notes and are consistent with the conditional commitment**

    Note: A lender may use notes with short-term maturities for intermediate and long-term loans provided:

    - the lender has indicated the intended term of the loan

      Note: This may be done by entering the total number of years in the repayment period block of the application form.

    - the subsequent note is a continuation of the original intended repayment plan and not a restructuring of a past due account
    - there is a clear link between FSA-1980-27 and all the notes intended to be covered by FSA-1980-27. FSA-1980-27 references only the debt instrument used at loan closing. The necessary linkage may be established with a master note, a loan agreement, or by referring in the subsequent notes to the original debt instrument referenced on FSA-1980-27.

  - **the note is executed by the individual liable for the loan**

    Note: For entities, the note is executed by the member who is authorized to sign for the entity, and by all members of the entity as *--individuals. Personal guarantees, or other forms, will not be used to address the individual liability requirement. **Individual liability--* can be waived by the Agency for members holding less than 10 percent ownership in the entity if the collectability of the loan will not be impaired.**

247 Actions Before Issuing FSA-1980-27 (7 CFR 762.130) (Continued)

A Lender's Actions (Continued)

- **when the loan purpose is to refinance or restructure the lender's own debt, the lender may continue to use the existing debt instrument and attach an allonge that modifies the terms of the original note.**

In addition, the lender should take the following actions.

- Inform FSA of the lender's plans to market the loan to the secondary market. These plans must be consistent with Part 15. LOC's may be funded in participation with other lenders, but may not be sold into the secondary market.

- **The lender must notify the Agency of any scheduled inspections during construction and after the guarantee has been issued. The Agency may attend these field inspections. Any inspections or review performed by the Agency, including those with the lender, are for the benefit of the Agency only. Agency inspections do not relieve any other parties of their inspection responsibilities, nor can these parties rely on Agency inspections in any manner.**

B FSA Actions

Once FSA receives the information from the lender detailed in subparagraph A, the Authorized Agency Official must take the following actions before executing FSA-1980-27 to guarantee the loan.

- Review FSA-1980-15 to ensure that the loan closed according to the agreed conditions.

- Review the executed loan agreement and the promissory notes and compare with FSA-1980-15 to ensure consistency with the agreed upon terms and personal liability of entity members.

- Review the lender's proposed marketing plans to the secondary market. If the lender is proposing to sell the loan or a portion of the loan into the secondary market, documents should be checked to ensure consistency before sale. The Authorized Agency Official should take additional care to review FSA-1980-15, FSA-1980-27, the loan agreement, and the promissory notes to ensure the following:

- the principal amount and interest rate are consistent

247 Actions Before Issuing FSA-1980-27 (7 CFR 762.130) (Continued)

B FSA Actions (Continued)

- the closing date on the note and guarantee are consistent

- ***--**the borrower's name, lender's name, and FSA contact information are consistent**--*** on all documents.

- For loans involving construction, review the lender's proposed plans for construction inspections and how they intend to ensure that the project is completed according to agreed upon terms.

248 Issuing FSA-1980-27

A Action

Once the requirements of paragraph 247 have been met, the Authorized Agency Official may prepare and issue FSA-1980-27. The original FSA-1980-27 should be provided to the lender to be attached to the original note. A conformed copy, or signed and dated photocopy, with copies of the note should be kept by FSA in the loan docket.

B Documents To Be Transmitted to the Finance Office

Once FSA-1980-27 has been issued to the lender, the Authorized Agency Official should process the guarantee fee through the System 36 under the Miscellaneous Code of 30. Refer to 3-FI for additional guidance. The Loan Closing Transaction should be input through the GLS "Add Loan Screen".

249 Deobligation of Loan Funds

A Deobligation of Funds

Under certain circumstances, the Authorized Agency Official may need to consider a deobligation of loan funds. If the conditions for the loan or LOC cannot be met after completing the appeal process, the Authorized Agency Official must execute FSA-1940-10 to cancel the actual obligation. FSA-1940-10 should be FAXed to the State Office which will process the cancellation or deobligation through GLS.

250 Replacing or Terminating FSA-1980-27 (7 CFR 762.101 and 762.130)

A Replacing FSA-1980-27

If the guarantee or assignment guarantee agreements are lost, stolen, destroyed, mutilated, or defaced, except where the evidence of debt was or is a bearer instrument, the Agency will issue a replacement to the lender or holder upon receipt of acceptable documentation, including a certificate of loss or an indemnity bond. It is the responsibility of the lender to coordinate the replacement activities with the holder and submit the required documents to SED for processing. SED shall contact the National Office for further guidance when replacing FSA-1980-27.

B Terminating FSA-1980-27

The Loan Guarantee will automatically terminate as follows:

- **upon full payment of the guaranteed loan**

  Note: A zero balance within the period authorized for advances on a line of credit will not terminate the guarantee.

- **upon payment of a final loss claim**

- **upon written notice from the lender to the Agency that a guarantee is no longer desired provided the lender holds all of the guaranteed portion of the loan. The Loan Guarantee will be returned to the Agency office for cancellation within 30 days of the date of the notice by the lender.**

251-261 (Reserved)

Part 11 General Servicing Responsibilities

Section 1 General Servicing Requirements

262 Relationships and Responsibilities (7 CFR 762.140(a))

A Lender Role

Lenders are responsible for servicing the entire loan in a reasonable and prudent manner, protecting and accounting for collateral, and remaining the mortgagee or secured party of record.

The lender cannot enforce the guarantee to the extent that a loss results from a violation of usury laws or negligent servicing.

The lender is responsible for:

- servicing their guaranteed loans as they service any other loan in their portfolio
- complying with all FSA program requirements.

FSA servicing regulations are designed to accommodate standard agricultural lending practices, so lenders can be assured they meet program regulations if they:

- service guaranteed loans in a prudent, traditional manner
- comply with specific program eligibility guidelines and loan limits.

B FSA Role

FSA is responsible for working with lenders to ensure that all servicing and reporting requirements are met. FSA shall:

- concur on feasible servicing requests made by the lender
- collect all necessary servicing reports required of the lender
- review a percentage of the lender's loan files annually to assess program compliance.

FSA will work closely with SEL's in loan servicing. SEL's may be new to the FSA guaranteed loan program and, therefore, may require additional assistance and guidance. CLP lenders will be monitored less, since these lenders have working knowledge of the program and should need minimal guidance and oversight. PLP lenders have proven experience with the guaranteed loan program and servicing guaranteed loans. PLP lenders will be provided maximum flexibility to service guaranteed loans and minimal supervision by FSA.

262 Relationships and Responsibilities (7 CFR 762.140(a)) (Continued)

B FSA Role (Continued)

--When a lender attains PLP status, the lender will service its existing guarantee portfolio under the provisions of its CMS summary and FSA-1980-38. Servicing requirements that were included in FSA-1980-15's for loans made before the lender was a PLP lender may be retained upon mutual agreement between the lender and FSA.--

263 Borrower Supervision (7 CFR 762.140(b))

A Overview

Lenders must supervise guaranteed loan borrowers in a manner similar to their supervision of regular loan customers. Lenders are expected to apply standard, agricultural loan servicing principles to their guaranteed customers.

Examples of standard borrower supervision include the following:

- maintaining regular contact with the farmer
- periodically discussing the farmer's goals and monitoring progress in meeting these goals
- accounting for loan proceeds by monitoring expenditures and discussing how these will facilitate the achievement of the operator's expressed goals
- monitoring collateral and tracking the sale of security.

B Lender Supervision of Borrowers

The lender's responsibilities regarding borrower supervision include, but are not limited to the following:

- **ensuring loan funds are not used for unauthorized purposes**
- **ensuring borrower compliance with the covenants and provisions contained in the promissory note, loan agreement, mortgage, security instruments, any other agreements, and this part**

  Note: Any violations which indicate non-compliance on the part of the borrower, must be reported, in writing, to both the Agency and the borrower.

- **ensuring the borrower is in compliance with all laws and regulations applicable to the loan, the collateral, and the operations of the farm**

263 Borrower Supervision (7 CFR 762.140(b)) (Continued)

B Lender Supervision of Borrowers (Continued)

- **receiving all payments of principal and interest on the loan as they fall due and promptly disbursing to any holder its pro-rata share according to the amount of interest the holder has in the loan, less only the lender's servicing fee**

- **performing an annual analysis of the borrower's financial condition to determine the borrower's progress.**

--(7 CFR 762.140(d)) When a lender receives a payment from the sale of encumbered property, loan installments will be paid in the order of lien priority. When a payment is received from the sale of unencumbered property or other sources of income, loan installments will be paid in order of their due date. Agency approval is required for any other proposed payment plans.--

The loan application and other loan specific documents, including FSA-1980-15, will detail the purposes and conditions for the loan. Lenders must inform FSA of any changes in the use of loan funds. SEL's must first receive FSA concurrence before allowing a change in the use of loan funds. If a borrower uses loan funds improperly, the lender must take steps to correct the violation. If improper use of loan funds results in a loss claim, lenders must make every effort to collect the loan's remaining outstanding debt and minimize loss to FSA.

Failure by the lender to report a borrower violation to FSA in a timely manner could result in the reduction or denial of a loss claim.

Borrower's progress is demonstrated by an annual improvement in balance sheets and the meeting of any interim goals. See paragraph 265.

The lender shall obtain a perfected security interest in the loan collateral. Lenders must obtain secure liens on all collateral as outlined in FSA-1980-15. A loss claim may be reduced if a lender failed to perfect the loan security.

C FSA Monitoring of Borrower Supervision

If FSA discovers that a lender does not have adequate procedures in place to ensure sound borrower supervision, the Authorized Agency Official should inform the lender in writing of the deficiency and, if necessary, require the lender to submit a plan outlining the actions they will take to correct the deficiency. Failure on the part of the lender to submit a plan or take action to correct the deficiency may result in denial of future loan applications or revocation of status.

For CLP and PLP lenders, any finding of a major deficiency should be forwarded to SED for action.

264 Servicing Collateral (7 CFR 762.142(a))

A Lender Servicing of Collateral

The lender's responsibilities regarding servicing collateral include, but are not limited to, the following:

- **obtain income and insurance assignments when required**
- **ensure the borrower has or obtains marketable title to the collateral**
- **inspect the collateral as often as deemed necessary to properly service the loan**
- **ensure the borrower does not convert loan security**
- ***--ensure the proceeds from the sale or other disposition of collateral are accounted--* for and applied in accordance with the lien priorities on which the guarantee is based or used for the purchase of replacement collateral**
- **ensure the loan and the collateral are protected in the event of foreclosure, bankruptcy** (Part 13)**, receivership, insolvency, condemnation, or other litigation**
- **ensure taxes, assessments, or ground rents against or affecting the collateral are paid**
- **ensure adequate insurance is maintained**
- **ensure that insurance loss payments, condemnation awards, or similar proceeds are applied on debts in accordance with lien priorities on which the guarantee was based, or used to rebuild or acquire needed replacement collateral.**

These requirements spell out the standard servicing of collateral responsibilities for every FSA-guaranteed loan; however, the lender and the Authorized Agency Official should refer to the specific loan documents, such as FSA-1980-15, for additional servicing requirements on a loan-by-loan basis.

264 Servicing Collateral (7 CFR 762.142(a)) (Continued)

B FSA Responsibilities

Authorized Agency Officials can offer assistance to lenders in this area of servicing. Assistance may include the following:

- advising the lender when there is concern that the lender is overestimating or underestimating the value of collateral
- regularly asking the lender about the condition of the borrower's collateral, especially security that is particularly valuable or volatile
- performing cross checks to verify that UCC filings have been made for all collateral
- informing the lender of deficiencies discovered during the annual review and proposing modifications in procedures to resolve the deficiencies.

C FSA Monitoring of Collateral Servicing

If FSA discovers that a lender does not have adequate procedures in place to ensure that the collateral is being serviced to FSA standards, the Authorized Agency Official should inform the lender in writing of the deficiency and, if necessary, require the lender to submit a plan outlining the actions they will take to correct the deficiency. Failure on the part of the lender to submit a plan or take action to correct the deficiency may result in denial of future loan applications or revocation of status until the deficiency is resolved.

For CLP and PLP lenders, any finding of a major deficiency should be forwarded to SED for action.

265 Annual Analysis of Borrower's Financial Condition (7 CFR 762.140(b)(5))

A Overview

The lender must perform an annual financial analysis of the borrower within 90 calendar days of the end of the borrower's operating cycle. SEL's and CLP lenders must submit documents to FSA in support of this analysis. PLP lenders must perform a financial analysis and report on a borrower's financial progress according to the terms of their FSA-1980-38. This paragraph describes the specific requirements for SEL's and CLP lenders.

PLP lenders will perform an annual analysis in accordance with the requirements established in the Lender's Agreement.

B Financial Analysis of Borrower by SEL

The annual analysis will include:

- **for loans secured by real estate only, the analysis for standard eligible lenders must include a balance sheet**
- **for loans secured by chattels, all lenders will review the borrower's progress regarding business goals, trends, and changes in financial performance, and compare actual to planned income and expenses for the past year**
- **an account of the whereabouts or disposition of all collateral**
- **a discussion of any observations about the farm business with the borrower.**

265 Annual Analysis of Borrower's Financial Condition (7 CFR 762.140(b)(5)) (Continued)

C Documents Submitted to FSA by SEL in Support of Annual Analysis

[7 CFR 762.141(d)] SEL shall provide the following to FSA:

- **borrower's Balance Sheet and Income and Expense Statement for the previous year,** ***--**if applicable**--***

- **for lines of credit, the cash flow for the borrower's operation that projects a feasible plan or better for the upcoming operating cycle**

  Note: The standard eligible lender must receive approval from the Agency before advancing future years' funds.

- **an annual farm visit report or collateral inspection.**

***--**

Submission Summary	
Real Estate	Balance Sheet and Farm Visit Report Income and Expense Statement from previous year only if loan was also secured by chattels
Term Chattels	Balance Sheet and Farm Visit Report Income and Expense Statement
Lines of Credit	Balance Sheet and Farm Visit Report Income and Expense Statement Projected Cash Flow

--*

These documents should be submitted to the Authorized Agency Official within 30 calendar days of the completion of the annual financial analysis.

D Annual Analysis of Borrower by CLP Lender

*** * * CLP lenders will determine the need for the annual analysis based on the financial strength of the borrower and document the file accordingly.**

For loans secured by chattels, all lenders will review the borrower's progress regarding business goals, trends and changes in financial performance, and compare actual to planned income and expenses for the past year.

CLP lenders shall maintain **an account of the whereabouts or disposition of all collateral.** ***--**The accounting will occur in the form of a documented annual farm visit report or collateral inspection report for all chattel loans.**--***

CLP lenders shall document **a discussion of any observations about the farm business with the borrower.**

265 Annual Analysis of Borrower's Financial Condition (7 CFR 762.140(b)(5)) (Continued)

D Annual Analysis of Borrower by CLP Lender (Continued)

If the lender determines that an analysis should be performed, the analysis may be based on a comparison of current and past balance sheets. If a balance sheet analysis is not performed by the lender, information that confirms the borrower is strong financially and reasons why the lender is confident of the borrower's progress must be provided by the lender. Examples of information that would indicate the financial strength of the borrower would include deposit or investment accounts with the lender.

E Documents Submitted to FSA by CLP in Support of Annual Analysis

[7 CFR 762.141(c)] CLP lenders shall submit the following to FSA in support of their annual analysis:

- **a written summary of the lender's annual analysis of the borrower's operation**

  Note: This summary should describe the borrower's progress and prospects for the upcoming operating cycle. This annual analysis may be waived or postponed if the borrower is financially strong. The summary will include a description of the reasons an analysis was not necessary.

- **for lines of credit, an annual certification stating that a cash flow projecting at least a feasible plan has been developed, that the borrower is in compliance with the provisions of the line of credit agreement, and that the previous year income and loan funds and security proceeds have been accounted for.**

*--

Submission Summary	
Real Estate	Either a summary of lender's analysis or summary as to why financial strength makes analysis unnecessary.
Term Chattels	Either a summary of lender's analysis or summary as to why financial strength makes analysis unnecessary.
Lines of Credit	Certification that cash flow was obtained Borrower in compliance with lender's agreement Lender has accounted for previous year's income and loan funds and security proceeds are accounted.

--*

These documents must be submitted to the Authorized Agency Official within 30 calendar days of the completion of the annual financial analysis.

265 Annual Analysis of Borrower's Financial Condition (7 CFR 762.140(b)(5)) (Continued)

F FSA Review of Annual Financial Analyses

Upon receiving the annual borrower financial analysis supporting documentation from SEL, the Authorized Agency Official should review the documentation for the following:

- indications of borrower financial distress or major changes in the borrower's financial status from the previous year

- changes in the appearance of the operation or collateral. If the Authorized Agency Official notices any problems, he or she should call the lender to discuss these concerns.

For borrowers with LOC, FSA must determine at this time whether or not LOC should be renewed for the next year.

Upon receiving the annual borrower financial analysis supporting documentation from a CLP lender, the Authorized Agency Official should review the documentation of the borrower's progress on loan payback. The narrative should summarize factors of financial strength which support the lender's determination that further analysis is unnecessary, if applicable.

--**After reviewing the annual financial analyses submitted by the SEL and CLP lender, the Authorized Agency Official must document their review of the annual financial analysis by making an entry in the borrower's County Office guaranteed loan file. To the extent the**--
Authorized Agency Official has concerns about a specific borrower or lender's management and supervision of FSA-guaranteed loans in general, the Authorized Agency Official should communicate these concerns to the lender in writing.

Copies of correspondence, including authorization to advance LOC funds, will be placed in the borrower's Agency guaranteed loan file. A copy of any correspondence sent to a lender regarding their management of a loan will be placed in the lender's file and, if the deficiency is major, a copy forwarded to SED. The borrower's file will be marked for necessary follow up actions.

266 Lender Reporting Requirements (7 CFR 762.141)

A Overview

This section covers the general reporting requirements for all lenders. These reporting requirements are not tied to any specific servicing action. Many servicing actions require additional reports and updates from lenders, which this paragraph does not cover. See Exhibit 15 for a checklist of all lender reporting requirements.

B General Reporting Requirements

Lenders are responsible for providing the local Agency credit officer with all of the following information on the loan and the borrower:

- **When the guaranteed loan becomes 30 days past due, and following the lender's meeting or attempts to meet with the borrower, all lenders will submit the appropriate Agency form showing guaranteed loan borrower default status. The form will be resubmitted every 60 days until the default is cured either through restructuring or liquidation.**

- **All lenders will submit the appropriate guaranteed loan status reports as of March 31 and September 30 of each year.**

- **PLP lenders will submit additional reports as required in their Lender's Agreement.**

- **A lender receiving a final loss payment must complete and return an annual report on its collection activities for each unsatisfied account for 3 years following payment of the final loss claim.**

Lenders shall submit FSA-1980-44 to comply with the requirement to report borrower defaults. This report is used first to notify FSA that a loan is in default, second, as a progress report on the lender's attempt to make the loan current again, and third, once a loan is brought current, as a means to notify FSA of the new loan terms and conditions. See Part 12 for more details on this reporting requirement.

Lenders should submit FSA-1980-41 to comply with the requirement to submit a semi-annual loan status report. This report provides an update on the borrower's progress on loan payback and the loan's terms and conditions.

266 Lender Reporting Requirements (7 CFR 762.141) (Continued)

B General Reporting Requirements (Continued)

Lenders should submit FSA-1980-26 to satisfy the requirement for an annual report on collection activities. See Part 14 for more details on this reporting requirement.

C FSA Monitoring of Lender Reports

The Authorized Agency Official should carefully review reports received from lenders, noting changes from previous reports. If the lender is not sending these reports in a timely manner, the Authorized Agency Official should document attempts to obtain the reports and communicate problems to SED.

--**The Authorized Agency Official will enter information from FSA-1980-41 into GLS when FSA-1980-41 is received from the lender. The first FSA-1980-41 for a loan will be completed for the second semi-annual reporting cycle after the loan was closed. FSA-1980-41 will not be required on a loan that was closed within the past 6 months.**--

The Authorized Agency Official should review the lender's semi-annual FSA-1980-41 to see if it indicates that the loan is in good standing. If the principal balance has not been reduced in over a year, the accrued interest balance appears inordinately large, the interest rate does not comply with the promissory note, or other concerns, the issue should be discussed with the lender. If necessary, the discussion should be followed by a letter requesting that the account be corrected and a new FSA-1980-41 submitted.

An indication on FSA-1980-41 that the loan is past due will not place the account in default in FSA's records. If the lender has indicated that an account is past due, and FSA-1980-44 has not been submitted, the Authorized Agency Official shall contact the lender and request that FSA-1980-44 be submitted if the account will not be brought current within a few days.

***--**Entering information from FSA-1980-44, which shows a loan has been brought to a current status, will remove that loan from a delinquency status; however, it will not change the amount the loan payments are shown as Ahead/Behind. The Authorized Agency Official will prepare an updated FSA-1980-41, using the information from FSA-1980-44, and process into GLS. If the information on FSA-1980-41 shows the loan as current, and the amount Ahead/Behind is shown as zero, the management reports will reflect the correct status of the loan.

See Part 12 for other FSA actions regarding FSA-1980-44.**--***

See Part 14 for FSA actions regarding FSA-1980-26.

267 FSA Loan Servicing Responsibilities

A Overview

Authorized Agency Officials will be FSA's primary point of contact with lenders on a day-to-day basis. Authorized Agency Officials must ensure that lenders are appropriately managing their guaranteed loans, and submitting all required reports on time. In cases where lenders may have deficiencies in loan servicing, the Authorized Agency Official should provide loan servicing guidance and assistance.

The purpose of performing lender file reviews is to protect the guarantee, preserve lender status, and minimize losses and the need for adjustments to loss claims.

B Lender Loan Files Review Priorities

***--**For each SEL, FSA will annually review the files of 40 percent of the lender's outstanding guaranteed OL and/or OL-LOC borrowers, unless the 40 percent requirement would result in borrowers being reviewed who were reviewed the previous year. If the 40 percent requirement would result in some of the same borrowers being subject to review, then, for those borrowers, the review will be every other year. SEL files for FO-only borrowers will be reviewed within 3 years of the date the loan is closed and subsequently if the loans become nonperforming. For each CLP and PLP lender, FSA must annually review the--* files of 20 percent of the lender's outstanding guaranteed loan borrowers. If the file reviews for a PLP lender have found no major deficiencies during the first 3 years of reviews, the frequency of file reviews may be reduced to biennially, and the number of files reviewed may be reduced to a minimum of 5 files, or 10 percent of the lender's loans, whichever is greater. For lenders processing guaranteed loans in more than 1 State, the file reviews should be done in the State where the lender is headquartered, and other States in the lender's service area may send personnel to assist in the review.

Loans are selected for review according to the following priorities:

- loans receiving consideration for rescheduling, deferral, writedown, transfer and assumption, or substitution of lender
- delinquent loans or loans which the lender or FSA has identified as high risk
- loans in which the funds were used to refinance the lender's own debt
- the most recent loans closed by the lender and not yet reviewed
- other loans.

267 FSA Loan Servicing Responsibilities (Continued)

B Lender Loan Files Review Priorities (Continued)

FSA-1980-03 and FSA-1980-04 may be used to document the lender file reviews. All questions on each FSA-1980-03 and FSA-1980-04 do not require completion for each file reviewed, as long as reviews are sufficient to document that lenders are meeting the underwriting, origination, and servicing requirements of their FSA-1980-38's and this handbook. In addition to the lender's loan file, a copy of the loan account ledger should be obtained and reviewed. Additional information may be requested and reviewed by FSA, if necessary, based on deficiencies noted in the file, in loss claim reviews, or as suggested by other parties. SED shall determine how the file review requirement will be met in their State.

C Multi-State PLP Lender File Review

Where PLP lenders are approved to make and service loans in multiple States, it may be beneficial to both FSA and the lender to conduct a multi-State file review to meet the file review requirement. This review can benefit:

- FSA by:
  - helping to lead toward a more consistent handling of the reviews and the associated findings
  - having an opportunity to identify and correct inconsistent practices of the lender or FSA
- lenders by:
  - gaining a better understanding of across-the-board FSA expectations of the lender
  - having minimal disruption to their State operations as a result of FSA file reviews.

To ensure that multi-State reviews are given full consideration, the following procedures will be followed.

- ***--**In January of each year, the National Office will contact each lender that has PLP status in a minimum of 3 States and the appropriate States in which that lender has PLP status. This contact will determine, based upon the lender and the States' opinion, whether a multi-State review is necessary. If it is determined that a multi-State review is necessary, the National Office will take the lead in contacting the lender and coordinating the review. Multi-State reviews may be scheduled at any time during the year.**--***

267 FSA Loan Servicing Responsibilities (Continued)

C Multi-State PLP Lender File Review (Continued)

- In January of each year, the National Office will provide a list of lenders that have PLP status in only 2 States to appropriate Farm Loan Chiefs. Farm Loan Chiefs will be responsible for contacting each other to determine whether a multi-State review is necessary. State Offices will take the lead in coordinating the reviews. Farm Loan Chiefs will determine review participants.

The multi-State review will not alleviate the lender of their responsibility to provide Authorized Agency Officials access to any particular file or files of the lender if in the Authorized Agency Official's opinion an additional review is necessary.

D Authorized Agency Official Review of PLP Lender Loan Files

--**PLP loan file reviews will be documented by completing either FSA-1980-04 or a review checklist based on the individual lender's CMS. All review checklists will be either prepared or approved by the National Office. The review of PLP loan files will be based on the**--terms and conditions specified in FSA-1980-38. The following questions should be considered during the loan file review.

- Do the files contain sufficient information to document that the underwriting and servicing was consistent with FSA-1980-38?

- Were servicing actions implemented in a manner consistent with FSA-1980-38?

- Was servicing prudent and reasonable?

E Authorized Agency Official Response to Loan File Review

During the lender loan file reviews, the Authorized Agency Official shall hold an entrance and exit conference with the lender. At the entrance conference, the Authorized Agency Official will outline the purpose of the review and request any information that will be required to complete the review. At the exit conference, the Authorized Agency Official will discuss with the lender any deficiencies as well as the lender's accomplishments. The Authorized Agency Official will forward a letter to the lender outlining the findings of the loan file review. Letters or reports from lender visits and loan file reviews must be filed according to 25-AS, Exhibit 40.5, with copies forwarded to DD. If the review reveals frequent deficiencies, a report should be forwarded to SED.

267 FSA Loan Servicing Responsibilities (Continued)

F Authorized Agency Official Review of Loan Servicing Reports Provided by Lender

The Authorized Agency Official is responsible for obtaining all required information from lenders regarding the servicing of guaranteed loans. This includes the annual financial analysis performed to determine the borrower's progress on loan payback and goal achievement (paragraph 265), loan status reports (paragraph 266), and all other materials submitted to FSA, including requests by lenders to perform certain servicing actions.

G Authorized Agency Official Approval Authority

Authorized Agency Officials can approve the following servicing actions:

- alterations in loan conditions that do not prejudice the government's interest
- replacement of collateral
- the use of proceeds from the disposition of collateral.

H DD Servicing Responsibilities

DD servicing responsibilities include:

- providing guidance and assistance to the Authorized Agency Official in monitoring guaranteed loans

- reviewing a sample of lender visit reports and loan reviews, making recommendations or comments, and forwarding reports of deficiencies to SED

- make recommendations to the Authorized Agency Official on all delinquent loans

- conducting other servicing actions as directed by SED.

267 FSA Loan Servicing Responsibilities (Continued)

I SED Servicing Responsibilities

SED's have broad management responsibilities for the guaranteed loan program. SED servicing responsibilities include, but are not limited to, the following:

- review deficiencies identified by the Authorized Agency Official and provide recommendations for resolution

- perform an annual review of each lender's CLP and PLP status, and if the lender is found to be deficient in meeting the minimum criteria, then upon notification to the lender, remove the status

  ***--Note:** For PLP lenders, the decision to remove PLP status must be made in the National Office after reviewing SED's recommendation.

- perform appraisal reviews according to 1-FLP, paragraph 143

  Note: See 1-FLP, Part 6 for additional guidance on appraisal review issues.**--***

- maintain a lender file for each guaranteed lender in the State Office.

J Addressing Deficiencies

If deficiencies in loan servicing are detected by FSA, the Authorized Agency Official will work with the lender to correct any problems. If the lender fails to correct a major loan servicing deficiency, and the deficiency results in a loss, the loss claim may be reduced or denied.

Subparagraph 52 H contains the definition of major and minor deficiencies. Refer to paragraphs 48 and 54 for follow-up actions and consequences of not correcting deficiencies for SEL's and PLP lenders, respectively.

K MOU Between FSA and FDIC

If a lender who participates in FSA's Guaranteed Farm Loan Programs fails, FDIC may, as Receiver, assume responsibility for FSA-1980-15, FSA-1980-27, and/or FmHA-449-34 for all guaranteed loans to which the closed bank was a party.

Exhibit 16 outlines the responsibilities of FSA and FDIC in such cases.

268-277 (Reserved)

Section 2 General Servicing Actions

278 Subordination of Guaranteed Loan Security (7 CFR 762.142)

A Overview

*** * * The lender may not subordinate its interest in property which secures a *--guaranteed loan except as follows:--***

- **the lender may subordinate its security interest in crops, feeder livestock, livestock offspring, or livestock products when no funds have been advanced from the guaranteed loan for their production, so a lender can make a loan for annual production expenses**

- ***--the lender may, with written Agency approval, subordinate its interest in basic security in cases where the subordination is required to allow another lender to refinance an existing prior lien, no additional debt is being incurred, and the lender's security position will not be adversely affected by the subordination--***

- **the Agency's National Office may provide an exception to the subordination prohibition if such action is in the Agency's best interest.**

However, in no case can the loan made under the subordination include tax exempt financing.

B Lender Request for Subordination of Guaranteed Loan Security

The local Authorized Agency Official may approve a lender's request to subordinate crops, feeder livestock, livestock offspring, milk, produce, and other normal income security that were not produced through advances made under the guaranteed loan, to allow a borrower to obtain unguaranteed annual operating credit. Multi-year assignments of FSA program payments will not be subordinated. However, in those cases where normal income security is being subordinated so another lender can make a loan for annual production expenses, any amount that exceeds the guaranteed loan payment for that year may be released.

278 Subordination of Guaranteed Loan Security (7 CFR 762.142) (Continued)

B Lender Request for Subordination of Guaranteed Loan Security (Continued)

FSA discourages subordination of real estate, equipment, and other basic security and will
***--**not provide regulatory approval authority at levels lower than DAFLP, except in cases where the subordination is required to allow another lender to refinance an existing prior lien the local authorized agency official will approve the subordination, provided:

- no additional debt is being incurred
- the lender's security position will not be adversely affected by the subordination.

When SED determines that the subordination of basic security for any other purpose is in the best interest of the Agency and the borrower, the request shall be forwarded to the National Office for DAFLP approval. Subordination of basic security will not be approved simply**--***
to allow the operation to expand, or to allow a lender to secure an operating loan with basic security. The request should contain:

- a description of the transaction including the use of the funds to be obtained through the subordination

- explanation of the borrower's cash flow before and after the proposed subordination documenting the improvement to be attained

- certification that the guaranteed loan will still be secured after the subordination based on a current appraisal

  Note: If the subordination request is to refinance existing real estate debt and no additional funds are provided, an appraisal is not required.

- an explanation of how the subordination is necessary to keep the borrower in business, or otherwise how the Government will benefit from the subordination, other than through conservation of loan funds.

Agency refusal to grant an exception to published regulations is not appealable.

279 Subordination of Direct Loan Security (7 CFR 762.142(c))

A Direct Loan Subordination When Guaranteed Loan Is Being Made

The Agency may subordinate its security interest on a direct loan when a guaranteed loan is being made if, as appropriate, the requirements of the regulations § 1962.30 of FmHA Instruction 1962-A of this chapter and § 1965.12 of FmHA Instruction 1965-A **governing Agency direct loan subordinations are met and only in the following circumstances:**

- **to permit a guaranteed lender to advance funds and perfect a security interest in crops, feeder livestock, livestock offspring, or livestock products,** such as milk, eggs, wool, etc.

- **when the lender requesting the guarantee needs the subordination of the Agency's lien position to maintain its lien position when servicing or restructuring**

- **when the lender requesting the guarantee is refinancing the debt of another lender and the Agency's position on real estate security will not be adversely affected**

- **to permit a Line of Credit to be advanced for annual operating expenses.**

B Direct Loan Subordination to Secure LOC

The Agency may subordinate its basic security in a direct loan to permit guaranteed line of credit only when both of the following additional conditions are met.

- **The total unpaid balance of the direct loans is less than or equal to 75 percent of the value of all of the security for the direct loans, excluding the value of growing crops or planned production, at the time of the subordination. The direct loan security value will be determined by an appraisal. The lender requesting the subordination and guarantee is responsible for providing the appraisal and may charge the applicant a reasonable appraisal fee.**

- **The applicant cannot obtain sufficient credit through a conventional guaranteed loan without a subordination.** Before approving a combination guaranteed loan and subordination, the local loan approval official will document that the applicant requested a Contract of Guarantee - LOC through at least 1 participating lender. If the local loan approval official has information available that supports a conclusion that credit is not available without a subordination, documentation in the case file will be sufficient to verify that other credit is not available.

280 Partial Releases (7 CFR 762.142(b))

A Overview

A partial release is the release of a portion of security used as collateral for a loan.

B Lender Request for Partial Release

A lender may release guaranteed loan security without FSA concurrence as follows:

- **when the security item is being sold for market value and the proceeds will be applied to the loan in accordance with lien priorities**

  Note: In the case of term loans, proceeds will be applied as extra payments and not *--as a regular installment on the loan. Security will not be released for the purposes of providing collateral for another loan.--*

- **the security item will be used as a trade-in or source of down payment funds for a like item that will be taken as security**

  Note: Agency input may be requested when there is a question of whether a reasonable value is being obtained for the security.

- **the security item has no present or prospective value.**

  Note: Older security items that are now junk or obsolete may be left off of the security agreement when it is updated. Regardless, proceeds from the sale of such items as scrap or salvage should be applied to the loan as an extra payment.

A partial release of security may be approved in writing by the Agency upon the lender's request when:

- **proceeds will be used to make improvements to real estate that increase the value of the security by an amount equal to or greater than the value of the security being released**

  Example: A borrower may sell a parcel of real estate to provide funds for construction of a dwelling.

280 Partial Releases (7 CFR 762.142(b)) (Continued)

B Lender Request for Partial Release (Continued)

- ***--security,** other than significant income generating property, **will be released outright,--* with no consideration, but the total unpaid balance of the guaranteed loan is less than or equal to 75 percent of the value of the security for the loan after the release, excluding the value of growing crops or planned production, based on a current appraisal of the security**

- **significant income generating property will not be released unless it is being replaced, and business assets will not be released for use as a gift or any similar purpose**

  Note: The release must serve a purpose other than to simply allow a borrower to obtain clear title to security items. Cropland, significant machinery, and business assets will not be released, unless it is being replaced, proceeds are being used for authorized loan purposes, or the borrower's cash flow or security position is being improved.

- **Agency concurrence is provided in writing to a lender's written request.**

  Note: Standard eligible lenders and CLP lenders will submit the following to the Agency:

  - **a current balance sheet on the borrower**

  - **a current appraisal of the security**

    Note: Unless specifically requested by the Agency, the lender will not be required to provide an appraisal of any real estate security being released. **Based on the level of risk and estimated equity involved, the Agency shall determine what security needs to be appraised. Any required security appraisals must meet the requirements of § 762.127.**

  - **a description of the purpose for the release**

  - **any other information requested by the Agency to evaluate the proposed servicing action.**

280 Partial Releases (7 CFR 762.142(b)) (Continued)

C FSA Response to Request for Partial Release

Written consent of any prior or junior lien holder must be obtained and delivered to FSA if any proceeds are not applied according to lien priority.

A partial release will not be allowed if it would result in the borrower being released from loan liability.

D Reviewing Requests for Partial Releases

FSA shall review and approve or reject the request and notify SEL within 30 calendar days, and CLP and PLP lenders within 14 calendar days, from receipt of a complete request for servicing.

When reviewing a lender's request for a partial release, the Authorized Agency Official should carefully consider any partial release intended as a gift. In all instances, the Authorized Agency Official should assess whether or not the release of land will affect the overall value of the remaining security. In addition, the Authorized Agency Official shall determine whether an appraisal of security is necessary based on risk and perceived equity involved in the release. If there is a question on the value of the security, the Authorized Agency Official should request an appraisal. The appraisal must be paid for by the lender or borrower and meet the requirements of Part 8, Section 4, Subsection 3.

The lender will provide the Agency copies of any agreements executed to carry out the servicing action. PLP lenders will request servicing approval in accordance with their
--agreement with the Agency at the time of PLP status certification.** Approval of requests forwarded to DAFLP for special consideration may be delayed beyond 30 calendar days.**--

281 Transfers and Assumptions (7 CFR 762.142(d))

A Overview

A transfer and assumption is an action whereby a new, eligible guaranteed loan applicant assumes an existing guaranteed loan. The transfer and assumption process is very similar to the application and approval of a new loan.

B Lender Request for a Transfer and Assumption

For standard eligible and CLP lenders, the servicing action must be approved by the Agency in writing. For standard eligible and CLP lenders, the transferee must apply for a loan in accordance with § 762.110 (Part 5)**, including a current appraisal, unless the lien position of the guaranteed loan will not change, and any other information requested by the Agency to evaluate the transfer and assumption.**

PLP lenders may process transfers and assumptions in accordance with their agreement with the Agency.

Any required security appraisals must meet the requirements of § 762.127 (Part 8, Section 4, Subsection 3).

Lenders must also submit a request to release the transferor, guarantor, or any third party from liability according to paragraph 285.

C Conditions and Requirements for a Transfer and Assumption

The following limitations apply to transfers and assumptions.

- **The transferee must meet the eligibility requirements and loan limitations for the loan being transferred, all requirements relating to loan rates and terms, loan security, feasibility, and environmental and other laws applicable to a loan applicant under this subpart.**

- **The lender will use its own assumption agreements or conveyance instruments providing they are legally sufficient to obligate the transferee for the total outstanding debt.**

281 Transfers and Assumptions (7 CFR 762.142(d)) (Continued)

C Conditions and Requirements for a Transfer and Assumption (Continued)

- **The lender must give any holder notice of the transfer. If the rate and terms are changed, written concurrence from the holder is required.**

Additional limitations that apply to transfers and assumptions are as follows:

- the market value of the security being acquired, plus any additional security the transferee proposes to give, must be adequate to secure the balance of the guaranteed loan plus any prior liens

- at the time of the assumption, the indebtedness of the transferee may not exceed the limits outlined in subparagraph 244 A.

D FSA Response to Request for Transfer and Assumption

The Agency will review, approve or reject the request in accordance with the time frames in § 762.130 of this part (Part 6).

The Agency approves the transfer and assumption by executing a modification of the guarantee to designate the party that assumed the guaranteed debt, the amount of the debt at the time of the assumption, including interest that is being capitalized, and any new loan terms, if applicable.

The Authorized Agency Official will execute FSA-1980-84 and provide it to the lender for attachment to the original FSA-1980-27.

The Agency will agree to releasing the transferor or any guarantor from liability only if *--the requirements of § 762.146(b) (paragraph 285) **are met.--***

The Authorized Agency Official should treat a request for a transfer as an application for a new guaranteed loan. If all of the program requirements are met the transfer and assumption should be approved by FSA.

The Authorized Agency Official will attach the assumption agreement to FSA-1980-27 or *--FmHA-449-34. To notify KCFO, St. Louis of the assumption, complete and forward--* FSA-1980-86. Guaranteed loan fees are not required for transfer and assumption.

The lender will provide the Agency copies of any agreements executed to carry out the servicing action.

282 Additional Loans or Advances (7 CFR 762.146(a))

A Additional Loans or Advances

SEL and CLP lenders must not make additional loans or advances without prior written approval of the Agency, except as provided in the borrower's Loan or Line of Credit Agreement.

The PLP lender may make additional loans or advances in accordance with the lender's agreement with the Agency.

283 Emergency Advances (7 CFR 762.146(a))

A Issuance of an Emergency Advance Under LOC

In cases of a guaranteed line of credit, lenders may make an emergency advance when a line of credit has reached its ceiling. The emergency advance will be made as an advance under the line and not as a separate note. The lender's loan documents must contain sufficient language to provide that any emergency advance will constitute a debt of the borrower to the lender and be secured by the security instrument. The following conditions apply:

- **the loan funds to be advanced are for authorized operating loan purposes**
- **the financial benefit to the lender and the Government from the advance will exceed the amount of the advance**
- **the loss of crops or livestock is imminent unless the advance is made.**

B Lender Request for an Emergency Advance

SEL's and CLP lenders must obtain written permission from the Authorized Agency Official before an emergency advance on LOC can be made.

Emergency advances are authorized for ongoing operations and may be used for OL's with a ***--**1-year term, or in any year of LOC. Where liquidation is imminent, advances will be made as protective advances according to Part 14.**--***

To request an emergency advance, SEL's and CLP lenders must submit the following to the Authorized Agency Official:

- a narrative explaining that the loss of crops and/or livestock is imminent and can be prevented by an infusion of cash

283 Emergency Advances (7 CFR 762.146(a)) (Continued)

B Lender Request for an Emergency Advance (Continued)

- cash flow projections
- if necessary, a copy of the modified loan note that reflects the additional cash advanced.

PLP lenders may make emergency advances according to their FSA-1980-38.

C FSA Response to Request for Emergency Advance

The Authorized Agency Official:

- shall review a SEL's and CLP lender's request for an emergency advance and notify the lender of FSA's decision in a timely manner
- should make every effort to respond to a request for an emergency advance within several days of receiving the lender's request.

284 Interest Rate Changes (7 CFR 762.146(d))

A Overview

The lender may change the interest rate on a performing (nondelinquent) loan only with the borrower's consent.

B Procedures Lender Must Follow to Change Interest Rate

If the loan has been sold on the secondary market, the lender must repurchase the loan or obtain the holder's written consent.

To change a fixed rate of interest to a variable rate of interest or vice versa, the lender and the borrower must execute a legally effective amendment or allonge to the existing note.

If a new note is taken, it will be attached to and refer to the original note.

The lender will inform the Agency of the rate change.

The lender shall inform FSA of the rate change by completing RD-1980-47 and forwarding it to the County Office.

Lenders do not need to seek FSA concurrence to change an interest rate.

285 Release of Liability Upon Withdrawal (7 CFR 762.146(b))

A General Requirements

An individual who is obligated on a guaranteed loan may be released from liability by a lender with the written consent of the Agency provided the following conditions have been met.

- **The individual to be released has withdrawn from the farming or ranching operation.** The lender must submit a narrative outlining who is to be released and why.

- **A divorce decree and final property settlement does not hold the withdrawing party responsible for the loan payments.** A copy of the divorce decree must be submitted with the lender's request. The lender must document that release of divorced borrowers is a common practice carried out in their nonguaranteed loan portfolio.

- **The withdrawing party's interest in the security is conveyed to the individual or entity with whom the loan will be continued.**

- **The ratio of the amount of debt to the value of the remaining security is less than or equal to .75, or the withdrawing party has no income or assets from which collection can be made.**

- **Withdrawal of the individual does not result in legal dissolution of the entity to which the loans are made. Individually liable members of a general or limited partnership may not be released from liability. Partners, parents, cosigners, stockholders, and entity members may often be released from liability.** However, when the guaranteed loan is made to individuals farming as a partnership, and each partner is fully liable, release of 1 partner would terminate the partnership and the existence of the entity to which the loans were made. The lender must document that release of withdrawing members is common in their unguaranteed portfolio and all other conditions in this paragraph are met.

- **The remaining liable party projects a feasible plan (see § 762.102(b)).** The lender must submit a cash flow projection for the remaining liable party with the request for release. A release will not be approved when a loss is probable.

285 Release of Liability Upon Withdrawal (7 CFR 762.146(b)) (Continued)

B Lender Request for Release of Borrower From Liability Upon Withdrawal

PLP lenders shall submit documentation to the Authorized Agency Official in support of a release from liability, as specified in FSA-1980-38.

C FSA Actions to a Request for Release of Liability Upon Withdrawal

Upon review of the request, the Authorized Agency Official must forward the request and a recommendation to SED for action. SED shall notify the lender of the decision in a timely manner either by notifying the lender directly or by instructing the County Office to inform the lender of whether the borrower may be released from liability.

D Annual Review of Lender Loan Files in Cases of Release Liability Upon Withdrawal

During the annual FSA lender loan file review, for loans that received a release of liability, the Authorized Agency Official must ensure that the lender proceeded with the release according to the documents provided when seeking FSA approval. In addition, Authorized Agency Officials should ensure that the original loan note has been amended or a new note that is tied to the original has been issued to reflect the release of liability. If anomalies in process or documentation are noted, the Authorized Agency Official should discuss the shortcomings with the lender.

286 Consolidation of Debt (7 CFR 762.146(e))

A Overview

Only OL may be consolidated.

Existing lines of credit may only be consolidated with a new line of credit if the final maturity date and conditions for advances of the new line of credit are made the same as the existing line of credit. OL loan note guaranteed loans may only be consolidated with other OL loan note guarantees.

The borrower must project a feasible plan after the consolidation. See § 762.102(b) for definition of feasible plan.

Guaranteed OL may not be consolidated with a line of credit, even if the line of credit has been rescheduled.

286 Consolidation of Debt (7 CFR 762.146(e)) (Continued)

A Overview (Continued)

The combining of outstanding principal and interest balances of 2 or more OL's or LOC's constitutes a consolidation of debt.

The following FSA loans cannot be consolidated:

- FO's
- **OL's or lines of credit secured by real estate**

  Note: The statute prohibits consolidation for loans secured by real estate.
- **OL's or lines of credit with outstanding Interest Rate Buydown Agreement, IA Agreement, or SAA**
- non-FSA loans.

The following conditions also apply to consolidation:

- **guaranteed loans made before October 1, 1991, cannot be consolidated with those loans made on or after October 1, 1991**
- when 2 or more OL's or LOC's are consolidated the combined principal and interest must be kept separate; capitalization of interest is not allowed when loans are only being consolidated.

--Note:** When a loan is consolidated with a loan that was made using FSA-1980-25 or FSA-1980-28 with the July 20, 2001, or later revision date, the consolidated debt is eligible for offset.**--

B Request for Consolidation

SEL's must submit a feasible plan to FSA for concurrence before consolidating loans. CLP and PLP lenders may consolidate loans as long as the requirements of this paragraph are met.

286 Consolidation of Debt (7 CFR 762.146(e)) (Continued)

C Lender Actions to Consolidate Loans

A new note or line of credit agreement will be taken. The new note or line of credit agreement must describe the note or line of credit agreement being consolidated and must state that the indebtedness evidenced by the note or line of credit agreement is not satisfied. The original note or line of credit agreement must be retained.

The interest rate for a consolidated OL loan is the negotiated rate agreed upon by the lender and the borrower at the time of the action, subject to the loan limitations for each type of loan.

--The Agency approves the consolidation by executing a modification of guarantee. The modification will indicate the consolidated loan amount, new terms, and percentage of guarantee, and will be attached to the originals of the guarantees being consolidated. If loans with a different guarantee percentage are consolidated, the new guarantee will be at the lowest percentage of guarantee being consolidated.--

Any holders must consent to the consolidation, or the guaranteed portion must be repurchased by the lender.

D FSA Response to Consolidation Request

The Authorized Agency Official must approve of a SEL request for consolidation. When SEL submits a request for a loan consolidation, the Authorized Agency Official should verify the following:

- only OL's and LOC's are being considered for consolidation
- the consolidation does not cause the loan principal to exceed program loan limitations
- the consolidation does not adversely affect the value of the security and the lender's security position.

The Authorized Agency Official must complete RD-1980-19 based on the information received from SEL and submit it to the Finance Office, along with a memorandum describing which loans were consolidated.

If a PLP or CLP lender consolidates loans:

- copies of documents will be obtained
- compliance with regulations will be verified through annual file reviews.

287 Substitution of Lender (7 CFR 762.105)

A Overview

When a borrower wishes to move their guaranteed loan from 1 lender to another, or a lender wishes to sell a guaranteed loan to another lender, with or without the borrower's consent, FSA must process a substitution of lender.

B Lender Requirements

A new eligible lender may be substituted for the original lender, if the original lender concurs, under the following conditions.

- **The Agency approves of the substitution in writing by executing a modification of the guarantee to identify the new lender, the amount of debt at the time of the substitution and any new loan terms if applicable. The new lender agrees in writing to:**
  - **assume all servicing and other responsibilities of the original lender and to acquire the unguaranteed portion of the loan**
  - **execute a lender's agreement if one is not in effect**
  - submit a request to the Authorized Agency Official that the new lender be approved as a substitute lender for the loan
  - **give any holder written notice of the substitution. If the rate and term are changed, written concurrence from the holder** or repurchase **is required.** The Authorized Agency Official shall review the FSA file and determine if the loan has been sold. If the loan has been sold, the Authorized Agency Official shall remind the lender of special considerations warranted by its sold status.
- The Authorized Agency Official shall review the borrower and lender's substitution request as follows:
  - determine whether the requirements of this section are met
  - determine whether the new lender possesses the ability to service agricultural loans and, if necessary, discuss the loan with the lender and ensure that they are aware of their responsibilities
  - notify the Finance Office of the substitution by completing and submitting

*****--FSA 1980-42.--*****

287 Substitution of Lender (7 CFR 762.105) (Continued)

B Lender Requirements (Continued)

- **The original lender will assign their promissory note, lien instruments, loan agreements, and other documents to the new lender. The guarantee documents will then be assigned to the new lender.** The original lender must:

  *** * ***

  - **assign their promissory note, lien instruments, loan agreements, and other documents to the new lender**

  - **if the loan is subject to an existing IA Agreement, submit a request for subsidy for the partial year that they have owned the loan**

    Note: FSA-1980-64 can then be transferred to the new lender. When a substitution is being processed, Authorized Agency Officials should review the file to determine whether the loan has IA. If so, they should remind the:

    - original lender of the need for a subsidy request
    - new lender of special servicing requirements of a loan with IA.

  - if the original lender does not concur, the substitution cannot take place. If the borrower still wants to move their loan, the new lender may refinance the debt of the original lender.

C Lender Name or Ownership Changes

When a lender begins doing business under a new name or, undergoes an ownership change, the lender will notify the Agency. If the lender simply changes their name and there is no change in ownership, location, or tax ID numbers, the Authorized Agency Official shall:

- submit a request to the Finance Office to change the lender name

- attach a printout of the lender cross-reference screen from GLS with marks to explain the change.

287 Substitution of Lender (7 CFR 762.105) (Continued)

C Lender Name or Ownership Changes (Continued)

The lender's CLP or PLP status is subject to reconsideration when ownership changes. If a status lender is merged with or purchased by a nonstatus lender, and the original lender's management, operating policies, CMS, and personnel are changed as a result, the lender's CLP or PLP status should be revoked. If the newly merged or purchased lender will continue to operate the status lender substantially as it has been managed in the past, revocation may ***--**not be necessary. The nonstatus lender will apply for status or their present status will be revoked. If a lender sells any guaranteed loans in their entirety, SED shall determine**--***
whether volume requirements of subparagraph 52 D are still being met.

The lender will execute a new Lender's Agreement.

The new lender must provide FSA with:

- its new tax ID number
- a list of all its branches where they will service guaranteed loans, their addresses, and responsible contacts.

Note: An interim request for subsidy payment from the original lender is not required when the entire lender has changed.

FSA 1980-42 must be completed and submitted to the Finance Office. One FSA 1980-42 may be completed with a list of the names, FSA case numbers, and loan numbers for the entire guaranteed loan portfolio of the lender attached.

Although guaranteed lenders are responsible for informing FSA when ownership changes occur, acquiring lenders are often unaware of this responsibility. If the Authorized Agency Official becomes aware that a lender with FSA-guaranteed loans has been purchased by or merged with another lender, the Authorized Agency Official shall contact the new management and remind them of their responsibilities under existing FSA-1980-38's and the need to process a substitution. If Authorized Agency Officials learn that a lender has been closed or placed in receivership by a financial institution regulatory agency, they shall contact their SED for guidance.

288 Servicing SAA's (7 CFR 762.147)

A Overview

When receiving a debt writedown, a borrower is required to execute FSA-1980-89 that entitles the lender to future payments if the real estate used to secure the written down loan appreciates in value. FSA-1980-89 gives both the lender and FSA the possibility of recapturing money that was written off as a result of a debt writedown.

Before executing FSA-1980-89, the lender must obtain an appraisal of the real estate that is used to secure the written down loan. The appraisal figure will be recorded on FSA-1980-89. *** * *** The appraisal must be dated within 1 year of FSA-1980-89 execution to be valid.

All servicing requirements apply to all existing SAA's that were entered into before SAA becoming FSA-1980-89. For purposes of this handbook, wherever FSA-1980-89 is referred to, it will also pertain to existing SAA's.

All requirements in this paragraph apply to all lender types, unless otherwise noted.

B Lender Responsibilities When Servicing FSA-1980-89

The lender is responsible for:

- **monitoring the borrower's compliance with the Shared Appreciation Agreement**
- **notifying the borrower of the amount of recapture due**
- **beginning October 1, 1999, a notice of the agreement's provisions not later than 12 months before the end of the agreement**
- **reimbursing the Agency for its pro-rata share of recapture due.**

288 Servicing SAA's (7 CFR 762.147) (Continued)

C Events That Trigger Recapture

Recapture of any appreciation of real estate security will take place at the end of the term of the Agreement, or sooner, if the following occurs:

- **on the conveyance of the real estate security (or a portion thereof) by the borrower**

  Note: If only a portion of the real estate is conveyed, recapture will only be triggered against the portion conveyed. Partial releases will be handled in accordance with § 762.141(b) (paragraph 280); and **transfer of title to the spouse of the borrower on the death of such borrower, will not be treated as a conveyance under the agreement.**

- **on the repayment of the loans**

- **if the borrower ceases farming operations.**

Recapture may also occur in either of the following cases:

- the note FSA-1980-89 is attached to is accelerated
- the borrower dies and there is no spouse to whom the property will be conveyed.

After FSA-1980-89 has been executed, the lender must monitor the borrower's compliance with FSA-1980-89. This includes determining when an event that activates FSA-1980-89 occurs.

When the borrower performs an action that triggers the collection under FSA-1980-89, the lender will obtain an appraisal of the collateral, determine the recapture due, if any, and notify the borrower of the amount due in writing. **Security values will be determined by appraisals obtained by the lender and meeting the requirements listed in 7 CFR 762.127** (paragraphs 181 through 183). The lender will pay for the appraisal or recapture the appraisal expense from the borrower. If the sale of security triggers recapture and the price received for the security is higher than its appraised value, then the sale price will serve as the upper limit when calculating incremental increase in the appreciation of security.

288 Servicing SAA's (7 CFR 762.147) (Continued)

C Events That Trigger Recapture (Continued)

After recapture, the lender will give FSA its pro-rata share of the proceeds or service the account according to subparagraph F.

To help lenders monitor a borrower's compliance with FSA-1980-89, authorized Agency Officials may encourage lenders to use the letter in subparagraph D to remind the borrower of the FSA-1980-89 commitment.

D Example of Letter Reminding Loan Borrowers of Potential Writedown Recapture

The following is an example of a letter for reminding loan borrowers of potential writedown recapture.

*--

Borrower's Address

Dear (Borrower):

On Month, Day, Year, Name of Lender, wrote down $_____ of a debt that you owed in connection with a guarantee that was provided by the Farm Service Agency (FSA). In consideration for receiving this writedown, you executed a ___10-year___5-year Shared Appreciation Agreement (Agreement) in connection with the real estate that you pledged as collateral for this loan. We have enclosed a copy of the Agreement for your reference.

This letter is to remind you of the possibility that you may have to repay all or a portion of the amount of your loan that was written down. The Agreement that you signed requires you to repay all or a portion of the debt written down if the real estate that secured the loans increased in value and one of the following occurs:

- ___10 years___5 years have passed since you signed the Agreement;
- Title of the real estate security (or a portion thereof) was conveyed (with certain exceptions);
- The remainder of the loan has been repaid; or
- You have quit farming.

If you believe the value of your property has increased, you will need to consider this potential liability when you make future plans. The amount of repayment cannot exceed the amount written down.

If you would like any additional information on how this Agreement can affect you and what actions you need to take, please contact this office.

Sincerely,

Lender's Representative
Enclosure

--*

288 Servicing SAA's (7 CFR 762.147) (Continued)

E Calculating Recapture

The amount of recapture will be based on the difference between the value of the security at the time recapture is triggered and the value of the security at the time of write down as shown on the Shared Appreciation Agreement.

- **If recapture is triggered within 4 years of the date of the Shared Appreciation Agreement, the lender shall recapture 75 percent of any positive appreciation in the market value of the property securing the loan or line of credit agreement.**

- **If recapture is triggered after 4 years from the date of the Shared Appreciation Agreement, the lender shall recapture 50 percent of any positive appreciation in the market value of the property securing the loan or line of credit agreement.**

The amount of recapture will not exceed the amount of writedown shown on the Shared Appreciation Agreement.

288 Servicing SAA's (7 CFR 762.147) (Continued)

F Servicing Recapture Debt

If recapture is triggered under the Shared Appreciation Agreement and the borrower is unable to pay the recapture in a lump sum, the lender may do 1 of the following.

- **Reschedule the recapture debt with the consent of the Agency, provided the lender can document the borrower's ability to make amortized payments on the recapture debt plus pay all other obligations. In such case, the recapture debt will not be covered by the Guarantee.** The lender will send FSA its share of every payment when it's received.

- **Pay the Agency its pro rata share of the recapture due. In such case, the recapture debt of the borrower will be covered by the Guarantee.**

--Note:** RD-1980-47 will be completed and submitted to the Finance Office to indicate the new maturity date, if applicable, including the amortization period of the recapture. If the guaranteed loan has matured, complete FSA-1980-49 and submit it to the Finance Office indicating that the termination will be reversed and the loan reinstated.**--

- **Service the account in accordance with § 762.149.**

If recapture is triggered, and the borrower is able, but unwilling to pay the recapture in a lump sum, the lender will service the account in accordance with § 762.149.

Any shared appreciation recaptured by the lender will be shared on a pro-rata basis between the lender and the Agency.

All appraisal fees will be paid by the lender. The lender may pass the fee on to the ***--**borrower. The borrower has 30 calendar days to repay the debt in a lump sum after receiving a notice of the appreciation due to the lender.**--***

The Authorized Agency Official shall process recapture payments by completing RD-449-30 and forwarding it with payment to the Finance Office.

288 Servicing SAA's (7 CFR 762.147) (Continued)

G Basis for the Amount of Recapture

Because of 2 consecutive years of drought that destroyed crops, a farmer and lender devised a restructuring plan where $200,000 of remaining debt was written down to $100,000 and FSA-1980-89 was executed. FO had been guaranteed by FSA at 90 percent. An appraisal at the time of the writedown valued the farmer's security at $75,000.

One year later the farmer sells his farm for $85,000. The Basis for the Amount of Recapture is equal to:

Value of real estate security (appraisal or sale price, whichever one is higher) at the time of a recapture triggering event minus value of real estate security when FSA-1980-89 was executed.

Basis for the Amount of Recapture: $85,000 - $75,000 = $10,000.

Since Basis for the Amount of Recapture is positive, the borrower will be required to pay the lender a percentage of the recaptured monies. The percentage to be paid to the lender within the first 4 years of FSA-1980-89 execution is 75 percent (the percentage drops to 50 percent 4 years after FSA-1980-89 execution). Therefore, the farmer owes his lender the following:

$10,000 x 75% = $7,500 due the lender.

FSA is entitled to the portion of the shared appreciation equal to the rate of the guarantee on the loan. Therefore, in this case, FSA's pro-rata share is equal to:

$7,500 x 90% = $6,750 due FSA.

At least annually, the Authorized Agency Official will contact all lenders with active FSA-1980-89's to determine whether any FSA-1980-89 monies have been collected. To help lenders in their FSA-1980-89 monitoring responsibilities, a copy of the letter in subparagraph H may be used by FSA employees when performing this annual lender contact.

288 Servicing SAA's (7 CFR 762.147) (Continued)

H Example of Servicing Recapture Debt Reminder Letter

This is an example of a letter for reminding lenders of guaranteed loan accounts that received a writedown.

*--

Lender's Address

Dear (Lender's Representative or Sir/Madam):

Our records indicate that the Farm Service Agency (FSA), paid your institution $ ___ on Month, Day, Year, to reimburse it for the guaranteed portion of a $ ___ loss that you suffered by writing down the account of your borrower Borrower's Name. This letter is to remind you that the borrower signed a Shared Appreciation Agreement (SAA) in connection with this writedown and you are obligated to monitor that agreement. We have enclosed a copy of SAA for your reference and provided you with a letter that you may use to remind your borrower of the potential for recapture under SAA.

SAA requires the borrower to repay all or a portion of the debt written down as a result of an increase in value of the real estate that secured the loans written down. This recapture is triggered by any of the following events:

- ___10 years ___5 years have passed since the borrower executed SAA;
- Title to the real estate security (or a portion thereof) was conveyed by the borrower to someone other than the borrower's spouse upon the death of the borrower;
- The loans have been repaid; and
- The borrower quits farming.

Please review your records, consult with the borrower, review land records, or take other actions to determine whether any of the triggering actions have occurred in this case. If so, you should inform the borrower of the amount that they owe your institution under the terms of their agreement. If SAA has not been triggered, you may still wish to remind the borrower of the terms of this agreement, to allow sufficient time for them to plan for this possibility. You are responsible for obtaining any appraisals necessary to document the amount of appreciation; however, you may pass the expense to the borrower.

I sincerely appreciate your efforts to meet the credit needs of the farmers in our area. If you would like any additional information or assistance on this subject, please contact this office.

Sincerely,

Loan Servicing Official
Enclosure

--*

288 Servicing SAA's (7 CFR 762.147) (Continued)

I FSA Monitoring of FSA-1980-89

If an FSA employee suspects a recapture triggering event has occurred, and the lender has not taken action, the Authorized Agency Official should discuss appropriate servicing actions with the lender.

Beginning October 1, 1999, the lender must provide a borrower notice of the agreement's provisions not later than 12 months before the end. The Authorized Agency Official must send a note to lenders reminding them of FSA-1980-89 and their responsibilities at the time of recapture triggering.

289-299 (Reserved)

Part 12 Servicing Distressed Accounts (Delinquent Loans)

Section 1 General Process for Restructuring Guaranteed Loans

300 Monetary Default - Overall Loan Servicing Process (7 CFR 762.143)

A
Default and Servicing Distressed Loans

A borrower is in default when they are 30 days past due on a payment or in violation of provisions of the loan documents.

When a default occurs, the lender is expected to work with the borrower so that the loan can be brought current and the borrower can continue the farming or ranching operation. Prompt follow-up on delinquent payments, early recognition of loan problems, and prudent use of restructuring tools are keys to resolving many delinquent loans. The lender has an assortment of restructuring tools that may be used to bring the loan current. These include:

- rescheduling
- deferral
- debt writedown
- *--IA, if eligible.--*

The following table represents the time line for servicing distressed loans and the required lender actions for restructuring guaranteed loans.

Distressed Loan Servicing Time Line (Monetary Default)	
Payment Due Date	Payment Missed
30 Days After Due Date	Borrower in Default
Within 45 Days After Due Date	Meeting Between Borrower and Lender
60 Days After IA Determination	Earliest Date that Lender Can Initiate Foreclosure Action
Within 120 Days After Due Date	Loan Restructuring Plan Implemented or Decision to Liquidate Made

Continued on the next page

B

Loan Past Due

Default occurs on the loan immediately upon failure to make a scheduled installment on the day it is due. However, many lenders provide for a 30-calendar-day grace period before a notice of default is mailed or other actions are taken. To comply with this standard, FSA has established 30 calendar days after the payment due date as the maximum allowed before a loan must be declared in default. No direct action, other than monitoring of the situation, is required before this date. However, a lender does not have to wait until the loan is 30 calendar days past due before taking action. For example, perishable security, such as produce, or instances of maltreated livestock may dictate a quicker response to default than 30 calendar days.

If a borrower is current on a loan, but will be unable to make a payment, a restructuring proposal may be submitted in accordance with § 762.145 of this part and Section 2 **prior to the payment coming due.**

If through their involvement with an FSA direct loan, or in any manner, the Authorized Agency Official becomes aware that a guaranteed borrower is in default or likely to default on their loan, they should communicate their concerns to the lender. If the loan payment was due but not paid over 30 calendar days ago, and no reports have been received from the lender, the Authorized Agency Official will contact the lender to request a status report and remind them that they must work with the borrower and take timely action to correct delinquencies or liquidate the loan. Failure to address default in a prudent and timely fashion may result in a reduction or rejection of a lender's request for a loss claim, should one result. A loss claim may be reduced by the amount caused by the lender's failure to secure property after a default, and will be reduced by the amount of interest that accrues while no contact is made with the borrower or no action is taken to cure the default, once it occurs. Face to face or telephone communication should be followed up with a letter if the loan remains in default and corrective action is not taken.

Continued on the next page

C
Borrower in Default

PLP lenders will service defaulted loans according to their lender's agreement. In the event of borrower default, SEL and CLP lenders will *--report to the Agency in accordance with 762.141, and follow the requirements of 762.143**.--***

A guaranteed loan is in default if a loan payment is outstanding 30 calendar days after its due date. A borrower may also be in default if they have violated a loan agreement in another manner such as conversion of loan security, filing bankruptcy, failure to submit reports as required, defaulting on another loan with the same lender, or failure to maintain collateral as agreed. The lender will determine if a loan warrants default status because of a nonmonetary violation of the loan agreement. See paragraph 301 for information on the servicing process for loans in nonmonetary default.

D
Borrower and Lender Meeting

The lender will **arrange a meeting with the borrower within 15 days of default, 45 days after payment due date for monetary defaults, to identify the nature of the delinquency and develop a course of action that will eliminate the delinquency and correct the underlying problems. The lender or the borrower may request the attendance of an Agency credit officer. If requested, the Agency credit officer will assist in developing solutions to the borrower's financial problems. Non-monetary defaults will be handled in accordance with the lender's note, loan agreements or any other applicable loan documents.**

During this meeting, the lender should discuss the following items with the borrower.

- Borrower's Ability to Bring Account in Compliance. **The lender and borrower will prepare a current balance sheet and cash flow projection in preparation for the meeting. If the borrower refuses to cooperate, the lender will compile the best available information.** These statements and their implication in the borrower's ability to bring the loan current should be discussed at the lender-borrower meeting.

Continued on the next page

D
Borrower and Lender Meeting (Continued)

- Restructuring Options Available to Borrower. The variety of possible restructuring options includes rescheduling, reamortization, deferral, or debt writedown or a combination thereof as described in paragraphs 325 through 328. After analyzing the current financial condition of the borrower, 1 or more of these options may be presented as possible solutions to resolve the borrower's financial problems.

  Note: If requested, the Authorized Agency Official will assist in developing solutions to the borrower's financial problems. The Authorized Agency Official may offer advice and answer questions to assist in developing solutions to the borrower's financial problems, and may concur with limited proposals, such as short term forbearance, that result from the meeting. In the case of SEL's, official FSA concurrence cannot be provided until FSA receives a formal proposal for restructuring from the lender.

- Determination of Availability of IA. The lender must inform the borrower about the IA Program. If the lender and borrower feel that IA in conjunction with a loan rescheduling will correct the loan default, they may submit an IA request to FSA according to Part 8, Section 3. IA eligibility is determined by FSA according to Part 9. The borrower can waive IA Program eligibility consideration during the meeting. If program eligibility consideration is waived in writing, the loan can be accelerated immediately and a liquidation plan may be submitted to FSA.

The lender will summarize the meeting and proposed solutions on the Agency form for guaranteed loan borrower default status (FSA-1980-44) **completed after the meeting** and submit it to the local credit office immediately**. The lender will indicate the results on this form for the lender's consideration of the borrower for interest assistance in conjunction with a rescheduling under § 762.145 (b).** Copies of correspondence sent to the borrower regarding agreements reached may be attached to this report. The meeting summary attached to FSA-1980-44 should also include the dates of planned servicing actions. The lender must continue to submit FSA-1980-44 every 60 calendar days until the default is resolved or a final loss claim is submitted. The lender will include on each report the most recent contact with the borrower or action to collect the loan as well as the next planned action and date. If a default is resolved, the lender must submit FSA-1980-44 indicating that the loan is current ***--**and the new loan terms and conditions. FSA will input the information supplied by the lender on FSA-1980-44 and any other updated information into GLS immediately upon receipt.**--***

Continued on the next page

E
Borrower Refusal to Attend Meeting

If after 60 calendar days a delinquent borrower does not respond to the lender's request for a meeting or refuses to discuss resolution of the default, the lender should take actions to protect their security interests and proceed with liquidation of the loan according to subparagraph G.

F
Lender Repurchase of Guarantee

The lender will **determine whether it will repurchase the guaranteed portion from the holder in accordance with § 762.144 if the guaranteed portion of the loan was sold on the secondary market.** See Part 15.

The holder may ask the lender to repurchase the guarantee 60 calendar days after the missed payment date. The lender is encouraged to repurchase the guarantee when asked by the holder according to Part 15.

G
Earliest Date to Begin to Liquidate Security

The lender may not initiate foreclosure action on the loan until 60 days after eligibility of the borrower to participate in the Interest Assistance Programs has been determined by the Agency.

Sixty calendar days after the disposition of the issue of IA, the lender may accelerate the loan. When accelerating the loan, SEL's and CLP lenders must submit a liquidation plan to FSA. If at any point before the end of the 60-calendar-day period the borrower waives IA eligibility consideration in writing, the lender may prepare to liquidate the loan immediately. See Part 14.

No abeyance period applies to loan restructuring. The lender and borrower may restructure a loan at any time following the meeting, regardless of the IA eligibility decision.

Continued on the next page

H
Loan Restructuring Decision

The lender must decide whether to restructure or liquidate the account within 90 days of default, unless the lender can document circumstances that justify an extension by the Agency.

If loan restructuring cannot eliminate the default or the borrower will not eliminate the default within a reasonable period of time, the loan shall be liquidated. See Part 14. If requested by the lender, the Authorized Agency Official may allow brief extensions for the preparation of a restructuring proposal and will document the request, reasons and concurrence in the FSA guaranteed loan file.

If the borrower can present a feasible restructuring proposal, the lender should prepare the plan and submit it to FSA as required by their FSA-1980-38. **Standard eligible lenders must obtain prior written approval of the Agency for all restructuring actions.** See paragraph 313.

FSA expects CLP and PLP lenders to have explored servicing options and implemented a feasible restructuring plan within 90 calendar days of default. If a lender plans to perform a debt writedown, prior approval from FSA is necessary. See paragraph 328. If restructuring is infeasible, FSA expects the lender to accelerate the loan and prepare for liquidation by this date. See Part 14.

301 Nonmonetary Default - Overall Loan Servicing Process

A
Servicing Requirements

If a borrower defaults on his loan because of a nonmonetary default, the lender must service the loan in a manner consistent with monetary default regulations. While FSA does not require the lender to follow the monetary default time line in the cases of nonmonetary default, FSA expects the lender to have a meeting with the borrower to explain the cause of the default soon after default is declared.

At the meeting between the lender and borrower, the lender should discuss corrective actions desired and options for mitigation of the default. For example, if the borrower was supposed to maintain a herd of 130 breeding animals, but was declared in default because it has decreased to 120, the lender should discuss the availability of replacement collateral, time frames, and conditions. The borrower and lender should work to develop a feasible restructuring plan.

Once default is declared the lender is expected to take all necessary actions to protect and secure the loan's collateral.

B
FSA Concurrence

If the lender and borrower cannot develop a feasible restructuring plan to bring the loan current again, the loan shall be liquidated. FSA will respond to *** * *** CLP's request to liquidate a loan in the case of a nonmonetary default within 14 calendar days of receiving the lender's request for concurrence on loan liquidation. SEL lenders will be contacted by FSA within 30 calendar days of the receipt of a liquidation request. Once FSA concurs on a lender's request to liquidate a loan as a result of a nonmonetary default, FSA expects the lender to initiate a foreclosure action, accelerate the loan, and file a liquidation plan in a timely manner. See Part 14 for guidelines on liquidation.

302-311 (Reserved)

Section 2 Restructuring Requirements for Guaranteed Loans

312 Lender Requirements and Conditions for Loan Restructuring (7 CFR 762.145)

A General Requirements

For any restructuring action, the following conditions apply.

- **The borrower meets the eligibility criteria of § 762.120, except the provisions regarding prior debt forgiveness and delinquency on a Federal debt do not apply.**

  Note: When a lender submits a request for FSA concurrence with a restructuring action, the Authorized Agency Official will review the borrower's eligibility for the loan. However, the eligibility provisions of subparagraphs 108 C and D do not apply to the restructuring of existing loans.

- **The borrower's ability to make the amended payment is documented by the following:** (SEL and CLP lender only; PLP lender shall see the lender's agreement)

  - **a feasible plan (see section 762.102(b))**

    Note: If interest assistance is required to achieve a feasible plan, the items required by Sec. 762.150(d) must be submitted with a restructuring request.

  - **current financial statements from all liable parties**

  - **verification of nonfarm income**

  - **verification of all debts of $1,000 or more**

  - **applicable credit reports**

  - **financial history (and production history for standard eligible lenders) for the past 3 years to support the cash flow projections.**

- **A final loss claim may be reduced, adjusted, or rejected as a result of negligent servicing after the concurrence with a restructuring action under this section.**

312 Lender Requirements and Conditions for Loan Restructuring (7 CFR 762.145) (Continued)

A General Requirements (Continued)

- ***--Loans secured by real estate and/or equipment can be restructured using a balloon payment, equal installments, or unequal installments. Under no circumstances may livestock or crops alone be used as security for a loan to be rescheduled using a balloon payment. If a balloon payment is used, the projected value of the real estate and/or equipment security must indicate that the loan will be fully secured when the balloon payment becomes due. The projected value will be derived from a current appraisal adjusted for depreciation of depreciable property, such as buildings and other improvements, that occurs until the balloon payment is due. For equipment security, a current appraisal is required. The lender is required to project the security value of the equipment at the time the balloon payment is due based on the remaining life of the equipment, or the depreciation schedule on the borrower's Federal income tax return. Loans restructured with a balloon payment that are secured by real estate will have a minimum term of 5 years, and other loans will have a minimum of 3 years before the scheduled balloon payment. If statutory limits on terms of loans prevent the minimum terms, balloon payments may not be used. If the loan is restructured with unequal installments, a feasible plan, as defined in §762.102(b), must be projected for when installments are scheduled to increase.--***

  Example of unequal installment: A payment that increases as the cash flow and debt repayment ability of the farming operation increases because of development or expansion. Unequal installments may be used when development is being financed, such as the planting of orchards or other perennial crops, the construction of livestock or other processing facilities, or the purchase of foundation livestock. Since typical production income may not be realized for quite a number of years in some cases, higher installments could be scheduled later in the life of the loan. For instance, an orchard development may be financed resulting in the planting of immature trees. In years 1 through 3, there may be no realized production and income. In years 4 through 6, initial production may be anticipated; however, full production may not be expected until years 8 through 10. Unequal payments may be adjusted accordingly.

- **If a borrower is current on a loan, but will be unable to make a payment, a restructuring proposal may be submitted prior to the payment coming due**.

- **The lender may capitalize the outstanding interest.** See subparagraph 326 D.

312 Lender Requirements and Conditions for Loan Restructuring (7 CFR 762.145) (Continued)

A General Requirements (Continued)

- **The lender's security position will not be adversely affected because of the restructuring. New security instruments may be taken if needed, but a loan does not**
--have to be fully secured in order to be restructured, unless it is restructured with a balloon payment. When a loan is restructured using a balloon payment, the lender must take a lien on all assets and project the loan to be fully secured at the time the balloon payment becomes due, in accordance with 7 CFR 762.145 (b)(4).--

  Note: If the lender takes additional security as part of the loan restructuring, a list of the new security items and their estimated values should be forwarded to the Authorized Agency Official along with all other restructuring materials according to paragraph 313.

- **Any holder agrees in writing to any changes in the original loan terms, including the approval of interest assistance. If the holder does not agree, the lender must repurchase the loan from the holder for any loan restructuring to occur.**

All lenders will submit copies of any restructured notes or lines of credit to the Agency.

If a co-borrower or co-signer is required to execute a note in conjunction with a restructuring, the lender must provide the name, Social Security number, and current address of the co-borrower or co-signer to the Agency.

313 Specific Lender Requirements for Loan Restructuring (7 CFR 762.145)

A SEL Request for Restructuring

Standard eligible lenders must obtain prior written approval of the Agency for all restructuring actions.

After SEL has restructured the loan, the lender must submit:

- FSA-1980-44 indicating that the loan is current
- copies of restructured notes or LOC's.

After SEL has submitted all of these documents, FSA shall:

- review the documents for compliance
- input FSA-1980-44 into GLS
- execute FSA-1980-84 and provide a copy to the lender, if applicable
- complete and forward FSA-1980-48 to KCFO.

Note: For loans with IA, see subparagraphs 230 D and E for additional requirements.

313 Specific Lender Requirements for Loan Restructuring (7 CFR 762.145) (Continued)

B CLP Restructuring Requirements

CLP lenders must obtain prior written approval of the Agency only for debt write down under this section.

For restructuring other than write down, CLP lenders will provide FSA with a certification that each requirement of this section (part) **has been met, a narrative outlining the circumstances surrounding the need for restructuring, and copies of any applicable calculations.**

In addition, the CLP lender will provide:

- copies of any restructured notes
- FSA-1980-44 to show the loan is current.

After the CLP lender has submitted all of these documents, FSA shall complete the same actions as for SEL's.

C PLP Restructuring Requirements

PLP lenders will restructure loans in accordance with their lender's agreement.

A PLP lender may request guidance on or concurrence with a restructuring proposal. The Authorized Agency Official shall review the lender's request for compliance with the terms indicated in the credit management plan of their PLP FSA-1980-38.

313 Specific Lender Requirements for Loan Restructuring (7 CFR 762.145) (Continued)

C PLP Restructuring Requirements (Continued)

All PLP lenders will submit copies of any restructured notes to FSA. With the copies of any restructured notes, PLP's must attach a cover memo explaining the restructuring and FSA-1980-44 to confirm that the loan is once again current.

--**After the PLP lender has submitted all of these documents, FSA shall complete the same actions as for CLP lenders.**--

314 FSA Response to Restructuring Requests

A Authorized Agency Official Responsibilities

Authorized Agency Officials have several responsibilities in the event a loan defaults and a lender submits a restructuring plan, including:

- provide loan restructuring assistance and guidance as requested
- review FSA-1980-44 for compliance with FSA guarantee documents, the lender's loan agreement, promissory note, and FSA regulations
- inform the lender if the borrower is eligible for IA if requested
- process all FSA-1980-44's in GLS.

The Authorized Agency Official should contact the lender to discuss any problems with the proposal, request corrections, or suggest revisions. If the requested corrections are significant, this contact should be followed up with a letter outlining the additional information needed and a time frame for it to be provided. If the proposal is approved, the Authorized Agency Official will inform the lender that they may proceed to restructure the loan.

If the lender fails to provide updates on recent or planned collection actions, estimated timeframes for corrective actions proposed by the borrower, or other information reviewed that indicates that the lender is not acting timely or prudently to protect their interest, the Authorized Agency Official will inform the lender in writing of the problems noted and request modifications.

314 FSA Response to Restructuring Requests (Continued)

A Authorized Agency Official Responsibilities (Continued)

If an SEL lender has made the decision to liquidate a loan, the Authorized Agency Officials should ensure that SEL has investigated the feasibility of every restructuring option before a decision to liquidate was reached. It is solely the lender's prerogative to accept or reject a borrower's plan for resolution of a default or offer an option for restructuring the debt. Still, the Authorized Agency Official should review the situation and advise the lender of any unexplored servicing options that exist that may benefit the borrower, lender, and FSA.

B FSA Response to Requests for Restructuring

[7 CFR 762.145(a)] If the standard eligible lender's proposal for servicing is not agreed to by the Agency, the Agency approval official will notify the lender in writing within 14 days of the lender's request.

Authorized Agency Officials must review and respond to a restructuring request from SEL in a timely manner. Any request for concurrence on a restructuring plan must be accompanied by all necessary supporting documents according to paragraphs 313 and 326 through 328.

- **FSA Response to Rescheduling Request:** The Authorized Agency Official must review SEL's proposed rescheduling to determine that it is feasible and that the repayment period does not exceed the maximum allowable term. If SEL proposes a restructuring of a loan with capitalized interest the Authorized Agency Official must concur on the capitalization request along with the rescheduling request.

- ***--FSA Response to Deferral Request:** After reviewing the restructuring proposal, the Authorized Agency Official must ensure that the deferral plan is feasible and that the deferral does not extend beyond the final due date of the loan note. If the deferral period extends beyond 1 year, interest in its totality cannot be deferred. A portion of interest**--*** must be paid for each year the loan is in abeyance.

If the lender's proposal for servicing is not agreed to by FSA, the Agency approval official shall notify the lender in writing within 14 calendar days of the lender's request. This letter will inform the lender and borrower of their joint informal review, mediation, and appeal rights according to 1-APP.

314 FSA Response to Restructuring Requests (Continued)

C FSA Review of PLP Restructuring Actions

In addition, an explanation of the restructuring must accompany a completed FSA-1980-44 confirming that the loan is current.

The Authorized Agency Official shall review the loan restructuring documents according to paragraphs 313 and 326 through 328, and confirm that the restructuring action(s) did not violate any FSA regulations. If the Authorized Agency Official has any concerns regarding the restructuring of the loan, the Authorized Agency Official shall contact the lender to discuss the concerns.

315-325 (Reserved)

Section 3 Restructuring Options

326 Rescheduling of Debt (7 CFR 762.145)

A Overview

Rescheduling involves changing the payment terms of a loan, such as a change in the interest rate or term in years of a note or LOC agreement. The new repayment schedule must be based on the borrower's ability to repay over the maximum loan term or life of the security. A loan does not have to be in default before being rescheduled.

B General Requirements for Rescheduling

[7 CFR 762.145(c)] Payments will be rescheduled within the following terms:

- **FO and existing SW loans may be amortized over the remaining term of the note or rescheduled with an uneven payment schedule over a period not to exceed 40 years from the date of the original note**

- **OL notes must be rescheduled over a period not to exceed 15 years from the date of the rescheduling. An OL line of credit must be rescheduled over a period not to exceed 7 years from the date of the rescheduling or 10 years from the date of the original note, whichever is less. Advances cannot be made against a line of credit loan that has had any portion of the loan rescheduled.**

The interest rate for a rescheduled loan is the negotiated rate agreed upon by the lender and the borrower at the time of the action, subject to the loan limitations for each type of loan.

326 Rescheduling of Debt (7 CFR 762.145) (Continued)

C Required Lender Actions

[7 CFR 762.145(c)] A new note is not necessary when rescheduling occurs. However, if a new note is not taken, the existing note or line of credit agreement must be modified by attaching an "allonge" or other legally effective amendment, evidencing the revised repayment schedule and any interest rate change. If a new note is taken, the new note must reference the old note and state that the indebtedness evidenced by the old note or line of credit agreement is not satisfied. The original note or line of credit agreement must be retained.

To request a rescheduling, SEL lenders must submit documentation according to the requirements listed in paragraph 313 and obtain FSA approval before implementation of the action. CLP and PLP lenders must submit documentation according to requirements listed in paragraph 313 **after** rescheduling a loan.

D Capitalization of Interest

[7 CFR 762.145(b)] The lender may capitalize the outstanding interest when restructuring the loan as follows:

- **As a result of the capitalization of interest, a rescheduled promissory note may increase the amount of principal the borrower is required to pay. However, in no case will such principal amount exceed the statutory loan limits contained in**

--§ 761.8.--

- **When accrued interest causes the loan amount to exceed the statutory loan limits, rescheduling may be approved without capitalization of the amount that exceeds the limit. Noncapitalized interest may be scheduled for repayment over the term of the rescheduled note.**

In a restructuring action, if capitalization of interest will cause the increased combined principal of the borrower's outstanding OL's and FO's to exceed the limits outlined in subparagraph 244 A, the portion of the interest that would cause the loan to exceed the loan limit cannot be capitalized. Excess interest will be guaranteed and the lender may schedule the repayment over the term of the rescheduled note. If payments are received on the loan after the restructuring that exceed the regularly scheduled installment, excess payments may be applied to the non-capitalized interest first.

326 Rescheduling of Debt (7 CFR 762.145) (Continued)

D Capitalization of Interest (Continued)

- **Only interest that has accrued at the rate indicated on the borrower's original promissory notes may be capitalized. Late payment fees or default interest penalties that have accrued due to the borrower's failure to make payments as agreed are not covered under the guarantee and may not be capitalized.**

- **Approved capitalized interest will be treated as part of the principal and interest that accrues thereon, in the event that a loss should occur.**

As part of restructuring request, SEL's must receive FSA concurrence before interest can be capitalized.

Following restructuring, the lender should submit FSA-1980-44 indicating that the loan is current.

The lender may keep a record of late fees and default charges and collect them from the borrower in the case of extra payments or payment in full.

E FSA Review of Capitalization Request

The Agency will execute a modification of guarantee form to identify the new loan principal and the guaranteed portion if greater than the original loan amounts, and to waive the restriction on capitalization of interest, if applicable, to the existing guarantee documents. The modification form will be attached to the original Guarantee as an addendum.

When CLP or PLP has rescheduled or reamortized a loan with capitalized interest, or when the Authorized Agency Official has concurred with SEL restructuring plan that includes
***--**capitalized interest, FSA must complete FSA-1980-84 to reflect the new guaranteed principal and any capitalized interest.

A copy of FSA-1980-84 will be placed in the FSA guaranteed loan file and the original will be attached to the original guarantee.**--***

326 Rescheduling of Debt (7 CFR 762.145) (Continued)

* * *

F IA

Rescheduling of a loan with IA must meet all the conditions described in this paragraph and Part 9.

G Loan Consolidation

If a borrower has 2 or more guaranteed loans, the lender, under certain circumstances, may consolidate the guaranteed loans before rescheduling. The single, consolidated loan would be rescheduled according to this paragraph. See paragraph 286 for conditions regarding the consolidation of guaranteed loans.

327 Deferrals (7 CFR 762.145(d))

A General Description

A deferral postpones the payment of principal and interest on FO, OL, or LOC to accommodate a temporary inability of the borrower to make scheduled payments. Loan principal can be deferred in whole or part. If the deferment period is 1 year or less, interest can be deferred in whole or in part. Interest may only be deferred in part if the deferral period extends over 1 year.

B Conditions

The following conditions apply to deferrals:

- **Payments may be deferred up to 5 years, but the loan may not be extended beyond the final due date of the note.**
- **The principal portion of the payment may be deferred either in whole or in part.**
- **Interest may be deferred only in part. Payment of a reasonable portion of accruing interest as indicated by the borrower's cash flow projections is required for multi-year deferrals.**
- **There must be a reasonable prospect that the borrower will be able to resume full payments at the end of the deferral period.**

The amount of principal and interest deferred must be based on the borrower's current ability to pay and projections regarding ability to pay in the future. If the deferral period is to extend beyond 1 year, only a portion of the interest can be deferred.

--**If a LOC deferral exceeds 1 year, then LOC must be restructured and no new advances can be made. For LOC deferrals for less than 1 year there must be either inventory on hand to cover the carryover debt balances or they must show repayment of the carryover debt plus the new operating cycle advances. If the LOC deferral is 1 year or less, it is unnecessary to notify the Finance Office.**--

The loan may be rescheduled after the deferral if payments as scheduled cannot be made.

C Lender Request to Defer a Loan

To request a deferral, SEL lenders must submit documentation according to the requirements ***--**listed in paragraph 313. Based on this documentation, the Authorized Agency Official**--*** will notify the lender in a timely manner whether or not the deferral plan is approved.

CLP lenders must submit documentation according to paragraph 313, after completing the loan restructuring.

PLP must restructure loans according to FSA-1980-38 and provide post-restructuring documentation to FSA according to paragraph 313.

328 Debt Writedown (7 CFR 762.145(e))

A Overview

A debt writedown involves writing off a portion of the outstanding balance of a loan. A lender may write down a delinquent guaranteed loan only in an amount sufficient to enable the borrower to repay the reduced debt over the remaining term of the loan. All lenders must seek FSA concurrence before they can execute a debt writedown. Debt writedown loss claims must be approved by SED.

B General Requirements

The following conditions apply to debt writedown:

- **A lender may only writedown a delinquent guaranteed loan or line of credit in an amount sufficient to permit the borrower to develop a feasible plan of operation as defined in § 762.102(b).**

- **The lender will request other creditors to negotiate their debts before a writedown is considered.**

- **The borrower cannot develop a feasible plan after consideration is given to rescheduling and deferral under this section.**

- **The present value of the loan to be written down, based on the interest rate of the rescheduled loan, will be equal to or exceed the net recovery value of the loan collateral.**

- **The loan will be restructured with regular payments at terms no shorter than 5 years for a line of credit and OL loan note and no shorter than 20 years for FO, *--unless required to be shorter by § 762.145(c)(1)(i) and (ii).--***

- **No further advances may be made on a line of credit that is written down.**

- **Loans may not be written down with interest assistance. If a borrower's loan presently on interest assistance requires a writedown, the writedown will be considered without interest assistance.**

- **The writedown is based on writing down the shorter-term loans first.**

328 Debt Writedown (7 CFR 762.145(e)) (Continued)

B General Requirements (Continued)

- **When a lender requests approval of a writedown for a borrower with multiple loans, the security for all of the loans will be cross-collateralized and continue to serve as security for the loan that is written down. If a borrower has multiple loans and one loan is written off entirely through debt writedown, the security for that loan will not be released and will remain as security for the other written down debt. Additional security instruments will be taken if required to cross-collateralize security or maintain lien priority.**

- **The writedown will be evidenced by an allonge or amendment to the existing note or line of credit reflecting the writedown.**

--**The payment of a loss claim in conjunction with a debt writedown does not establish a Federal debt and is not subject to offset.**--

The holder or holders, if any, must agree to the writedown or the lender must repurchase the guaranteed portion.

C Borrower Execution of FSA-1980-89

The borrower executes an Agency shared appreciation agreement for loans which are written down and secured by real estate. See paragraph 288 for information on servicing FSA-1980-89's.

- **The lender will attach the original agreement to the restructured loan document.**

- **The lender will provide the Agency a copy of the executed agreement.**

- **Security instruments must ensure future collection of any appreciation under the agreement.**

328 Debt Writedown (7 CFR 762.145(e)) (Continued)

D Lender Actions to Support Write Down Debt Request

The lender will prepare and submit the following to the Agency:

- **a current appraisal of all property securing the loan in accordance with § 762.127** and paragraphs 181 through 183

- **a completed report of loass on the appropriate Agency form for the proposed writedown loss claim**

*** * ***

- **detailed writedown calculation as follows:**

  Note: Detailed writedown calculations will be recorded on FSA-1980-88. Refer to FMI for completion instructions and examples. If a borrower's cash flow projection indicates that within a definite, foreseeable time, additional repayment will be available for the guaranteed loan, the present value of the loan will be calculated based on an uneven payment stream.

  - **calculate the present value** (Exhibit 10)

  - **determine the net recovery value** (Exhibit 10)

  - **if the net recovery value exceeds the present value, writedown is unavailable; liquidation becomes the next servicing consideration**

  - **if the present value equals or exceeds the net recovery value, the debt may be written down to the present value**

- **the lender will make any adjustments in the calculations, as requested by the Agency.**

328 Debt Writedown (7 CFR 762.145(e)) (Continued)

D Lender Actions to Support Write Down Debt Request (Continued)

The appraisal will be paid for by the lender, but the cost can be passed to the borrower.

FSA-1980-88 will be used to calculate lender loss. After the lender loss has been calculated on FSA-1980-88, the lender loss claim will be submitted on RD-449-30. Lender loss will be the percentage of the guarantee multiplied by the difference between the outstanding principal and interest balance of the loan before the writedown and the outstanding balance of the loan after the writedown.

In addition to the materials noted in this paragraph, SEL's and CLP's must submit materials according to paragraph 313 to request a debt writedown.

329 FSA Review and Monitoring of Restructured Loans (7 CFR 762.145(b))

A Post-Restructuring Review and FSA Reporting Requirements

--**The Authorized Agency Official shall, after receiving a restructured note or LOC or an amendment to a note or LOC from a lender, review all applicable restructuring documents**-- received by FSA, including the restructured note and FSA-1980-44 stating that the loan is current, and ensure that the loan was restructured with the principal, accrued interest, payments, interest rate and terms to which FSA agreed. If any discrepancies are found between regulatory requirements or the restructuring plan FSA originally agreed to and the executed restructuring, the lender must correct the restructured note. After the correctness of the restructured note has been verified, the restructured or amended note and the Modification of Guarantee, if interest was capitalized, should be attached to the copy of the original note.

*** * ***

329 FSA Review and Monitoring of Restructured Loans (7 CFR 762.145(b)) (Continued)

B FSA Monitoring of Lender Loan Files With Restructured Loans

When reviewing files of loans that have been restructured, FSA employees must ensure that lenders restructured their loans according to the terms agreed to by FSA according to their FSA-1980-38. If the loan was restructured with terms that FSA did not agree to, the lender must adjust the loan terms to comply with terms FSA agreed to originally.

When reviewing CLP loan files, Authorized Agency Officials should ensure that loans were restructured according to FSA rules and regulations and that the materials submitted in support of a restructuring action are accurate.

When reviewing restructured loan files made by PLP lenders, Authorized Agency Officials should ensure that all restructuring was done according to FSA-1980-38. If FSA-1980-38 is silent on a certain restructuring subject, the PLP lender must follow FSA rules and regulations for CLP lenders.

FSA may use FSA-1980-05 as a guide for reviewing debt writedowns.

C FSA Monitoring of Loans That Have Been Restructured

A final loss claim may be reduced, adjusted, or rejected as a result of negligent servicing after the concurrence with a restructuring action under this section.

If the lender submits a loss claim on a loan that was restructured, and the loan was not restructured according to FSA-approved terms, the loss claim may be reduced or denied altogether.

330-339 (Reserved)

Part 13 Bankruptcy

340 Bankruptcy (7 CFR 762.148(a))

A Overview

The lender must protect the guaranteed loan debt and all collateral securing the loan in bankruptcy proceedings.

Lenders can apply to FSA to recover principal, interest, and certain expenses lost as a result of bankruptcy proceedings.

341 Lender's Responsibilities in Bankruptcy Proceedings (7 CFR 762.148(a))

A Lender Responsibilities in Bankruptcy Cases

Lenders must satisfy all requirements pertaining to a creditor in a bankruptcy proceeding, including the procedures under Chapter 7 (Liquidation), Chapter 11 (Reorganization), Chapter 12 (Adjustment of Debts of a Family Farmer with Regular Annual Income), or Chapter 13 (Adjustment of Debts of an Individual with Regular Income) of the Bankruptcy Code (Title 11 of the United States Code), whichever is applicable. Lenders must ensure that a valid proof of claim is submitted; that collateral securing the guaranteed loan is protected; and that all rights of participation are exercised or protected. **The lender's responsibilities include, but are not limited to**, the following requirements.

- **Filing a proof of claim where required and all the necessary papers and pleadings.** If the loan includes FSA-1980-89, it must be included in the lender's proof of claim. See paragraph 288.

- **Attending, and where necessary, participating in meetings of the creditors and court proceedings.**

341 Lender's Responsibilities in Bankruptcy Proceedings (7 CFR 762.148(a)) (Continued)

A Lender Responsibilities in Bankruptcy Cases (Continued)

- **Protecting the collateral securing the guaranteed loan and resisting any adverse changes that may be made to the collateral.** If the debtor remains in possession, the lender must monitor for any adverse changes that may be made to the collateral and resist those changes by legal action, repossession of the collateral, or other suitable means. If the trustee in bankruptcy has assumed jurisdiction over the collateral, the lender must cooperate with the trustee in the administration of the estate. Such cooperation, however, should not preclude the lender from opposing actions of the trustee that do not advance the interests of the lender. The lender should attend and observe any public sales of collateral held by the trustee, and if appropriate submit a minimum bid.

- **Seeking a dismissal of the bankruptcy proceeding when the operation as proposed by the borrower to the bankruptcy court is not feasible.**

- **Monitor confirmed plans under chapters 11, 12, and 13 of the bankruptcy code to determine borrower compliance. If the borrower fails to comply, the lender will seek a dismissal of the reorganization plan.**

- **When permitted by the bankruptcy code, requesting a modification of any plan of reorganization if it appears additional recoveries are likely.**

- **Keeping the Agency regularly informed in writing of all aspects of the proceedings.**

  - The lender will submit a regular default status report when the borrower defaults and should inform FSA of all significant steps in the bankruptcy proceeding, including the dates and pertinent details concerning:

    - confirmation of the plan
    - effective date of the plan
    - date the plan is completed
    - failure of the debtor to comply with the plan
    - discharge of the debtor.

341 Lender's Responsibilities in Bankruptcy Proceedings (7 CFR 762.148(a)) (Continued)

A Lender Responsibilities in Bankruptcy Cases (Continued)

- **The lender shall submit a default status report when the borrower defaults and every 60 days until the default is resolved or a final loss claim is paid.** The initial Default Status Report is sent to the local credit office immediately following the lender-borrower default meeting (see paragraph 313).

- **The default status report will be used to inform the Agency of the bankruptcy filing, the reorganization plan confirmation date and effective date, when the reorganization plan is complete, and when the borrower is not in compliance with the reorganization plan.**

342 Lender's Claims for Expenses and Estimated Losses in Reorganization Bankruptcy Proceedings (7 CFR 762.148)

A Claims for Expenses in Reorganizations

Lenders will be compensated for expenses and losses incurred as a result of a Chapter 11, 12, or 13 bankruptcy proceeding as follows:

- **Lender's in-house expenses, which are those expenses which would normally be incurred for administration of the loan, including in-house lawyers, are not covered by the guarantee.**

- Expenses paid by lenders to third parties will be compensated as follows.

  - **Expenses, such as legal fees, and the cost of appraisals incurred by the lender as a direct result of the borrower's Chapter 11, 12, or 13 reorganization, are covered under the guarantee, provided they are reasonable, customary, and provide a demonstrated economic benefit to the lender and the Agency** and will be paid upon satisfactory claim by the lender. Such expenses must be incurred following the filing of a voluntary petition by the borrower, and must be incurred before discharge of the debtor. Such third party costs must be reasonable and appropriate, and must be documented in the lender's files. Reasonable and appropriate generally will be determined by the commercial standards and practices in that location, and should be typical for the unguaranteed loans of the lender. Appraisal costs significantly higher than typical appraisal costs for a similar appraisal in the same part of the country by an appraiser of similar experience, for example, might be unreasonable.

342 Lender's Claims for Expenses and Estimated Losses in Reorganization Bankruptcy Proceedings (7 CFR 762.148) (Continued)

A Claims for Expenses in Reorganizations (Continued)

--Note:** RD-449-30 is not designed to include legal fees as part of a loss claim. Legal fees incurred in a reorganization should be combined with any protective advances applicable and included in item 13 until RD-449-30 is changed to include legal fees separately. To ensure proper accounting of the claim, an explanatory memorandum should accompany the loss claim when it is sent to the Finance Office. When reviewing the ledger provided with a loss claim, it should be noted that interest may accrue on protective advances; however, interest that accrues on legal fees paid by the lender are not covered by the Guarantee.**--

- Claims for expenses in reorganizations may be combined with claims for estimated losses of principal and interest or protective advances, but will not be paid the lender before plan confirmation.

B Claims for Estimated Losses of Principal and Interest in Reorganizations

Lenders may submit a claim for losses of principal and interest sustained as a result of a reorganization plan in a bankruptcy reorganization proceeding.

- Claims should be submitted using RD-449-30 to the Authorized Agency Official. The Authorized Agency Official shall review the claim using FSA-1980-06 and either request modifications by the lender or forward the claim to SED with recommendations and supporting documents as necessary.

- **At confirmation, the lender may submit an estimated loss claim upon confirmation of the reorganization plan in accordance with the following:** The initial estimated loss claim must include a copy of the confirmed bankruptcy plan and a memorandum clearly indicating the plan confirmation date, the date the plan is to go into effect, and any other relevant information concerning the loan and the loss claim, or such supporting documentation must be supplied immediately following confirmation of the plan. The loss will be paid as of the plan effective date with no additional interest accrual after that date.

- **The estimated loss claim will cover the guaranteed percentage of the principal and accrued interest written off, plus any allowable costs incurred as of the effective date of the plan.**

- **The lender will submit supporting documentation for the loss claim.**

342 Lender's Claims for Expenses and Estimated Losses in Reorganization Bankruptcy Proceedings (7 CFR 762.148) (Continued)

B Claims for Estimated Losses of Principal and Interest in Reorganizations (Continued)

- **The estimated loss payment may be revised as consistent with a court-approved reorganization plan.**

- ***--**The estimated loss claim may be revised after a court approved partial liquidation of the collateral. When this occurs, the revised claim will be based upon the actual value received for the liquidated collateral as long as the lender made every effort to ensure that maximum proceeds were received.**--***

C Claims for Estimated Interest-Only Losses in Reorganizations

Lenders may submit an estimated loss claim for interest only after confirmation of the reorganization plan in accordance with the following.

- Claims should be submitted using RD-449-30 to the Authorized Agency Official.

- The interest-only estimated loss claim can be approved only after confirmation date of the reorganization plan.

- The initial interest-only estimated loss claim may include a claim for interest accrued to the effective date of the reorganization plan (the date when the plan becomes effective). This date may be later than the date the plan is approved by the court, the confirmation date. This loss will be paid as of the plan effective date with no additional interest accrual after that date.

- If the lender has a variable rate that remains at or below the court-ordered rate during the claim period, no loss claim may be submitted.

- Subsequent claims for interest-only estimated losses covering 1-year periods following the effective date of the reorganization plan may be submitted annually, and will be processed on the anniversary date of the effective date of the reorganization plan or immediately thereafter.

- **The loss claims may cover interest losses sustained as a result of court-ordered, permanent interest rate reduction.**

- **The loss claims will be processed annually on the anniversary date of the effective date of the reorganization plan.**

--Note:** Loss claims may also be processed immediately following the payment due date established in the reorganization plan and on that date annually thereafter.**--

342 Lender's Claims for Expenses and Estimated Losses in Reorganization Bankruptcy Proceedings (7 CFR 762.148) (Continued)

C Claims for Estimated Interest-Only Losses in Reorganizations (Continued)

- **If the borrower performs under the terms of the reorganization plan, annual interest reduction loss claims will be submitted on or near the same date, beyond the period of the reorganization plan.**

D Claims for Reimbursement of Protective Advances in Reorganizations

Protective advances made and approved in accordance with § 762.149 may be included in an estimated loss claim associated with a reorganization, if:

- **they were incurred in connection with the initiation of liquidation action prior to bankruptcy filing**

- **the advance is required to provide repairs, insurance, etc. to protect the collateral as a result of delays in the case or failure of the borrower to maintain the security.**

--**Interest that accrues on protective advances will accrue only to the effective date of the reorganization plan.**--

E Claims for Actual Losses in Reorganizations

Once the reorganization plan is complete, the lender will provide the Agency with documentation of the actual loss sustained.

- **If the actual loss sustained is greater than the estimated loss payment, the lender may submit a revised estimated loss claim to obtain payment of the additional amount owed by the Agency under the guarantee.**

- **If the actual loss is less than the prior estimated loss, the lender will reimburse the Agency for the overpayment plus interest at the note rate from the date of the payment of the estimated loss.**

F Payment to Holder in Reorganizations

In reorganization bankruptcy, if a holder makes demand upon the Agency, the Agency will pay the holder interest to the plan's effective date. Accruing interest thereafter will *--be based upon the provisions of the reorganization plan. For lender and FSA responsibilities upon FSA repurchase, see subparagraph 376 B.**--***

343 Lender's Claims for Expenses and Estimated Losses in Liquidation Bankruptcy Proceedings (7 CFR 762.148)

A Claims for Expenses in Liquidation

[7 CFR 762.148(b)] Reasonable and customary liquidation expenses may be deducted *--from the proceeds of the collateral in liquidation bankruptcy cases or in reorganization bankruptcy where the plan calls for a partial liquidation of the collateral.**--***

- **In-house expenses are not considered reasonable and customary liquidation expenses and may not be deducted from collateral proceeds.**

- **[7 CFR 762.148(d)] Upon receipt of notification that a borrower has filed for protection under Chapter 7 of the Bankruptcy Code, or upon confirmation of a liquidation plan under Chapter 11, the lender must proceed according to the liquidation procedures of this part** (Part 14).

- **If the property is abandoned by the trustee, the lender will conduct the liquidation according to § 762.149,** and seek to realize value from the property.

- **Proceeds received from partial sale of collateral during bankruptcy may be used by the lender to pay reasonable costs, such as freight, labor and sales commissions, associated with the partial sale. Reasonable use of proceeds for this purpose must be documented with the final loss claim in accordance with § 762.149(a)(vi).**

344 FSA Responsibilities in Bankruptcy Proceedings

A Agency Monitoring

The Authorized Agency Official must review the default status report, submitted by the lender and periodically monitor the lender's files to ensure that all necessary actions are taken by the lender concerning a bankruptcy case. This review should include verifying that the lender:

- files proof of claim and all necessary papers and pleadings concerning the case
- attends and where necessary participates in meetings of the creditors and all court proceedings
- seeks adequate protection of the collateral
- advises the Authorized Agency Official of the status of the bankruptcy action
- requests modification or dismissal of any plan of reorganization if it appears that additional recoveries are likely or if the borrower fails to comply with the requirements of the plan.

During a bankruptcy proceeding, the Authorized Agency Official must:

- determine the necessity of an independent appraisal of collateral
- review documentation supporting loss claims, including expense claims, submitted by the lender.

B Review of Bankruptcy Loss Claim

The Authorized Agency Official must:

- review RD-449-30 submitted by the lender, for accuracy, to ensure that RD-449-30 is coded correctly
- accept the loss claim or contact the lender to obtain revisions or additional information
- forward the claim to SED or its designee.

--Note:** The payment of any loss claim under a Chapter 7 or reorganization bankruptcy establishes a Federal debt, but is not subject to offset.**--

All loss claims must be approved by SED. Following approval, SED shall forward approved loss claims to the Finance Office.

345-354 (Reserved)

Part 14 Liquidation

355 Liquidation Process (7 CFR 762.149)

A Liquidation Process Overview

After a lender has determined that a borrower's financial difficulties cannot be solved with any 1 or combination of the loan restructuring options, the lender must liquidate the loan. All lenders are expected to proceed with liquidation in the following chronological order.

- The lender must give the borrower notice that the loan will be liquidated.
- The lender must accelerate the note.
- The lender must prepare a liquidation plan. SEL and CLP lenders will provide FSA with a copy.
- The lender must submit an estimated loss claim with the liquidation plan if liquidation is expected to exceed 90 calendar days.
- The lender must liquidate the security.
- The lender must submit a final loss claim.
- The lender must remit future recoveries to FSA in proportion to the percentage of the guarantee.

Liquidation steps (maximum timeframes) are summarized as follows.

All dates measured in days after payment due date unless otherwise noted	
60 Days*	Earliest Date that Lender Can File to Liquidate Security
90 Days	Lender Gives Notice to Borrower and Accelerates the Loan or Implements a Loan Restructuring Plan
120 Days	Lender must reach decision as to whether the account will be restructured or liquidated.
150 Days	Liquidation plan and estimated loss claim must be submitted.
164 Days	Estimated protective advances must be concurred with by FSA.
170 Days	Liquidation plan must be approved by FSA.
180 Days	Estimated loss claim must be approved by FSA.
260 Days	Liquidation completed.
290 Days	Final loss claim submitted.
330 Days**	FSA should approve or request modification of final loss claim.
* 60 days after disposition of IA eligibility issue (see paragraph 300)	
** 40 days after submission of final loss claim (see subparagraph 360 F)	

355 Liquidation Process (7 CFR 762.149) (Continued)

B Earliest Date the Lender Can File to Liquidate Security

The lender may not initiate foreclosure action on the loan until 60 calendar days after eligibility of the borrower to participate in the IA Program has been established by FSA. The lender and borrower must discuss IA Program eligibility at the default meeting. See paragraph 300 for more information on this meeting. If IA eligibility was waived in writing by the borrower, the lender may prepare to liquidate the loan immediately following receipt of the waiver.

It is the lender's prerogative to request IA on a loan, regardless of the borrower's desire or eligibility for the subsidy. However, it must be considered and documented in some fashion that it was rejected as an option. The Authorized Agency Official shall remind the lender of this requirement if they attend the post default lender borrower meeting. Following this meeting or receipt of FSA-1980-44, the Authorized Agency Official shall make a written entry in the running record of the borrower's FSA file as to the date that IA was considered and when the 60-calendar-day abeyance period ends.

C FSA-1980-44 Is Submitted

FSA-1980-44 must be submitted following the lender-borrower default meeting and every 60 calendar days thereafter. The original report will notify FSA that the borrower is in default. Subsequent FSA-1980-44 reports will comment on the progress of liquidation and identify any problems the lender is having or may have in completing the liquidation in a timely manner.

If FSA-1980-44 is not received as required, the Authorized Agency Official shall contact the lender, inquire as to the status of the account and request that an accurate report be provided. If necessary, this contact should be followed up with a letter, and if the Authorized Agency Official feels it is necessary, a copy provided to SED. Interest that accrues during unnecessary delays will not be paid as part of a loss claim. SED and DD shall monitor guaranteed loan delinquency reports to ensure that liquidating accounts are being monitored and reports are being filed timely.

355 Liquidation Process (7 CFR 762.149) (Continued)

D Decision to Liquidate Must Be Reached or a Loan Restructuring Plan Must Be Implemented

Sometime between the date that the borrower's payment was due but not paid and 45 calendar days thereafter, the lender is expected to notify the borrower of the default and meet with the borrower to discuss solutions. Within 75 calendar days of this meeting (or unsuccessful attempts to meet) the account should be paid current or restructured. If a solution that requires more than 75 calendar days (90 calendar days after default) is agreed to, the reasons should be indicated on FSA-1980-44. The Authorized Agency Official shall review FSA-1980-44 and depending on what the lender's plans are, concur with the lender's plan, request a restructuring plan, request a liquidation plan, or mark the file for a follow up action as of the date the account is supposed to be paid current.

E Liquidation Plan and Estimated Loss Claim Must Be Submitted

Within 30 days of the decision to liquidate, standard eligible and CLP lenders will submit a written liquidation plan to the Agency (see paragraph 358). **An estimated loss claim will be submitted by the lender with the liquidation plan if the liquidation is expected to exceed 90 days** (see paragraph 359). **PLP lenders will submit a liquidation plan if it is required by their Lender's Agreement.**

If the liquidation is expected to be completed within 90 calendar days of the decision to liquidate, the submission of an estimated loss claim is not necessary.

The Authorized Agency Official shall review the lender's estimates of time frames and, based on their knowledge of the case and similar cases in their area, advise the lender of any concerns. If the lender estimates that liquidation will take less than 90 calendar days, FSA shall pay no more than 90 calendar days of interest on the final loss. Also, if liquidation is expected to take longer than 90 calendar days and the lender estimates that there will be no loss on the loan after considering the net recovery value of the security, the lender will either discontinue interest on the loan as of 90 calendar days after the decision to liquidate, or ***--**submit an estimated loss of $0. If liquidation is expected to exceed 90 calendar days and a loss is expected, the lender must submit an estimated loss claim. The lender will discontinue interest accrual on the defaulted loan at the time the estimated loss claim is paid by FSA. See subparagraph 359 A. If the lender fails to report default on a guaranteed loan to FSA or**--*** otherwise comply with the requirements of this part, FSA shall pay interest that accrues only up to 90 calendar days after default as part of a final loss claim.

355 Liquidation Process (7 CFR 762.149) (Continued)

F Liquidation Plan Is Approved or Rejected by FSA

When the decision has been made to liquidate, a liquidation plan is required to be submitted by a CLP lender or SEL in all cases, including where all of the security has been sold, the borrower is liquidating voluntarily, or when no loss is expected. FSA shall review a lender's liquidation plan and either approve it or request modifications within 20 calendar days after it is received. See subparagraph 358 F.

G Estimated Loss Claim Is Approved by FSA or Modified by Lender

If an estimated loss claim is submitted, it may be reviewed and approved separately from the liquidation plan. FSA shall respond in writing within 30 calendar days of the receipt of the lender's estimated loss claim. If FSA wishes to dispute the estimated loss claim, FSA will resolve their differences with the lender before this 30-calendar-day deadline. See subparagraph 359 F.

SED shall determine the level of review to be conducted on each estimated loss claim. Estimated loss claims submitted by PLP lenders will be reviewed only for the accuracy of RD-449-30 and any mathematical calculations. Lender's will reimburse FSA for any ***--**overpayments on estimated loss claims at the time of a final loss, plus interest, at the note rate.**--***

H Liquidate

Liquidation is expected to be completed within 230 calendar days after the borrower was declared in default, unless otherwise approved in the liquidation plan.

I Final Loss Claim Is Submitted

Lenders may submit a final loss claim when the security has been liquidated and all proceeds have been received and applied to the account. See paragraph 360.

A final loss claim should be submitted within 30 calendar days of the completion of liquidation or within 260 calendar days after the borrower was declared in default, unless an extension of this period is granted. The Authorized Agency Official shall document the request for an extension and approve it or reject it as soon as practical.

The Authorized Agency Official shall monitor liquidations and request a loss claim when they are aware that an account has been liquidated. A final loss claim will be reduced if there are unjustified delays in liquidation or submission of a claim. If the account is paid in full, FSA-1980-44 and FSA-1980-41 shall be input indicating that the loan is paid and the guarantee terminated.

356 Mediation (7 CFR 762.149(a))

A Mediation Requirements

When it has been determined that a default cannot be cured through any of the servicing options available or if the lender does not wish to utilize any of the authorities provided in this part, the lender must:

- **participate in mediation according to the rules and regulations of any State which has a mandatory farmer-creditor mediation program**
- **consider private mediation services in those states which do not have a mandatory farmer-creditor mediation program**
- **not agree to any proposals to rewrite the terms of a guaranteed loan which do not comply with this part.**

Any agreements reached as a result of mediation involving defaults and or loan restructuring must have written concurrence from the Agency before they are implemented.

If requested by the lender, FSA may participate in mediation to provide guidance on FSA regulations and guidelines. However, the FSA representative may not concur on any restructuring plans that require FSA approval during a mediation meeting. Restructuring plans developed during mediation that require FSA approval must be submitted to the local credit office according to Part 12.

Though not indicated in the liquidation time line, the mediation process should begin immediately following a lender's decision to liquidate a loan. If the borrower fails to attend the default meeting required by paragraph 300, or if this meeting does not result in a plan for restructuring, then the lender should notify the borrower of the results of the meeting and their intention to proceed with liquidation of the account. This notification should include an offer of mediation, an explanation of what mediation may accomplish, and instructions on how and where a mediation hearing may be requested. This information is available from FSA State Offices or the State Department of Agriculture of the State in which the borrower is located.

If SED determines that a lender's failure to participate in a mediation program caused a loss to the Government, a final loss claim payment may be reduced or denied. SEL lenders who consistently fail to participate in mediation may jeopardize consideration for CLP or PLP status.

357 Foreclosure and Acceleration (7 CFR 762.149)

A Overview

Once the lender has made the decision to liquidate a loan, the lender must initiate foreclosure action and accelerate the loan. The lender may not initiate foreclosure action on the loan until 60 calendar days after eligibility of the borrower to participate in the IA Programs has been established by FSA. The lender may accelerate the loan before FSA approval of a liquidation plan.

B Borrower Files for Bankruptcy After Loan Note is Accelerated

If the borrower files for bankruptcy after the loan note is accelerated, the lender suspends liquidation proceedings until 1 of the following actions:

- bankruptcy case is dismissed or closed
- order lifting automatic stay is obtained from the court
- property is no longer property of bankruptcy estate and customer has been discharged (see Part 13).

C Acceleration

If the borrower is not in bankruptcy, the lender shall send the borrower notice that the loan is in default and the entire debt has been determined due and payable immediately after other servicing options have been exhausted. Foreclosure proceedings commence once a loan is accelerated.

The loan cannot be accelerated until after the borrower has been considered for Interest Assistance and the conclusion of mandatory mediation in accordance with § 762.149(a) (paragraph 356).

The lender will submit a copy of the acceleration notice or other document to the Agency.

357 Foreclosure and Acceleration (7 CFR 762.149) (Continued)

C Acceleration (Continued)

The lender accelerates a loan note by giving the borrower written notice via certified mail that the loan is in default and the entire debt is due and payable. The lender must make a copy of the acceleration notice and attach it to the first FSA-1980-44 that is submitted
--following note acceleration. Once a note is accelerated, the borrower will have typically--
30 calendar days from the date of acceleration to make payment in full by cash, transfer, sale of property, or voluntary conveyance. If the borrower fails to satisfy the account in the * * * period specified in the notice, the foreclosure process will continue until the loan security is liquidated.

Once the note is accelerated all other servicing procedures other than liquidation and its associated actions, such as making protective advances, cease.

D Foreclosure

The lender is responsible for determining who the necessary parties are to any foreclosure action or who should be named on a deed of conveyance taken in lieu of foreclosure.

When the property is liquidated, the lender will apply the net proceeds to the guaranteed loan debt.

When it is necessary to enter a bid at a foreclosure sale, the lender may bid the amount that it determines is reasonable to protect its and the Agency's interest. At a minimum, the lender will bid the lesser of the net recovery value or the unpaid guaranteed loan balance.

Foreclosure refers to the comprehensive process of preparing for and selling the collateral that secures a loan that is being liquidated. Therefore, the foreclosure process begins once the lender decides to accelerate the loan in preparation for liquidation and ends once the loan's security is liquidated.

358 Lender Liquidation Plan (7 CFR 762.149(b))

A Overview

Once the decision has been made to liquidate, the lender must submit a liquidation plan and, if applicable, a request for IA reimbursement to FSA within 30 calendar days. The liquidation plan must include a schedule of all projected liquidation activities, and a complete inventory of the security to be sold.

B General Requirements

If a default cannot be cured after considering servicing options and mediation, the lender will proceed with liquidation of the collateral in accordance with the following.

For SEL's *** * *** and CLP lenders, **within 30 days of the decision to liquidate, all** lenders will submit a written plan to the Agency which includes:

- **a current balance sheet from all liable parties or, if the parties are not cooperative, the best information available, or in liquidation bankruptcies, a copy of the bankruptcy schedules or discharge notice**

- **a proposed method of maximizing the collection of debt which includes specific plans to collect any remaining loan balances on the guaranteed loan after loan collateral has been liquidated, including possibilities for judgment**

  - **If the borrower has converted loan security, the lender will determine whether litigation is cost effective. The lender must address, in the liquidation plan, whether civil or criminal action will be pursued. If the lender does not pursue the recovery, the reason must be documented when an estimated loss claim is submitted** (subparagraph 360 E)**.**

  - **Any proposal to release the borrower from liability will be addressed in the liquidation plan in accordance with § 762.146(c)(2)** (paragraph 361)**.**

    Note: If according to paragraph 361 the release of liability can be approved, it will not be granted until either all of the collateral is voluntarily conveyed to the lender or it is liquidated.

358 Lender Liquidation Plan (7 CFR 762.149(b)) (Continued)

B General Requirements (Continued)

- **an independent appraisal report on all collateral securing the loan that meets the requirements of § 762.127** (paragraphs 181 through 183) **and a calculation of the net recovery value of the security as defined in §762.102** (Exhibit 10)**. The appraisal requirement may be waived by the Agency in the following cases:**

  - **the bankruptcy trustee is handling the liquidation and the lender has submitted the trustee's determination of value**

  - **the lender's proposed method of liquidation rarely results in receipt of less than market value for livestock and used equipment**

  - **a purchase offer has already been received for more than the debt.**

- **an estimate of time necessary to complete the liquidation**

- **an estimated loss claim if the liquidation period is expected to exceed 90 days** (paragraph 359)

- **an estimate of reasonable liquidation expenses**

- **an estimate of any protective advances** (paragraph 360)**.**

C Liquidation Status Reports

Lenders must submit FSA-1980-44 to the Authorized Agency Official every 60 calendar days during liquidation to report on the progress of liquidation. This report should provide information on the disposition of collateral, costs incurred, and specific actions taken by the lender or their representative since the previous FSA-1980-44 submission.

Details on future planned actions and their estimated dates, must be identified on FSA-1980-44. Further, any changes in the approved liquidation plan must also be identified on FSA-1980-44. The Authorized Agency Official shall input the loan status information on FSA-1980-44 into the Guaranteed Loan System and monitor lender compliance with the 60-calendar-day reporting cycle for any loan in default until payment of a final loss claim.

D IA Reimbursement

IA payment will be conducted according to paragraph 228.

358 Lender Liquidation Plan (7 CFR 762.149(b)) (Continued)

E Lender Liquidation Plan and Holders

If the guaranteed portion of a loan undergoing liquidation was sold on the secondary market, see Part 15.

If the holder has not requested the lender to repurchase the guarantee but the lender determines that repurchase of the guarantee is necessary to adequately service the loan, the lender may repurchase the guaranteed portion of the loan from the holder, with the written approval of FSA. See Part 15 for information on the repurchase of loans sold on the secondary market and FSA approval of repurchase.

If the loan undergoing liquidation was sold on the secondary market and the unpaid guaranteed portion is still held by the holder at the time of liquidation plan submission, the liquidation plan must address the lender's plans to repurchase the guarantee. If the lender does not plan to repurchase the guarantee, the liquidation plan must include written notice from the holder certifying that the holder wishes to keep the guarantee during liquidation. If the lender plans to repurchase the guarantee, the date of planned repurchase must be noted in the liquidation plan along with a request for FSA concurrence on the repurchase.

F FSA Approval of Liquidation Plan

[7 CFR 762.149(c)] CLP lender's or standard eligible lender's liquidation plan, and any revisions of the plan, must be approved by the Agency.

If, within 20 calendar days of the Agency's receipt of the liquidation plan, the Agency fails to approve it or fails to request that the lender make revisions, the lender may assume the plan is approved. The lender may then proceed to begin liquidation actions at its discretion as long as it has been at least 60 days since the borrower's eligibility for interest assistance was considered.

Upon receipt of the plan, FSA has 20 calendar days to respond in writing, either granting approval of the plan or requesting modification of the plan. The lender's liquidation plan must be submitted to the Authorized Agency Official. The Authorized Agency Official will receive the plan from the lender and notify the lender in writing of the decision to approve or request modification of the plan.

As part of a liquidation plan or a method for liquidation, the lender may propose to accept a deed from the borrower in lieu of a forced liquidation. The estimated loss claim will be based on the net recovery value of the property at the time the lender takes possession of it.

--**Lenders may include as part of their liquidation plan, environmental related fees, such as those that would be incurred for environmental assessments or environmental cleanup. When this occurs FSA must immediately notify the lender that it will not cover these costs unless the lender can provide documentation that these actions are required by law and the associated fees were not a result of any lender actions.**--

359 Lender Submission of Estimated Loss Claim (7 CFR 762.149)

A Overview

An estimated loss claim will be submitted by the lender with the liquidation plan if the liquidation is expected to exceed 90 days. The estimated loss will be based on the following:

- **the Agency will pay the lender the guaranteed percentage of the total outstanding debt, less the net recovery value of the remaining security, less any unaccounted for security**

- **the lender will discontinue interest accrual on the defaulted loan at the time the estimated loss claim is paid by the Agency. If the lender estimates that there will be no loss after considering the costs of liquidation, interest accrual will cease after 90 days from the decision to liquidate or an estimated loss of zero will be submitted.**

See subparagraph 329 C for loss claims on restructured loans.

B Estimated Liquidation Expenses

Certain reasonable costs to liquidate a loan may be included in the estimated loss claim. Eligible liquidation expenses include, but are not limited to, the following:

- appraisals
- marketing expenses
- auctioneer expenses
- legal fees.

Note: Legal fees associated with the liquidation are a liquidation expense. FSA allows reasonable and necessary legal fees, including fees incurred in a Chapter 7 liquidation bankruptcy, to be deducted from the sale of the collateral before application of the net proceeds to the guaranteed debt. Lenders will be compensated for liquidation expenses incurred before the filing of a reorganization bankruptcy proceeding. An estimate of legal fees, and all liquidation costs, must be provided with an estimated loss claim, and documentation of actual expenses incurred must be provided with the final loss claim.

--Packager fees and outside consultant fees for servicing of guaranteed loans are not covered by the guarantee, and will not be paid in an estimated or final loss claim.--

359 Lender Submission of Estimated Loss Claim (7 CFR 762.149) (Continued)

B Estimated Liquidation Expenses (Continued)

In-house expenses are not allowable liquidation costs. In-house expenses include, but are not limited to, the following:

- employee salaries
- staff lawyers
- photocopying
- travel.

C Lender Submission of Estimated Loss Claim

Lenders will submit the estimated loss claim on RD-449-30 to the Authorized Agency Official and prepared according to the instructions attached to RD-449-30. Calculations and other documentation to support the figures and estimates used on RD-449-30 must be attached.

The lender's supporting documentation shall include the following:

- unpaid accrued interest
- advances
- payments
- periods of time
- interest rates
- principal balances.

SEL and CLP lenders will also be required to submit appraisals and other documentation to support the estimates on RD-449-30. Estimated loss claims for PLP lenders will only be reviewed for accuracy and calculations of RD 449-30. RD-449-30 FMI provides examples on how to complete certain fields.

The lender must justify and explain any liquidation expenses on the estimated loss claim in a separate memo submitted with the estimated loss claim.

D Unapproved Loans or Advances

The amount of any payments made by the borrower on unapproved loans or advances outside of the guarantee will be deducted from any loss claim submitted by the lender on the guaranteed loan, if that loan or advance was paid prior, and to the detriment of, the guaranteed loan.

359 Lender Submission of Estimated Loss Claim (7 CFR 762.149) (Continued)

E FSA Approval of Protective Advances

FSA will approve a request for a protective advance if the request is reasonable and the value of the security would decrease significantly if the advance was not made. FSA will respond within 14 calendar days to an SEL and CLP written request for concurrence on a protective advance. Concurrence with protective advances can be provided separately from approval of the liquidation plan.

PLP lenders will make protective advances according to FSA-1980-38.

F FSA Approval and Payment of Estimated Loss Claim

The estimated loss claim may be reviewed and approved separately from the liquidation plan using FSA-1980-06. The estimated loss claim is submitted on RD-449-30 to the Authorized Agency Official. After reviewing RD-449-30, the Authorized Agency Official shall forward RD-449-30 and supporting documentation to SED with a recommendation to approve or dispute the estimated loss claim.

If SED finds the estimated loss claim to be accurate, SED shall approve the payment within 30 calendar days of estimated loss claim submission. If FSA wishes to dispute the estimated loss claim, FSA shall attempt to resolve the differences with the lender within 30 calendar days of the submission.

After approval by SED, SED shall forward RD-449-30 to the Finance Office for payment of the estimated loss claim. The mailing address for the Finance Office is:

Farm Service Agency
Loan Operations Division
P.O. Box 200003
St. Louis, MO 63120.

FAXes for States:

- 01-32 shall be sent to 314-539-3111
- 33-64 shall be sent to 314-539-6447.

The Finance Office shall issue a check to the lender within 30 calendar days of receiving RD-449-30. The PLP estimated loss claim will be paid after a brief review for accuracy.

359 Lender Submission of Estimated Loss Claim (7 CFR 762.149) (Continued)

G Application of Estimated Loss Payment

*** * * The lender will discontinue interest accrual on the defaulted loan at the time the estimated loss claim is paid by the Agency. If the lender estimates that there will be no loss after considering the costs of liquidation, interest accrual will cease 90 days after the decision to liquidate or an estimated loss of zero will be submitted**.

***--**Interest may be paid in addition to the 90 calendar days allowed by this paragraph by the number of days the FSA review and approval of the claim extends beyond 30 calendar days when the delays were caused by FSA.

The estimated loss payment compensates the lender for the loss, but does not reduce the loan balance or cure a delinquency, and should not be reflected as such on FSA-1980-44.**--***

360 Lender Submission of Final Loss Claim (7 CFR 762.149)

A Overview

Lenders may submit a final loss claim when the security has been liquidated and all proceeds have been received and applied to the account.

B General Requirements

If a lender acquires title to property either through voluntary conveyance or foreclosure proceeding, the lender will submit a final loss claim after disposing of the property. The lender may pay reasonable maintenance expenses to protect the value of the property while it is owned by the lender. These may be paid as protective advances or deducted as liquidation expenses from the sales proceeds when the lender disposes of the property. The lender must obtain Agency written concurrence before incurring maintenance expenses which exceed the amounts allowed in § 762.149(e)(1) (subparagraph D).

The lender will make its records available to the Agency for the Agency's audit of the propriety of any loss payment.

The final loss claim will be based on the amount received from the sale of the property, less expenses incurred for its care and maintenance, assuming the lender has acted expeditiously and prudently to sell it.

360 Lender Submission of Final Loss Claim (7 CFR 762.149) (Continued)

C Lender Submissions of Final Loss Claim

All lenders will submit the following documents with a final loss claim:

- **an accounting of the use of loan funds**

- **an accounting of the disposition of loan security and its proceeds**

- **a copy of the loan ledger indicating loan advances, interest rate changes, protective advances, and application of payments, rental proceeds, and security proceeds, including a running outstanding balance total**

  Note: The lender's supporting documentation shall include the following:

  - unpaid accrued interest
  - advances
  - payments
  - periods of time
  - interest rates
  - principal balances.

- **documentation, as requested by the Agency, concerning the lender's compliance with the requirements of this part**

- ***--**the name, Social Security number, and current address of any co-borrower or co-signer for liquidation of loans that were made using FSA-1980-25 or FSA-1980-28 with the July 20, 2001, or later revision date, if not previously submitted to the Agency.**--***

See subparagraph 359 B for liquidation expenses and legal fees.

The lender will designate one or more financial institutions to which any Agency payments will be made via electronic funds transfer.

Lenders should also submit the EFT account number that is to be used for transmission of any loss payment from the Government.

The lender must justify and explain protective advances in a separate cover memo submitted with the final loss claim.

360 Lender Submission of Final Loss Claim (7 CFR 762.149) (Continued)

D Protective Advances

Protective advances are expenses incurred by a lender to protect or preserve collateral from loss or deterioration. Protective advances should be shown on RD-449-30.

Prior written authorization from the Agency is required for all protective advances in excess of $5,000 for CLP lenders, $3,000 for standard eligible lenders. The dollar amount of protective advances for PLP lenders will be specified when PLP status is awarded by the Agency or as contained in the Lender's Agreement.

Prior FSA written authorization of protective advances in excess of $5,000 is required for PLP lenders with lender's agreements that provide that protective advances will be handled according to the provisions of 2-FLP.

The lender may claim recovery for the guaranteed portion of any loss of monies advanced as protective advances allowed in this part, plus interest that accrues on the protective advances.

Interest that accrues on protective advances is limited to the guaranteed loan interest accrual cutoff if the protective advance is used to pay off the lender's prior lien.

360 Lender Submission of Final Loss Claim (7 CFR 762.149) (Continued)

D Protective Advances (Continued)

Payment for protective advances is made by the Agency when the final loss claim is approved, except in bankruptcy actions.

Protective advances are used only when the borrower is in liquidation, liquidation is imminent, or when the lender has taken title to real property in a liquidation action.

Legal fees are not a protective advance.

Protective advances may only be made when the lender can demonstrate the advance is in the best interest of the lender and the Government.

Protective advances must constitute a debt of the borrower to the lender and be secured by the security instrument.

Protective advances must not be made in lieu of additional loans.

Protective advances approved by FSA may be made by a lender to protect or preserve the collateral from loss or deterioration. Additional loans made to improve the value of security, such as loans for home improvement, are not protective advances and should not be approved. Protective advances and the interest that accrues on the advances are covered by the guarantee.

E Legal Fees

Legal fees associated with liquidation are a liquidation expense, see subparagraph 359 B. Documentation of actual legal expenses incurred must be provided with the final loss claim.

F FSA Approval and Payment of Final Loss Claim

The Agency will notify the lender of any discrepancies in the final loss claim or, approve or reject the claim within 40 days. FSA officials may use FSA-1980-07 for this discrepancy review.

--Note:** For loans made using FSA-1980-25 or FSA-1980-28 with the July 20, 2001, or later revision date, before the payment of a final loss claim, FSA officials must have a copy of the original application, promissory note, FSA-1980-27, and the current interest rate if a variable rate loan.**--

360 Lender Submission of Final Loss Claim (7 CFR 762.149) (Continued)

F FSA Approval and Payment of Final Loss Claim (Continued)

The Agency will reduce a final loss claim based on its calculation of the dollar amount of loss caused by the lender's negligent servicing of the account. Loss claims may be reduced or rejected as a result of the following:

- **a loss claim may be reduced by the amount caused by the lender's failure to secure property after a default, and will be reduced by the amount of interest that accrues when the lender fails to contact the borrower or takes no action to cure the default, once it occurs**

- **losses incurred as a result of interest accrual during excessive delays in collection, as determined by the Agency, will not be paid**

- **unauthorized release of security proceeds, failure to verify ownership or possession of security to be purchased, or failure to inspect collateral as often as required to ensure its maintenance.**

Losses will not be reduced for the following:

- **servicing deficiencies that did not contribute materially to the dollar amount of the loss**

- **unaccounted for security, as long as the lender's efforts to locate and recover the missing collateral was equal to that which would have been expended in the case of an unguaranteed loan in the lender's portfolio.**

Default interest, late charges, and loan servicing fees are not payable under the loss claim.

The final loss will be the remaining outstanding balance after application of the estimated loss payment and the application of proceeds from the liquidation of the security. The lender will designate one or more financial institutions to which any Agency payments will be made via electronic funds transfer.

FSA shall pay the lender the guaranteed percentage of the unpaid balance remaining on the loan after liquidation and application of proceeds. To verify that the amount requested is valid, SED shall review the County Office loan file, the lender's loan ledgers, and, for PLP, the lender's loan file. If there are any discrepancies in the lender's application processing or loan servicing, the lender will be requested to provide clarification or explanation if the concern may have contributed to failure of the loan or caused a monetary loss. If security was not obtained as indicated on the application, the value will be deducted from the lender's claim, if that value is known or can be reasonably estimated. In the case of unaccounted for security that was not sold, traded, or explained in some manner, the value of the collateral will be deducted only to the extent that the actions of the lender contributed to its misplacement.

360 Lender Submission of Final Loss Claim (7 CFR 762.149) (Continued)

F FSA Approval and Payment of Final Loss Claim (Continued)

Interest accrual on a final loss should be the same as on the estimated loss except for the amount that accrued while the payment was being issued. If liquidation was completed as planned and the claim was timely submitted to FSA, additional interest may be paid for the number of calendar days over 40 that FSA took to review the claim up to the date of the check. If an estimated loss was not paid, SED shall determine whether the lender has liquidated the account in a timely manner. If liquidation was unduly delayed or the lender did not comply with the reporting requirements of this part, interest accrual will be included on the claim to the date that SED determines that liquidation should have reasonably been accomplished.

Interest accrual as part of a lender's final loss claim will never exceed 90 calendar days from the date of the decision to liquidate, plus any additional days over 40 calendar days that it took FSA to review the claim up to the date of the check, for all claims made after February 12, 1999, in which an estimated claim was not filed and the final claim was submitted within 90 calendar days of the date of the decision to liquidate.

If an estimated claim was not submitted and the final claim was submitted beyond 90 calendar days of the date of the decision to liquidate, interest accrual will not be paid beyond 90 calendar days from the date of the decision to liquidate for all claims made after February 12, 1999.

Interest accrual as part of a final claim will be the same as the estimated claim for all final claims in which an estimated claim was previously submitted.

FSA may pay a loss when a borrower sells security out of trust. If the borrower has converted loan security, the lender shall determine whether litigation is cost-effective. The lender must determine whether civil or criminal action is cost-effective and will be pursued. If the lender does not pursue the recovery, the reason must be documented when a loss claim is submitted. If recovery of converted security through legal action is possible, a lender may still submit a final loss claim and reimburse FSA according to subparagraph 362 A after proceeds are collected.

If a lender's loss claim is denied or reduced, SED shall notify the lender in writing immediately of the decision. Lenders may appeal this decision according to 1-APP.

--Note:** For loans made before February 12, 1999, denied lender's loss claims will be handled according to FmHA Instructions 1980-A and 1980-B in effect at the time the guarantee was issued. See Exhibit 16.5.**--

When the final RD-449-30 is accepted by the Authorized Agency Official and approved by SED, SED shall forward RD-449-30 to the Finance Office for payment. The final loss claim will be paid up to the maximum amount allowed as provided in subparagraph 195 C. In the case of a loan that is a total loss, the loss payment may exceed the original guaranteed principal and accrued interest, if it includes emergency advances or protective advances.

360 Lender Submission of Final Loss Claim (7 CFR 762.149) (Continued)

G Overpayment

If the final loss is less than the estimated loss, the lender will reimburse the Agency for the overpayment plus interest at the note rate from the date of the estimated loss payment.

The lender's ledger provided with the final loss claim should reflect that since the estimated claim was paid, the following has occurred:

- application of liquidation proceeds net of expenses
- approved protective advances
- any voluntary payments
- no additional interest accrual except on protective advances.

The ledger should not reflect that the FSA-estimated loss claim was applied as a regular payment. The amount of overpayment or underpayment will be calculated on RD-449-30.

--**The interest due on any loss claim will be calculated by KCFO, St. Louis based upon the borrower's rate of interest and the date the estimated claim was paid. If the lender wishes to submit a check with their request for a final loss claim, this amount may be obtained by contacting the KCFO, St. Louis technician before submitting RD-449-30.**--

H Return of Guarantee

The lender will return the original Guarantee marked paid after receipt of a final loss claim.

The final loss claim payment will be sent by EFT whenever possible. Return of the Guarantee is not required before EFT or delivery of a check. After verification that the final loss claim has been paid, the account will be terminated in GLS.

361 Release of Liability After Liquidation (7 CFR 762.146(c))

A Overview

--**For loans made using FSA-1980-25 or FSA-1980-28 with the revision date before July 20, 2001, after a final loss claim has been paid, the lender may release the borrower or any guarantor from liability with FSA concurrence if the conditions of subparagraph B can be met.**--

361 Release of Liability After Liquidation (7 CFR 762.146(c))

A Overview

For loans made using FSA-1980-25 or FSA-1980-28 with the revision date before July 20, 2001, after a final loss claim has been paid, the lender may release the borrower or any guarantor from liability with FSA concurrence if the conditions of subparagraph B can be met.

B Loans Made Using FSA-1980-25 or FSA-1980-28 With a Revision Date Before July 20, 2001

After a final loss claim has been paid on the borrower's account, the lender may release the borrower or guarantor from liability if:

- **the Agency agrees to the release in writing**
- **the lender documents its consideration of the following factors concerning the borrower or guarantors:**
  - **the likelihood that the borrower or guarantor will have a sufficient level of income in the reasonably near future to contribute to a meaningful reduction of the debt**
  - **the prospect that the borrower or guarantor will inherit assets in the near term that may be attached by the Agency for payment of a significant portion of the debt**
  - **whether collateral has been properly accounted for, and whether liability should be retained in order to take action against the borrower or a third party for conversion of security property**
  - **the availability of other income or assets which are not security**
  - **the possibility that assets have been concealed or improperly transferred**
  - **the effect of other guarantors on the loan**
  - **cash consideration or other collateral in exchange for the release of liability.**

The lender will execute its own release of liability documents.

The lender will submit a narrative to the Authorized Agency Official explaining the borrower or entity should be released from liability. The Authorized Agency Official may ask for documentation to support the lender's argument. The Authorized Agency Official will forward all relevant material to SED for review and approval.

361 Release of Liability After Liquidation (7 CFR 762.146(c)) (Continued)

C Loans Made Using FSA-1980-25 or FSA-1980-28 With the July 20, 2001, or Later Revision Date

For loans made using FSA-1980-25 or FSA-1980-28 with the July 20, 2001, or later revision *--date, a lender's request to release the borrower of liability after liquidation of the collateral but before the payment of a final loss claim can only be approved by DAFLP. The payment of a final loss claim on these loans establishes a Federal debt that is subject to offset.--* (Collection of the Federal debt will be pursued according to 7 CFR 762.149(m). See paragraph 363.)

SED's shall thoroughly evaluate all requests and forward them to DAFLP with their recommendation. All requests will include an analysis along with supporting documentation that includes a monetary analysis as to why such an exception is in the Government's best interest. DAFLP will evaluate each request on a case-by-case basis. DAFLP's decision is final and is not appealable.

362 Miscellaneous Liquidation Items (7 CFR 762.149)

A Future Recovery

The lender will remit any recoveries made on the account after the Agency's payment of a final loss claim to the Agency in proportion to the percentage of guarantee in accordance with the Lender's Agreement until the account is paid in full or otherwise satisfied.

A lender receiving a loss payment must complete and return in a timely manner a report on its collection activities, FSA-1980-26, for each unsatisfied account for three years following payment of loss claims.

In late October of each year, the Authorized Agency Official will forward FSA-1980-26 with instructions to lenders that have received a loss claim because of liquidation in the past 3 years. FSA-1980-26 must be completed and returned by November 30.

Note: FSA-1980-26 will not be completed for Chapter 7 liquidation bankruptcy cases that have received a discharge.

SED shall compile the State's reports and submit the results to the National Office upon request.

When FSA's share of an amount is received, the funds will be deposited according to 3-FI. The following items will be completed on RD-449-30:

- enter code 4 in item 3A, "Report Type Code"
- enter the date funds were received in item 10, "Date of Settlement"
- enter the amount received in item 44, "Amount Due USDA by Lender".

362 Miscellaneous Liquidation Items (7 CFR 762.149) (Continued)

A Future Recovery (Continued)

***--**RD-449-30 will be FAXed or sent to KCFO, St. Louis as follows:

USDA/Farm Service Agency
Loan Operations Division
P.O. Box 200003
St. Louis, MO 63120

States 01 - 32 shall FAX to 314-539-3111.
States 33 - 64 shall FAX to 314-539-6447.

For loans made using FSA-1980-25 or FSA-1980-28 with a July 20, 2001, or later revision date, lenders may only issue IRS-1099-C on the unguaranteed portion of the debt once the lender has met its future recovery obligations.

Once FSA has concluded its collection efforts, then FSA will cancel any remaining debt and report to IRS accordingly.**--***

B FSA Option to Liquidate

At its option, the Agency may liquidate the guaranteed loan as follows.

- **Upon Agency request, the lender will transfer to the Agency all rights and interests necessary to allow the Agency to liquidate the loan. The Agency will not pay the lender for any loss until after the collateral is liquidated and the final loss is determined.**

- **If the Agency conducts the liquidation, interest accrual will cease on the date the Agency notifies the lender in writing that it assumes responsibility for the liquidation.**

Upon the recommendation of SED, DAFLP may approve liquidation of a guaranteed loan by FSA.

The lender will transfer to FSA all rights and interest necessary to allow the Authorized Agency Official to liquidate the loan.

362 Miscellaneous Liquidation Items (7 CFR 762.149) (Continued)

B FSA Option to Liquidate (Continued)

SED shall consult with OGC to answer questions relating to the assignment and transfer of the lender's loan documents to FSA. After the loan is transferred, the Authorized Agency Official shall summarize the history of case, list all of the loan security and its estimated value, and address any other issues that SED or OGC have regarding the liquidation. SED shall refer the case to OGC to process the request for liquidation by the Government. SED shall send RD-1980-45 to the Finance Office, and the Authorized Agency Official shall oversee the liquidation. If requested by the lender, FSA shall provide an update on the liquidation proceedings. Interest accrual will stop when FSA notifies the lender in writing that FSA is assuming responsibility of the liquidation process. The final loss payment to the lender will not include interest beyond the date FSA took responsibility to liquidate. In this event, the lender is not paid for any loss until the collateral is liquidated and the final loss is determined.

*--363 Collecting Final Loss Claim Payments From Guaranteed Loan Debtors (7 CFR 762.149(m))

A Establishment of a Federal Debt

[7 CFR 762.149(m)] Any amounts paid by the Agency on account of liabilities of the guaranteed loan borrower will constitute a Federal debt owing to the Agency by the guaranteed loan borrower. In such case, the Agency may use all remedies available to it, including offset under the Debt Collection Improvement Act of 1996 (DCIA)**, to collect the debt from the borrower. Interest charges will be established at the note rate of the guaranteed loan on the date that the final loss claim is paid.**

Federal debt is established on the effective date of the final loss claim payment. All individuals liable for the debt will be subject to offset. FSA will use non-centralized administrative offset, including IAO of payments made by USDA, and centralized offset from the U.S. Department of Treasury's TOP, and by any other applicable debt collection methods to collect the debt owed to FSA.

FSA shall obtain copies of the promissory note, the original application, the loan guarantee, the final loss claim, and current interest rate as of the final loss payment date, if a variable rate loan, as documentation of the establishment of a Federal debt.

The Authorized Agency Official shall ensure that all co-borrowers and co-signers are entered in GLS.--*

*--363 Collecting Final Loss Claim Payments From Guaranteed Loan Debtors (7 CFR 762.149(m)) (Continued)

B Guaranteed Final Loss Claim Payments Not Subject to Offset

Final loss claim payments for borrowers who executed FSA-1980-25 with a revision date of July 27, 1999, or earlier, or FSA-1980-28 with a revision date of April 7, 1999, or earlier, shall not be offset.

Loans approved using FSA-1980-25 or FSA-1980-28 with the July 20, 2001, or later revision date, that are discharged in bankruptcy will establish a Federal debt, but are not subject to offset.

Notes: Any debt reaffirmed under Chapter 7 bankruptcy on which a final loss claim is later paid, is considered a Federal debt and shall be subject to offset.

In a reorganization bankruptcy, if the confirmed plan is not successfully completed and the bankruptcy is dismissed, the payment of a final loss claim will be considered a Federal debt and shall be subject to offset.

C Payments Not Subject to Offset

The following payments are not subject to offset:

- Federal crop insurance indemnity payments
- the initial payment for planting expenses under certain conservation programs
- program payments ineligible for offset.

Payments will not be offset when the Authorized Agency Official determines that it is not in the best interest of the Government.

D Debtor Notification of FSA's Intent to Offset

Immediately upon confirmation of a final loss claim payment, the Authorized Agency Official shall provide the debtor and any co-debtors notification of intent to offset using Exhibit 17, according to this subparagraph and 7 CFR Part 3.

Exhibit 17 must be sent to debtors by certified mail. If Exhibit 17 is returned, the Authorized Agency Official shall use first class mail or personal delivery.

The date Exhibit 17 was received by the debtor and/or co-debtor will be entered in GLS for:

- tracking
- referral of debt for offset.**--***

363 Collecting Final Loss Claim Payments From Guaranteed Loan Debtors (7 CFR 762.149(m)) (Continued)

D Debtor Notification of FSA's Intent to Offset (Continued)

The Authorized Agency Official shall provide written notification to debtors a minimum of:

- 30 calendar days before affecting non-centralized administrative offset and IAO
- 60 calendar days before affecting TOP.

If a USDA payment will be made to a debtor within 30 calendar days of the payment of a final loss claim and FSA finds that failure to take the offset would substantially prejudice the Government's ability to collect the debt, FSA shall notify the debtor that FSA will/has offset the payment due using Exhibit 18.

Exhibit 18 shall:

- contain the reasons FSA had to affect IAO and non-centralized administrative offset
- be sent to the debtor as soon as possible.

The debtor's pro rata share of entity payments will be offset according to 7 CFR Part 3 and RD Instruction 1951-C, section 1951.106 after the nondebtor entity members have been notified using Exhibit 19 or 20, as appropriate.

Note: The Authorized Agency Official shall request written concurrence from SED before *****--sending Exhibit 18 or 20.--*****

Authorized Agency Officials shall follow RD Instruction 1951-C, paragraphs 1951.103 (c) through (g) to handle debtor requests received as a result of the receipt of Exhibits 17 through 20.

Debtors proposing an agreement to repay the debt as an alternative to offset must include the full amount of the Federal debt. The Federal debt must be paid within a short period of time.

E Salary Offset

The Authorized Agency Official shall determine whether collection by salary offset is feasible according to 7 CFR Part 3 and RD Instruction 1951-C, paragraph 1951.111.

F Referral of Debt for IAO Offset

The Authorized Agency Official shall refer debtors:

- immediately for IAO and non-centralized administrative offset if Exhibit 18 or 20 was sent

- for IAO and non-centralized administrative offset 30 calendar days after sending Exhibit 17 or 19, and/or after the conclusion of a review or appeal.

*--363 Collecting Final Loss Claim Payments From Guaranteed Loan Debtors (7 CFR 762.149(m)) (Continued)

F Referral of Debt for IAO Offset (Continued)

The Authorized Agency Official must complete the debtor's IAO referral information in GLS for the debt to be referred for offset.

Note: Debtors who are ineligible for IAO or who later become ineligible for IAO shall be removed from referral in GLS.

G Referral of Debt to TOP

The State Office official shall refer debtors to TOP 60 calendar days after:

- Exhibit 17 or 18 was sent
- the conclusion of a review or appeal.

The State Office official must complete the debtor's TOP referral information in GLS. Once the information is entered, debtors will be programmatically referred according to the established Treasury quarterly referral schedule.

Once the debt is referred for TOP, KCFO, St. Louis will send Exhibit 21. The date of Exhibit 21 will be shown on the debtor's GLS maintenance screen.

Note: Debtors who are ineligible for TOP or who later become ineligible for TOP shall be removed from referral on the GLS maintenance screen.

H State Office Responsibility

SED shall ensure that FSA employees responsible for servicing FLP guaranteed loans notify all County Offices where the debtor receives Federal payments that these payments are to be offset.

DD shall ensure that all County Offices are updated monthly on debtors whose payments are eligible to be offset.

Note: Management reports for debts currently referred for IAO and TOP are available in GLS.--*

*--363 Collecting Final Loss Claim Payments From Guaranteed Loan Debtors (7 CFR 762.149(m)) (Continued)

I Collections and Refunds

Amounts collected through administrative offset will be applied to the debtor's account according to 3-FI using the Guaranteed Collection Codes in this table.

Code	Description
70	Administrative Offset – Other
71	Administrative Offset – DCP
72	Administrative Offset – LCP
73	Administrative Offset – CRP
74	Administrative Offset – EQIP
75	Administrative Offset – Tobacco
76	Administrative Offset – Peanuts
77	Administrative Offset – Rice
78	Administrative Offset – LDP/Markt Asst Loan
79	Administrative Offset – DCP in Stay
80	Voluntary Collection
81	DOJ Collection
82	Debt Settlement Collection
83	Other Collection

Notes: Collections will be applied to the oldest delinquent Federal debt first.

According to 58-FI, paragraph 164, delinquent debts due to FSA will be collected before an assignment is honored.

Refunds of amounts offset will be made within 45 calendar days if FSA determines that an amount should not have been offset or that the debtor has prevailed in an appeal. SED shall approve and submit refund requests to KCFO, LOD, St. Louis.

J Notifying Lender of FSA Collections

County Offices shall notify the lender of any collections received through IAO or TOP by November 30 of each year. The annual notification shall include the following:

- amount collected by loan number
- current balance of the Federal debt.

Note: County Offices can obtain account information from the GLS loan offset view screen.**--***

*--363 Collecting Final Loss Claim Payments From Guaranteed Loan Debtors (7 CFR 762.149(m)) (Continued)

K Debt Settlement

Once a final loss claim is paid, FSA will be able to consider settlement offers received directly from the debtor. Compromise and adjustment offers should be compared against other collection options available, such as IAO and TOP. The option that offers the greatest recovery to the Government should be pursued.

FSA shall process a compromise or adjustment offer according to RD Instruction 1956-B, section 1956.66.

The debt settlement will only cover the Federal debt owed by the debtor. FSA shall notify the lender of the approval of a debt settlement.

After all payments under the compromise or adjustment offer have been received, the remaining balance of the debt will be written off. SED shall FAX or mail a copy of RD-1956-1 along with a memorandum requesting that the debt be written off to KCFO, St. Louis.

L Bankruptcy Effect

FSA, subject to advice provided by the Regional OGC, will immediately file a proof of claim upon notification of a bankruptcy filing for any debtor subject to offset. At a minimum, the following shall be filed with the proof of claim as evidence of the debt:

- FSA-1980-25 or FSA-1980-28
- FSA-1980-27
- copy of the promissory note
- documentation of FSA's final loss claim payment to the lender.

Bankruptcy filing will halt any FSA offsetting actions. The debtor shall be removed from referral of IAO and TOP through the GLS maintenance screens.

Debts discharged in bankruptcy will be written off upon receipt of the discharge order. SED shall FAX or mail a copy of the discharge order along with a memorandum requesting that the debt be written off to KCFO, St. Louis.

M Write Off of Debt When the Debtor Is Released From Liability by DAFLP

Debtors released from liability under subparagraph 361 C will have their outstanding debt written off. SED shall FAX or mail a copy of DAFLP approval along with a memorandum requesting that the debt be written off to KCFO, St. Louis.**--***

364-372 (Reserved)

Part 15 Secondary Market

373 Overview of the Secondary Market for FSA Guaranteed Loans

A Overview

--**The secondary market is a mechanism that allows lenders to sell the guaranteed portion of a loan. This sale is referred to as an assignment throughout this part because the lender is assigning the benefits to another party (the holder) in return for cash. Through the**--
secondary market, the lender may:

- reduce their interest rate risk

  Note: The lender can transfer the risk of interest rate increases to the secondary market ***--**through the assignment of the guaranteed portion of the loan.

- increase liquidity

Note: The lender can use funds received from a loan assignment for additional lending or investing activity.

- increase return on investment

Note: By assigning the loan to the secondary market and keeping a servicing fee, a**--***
lender may increase their return on the loan and reduce their interest rate risk.

- increase the flexibility of loan terms.

  Note: The presence of the secondary market creates the ability for lenders to provide longer fixed rate terms then they would normally offer.

373 Overview of the Secondary Market for FSA Guaranteed Loans (Continued)

B Secondary Market Flowchart

Following is the secondary market flowchart.

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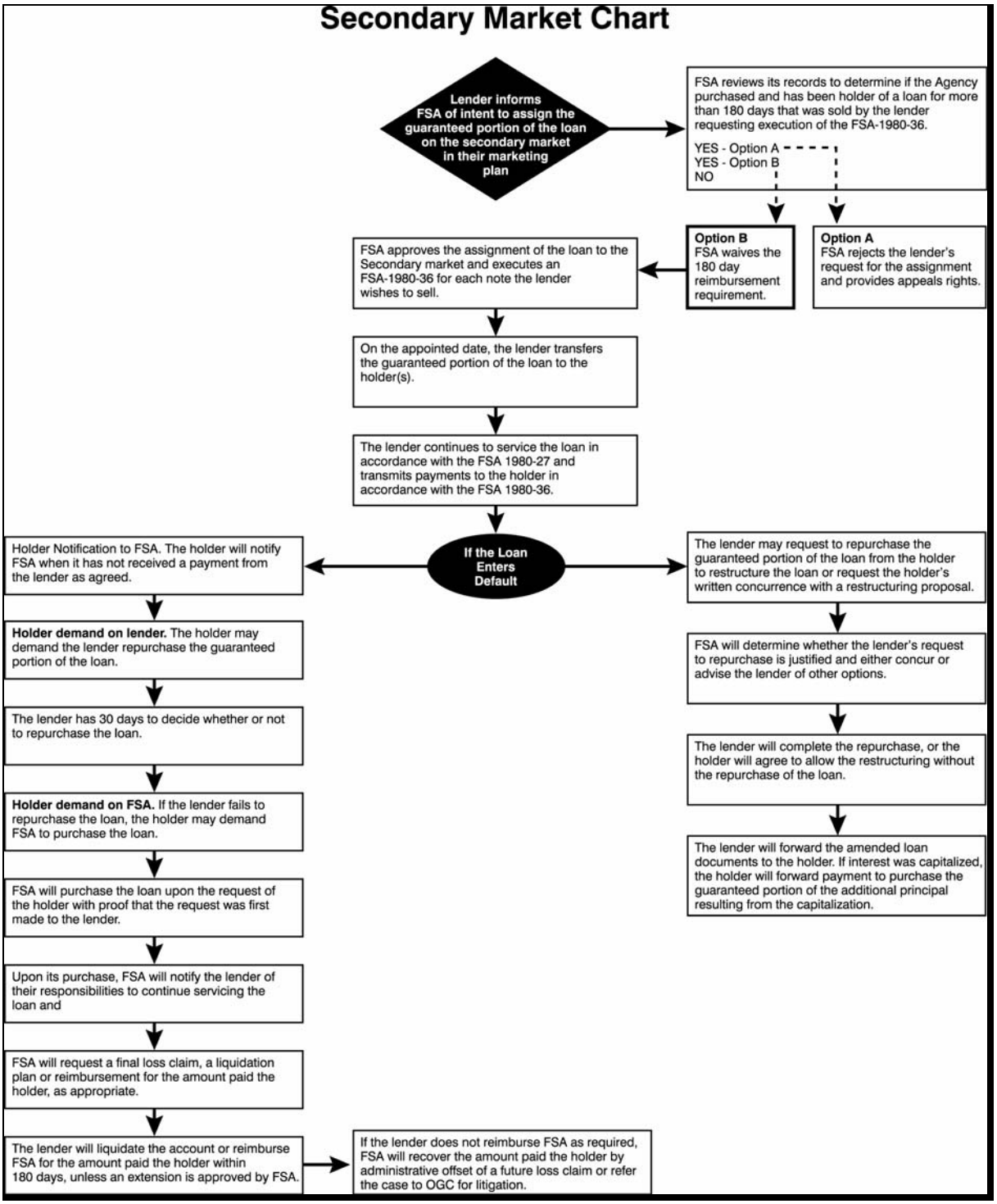

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373 Overview of the Secondary Market for FSA Guaranteed Loans (Continued)

*--C Pledging of Guaranteed Loans (7 CFR 762.159)

Lenders may also obtain liquidity by borrowing from funding sources.

A lender may pledge all or part of the guaranteed or unguaranteed portion of the loan as security to a Federal Home Loan Bank, a Federal Reserve Bank, a Farm Credit System Bank, or any other funding source determined acceptable by the Agency.

374 Agency Requirements (7 CFR 762.160)

A Secondary Market Loan Requirements

Subject to Agency concurrence, the lender may assign all or part of the guaranteed portion of the loan to one or more holders at or after loan closing, if the loan is not in default. However, a line of credit can not be assigned.

The Agency may refuse to execute the Assignment of Guarantee and prohibit the assignment in the case of the following:

- **The Agency purchased and is holder of a loan that was assigned by the lender--* that is requesting the assignment.**
- **The lender has not complied with the reimbursement requirements of § 762.144 (c)(7)** (paragraph 376)**, except when the 180 day reimbursement or liquidation requirement has been waived by the Agency.**

The guaranteed portion of the loan may not be sold or assigned by the lender until the loan has been fully disbursed to the borrower. * * *

The lender is not permitted to * * * assign * * * any amount of the guaranteed or unguaranteed portion of loan to the loan applicant or borrower, or members of their immediate families, their officers, directors, stockholders, other owners, or any parent, subsidiary, or affiliate.

374 Agency Requirements (7 CFR 762.160) (Continued)

*--A Secondary Market Loan Requirements (Continued)

Upon the lender's * * * assignment of the guaranteed portion of the loan, * * * the lender will remain bound to all obligations indicated in the Guarantee, Lender's Agreement, the Agency program regulations, and to future program regulations not inconsistent with the provisions of the Lenders Agreement. The lender retains all rights under the security instruments for the protection of the lender and the United States.

The lender may *** * *** assign *** * *** all or part of the guaranteed portion of the loan to 1 or more holders at or after loan closing if the loan is not in default and proceeds have been fully disbursed.

***--**Only the guaranteed portion of a loan may be assigned on the secondary market. In a secondary market assignment, the guaranteed portion of the loan is transferred to a holder while the lender keeps servicing responsibilities for the loan.

B Secondary Market LOC Requirements

LOC's may not be assigned. However, the lender may obtain funding for LOC's from other sources. The lender retains the note, the collateral securing the note, and all responsibility for loan serving and liquidation. The guarantee is applicable only to the primary lender.**--***

374 Agency Requirements (7 CFR 762.160) (Continued)

C Transfer to the Secondary Market

Lenders generally market guaranteed loans to investors through an intermediary or directly to Farmer Mac.

Lenders are regularly contacted by and normally maintain a list of brokers or dealers interested in the purchase of FSA Guaranteed Loans. In an average transaction, lenders take the following steps to make a typical sale of a guaranteed loan on the secondary market.

- Contact several brokers or Farmer Mac for bids on the loan. The brokers will need to know:
  - loan amount and the size of the guaranteed portion
  - coupon rate (variable or fixed)

    Note: If variable, the broker will need to know the interest adjustment period.
  - if it is a new loan, when the loan will be funded
  - maturity date
  - payment schedule.
- Determine loan servicing fee. Obtain a commitment on the loan servicing fee, usually ranging from 0.4 to 2 percent.
- Select a bid. Analyze all the offers, select the most appropriate, and contact the winning broker. **Negotiations concerning premiums, fees, and additional payments for loans are to take place between the holder and the lender. The Agency will participate in such negotiations only as a provider of information.**
- Review documents. The broker or intermediary should send the lender a purchase ***--**commitment letter. The lender must notify the FSA office that the loan is being assigned and obtain the documents that the lender will need to execute. To complete the assignment, the lender should sign and return 1 copy of the commitment letter to the**--*** broker along with the following:
  - copy of the note
  - copy of FSA-1980-27
  - FSA-1980-36.

374 Agency Requirements (7 CFR 762.160) (Continued)

C Transfer to the Secondary Market (Continued)

- Close the transaction.

  - Upon receipt of the forms, the holder or broker prepares FSA-1980-36 and sends it to the lender in triplicate. For sales to Farmer Mac, FSA-1980-36 is prepared by the lender.

  - The lender signs all 3 forms and forwards them to FSA for execution.

  - FSA signs the forms and forwards them to the investment broker. The settlement date is established by the broker.

  - The broker returns the original copy to the lender and another copy to FSA.

  - On settlement date, the broker wires the funds to the lender.

D Agency Execution of FSA-1980-36

The lender shall provide FSA with copies of all appropriate forms used in the *** * *** assignment.

***--**If a lender intends to assign the loan to the secondary market, they should inform FSA of their plans during the post-closing review (subparagraph 247 A).

In assigning a loan on the secondary market, lender will occasionally break the loan into more than 1 note. For each note, FSA will need a separate FSA-1980-27 and the lender/broker or holder will need to execute a separate FSA-1980-36. See subparagraph C.

Once the lender accepts a specific buyer's offer, the lender should notify FSA that the loan is being assigned. The Authorized Agency Official should inform the lender that they must**--***
submit FSA-1980-36 to FSA for execution.

Note: The Authorized Agency Official shall execute FSA-1980-36 after reviewing it according to this subparagraph. FSA-1980-36 does not have to be signed by the holder before FSA approval of the assignment. After execution by the lender and FSA, the holder will execute it and return a copy to FSA for retention in the borrower's FSA file.

374 Agency Requirements (7 CFR 762.160) (Continued)

D Agency Execution of FSA-1980-36 (Continued)

Before executing FSA-1980-36, the Authorized Agency Official should review the documents to determine the following items.

- ***--**To whom the loan is being assigned? According to subparagraph A, a loan may not be assigned to the borrower or someone who has a relationship to the borrower or is an owner or subsidiary of the lender itself.

- Is the loan delinquent? Delinquent loans may not be assigned into the secondary market.

- Is the lender attempting to assign any of the unguaranteed portion of the loan? The lender is only permitted to assign the guaranteed portion of the loan into the secondary market.**--***

- Is FSA currently holding the guaranteed portion of a loan that was purchased more than 180 calendar days after the lender refused the request to repurchase from the holder?

Once the Authorized Agency Official is satisfied that all 4 of these conditions are met, FSA-1980-36 will be executed and all copies returned to the holder.

*** * ***

The lender will send the holder the borrower's executed note attached to the Guarantee.

The holder will succeed to all rights of the guarantee pertaining to the portion of the *--loan assigned.

The holder, upon written notice to the lender and the Agency, may assign the unpaid guaranteed portion of the loan.

The holder must assign the guaranteed portion back to the original lender if requested for servicing or liquidation of the account.

The Guarantee or Assignment of Guarantee in the holder's possession does not cover:

- **Interest accruing 90 days after the holder has demanded repurchase by the lender, except as provided in the Assignment of Guarantee and § 762.144(c)(3)(iii)**

- **Interest accruing 90 days after the lender or Agency requested the holder to surrender evidence of debt repurchase, if the holder has not previously demanded repurchase.--***

375 Repurchase of Guaranteed Portion From a Secondary Market Holder (7 CFR 762.144)

A Holder Demand for Repurchase

The holder may request the lender to repurchase the unpaid guaranteed portion of the loan when either:

- **the borrower has not made a payment of principal and interest due on the loan for at least 60 days**
- **the lender has failed to give the holder its pro-rata share of any payment made by the borrower within 30 days of receipt of a payment.**

--**The holder shall notify FSA when these circumstances exist. If the holder chooses not to make demand, Authorized Agency Officials will monitor the account. If the loan remains past due for 90 calendar days, the lender will be requested to repurchase the loan. If the lender refuses to repurchase, FSA will immediately require the holder and lender to reconcile the loan balances. FSA will then repurchase from the holder no later than 150 calendar days past due.**--

When a lender is requested to repurchase a loan from the holder, the lender must consider the request according to the servicing actions that are necessary on the loan. In order to facilitate servicing and simplified accounting of loan transactions, lenders are encouraged to repurchase the loan upon the holder's request.

If the lender does not repurchase the loan, the holder must inform the Agency in writing that demand was made on the lender and the lender refused. Following the lender's refusal, the holder may continue as holder of the guaranteed portion of the loan or request that the Agency purchase the guaranteed portion. Within 30 days after written demand to the Agency from the holder with required attachments, the Agency will forward to the holder payment of the unpaid principal balance, with accrued interest to the date of repurchase. If the holder does not desire repurchase or purchase of a defaulted loan, the lender must forward the holder its pro-rata share of payments, liquidation proceeds and Agency loss payments.

If the lender believes the holder is making demand for repayment outside the allowable reasons, the lender should detail why they believe the demand is unreasonable in a refusal letter to the holder. A copy of this letter should also be forwarded to FSA.

Upon repurchase, the lender shall notify FSA by returning the original FSA-1980-36.

375 Repurchase of Guaranteed Portion From a Secondary Market Holder (7 CFR 762.144) (Continued)

B Lender Initiated Repurchase

If due to loan default or imminent loan restructuring, the lender determines that its repurchase is necessary to adequately service the loan, the lender may repurchase the guaranteed portion of the loan from the holder, with the written approval of the Agency.

The requirements in FSA-1980-36 are as follows:

- the lender may demand repurchase to conduct any of the servicing actions in Part 9, 12, or 14

- lender repurchase is not required if the holder will agree to the restructured terms of the note

- if interest is capitalized, a new note is taken, the original note is amended, or the principal amount is modified, the lender must ensure that the assignment is amended to reflect the actual guaranteed portion held by the holder

  Note: In cases involving the secondary market, a restructuring action may involve repurchase from the holder.

- **the lender will not repurchase from the holder for arbitrage purposes. With its request for Agency concurrence, the lender will notify the Agency of its plans to resell the guaranteed portion following servicing**

- **the holder will sell the guaranteed portion of the loan to the lender for an amount agreed to between the lender and the holder.**

If the lender chooses to repurchase the loan for servicing, SEL and CLP lenders must receive written approval from the Authorized Agency Official or SED or designee before repurchasing a guarantee. The request for approval must include the reason for repurchase; for example, IA, interest rate adjustments, default, restructuring, or liquidation; and the proposed servicing or liquidation plan, if any, for the loan or asset.

Once the request is received by FSA, the lender will receive notification of FSA's approval or rejection within 14 calendar days. PLP's do not need Agency approval to repurchase, but must repurchase the guarantee according to the terms of their FSA-1980-38.

The lender must document all attempts to repurchase the loan from the holder in the loan file.

375 Repurchase of Guaranteed Portion From a Secondary Market Holder (7 CFR 762.144) (Continued)

C Purchase of the Loan or Note by FSA

With its demand on the Agency, the holder will include:

- **a copy of the written demand made upon the lender**
- **originals of the Guarantee and note properly endorsed to the Agency, or the original of the Assignment of Guarantee**
- **a copy of any written response to the demand provided by the lender to the holder**
- **an account which the Agency can forward the purchase amount to via electronic funds transfer.**

The amount due the holder from the Agency includes unpaid principal, unpaid interest to the date of demand, and interest which has accrued from the date of demand to the proposed payment date.

--**The Authorized Agency Official will select a proposed settlement date no later than 30 calendar days from the date of the holder's demand letter to FSA. FSA will only pay interest that accrues based on the accrual method established by the terms of the promissory note.**--

Upon Agency request, the lender will provide a current statement stating the unpaid principal and interest owed by the borrower and the amount due the holder. A bank officer must certify the statement. Any discrepancy between the amount claimed by the holder and the information submitted by the lender must be resolved by the lender and the holder before payment will be approved by the Agency.

The Agency will not participate in resolution of any such discrepancy. When there is a discrepancy, the 30 day Agency payment requirement to the holder will be suspended until the discrepancy is resolved (subparagraph A).

375 Repurchase of Guaranteed Portion From a Secondary Market Holder (7 CFR 762.144) (Continued)

C Repurchase of the Loan or Note by FSA (Continued)

Within 30 calendar days of the holder's demand for purchase, the Authorized Agency Official shall:

- review the borrower's loan file

  Note: If the file indicates that a rescheduling or reamortization could correct the default then the Authorized Agency Official should remind the lender of their responsibility for expeditiously liquidating the loan collateral in the event of an FSA purchase. Restructuring of the loan cannot occur once FSA purchase occurs.

- verify the amounts owed to the lender and the holder

•***--**complete FSA-1980-37 and forward it to KCFO, St. Louis for processing.**--***

At the time of purchase by the Agency, the original Assignment of Guarantee (FSA-1980-36) **will be assigned by the holder to the Agency without recourse, including all rights, title, and interest in the loan.**

Purchase by the Agency does not change, alter, or modify any of the lender's obligations to the Agency specified in the Lender's Agreement or the Guarantee. Nor does the purchase waive any of the Agency's rights against the lender. The Agency succeeds to all rights of the holder under the Guarantee including the right to set-off against the lender.

D Repurchase Price of the Loan or Note

The repurchase by the lender will be for an amount equal to the portion of the loan held by the holder plus accrued interest.

The Agency Guarantee will not cover servicing fees that the lender accrues after the repurchase.

--**When the holder makes a demand on FSA to purchase the guaranteed portion of the loan, the purchase price will be equal to the unpaid principal and accrued interest. See**-- subparagraph E.

375 Repurchase of Guaranteed Portion From a Secondary Market Holder (7 CFR 762.144) (Continued)

E Interest Paid Upon Agency Repurchase

In the case of a request for Agency purchase, the government will only pay interest that accrues for up to 90 days from the date of the demand letter to the lender requesting the repurchase. However, if the holder requested repurchase from the Agency within 60 days of the request to the lender and for any reason not attributable to the holder and the lender, the Agency cannot make payment within 30 days of the holder's demand to the Agency, the holder will be entitled to interest to the date of the payment. See 7 CFR 762.160(b)(4)(i), subparagraph 374 D.

If at the time the holder requests FSA to purchase a loan or note, more than 90 calendar days have passed since the holder's demand to the lender, the holder will only receive principal and interest due at the time of the holder's request to the lender.

--**Immediately upon FSA's repurchase FSA will accrue interest at the note rate. (Lender servicing fees are not paid or reimbursed after the repurchase.) In addition, FSA will not cover the lender's fees by allowing the lender to keep the fees out of proceeds received from the liquidation of the collateral after FSA repurchases.**--

Unless otherwise agreed to by SED and the holder, payment will be made in 30 calendar days of the receipt of the request from the holder.

376 Actions After Agency Repurchase (7 CFR 762.144)

A Request for Lender Repayment

Within 180 days of the Agency's repurchase, the lender will reimburse the Agency the amount of purchase, plus accrued interest, in one of the following ways:

- **by liquidating the loan security and paying the Agency its pro-rata share of liquidation proceeds**
- **paying the Agency [from it's own capital] the full amount paid to the holder plus any accrued interest**
- **the Agency may sell a purchased guaranteed loan on a non-recourse basis, if it determines that selling the portion of the loan that it holds is in the Government's best interest.**

376 Actions After Agency Repurchase (7 CFR 762.144) (Continued)

A Request for Lender Repayment (Continued)

If SED has a loan in their State, which has been purchased by FSA, that they propose to sell to another lender, they will obtain agreement from the current owner of the note and security instruments and forward the following to DAFLP:

- the reasons why the lender cannot comply with the 180-calendar-day reimbursement requirement
- a copy of the request from the lender to whom the loan will be sold
- economic justification for the sale price.

A nonrecourse sale will be at a price determined by DAFLP**. A non-recourse purchase from the Agency requires a written request to the Agency from the party that wishes to purchase it, and written concurrence from the lender.**

Once FSA purchases the guarantee from the holder, the Authorized Agency Official shall immediately notify the lender in writing that they must continue to service the loan and pass all payments to FSA according to FSA-1980-27. The Authorized Agency Official will request 1 of the following actions by the lender within 60 calendar days.

- Payment of the entire purchase amount (guaranteed portion plus accrued interest) of the loan held by FSA. Details of the purchase will be provided in the FSA request including:
    - date demand was made on the lender
    - date demand was made on FSA
    - name of the previous holder
    - amount of purchase price paid by FSA
    - daily interest accrual on the purchase amount.
- The Authorized Agency Official shall complete RD-1980-43 and forward the payment to KCMO, St. Louis Finance Office. The lender must complete FSA-1980-41 indicating that the guarantee is to be terminated.

376 Actions After Agency Repurchase (7 CFR 762.144) (Continued)

A Request for Lender Repayment (Continued)

- A properly completed RD-449-30 with loan ledgers and supporting documents. RD-449-30 will be coded for final loss review by SED or designee. If the loss amount is less than the amount held by FSA, the loss claim must include a check from the lender for the difference, plus interest up to the date of payment. See subparagraph 360 F.

- A liquidation plan, if not already received (subparagraph 358 B). Interest accruing to FSA as holder will continue until payment is received from the lender. If liquidation is projected to take longer than 180 calendar days after FSA purchase, the lender will be requested to submit a final loss claim based on receiving the market value of the collateral. See RD-449-30 for calculation of the final loss claim.

FSA will make similar requests of the lender again after 90 and 120 calendar days. If the lender refuses or fails to comply with the request after 180 calendar days, then SED will follow the procedures in subparagraph B.

If a lender fails to comply with the requests, SED shall:

- notify the lender of FSA's intent to the collect the purchase amount by administrative offset according to RD Instruction 1951-C

  Notes: Form letter RD-1951-C-1 or a similar format may be used.

  An administrative offset will occur against future loss claims the lender may submit.

- refer the case to the Regional OGC for referral to the US Attorney's office to initiate legal action to collect the amount owed FSA for purchase

- determine whether lender status should be revoked according to 7 CFR 762.106(a)(2)(ix), if the lender is a PLP or CLP lender. See Part 4 for further information on revoking lender status.

376 Actions After Agency Repurchase (7 CFR 762.144) (Continued)

B Failure to Reimburse FSA

If the lender does not reimburse FSA within 180 calendar days, **the lender will be liable for the repurchase amount and any expenses incurred by the Agency to maintain the loan in its portfolio or liquidate the security. While the Agency holds the guaranteed portion of the loan, the lender will transmit to the Agency any payment received from the borrower, including the pro-rata share of liquidation or other proceeds.**

If the borrower files for reorganization under the provisions of the bankruptcy code or pays the account current while the purchase by the Government is being processed, the Agency may hold the loan as long it determines this action to be in the Agency's interest. If the lender is not proceeding expeditiously to collect the loan or reimbursement is not waived under this paragraph, the Agency will demand payment by the lender and collect the purchase amount through administrative offset of any claims due the lender.

Upon approval by SED, FSA may continue as holder of the guaranteed portion of the loan until it can be refinanced or the bankruptcy plan is completed, whichever comes first. In such a situation, the Authorized Agency Official shall notify the lender that the lender must send the pro rata share of the borrower's payments directly to FSA.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation and Wetland Conservation Certification		69.5, 208
FEMA-81-93	Standard Flood Hazard Determination Form		138
FmHA-449-34	Loan Note Guarantee		281, 267
FmHA 1940-3 1/	Request for Obligation of Funds Guaranteed Loans		230
FSA-440-32	Verification of Debts and Assets		69.6, 152
FSA-1940-3	Request for Obligation of Funds Guaranteed Loans		230
FSA-1940-10	Cancellation of U.S. Treasury Check and/or Obligation		249
FSA-1980-01	Lender's Processing Checklist		69, 95
FSA-1980-02	Guaranteed Loan Processing Checklist		69
FSA-1980-03	Annual File Review Checklist for SEL and CLP Lenders		267
FSA-1980-04	Annual File Review Checklist for PLP Lenders		267
FSA-1980-05	Debt Writedown Review Checklist		329
FSA-1980-06	Guaranteed Estimated Loss Review Checklist for SEL and CLP Lenders		342, 359
FSA-1980-07	Guaranteed Loan Final Loss Review Checklist		360
FSA-1980-15	Conditional Commitment		Text
FSA-1980-22	Lender Certification		247
FSA-1980-24	Request for Interest Assistance Payment		228, 326
FSA-1980-25	Application for Guarantee		Text

1/ This form is obsolete.

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-1980-26	Report on Collection Activities on Liquidated Accounts		266, 362
FSA-1980-27	Loan Guarantee		247, 248, 250, 267, 281, 360, 363, 374, 376
FSA-1980-28	Preferred Lender Application for Guarantee		Text
FSA-1980-36	Assignment of Guarantee		373-375
FSA-1980-37	FSA Purchase of a Guaranteed Loan Portion		375
FSA-1980-38	Lender's Agreement		Text
FSA-1980-41	Guaranteed Farm Loan Status Report as of		266, 355, 376
FSA-1980-42	Notice of Substitution of Lender (Transaction 4034)		287
FSA-1980-44	Guaranteed Farm Loan Default Status Report		266, 300, 313, 314, 326, 329, 355, 357-359
FSA-1980-48	Request for Restructuring Guaranteed Loans		313
FSA-1980-49	Guaranteed Loan Status Update Adjustment (Transaction 4048)		288
FSA-1980-64	Interest Assistance Agreement		224, 225, 227, 228, 230, 231, 287
FSA-1980-84	Modification of Loan Guarantee		281, 313, 326
FSA-1980-86	Notification of Transfer and Assumption of a Guaranteed Loan Transaction Code 4037		281
FSA-1980-88	Farm Loan Programs Guaranteed Writedown Worksheet		328
FSA-1980-89	Shared Appreciation Agreement for Guaranteed Loans		181, 288, 328, 341
IRS-1099-C	Cancellation of Debt		362
IRS-8379	Injured Spouse Claim and Allocation		Ex. 17, 18
RD-449-30	Loan Note Guarantee Report of Loss		136, 288, 328, 342, 344, 355, 360, 362, 376

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

Forms (Continued)

Number	Title	Display Reference	Reference
RD-1910-5	Request for Verification of Employment		69.6, 152
RD-1940-3 1/	Request for Obligation of Funds Guaranteed Loans		226, 230, 244, 245, 326
RD-1951-C-1	Notice of Intent to Collect by Administrative Offset		376
RD-1956-1	Application for Settlement of Indebtedness		363
RD-1980-7	Notification of Transfer and Assumption of a Guaranteed Loan		281
RD-1980-19	Guaranteed Loan Closing Report		227, 247, 249, 286
RD-1980-43	Lender's Guaranteed Loan Payment to USDA		376
RD-1980-45	Notice of Liquidation Responsibility		362
RD-1980-47	Guaranteed Loan Borrower Adjustments		281, 284, 288
W-2	Wage and Tax Statement		152

1/ This form is obsolete.

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ADPB	average daily principal balance	228
ALP	Approved Lender Program	34
CLP	Certified Lender Program	Text
CMS	Credit Management System	Text
CONACT	Consolidated Farm and Rural Development Act	108
DCIA	Debt Collection Improvement Act of 1996	363, Ex. 17, 18
ECOA	Equal Credit Opportunity Act	31, 210
EE	economic emergency loan	108
EFT	Electronic Funds Transfer	360
EIS	Executive Information System	84

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
EL	emergency livestock loan	108
EM	emergency loans	108, 138, 244
EO	economic opportunity loan	108
FmHA	Farmer's Home Administration (formerly by FSA)	108
FMI	Forms Manual Inserts	226, 328, 359, 362
FO	farm ownership loan	Text
GLS	Guaranteed Loan System	Text
IA	interest assistance	Text
IAO	Internal Administrative Offset	363, Ex. 2, 17, 18
INA	Immigration and Nationality Act	Ex. 7
INS	Immigration and Naturalization Service	108
LOC	line of credit	Text
MOU	Memorandum of Understanding	Ex. 16
OL	operating loan	Text, Ex. 2
PLP	Preferred Lender Program	Text
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act of 1996	Ex. 2, 7
RHF	Rural Housing for farm service buildings	108
RL	recreation loan	108
SAA	Shared Appreciation Agreement	286, 288
SEL	Standard Eligible Lender	Text
SW	soil and water loan	49, 50, 52, 108, 244, 281, 326
TOP	Treasury Offset Program	363, Ex. 2, 17, 18, 21
USCIS	U.S. Citizenship and Immigration Services	Ex. 7, 8
USPAP	Uniformed Standards of Professional Appraisal Practice	181, 183, 267

Redelegations of Authority

This table lists the redelegations of authority in this handbook.

Redelegation	Reference
Administering handbook provisions	20

Definitions of Terms Used in This Handbook

Additional Security

Additional security is **collateral in excess of that needed to fully secure the loan.**

Allonge

Allonge is **an attachment or an addendum to a note.**

Applicant

For guaranteed loans, the lender requesting a guarantee is the applicant. The party applying to the lender for a loan will be considered the loan applicant.

Approval Official

An approval official is the FSA official authorized to approve a loan or servicing request. The official is determined depending on the dollar limitations and other conditions applicable to a particular action.

Aquaculture

Aquaculture is **the husbandry of aquatic organisms in a controlled or selected environment. An aquatic organism is any fish, amphibian, reptile, or aquatic plant. An aquaculture operation is considered to be a farm only if it is conducted on the grounds which the loan applicant owns, leases, or has an exclusive right to use. An exclusive right to use must be evidenced by a permit issued to the loan applicant and the permit must specifically identify the waters available to be used by the loan applicant only.**

Assignment of Guaranteed Portion

Assignment of guaranteed portion is the **process by which the lender transfers the right to receive payments or income on the guaranteed loan to another party, usually in return for payment in the amount of the loan's guaranteed principal. The lender retains the unguaranteed portion in its portfolio and receives a fee from the purchaser or assignee to service the loan, and receive and remit payments according to a written assignment agreement. This assignment can be reassigned or sold multiple times.**

*--Authorized Agency Official

The Authorized Agency Official is the FSA official that is authorized to perform specific tasks related to loan making or servicing. The appropriate official is determined by inherent authorities or delegations applicable to a particular task.**--***

Definitions of Terms Used in This Handbook (Continued)

Average Farm Customers

Average farm customers are **those conventional farm borrowers who are required to pledge their crops, livestock, and other chattel and real estate security for the loan. This does not include high-risk farmers with limited security and management ability who are generally charged a higher interest rate by conventional agricultural lenders. Also, this does not include low-risk farm customers who obtain financing on a secured or unsecured basis, who have as collateral items such as savings accounts, time deposits, certificates of deposit, stocks and bonds, and life insurance which they are able to pledge for the loan.**

***--Balloon Installment**

A balloon installment is a final ending installment of a loan that is typically characterized by a sizeable balance that is intended to be paid through rescheduling or refinancing the remaining debt. A loan that incorporates a "balloon installment" may be scheduled with equal or unequal installments during the term of the loan.**--***

Basic Security

Basic security is **all farm machinery, equipment, vehicles, foundation and breeding livestock herds and flocks, including replacements, and real estate which serves as security for a loan guaranteed by the Agency.** With respect to livestock herds and flocks, animals that are sold as a result of the normal culling process are basic security unless the borrower has replacements that will keep numbers and production up to planned levels. However, if a borrower plans to make a significant reduction in the basic livestock herd or flocks, the animals that are sold in making this reduction will be considered basic security.

Beginning Farmer or Rancher

A beginning farmer or rancher is an individual or entity who:

- **meets the loan eligibility requirements for OL or FO assistance, as applicable**
- **has not operated a farm or ranch, or who has operated a farm or ranch for not more than 10 years; this requirement applies to all members of an entity**
- **will materially and substantially participate in the operation of the farm or ranch**

Notes: In the case of a loan made to an individual, individually or with the immediate family, material and substantial participation requires that the individual provide substantial day-to-day labor and management of the farm or ranch, consistent with the practices in the county or State where the farm is located.

Definitions of Terms Used in This Handbook (Continued)

Beginning Farmer or Rancher (Continued)

In the case of a loan made to an entity, all members must materially and substantially participate in the operation of the farm or ranch. Material and substantial participation requires that the individual provide some amount of the management, or labor and management necessary for day-to-day activities, such that if the individual did not provide these inputs, operation of the farm or ranch would be seriously impaired.

- agrees to participate in any loan assessment, and financial management programs required by Agency regulations

- **except for applicants for OL, does not own real farm or ranch property or who, directly or through interests in family farm entities owns real farm or ranch property, the aggregate acreage of which does not exceed 30 percent of the average farm or ranch acreage of the farms or ranches in the county where the property is located**

  Note: * * *

  If the farm is located in more than one county, the average farm acreage of the county where the loan applicant's residence is located will be used in the calculation. If the loan applicant's residence is not located on the farm or if the loan applicant is an entity, the average farm acreage of the county where the major portion of the farm is located will be used. The average county farm or ranch acreage will be determined from the most recent Census of Agriculture developed by the U.S. Department of Commerce, Bureau of the Census or USDA.

- **demonstrates that the available resources of the loan applicant and spouse (if any) are not sufficient to enable the loan applicant to enter or continue farming or ranching on a viable scale**

- **in the case of an entity:**

  - **all the members are related by blood or marriage**
  - **all the stockholders in a corporation are qualified beginning farmers or ranchers.**

Definitions of Terms Used in This Handbook (Continued)

Borrower

A borrower is **an individual or entity which has outstanding obligations to the lender under any Agency loan program. A borrower includes all parties liable for Agency debt, including collection-only borrowers, except those whose total loan and accounts have been voluntarily or involuntarily foreclosed or liquidated, or who have been discharged of all Agency debt.**

Cash Flow Budget

Cash flow budget is a **projection listing all anticipated cash inflows (including all farm income, nonfarm income and all loan advances) and all cash outflows (including all farm and nonfarm debt service and other expenses) to be incurred by the borrower during the period of the budget. Cash flow budgets for loans under $125,000 do not require income and expenses itemized by categories. A cash flow budget may be completed either for a 12 month period, a typical production cycle or the life of the loan, as appropriate. It may also be prepared with a breakdown of cash inflows and outflows for each month of the review period and includes the expected outstanding operating credit balance for the end of each month. The latter type is referred to as a "monthly cash flow budget".**

***--Centralized Offset**

Centralized offset is the referral of a debt to the Treasury Offset Program (TOP) for offset of payments made to a debtor by Federal Agencies other than USDA.**--***

Collateral

Collateral is **property pledged as security for a loan to ensure repayment of an obligation.**

Conditional Commitment

A conditional commitment is **the Agency's commitment to the lender that the material it has submitted is approved subject to the completion of all conditions and requirements contained therein.**

Definitions of Terms Used in This Handbook (Continued)

Consolidation

Consolidation is **the combination of outstanding principal and interest balance of two or more OL loans.**

Controlled

Controlled is **when a director or employee has more than a 50 percent ownership in the entity or, the director or employee, together with relatives of the director or employee, have more than a 50 percent ownership.**

Cooperative

A cooperative is **an entity which has farming as its purpose and whose members have agreed to share the profits of the farming enterprise. The entity must be recognized as a farm cooperative by the laws of the State in which the entity will operate a farm.**

Cosigner

A consigner is **a party who joins in the execution of a promissory note to assure its repayment. The cosigner becomes jointly and severally liable to comply with the terms of the note. In the case of an entity loan applicant, the cosigner cannot be a member, partner, joint operator, or stockholder of the entity.**

County Average Yield

The county average yield is **the historical average yield for a commodity in a particular political subdivision, as determined or published by a government entity or other recognized source.**

Debt Writedown

A debt writedown is **to reduce the amount of the borrower's debt to that amount that is determined to be collectible based on an analysis of the security value and the borrower's ability to pay.**

Deferral

A deferral is **a postponement of the payment of interest or principal or both. Principal may be deferred in whole or in part, interest may only be partially deferred.**

Definitions of Terms Used in This Handbook (Continued)

Direct Loan

A direct loan is **a loan serviced by the Agency as lender.**

Due Diligence

Due diligence is the process of evaluating real estate as part of a financing application to determine the presence of contamination from release of hazardous substances, petroleum products, or other environmental hazards and determining what effect, if any, the contamination has on the regulatory status or security value of the property.

Entities

Entities are **cooperatives, corporations, partnerships, joint operations, trusts or limited liability companies.**

Family Farm

A family farm is **a farm which:**

- **produces agricultural commodities for sale in sufficient quantities so that it is recognized in the community as a farm rather than a rural residence**

- **provides enough agricultural income by itself, including rented land, or together with any other dependable income, to enable the borrower to:**

  - **pay necessary family living and operating expenses**
  - **maintain essential chattel and real property**
  - **pay debts**

Definitions of Terms Used in This Handbook (Continued)

Family Farm (Continued)

- **is managed by:**
  - **the borrower when a loan is made to an individual**
  - **the members, stockholders, partners, or joint operators responsible for operating the farm when a loan is made to a cooperative, corporation, partnership, or joint operation**
- **has a substantial amount of the labor requirements for the farm and nonfarm enterprise provided by:**
  - **the borrower's immediate family**
  - **the members, stockholders, partners, or joint operators responsible for operating the farm when a loan is made to a cooperative, corporation, partnership, or joint operation**
- **uses or may use a reasonable amount of full-time hired labor and seasonal labor during peak loan periods.**

Family Living Expenses

Family living expenses are **any withdrawals from income to provide for needs of family members.**

Family Members

Family members are **the immediate members of the family residing in the same household with the individual borrower, or, in the case of an entity, with the operator.**

Farm

A farm is **a tract or tracts of land, improvements, and other appurtenances considered to be farm property which is used or will be used in the production of crops, livestock, and aquaculture products for sale in sufficient quantities so that the property is recognized as a farm rather than a rural residence. The term "farm" also includes any such land, improvements and facilities used in a nonfarm enterprise. It may also include a residence which, although physically separate from the farm acreage, is ordinarily treated as part of the farm in the local community.**

Definitions of Terms Used in This Handbook (Continued)

Feasible Plan

A plan is feasible **when a borrower or applicant's cash flow budget indicates that there is sufficient cash inflow to pay all cash outflow each year during the term of the loan. If a loan approval or restructuring action exceeds one production cycle and the planned cash flow budget is atypical due to cash or inventory on hand, new enterprises, carryover debt, atypical planned purchases, important operating changes, or other reasons, a cash flow budget must be prepared that reflects a typical cycle. If the request is for only 1 cycle, a feasible plan for only 1 cycle is required for approval.**

*** * ***

Fish

A fish is **any aquatic, gilled animal commonly known as "fish" as well as mollusks, or crustaceans (or other invertebrates) produced under controlled conditions (that is, feeding, tending, harvesting, and such other activities as are necessary to properly raise and market the products) in ponds, lakes, streams, artificial enclosures, or similar holding areas.**

Fixture

A fixture is **an item of personal property attached to real estate in such a way that it cannot be removed without defacing or dismantling the structure, or substantially damaging the structure itself.**

Definitions of Terms Used in This Handbook (Continued)

FSA

FSA is the United States of America, acting through the Farm Service Agency, an agency of the United States Department of Agriculture. References to the National Office, Finance Office, State Office, County Office, District Office, SED, DD, local credit officer, or other FSA offices or officials should be read as prefaced by "FSA."

Graduation

Graduation is **the Agency's determination that a borrower of a direct loan is financially stable enough to refinance that loan with a commercial lender with or without a guarantee.**

Guaranteed Loan

A guaranteed loan is **a loan made and serviced by a lender for which the Agency has entered into a Lenders Agreement and for which the Agency has issued a Loan Note Guarantee. This term also includes lines of credit except where otherwise indicated.**

Hazard Insurance

Hazard insurance **includes fire, windstorm, lightning, hail, explosion, riot, civil commotion, aircraft, vehicles, smoke, builder's risk, public liability, property damage, flood or mudslide, workers compensation, or any similar insurance that is available and needed to protect the security, or that is required by law.**

***--Historic Property**

Historic property is a prehistoric or historic district, site, building, structure, or object, including artifacts and records, included in or eligible for inclusion in the National Register of Historic Places.**--***

Holder

A holder is **the person or organization other than the lender who holds all or a part of the guaranteed portion of an Agency guaranteed loan but who has no servicing responsibilities. When the lender assigns a part of the guaranteed loan to an assignee by way of execution of an assignment form, the assignee becomes a holder.**

In-House Expenses

In-house expenses are **expenses associated with credit management and loan servicing by the lender and lender's contractor. In-house expenses include, but are not limited to: employee salaries, staff lawyers, travel, supplies, and overhead.**

Definitions of Terms Used in This Handbook (Continued)

Interest Assistance Agreement

The interest assistance agreement is **the signed agreement between the Agency and the lender setting forth the terms and conditions of the interest assistance.**

Interest Assistance Anniversary Date

The interest assistance anniversary date is **the date on which interest assistance reviews and claims will be effective. This date is established by the lender. Once established, it will not change unless the loan is restructured.**

Interest Assistance Review

The interest assistance review is **the yearly review process that includes an analysis of the borrower or applicant's farming operation and need for continued interest assistance, completion of the needs test and request for continuation of interest assistance.**

***--Internal Administrative Offset (IAO)**

IAO is a non-centralized administrative offset between a USDA creditor agency and a USDA payment authorizing agency.**--***

Joint Operation

A joint operation is **individuals that have agreed to operate a farm or farms together as a business unit. The real and personal property may be owned separately or jointly by the individuals.**

Land Development

Land development is **items such as terracing, clearing, leveling, fencing, drainage and irrigation systems, ponds, forestation, permanent pastures, perennial hay crops, basic soil amendments, and other items of land improvements which conserve or permanently enhance productivity.**

Lender

A lender is **the organization making and servicing the loan or advancing and servicing the line of credit which is guaranteed under the provisions of Agency regulations. The lender is also the party requesting a guarantee.**

Lender's Agreement

A lender's agreement is **the appropriate Agency form executed by the Agency and the lender setting forth the loan responsibilities of the lender and agency when the Loan Guarantee is issued.**

Definitions of Terms Used in This Handbook (Continued)

Lien

A lien is **a legally enforceable hold or claim on the property of another obtained as security for the repayment of indebtedness or an encumbrance on property to enforce payment of an obligation.**

Liquidation Expenses

Liquidation expenses are **the cost of an appraisal, environmental assessment, outside attorney fees and other costs incurred as a direct result of liquidating the security for the guaranteed loan. Liquidation fees do not include in-house expenses.**

Loan/Line of Credit Agreement

A loan/line of credit agreement is **a document which contains certain lender and borrower agreements, conditions, limitations, and responsibilities in a process of credit extension and acceptance in a loan format where loan principal balance may fluctuate throughout the term of the document.**

Loan Applicant

A loan applicant is **the party applying to a lender for a guaranteed loan or line of credit.**

Loan Transaction

A loan transaction is **any loan approval or servicing action.**

Loss Claim

A loss claim is **a request made to the Agency by a lender to receive a reimbursement based on a percentage of the lender's loss on a loan covered by an Agency guarantee.**

Loss Rate

The loss rate is **the net amount of guaranteed OL, FO, and SW loss claims paid on loans made in the past 7 years divided by the total loan amount of OL, FO, and SW made in the past 7 years.**

Major Deficiency

Major deficiency is **a deficiency that directly affects the soundness of the loan.**

Definitions of Terms Used in This Handbook (Continued)

Majority Interest

Majority interest is **any individual or a combination of individuals owning more than a 50 percent interest in a cooperative, corporation, joint operation, or partnership.**

Market Placement Program

A market placement program is a program designed to place direct loan applications that are eligible for a loan guarantee with commercial lenders participating in, or eligible for, the guaranteed loan program.

Market Value

Market value is **the amount that an informed and willing buyer would pay an informed and willing, but not forced, seller in a completely voluntary sale.**

Minor Deficiency

A minor deficiency is **a deficiency that violates Agency regulations, but does not affect the soundness of a loan.**

Mortgage

A mortgage is **an instrument giving the lender a security interest or lien on real or personal property of any kind.**

Negligent Servicing

Negligent servicing is **the failure to perform those services which would be considered normal industry standards of loan management or failure to comply with any servicing requirement of this subpart or the lenders agreement or the guarantee. The term includes the concept of a failure to act or failure to act timely consistent with actions of a reasonable lender in loan making, servicing, and collection.**

Net Recovery Value

Net recovery value is **the market value of the security property assuming that it will be acquired by the lender, and sold for its highest and best use, less the lender's costs of property acquisition, retention, maintenance, and liquidation.**

***--Non-Centralized Administrative Offset**

Non-centralized administrative offset is an agreement between a USDA creditor agency and a payment authorizing agency to offset the payments made by the payment authorizing agency to satisfy a USDA debt. An internal administrative offset is a type of non-centralized administrative offset.**--***

Definitions of Terms Used in This Handbook (Continued)

Nonessential Assets

Nonessential assets are **assets in which the borrower has an ownership interest that do not contribute an income to pay essential family living expenses or maintain a sound farming operation, and are not exempt from judgment creditors.**

Normal Income Security

Normal income security is **all security not considered basic security.**

Partial Release

Partial release is the release of a portion of the security used as collateral for a loan, usually accomplished by the sale of the property.

*** * ***

Partnership

Partnership is **any entity consisting of two or more individuals who have agreed to operate a farm as one business unit. The entity must be recognized as a partnership by the laws of the State in which the entity will operate and be authorized to own both real estate and personal property and to incur debts in its own name.**

Present Value

Present value is **the present worth of a future stream of payments discounted to the current date.**

Presidentially-Designated Emergency

A Presidentially-designated emergency is **a major disaster or emergency designated by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.).**

Primary Security

Primary security is **the minimum amount of collateral needed to fully secure a proposed loan.**

Definitions of Terms Used in This Handbook (Continued)

Principals of Borrowers

Principals of borrowers **includes owners, officers, directors, entities and others directly involved in the operation and management of a business.**

Protective Advances

Protective advances are **advances made by a lender to protect or preserve the collateral itself from loss or deterioration. Protective advances include but are not limited to:**

- **payment of delinquent taxes**
- **annual assessments**
- **ground rents**
- **hazard insurance premiums against or affecting the collateral**
- **harvesting costs**
- **other expenses needed for emergency measures to protect the collateral.**

Purchase Money Interest

Purchase money interest is a component of UCC dealing with security and lien position. A lender providing for a crop or a particular piece of equipment can frequently have first position on that item despite other financing statements in place.

Qualified Alien

Qualified alien, as defined under PRWORA (8 U.S.C. 1641), is:

- an alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act
- an alien who is granted asylum under section 208 of PRWORA
- a refugee who is admitted to the United States under section 207 of PRWORA
- an alien who is paroled into the United States under section 212(d)(5) of PRWORA for a period of at least 1 year
- an alien whose deportation is being withheld under section 243(h) of PRWORA
- an alien who is granted conditional entry according to section 203(a)(7) of PRWORA as in effect before April 1, 1980
- an alien who is a Cuban/Haitian Entrant as defined by section 501(e) of the Refugee Education Assistance Act of 1980
- an alien who has been battered or subjected to extreme cruelty under section 431 of the Immigration and Nationality Act.

Definitions of Terms Used in This Handbook (Continued)

Reamortization

Reamortization is to rewrite the rates or terms of a loan made for real estate purposes.

Recapture

Recapture is **the amount that a guaranteed lender is entitled to recover from a guaranteed loan borrower in consideration for writing down a portion of their guaranteed loan debt when that loan was secured by real estate and that real estate increases in value. Also, the act of collecting shared appreciation.**

Related by Blood or Marriage

Related by blood or marriage **means individuals who are connected to one another as husband, wife, parent, child, brother, or sister.**

Relative

A relative is **an individual or spouse and anyone having the following relationship to either:**

- **parents**
- **son**
- **daughter**
- **sibling**
- **stepparent**
- **stepson**
- **stepdaughter**
- **stepbrother**
- **stepsister**
- **half brother**
- **half sister**
- **uncle**
- **aunt**
- **nephew**
- **niece**
- **grandparent**
- **granddaughter**
- **grandson**
- **spouses of the foregoing.**

Rescheduling

Rescheduling is **to rewrite the rates or terms of a single note or line of credit agreement.**

Restructuring

Restructuring is the **changing terms of a debt through either a rescheduling, deferral, or writedown or a combination thereof.**

Security

Security is **property of any kind subject to a real or personal property lien. Any reference to "collateral" or "security property" shall be considered a reference to the term "security."**

Definitions of Terms Used in This Handbook (Continued)

Shared Appreciation Agreement

A shared appreciation agreement is **an agreement between a guaranteed lender and borrower that requires a borrower that has received a write down on a guaranteed loan secured by real estate to repay the lender all or some of the writedown received, based on a percentage of increase in the value of that real estate at some future date, if certain conditions exist.**

Socially Disadvantaged Applicant

A socially disadvantaged applicant is a loan applicant who is a member of a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as a member of a group, without regard to their individual qualities. For entity applicants, the majority interest has to be held by socially disadvantaged individuals. FSA has identified socially disadvantaged groups to consist only of Women, Blacks, American Indians, Alaskans Natives, Hispanics, Asians, and Pacific Islanders.

State or United States

State or United States is **the major political subdivision of the United States and the organization of program delivery for the Agency. The United States itself, each of the several States, the Commonwealth of Puerto Rico, the Virgin Islands of the United States, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.**

State Beginning Farmer Program

A State beginning farmer program is any program that is carried out by, or under contract to, a State and designed to assist persons in obtaining the financial assistance necessary to establish a new or maintain a recently established farming or ranching operation.

Subordination

Subordination is **a document executed by a lender to relinquish the priority of their lien, in favor of another lender that provides that lender with a superior lien position to secure a debt with the same collateral.**

Subsequent Loans

Subsequent loans are **any loans processed by the** FSA Finance Office **after an initial loan has been made to the same borrower.**

Transfer and Assumption

Transfer and assumption is **the conveyance by a debtor to an assuming party of the assets, collateral, and liabilities of a loan in return for the assuming party's binding promise to pay the debt outstanding.**

Definitions of Terms Used in This Handbook (Continued)

Typical Plan

Typical plan is **a projected income and expense statement listing all anticipated cash flows for a typical 12-month production cycle; including all farm and nonfarm income and all expenses (including debt service) to be incurred by the borrower during such period.**

Typical Cash Flow Budget

A typical cash flow budget is **a cash flow budget that reflects the cash inflows and outflows the operation will likely incur during a normal production cycle.**

Unaccounted for Security

Unaccounted for security is **items, as indicated on the lender's loan application, request for guarantee, or any interim agreements provided to the Agency, that are security for the guaranteed loan that were misplaced, stolen, sold, or otherwise missing, where replacement security was not obtained or the proceeds from their sale have not been applied to the loan.**

***--Unequal Installment**

An unequal installment is any scheduled payment on an account that has been formally arranged with decreasing, increasing, or irregular sum payments during the term of the loan.**--***

U.S. Non-Citizen National

A U.S. non-citizen national is a person born in America Samoa or Swains Island on or after the date the U.S. acquired America Samoa or Swains Island, or a person whose parents are U.S. non-citizen nationals. Typical evidence of the relatively uncommon status as a non-citizen national includes a birth certificate or passport with a document bearing a photograph of the person.

Undertaking

Undertaking means any project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those:

- carried out by or for the Agency
- carried out with Federal financial assistance
- requiring a Federal permit, license, or approval
- subject to State or local regulation administered pursuant to a delegation or approval of a Federal agency.

Definitions of Terms Used in This Handbook (Continued)

Veteran

A veteran is **any person who served in the military, naval, or air service during any war as defined in 38 U.S.C. 101(12).**

State Supplements

Subparagraph	State Supplement
267 B	Guidance on determining how the file review requirement will be met in their State.

Note: SED's shall:

- issue State supplements according to 1-AS, paragraph 216
- obtain approval of State supplements according to 1-AS, paragraph 220.

Interim Guidance: Documentary Evidence of Status as a Qualified Alien

Qualified Alien: *As defined under PRWORA (8 U.S.C. 1641):*

1. *An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act;*
2. *An alien who is granted asylum under section 208 of such Act;*
3. *A refugee who is admitted to the United States under section 207 of such Act;*
4. *An alien who is paroled into the United States under section 212(d)(5) of such Act for a period of at least 1 year;*
5. *An alien whose deportation is being withheld under section 243(h) of such Act;*
6. *An alien who is granted conditional entry pursuant to section 203(a)(7) of such Act as in effect prior to April 1, 1980;*
7. *An alien who is a Cuban/Haitian Entrant as defined by section 501(e) of the Refugee Education Assistance Act of 1980;*
8. *An alien who has been battered or subjected to extreme cruelty under section 431 of the Immigration and Nationality Act. 8 U.S.C. 1641 contains more on aliens battered or subjected to extreme cruelty.*

The documents listed below will, when combined with satisfactory proof of identity (which will come from the document itself if it bears a photograph of the person to whom it relates), establish that an applicant falls within one of the categories of "qualified alien" for purposes of title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. Under the Immigration and Nationality Act (the "INA"), all aliens over the age of 14 who remain in the United States for longer *****--than 30 days are required to register with the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) and obtain an alien registration document. All--***** aliens over the age of 18 who receive a registration document are required to carry it with them at all times. With certain exceptions (e.g., Canadian visitors), aliens entering the U.S. are normally issued a registration document (e.g., a USCIS Form I-94) at the time of entry. The documents listed below that are registration documents are indicated with an asterisk ("*"). Each of the documents listed below will demonstrate lawful status, and you should not require presentation of a registration document if the applicant presents one of the other legally acceptable documents that reasonably appears on its face to be genuine and to relate to the person presenting it. However, if the document presented is not a registration document and does not on its face reasonably appear to be genuine or to relate to the person presenting it, it is appropriate to ask the applicant to produce his or her registration document as additional evidence of immigration status, so long as the request is not made for a discriminatory reason. Presentation of a registration document listed below that reasonably appears on its face to be genuine and to relate to the person presenting it (or to satisfy a higher applicable standard) will often obviate the need to verify the applicant's immigration status with USCIS; if the applicant presents a registration document that does not meet this standard, sending USCIS a copy of the document will assist it in verifying the applicant's status quickly and accurately.

Interim Guidance: Documentary Evidence of Status as a Qualified Alien (Continued)

A. Alien Lawfully Admitted for Permanent Residence

*USCIS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
Unexpired Temporary I-551 stamp in foreign passport or on *USCIS Form I-94.

B. Asylee

*USCIS Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
*USCIS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
*USCIS Form I-766 (Employment Authorization Document) annotated "A5";
Grant letter from the Asylum Office of USCIS; or
Order of an immigration judge, granting asylum.

C. Refugee

*USCIS Form I-94 annotated with stamp showing admission under Sec. 207 of the INA;
*USCIS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)";
*USCIS Form I-766 (Employment Authorization Document) annotated "A3"; or
USCIS Form I-571 (Refugee Travel Document).

D. Alien Paroled Into the U.S. for a Least One-Year

*USCIS Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

E. Alien Whose Deportation or Removal Was Withheld

*USCIS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";
*USCIS Form I-766 (Employment Authorization Document) annotated "A10"; or
Order from an immigration judge showing deportation withheld under Sec. 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under Sec. 241(b)(3) of the INA.

F. Alien Granted Conditional Entry

*USCIS Form I-94 with stamp showing admission under Sec. 203(a)(7) of the INA;
*USCIS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
*USCIS Form I-766 (Employment Authorization Document) annotated "A3".

Interim Guidance: Documentary Evidence of Status as a Qualified Alien (Continued)

G. Cuban/Haitian Entrant

*USCIS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6
Unexpired temporary I-551 stamp in foreign passport or on
*USCIS Form I-94 with the code CU6 or CU7; or
USCIS Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

H. Alien Who Has Been Battered or Subjected to Extreme Cruelty

Guidance as to the requirements that must be met for an alien to fall within this category of qualified alien is set forth in DOJ's Notice of Interim Guidance. Note that Title IV, as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, contains provisions requiring that, upon the effective date of the new affidavit of support (required under section 213A of the Act), when determining eligibility for federal means-tested public benefits and the amount of such benefits to which an alien is entitled, the income and resources of the alien be deemed to include those of any person executing an affidavit of support on behalf of the alien and that person's spouse. Certain exceptions are made for indigent qualified aliens and for qualified aliens who (or whose children) have been battered or subjected to extreme cruelty in the U.S. by a spouse, parent or member of the spouse or parent's family and for qualified alien children whose parents have been subjected to such abuse.

I. Expired or Absent Documentation

If an applicant presents expired documents or is unable to present any documentation evidencing his or her immigration status, refer the applicant to the local USCIS office to obtain documentation of status. In unusual cases involving applicants who are hospitalized or medically disabled, or who can otherwise show good cause for their inability to present documentation, and for whom securing such documentation would constitute an undue hardship, if the applicant can provide an alien registration number, you may file USCIS Form G-845 and Supplement, along with the alien registration number and a copy of any expired USCIS document presented, with the local USCIS office to verify status. As with any documentation of immigration status, you should confirm that the status information you receive back from USCIS pertains to the applicant whose identity you have verified.

J. Receipt for Replacement Document

If an applicant presents a receipt indicating that he or she has applied to USCIS for a replacement document for one of the documents identified above, file USCIS Form G-845 and Supplement along with a copy of the receipt with the local USCIS office to verify status. Upon return receipt of information from USCIS, confirm that it pertains to the applicant whose identity you have verified. You should ask to see the replacement document at a later date.

Interim Guidance: Documentary Evidence of Status as a Qualified Alien (Continued)

K. Applicants With Disabilities and Nondiscrimination

If an applicant has a disability that limits the applicant's ability to provide the required evidence of immigration status (e.g. mental retardation, amnesia, or other cognitive, mental or physical impairment), you should make every effort to assist the individual to obtain the required evidence. In addition, you should not discriminate against applicants on the basis of race, national origin, gender, religion, age or disability.

Interim Guidance: Documentary Evidence of Status as a U.S. Non-Citizen National

U.S. Non-Citizen National: *A person born in America Samoa or Swains Island on or after the date the U.S. acquired America Samoa or Swains Island, or a person whose parents are U.S. non-citizen nationals. Typical evidence of the relatively uncommon status as a non-citizen national includes a birth certificate or passport with a document bearing a photograph of the person.*

Copies of the following documents will, when combined with satisfactory proof of identity (which will come from the document itself if it bears a photograph of the person to whom it relates), demonstrate that a person is a U.S. citizen or non-citizen national for purposes of Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. (To the extent citizenship or nationality of a child is relevant to a benefit eligibility determination, the documents should demonstrate the child's status rather than that of the parent.) The lists set forth in Paragraphs A and B below are drawn from existing guidance published by the Social Security Administration ("SSA") ***--**and regulations issued by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS), regarding determination of U.S. citizenship and nationality; the**--***lists in Paragraphs C through F are drawn solely from the SSA guidance. These lists are not exhaustive; you should refer to guidance issued by the agency or department overseeing your program to determine if it accepts documents or other evidence of citizenship not listed below.

A. Primary Evidence:

(1) A birth certificate showing birth in one of the 50 States, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S. Note: If the document shows that the individual was born in Puerto Rico, the U.S. Virgin Islands or the Northern Mariana Islands before these areas became part of the U.S., the individual may be a collectively naturalized citizen--see Paragraph C below.

(2) United States passport (except limited passports, which are issued for periods of less than five years);

(3) Report of birth abroad of a U.S. citizen (FS-240) (issued by the Department of State to U.S. citizens);

(4) Certificate of birth (FS-545) (issued by a foreign service post) or Certification of Report of Birth (DS-1350) (issued by the Department of State), copies of which are available from the Department of State;

(5) Certificate of Naturalization (N-550 or N-570) (issued by USCIS through a Federal or State court, or through administrative naturalization after December 1990 to individuals who are individually naturalized; the N-570 is a replacement certificate issued when the N- 550 has been lost or mutilated or the individual's name has been changed);

(6) Certificate of Citizenship (N-560 or N-561) (issued by USCIS to individuals who derive U.S. citizenship through a parent; the N- 561 is a replacement certificate issued when the N-560 has been lost or mutilated or the individual's name has been changed);

(7) United States Citizen Identification Card (I-197) (issued by USCIS until April 7, 1983 to U.S. citizens living near the Canadian or Mexican border who needed it for frequent border crossings) (formerly Form I-179, last issued in February 1974);
(8) Northern Mariana Identification Card (issued by USCIS to a collectively naturalized citizen of the U.S. who was born in the Northern Mariana Islands before November 3, 1986);
(9) Statement provided by a U.S. consular officer certifying that the individual is a U.S. citizen (this is given to an individual born outside the U.S. who derives citizenship through a parent but does not have an FS-240, FS-545 or DS-1350);
(10) American Indian Card with a classification code "KIC" and a statement on the back (identifying U.S. citizen members of the Texas Band of Kickapoos living near the U.S./Mexican border).

B. Secondary Evidence: If the applicant cannot present one of the documents listed in A above, the following may be relied upon to establish U.S. citizenship or nationality:

(1) Religious record recorded in one of the 50 States, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island or the Northern Mariana Islands (unless the person was born to foreign diplomats residing in such a jurisdiction) within three months after birth showing that the birth occurred in such jurisdiction and the date of birth or the individual's age at the time the record was made;
(2) Evidence of civil service employment by the U.S. government before June 1, 1976;
(3) Early school records (preferably from the first school) showing the date of admission to the school, the child's date and place of birth, and the name(s) and place(s) of birth of the parent(s);
(4) Census record showing name, U.S. citizenship or a U.S. place of birth, and date of birth or age of applicant;
(5) Adoption Finalization Papers showing the child's name and place of birth in one of the 50 States, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island or the Northern Mariana Islands (unless the person was born to foreign diplomats residing in such a jurisdiction) or, where or adoption is not finalized and the State or other jurisdiction listed above in which the child was born will not release a birth certificate prior to final adoption, a statement from a state-approved adoption agency showing the child's name and place of birth in one of such jurisdictions (NOTE: the source of the information must be an original birth certificate and must be indicated in the statement); or
(6) Any other document that establishes a U.S. place of birth or in some way indicates U.S. citizenship (e.g. a contemporaneous hospital record of birth in that hospital in one of the 50 States, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island or the Northern Mariana Islands (unless the person was born to foreign diplomats residing in such a jurisdiction)).

C. Collective Naturalization: If the applicant cannot present one of the documents listed in A or B above, the following will establish U.S. citizenship for collectively naturalized individuals:

(1) Puerto Rico: Evidence of birth in Puerto Rico on or after April 11, 1899 and the applicant's statement that he or she was residing in the U.S., a U.S. possession or Puerto Rico on January 13, 1941; or Evidence that the applicant was a Puerto Rican citizen and the applicant's statement that he or she was residing in Puerto Rico on March 1, 1917 and that he or she did not take an oath of allegiance to Spain;

(2) U.S. Virgin Islands: Evidence of birth in the U.S. Virgin Islands, and the applicant's statement of residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927; The applicant's statement indicating resident in the U.S. Virgin Islands as a Danish citizen on January 17, 1917 and residence in the U.S., a U.S. possession or the U.S. Virgin Islands on February 25, 1927, and that he or she did not make a declaration to maintain Danish citizenship; or Evidence of birth in the U.S. Virgin Islands and the applicant's statement indicating residence in the U.S., U.S. possession or territory or the Canal Zone on June 28, 1932.

(3) Northern Mariana Islands (NMI) (formerly part of the Trust Territory of the Pacific Islands (TTPI)): Evidence of birth in NMI, TTPI citizenship and residence in NMI, the U.S., or a U.S. territory or possession on November 3, 1986 (NMI local time) and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); Evidence of TTPI citizenship, continuous residence in NMI since before November 3, 1981 (NMI local time), voter registration prior to January 1, 1975 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time); or Evidence of continuous domicile in NMI since before January 1, 1974 and the applicant's statement that he or she did not owe allegiance to a foreign state on November 4, 1986 (NMI local time). Note: If a person entered NMI as a nonimmigrant and lived in NMI since January 1, 1974, this does not constitute continuous domicile and the individual is not a U.S. citizen.

D. Derivative Citizenship: If the applicant cannot present one of the documents listed in A or B above, you should make a determination of derivative U.S. citizenship in the following situations:

(1) Applicant born abroad to two U.S. citizen parents: Evidence of the U.S. citizenship of the parents and the relationship of the applicant to the parents, and evidence that at least one parent resided in the U.S. or an outlying possession prior to the applicant's birth.

(2) Applicant born abroad to a U.S. citizen parent and a U.S. non-citizen national parent: Evidence that one parent is a U.S. citizen and that the other is a U.S. non-citizen national, evidence of the relationship of the applicant to the U.S. citizen parent, and evidence that the U.S. citizen parent resided in the U.S., a U.S. possession, American Samoa or Swain's Island for a period of at least one year prior to the applicant's birth.

(3) Applicant born out of wedlock abroad to a U.S. citizen mother: Evidence of the U.S. citizenship of the mother, evidence of the relationship to the applicant and, for births on or before December 24, 1952, evidence that the mother resided in the U.S. prior to the applicant's birth or, for births after December 24, 1952, evidence that the mother had resided, prior to the child's birth, in the U.S. or a U.S. possession for a period of one year.

(4) Applicant born in the Canal Zone or the Republic of Panama: A birth certificate showing birth in the Canal Zone on or after February 26, 1904 and before October 1, 1979 and evidence that one parent was a U.S. citizen at the time of the applicant's birth; or A birth certificate showing birth in the Republic of Panama on or after February 26, 1904 and before October 1, 1979 and evidence that at least one parent was a U.S. citizen and employed by the U.S. government or the Panama Railroad Company or its successor in title.

E. All other situations where an applicant claims to have a U.S. citizen parent and an alien parent, or claims to fall within one of the above categories but is unable to present the listed documentation:

(1) If the applicant is in the U.S., refer him or her to the local USCIS office for determination of U.S. citizenship;

(2) If the applicant is outside the U.S., refer him or her to the State Department for a U.S. citizenship determination.

(3) Adoption of Foreign-Born Child by U.S. Citizen: If the birth certificate shows a foreign place of birth and the applicant cannot be determined to be a naturalized citizen under any of the above criteria, obtain other evidence of U.S. citizenship; Since foreign-born adopted children do not automatically acquire U.S. citizenship by virtue of adoption by U.S. citizens, refer the applicant to the local USCIS district office for a determination of U.S. citizenship if the applicant provides no evidence of U.S. citizenship.

(4) U.S. Citizenship By Marriage: A woman acquired U.S. citizenship through marriage to a U.S. citizen before September 22, 1922. Ask for: Evidence of U.S. citizenship of the husband, and evidence showing the marriage occurred before September 22, 1922. Note: If the husband was an alien at the time of the marriage, and became naturalized before September 22, 1922, the wife also acquired naturalized citizenship. If the marriage terminated, the wife maintained her U.S. citizenship if she was residing in the U.S. at that time and continued to reside in the U.S.

(5) Applicants With Disabilities and Nondiscrimination: If an applicant has a disability that limits the applicant's ability to provide the required evidence of citizenship or nationality (e.g., mental retardation, amnesia, or other cognitive, mental or physical impairment), you should make every effort to assist the individual to obtain the required evidence. In addition, you should not discriminate against applicants on the basis of race, national origin, gender, religion, age or disability. See Nondiscrimination Advisory, Attachment 2 to Interim Guidance.

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Lender Loss Rate Calculation

$$\text{Lender Loss Rate} = \frac{(\text{Total } \textit{losses paid} \text{ on loans made during the past 7 years})}{(\text{Total } \textit{loan amount} \text{ during the past 7 years})}$$

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Present Value Calculation

Present Value is the current value of an expected future cashflow. In order to execute a debt writedown, the present value of the loan being written down must be greater than or equal to the net recovery value of the loan's security.

The present value is used when the Authorized Agency Official fills out Form FSA 1980-88 (see paragraph 328)

Balance Available is Projected to Remain CONSTANT During Loan Repayment Schedule

Balance Available		
1. Balance Available for Term Debt Repayment (BATDR)	$ _____	
2. All Other Debt Payments	– $ _____	
3. Balance Available (line 1 – line 2)		$ _____
Present Value		
4. Repayment Schedule (in years)	_____	
5. Interest Rate	_____ %	
6. Loan Amortization Factor	_____	
7. **Present Value = Balance Available (Line 3) divided by Loan Amortization Factor (Line 6)**		$ _____

Loan Amortization Factor is a function of Repayment Schedule and Interest Rate. See the **Loan Amortization Reference Book** to determine the Loan Amortization Factor.

Actual formula for present value of a regular payment stream: $V = A \left[\frac{1 - (1 + i)^{-N}}{i} \right]$

where V equals value, A is the payment, i is the interest rate, and N is the number of payments in months or years as applicable. Use of conversion table or calculator is recommended.

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Present Value Calculation (continued)

Balance Available is Projected to CHANGE During Loan Repayment Schedule

Subsequent Balance Available (balance Available After Balance Change)

1. Balance Available for Term Debt Repayment (BATDR) (After balance change) $ _____
2. All Other Debt Payments $ _____
3. **Subsequent Balance Available = BATDR (Line 1) minus All Other Debt Payments (Line 2) =** **$ _____**

Subsequent Present Value

4. Repayment Schedule (total time in years or months remaining on repayment schedule) _____
5. Interest Rate _____ %
6. Loan Amortization Factor _____
7. **Subsequent Present Value = Subsequent Balance Available (Line 3) divided by Loan Amortization Factor (Line 6)** **$ _____**

Initial Balance Available (balance Available Before Balance Change)

8. Balance Available for Term Debt Repayment (BATDR) (Before balance change) $ _____
9. All Other Debt Payments $ _____
10. **Initial Balance Available = BATDR (Line 8) minus All Other Debt Payments (Line 9) =** **$ _____**

Initial Present Value

11. Period Initial Balance is Available (years or months) _____
12. Interest Rate _____ %
13. Loan Amortization Factor _____
14. **Initial Present Value = Initial Balance Available (Line 10) divided by Loan Amortization Factor (Line 13)** **$ _____**
15. **Subsequent Present Value (Line 7) + Initial Present Value (Line 14)** **$ _____**
16. **Subsequent Balance Available Divided by Initial Loan Amortization Factor = Subsequent Balance Available (Line 3) ÷ Initial Balance Available Loan Amortization Factor (Line 13)** **$ _____**

Present Value Of Uneven Payments

17. **Present Value of Uneven Payments = (Line 15) – (Line 16)** **$ _____**

Loan Amortization Factor is a function of Repayment Schedule and Interest Rate. See the **Loan Amortization Reference Book** to determine the Loan Amortization Factor.

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Net Recovery Value = (A+B) - C

Net Recovery Value is
–the estimated market value of security
–plus any expected revenue or rent generated by the security
–minus any reasonable lender incurred liquidation expenses

In order to execute a debt writedown, the net recovery value must be equal to or less than the present value of the loan being written down.

The net recovery value is used when the Authorized Agency Official fills out Form FSA 1980-88 (see paragraph 328)

A. Market Value of Property
(based on appraisal conducted according to § 762.127) _____
(Part 8, Section 4, Subsection 3)

B. Expected Income or Revenue
1. Annual Rent x Holding Period (HP)[1] _____
2. Annual Royalties x HP _____
3. Other Annual Income x HP _____
4. Annual % Property Appreciation x HP + _____

Total _____

C. Expenses
1. Prior Lienholder Indebtedness (P&I) _____
2. Annual Taxes and Assessments x HP _____
3. Annual Property Depreciation x HP _____
4. Annual Management Costs x HP _____
5. Essential Repairs to Secure and Resell _____
6. Other Costs:
   Taxes _____
   Closing Costs _____
   Surveys _____
   Administrative Costs Not Considered "In-House" _____
7. Resell Expenses-Commission, Advertising _____
8. Total Interest Cost During Holding Period (Note Rate) _____
9. Hazardous Waste Cleanup + _____

Total _____

[1]HP=Holding Period in years or percentages thereof. Typically 90 days unless longer period is agreed to by FSA.

D. Net Recovery Value

Market Value of Property + Expected Income or Revenue - Expenses = Net Recovery Value

_____ + _____ - _____ = $_____

Lender Documentation and Reporting Requirements

Document Submitted	SEL	CLP	PLP
General Loan Servicing			
FSA-1980-41, Guaranteed Loan Status Report	√	√	√
Projected Cash Flow for the coming year (for Lines of Credit)	√		
***--**Borrower's Balance Sheet and Income Expense Statement for the previous year, if applicable	√**--***		
Annual Farm Inspection	√		
Narrative and Certification that the Borrower Analysis has been Performed and Borrower Progress is Satisfactory		√	
Certification that projected cash flow is feasible (for Lines of Credit)		√	
Secondary Market			
FSA-1980-36, Assignment of Guarantee	√	√	√
Distressed Servicing			
FSA-1980-44, Guaranteed Loan Borrower Default Status Report (every 60 days after initial borrower/lender meeting)	√	√	√
RD-449-30, Loan Note Guarantee Report of Loss	√	√	√
Agency approval of the Liquidation Plan	√	√	
FSA-1980-26 Report on Collection Activities on Liquidated Accounts	√	√	√

Lender Documentation and Reporting Requirements (Continued)

Document Submitted	SEL	CLP	PLP
Restructuring Loans			
Agency Approval of Restructuring Request	**T**		
Written Certification that the requirements of §1980.145 have been met		**T**	
Memo explaining the restructuring and certifying that the loan has become current.		**T**	**T**
Narrative describing the proposed restructuring	**T**		
A feasible plan	**T**		
Current Financial Statement from all liable parties	**T**		
Verification of nonfarm and other farm income	**T**		
Borrower Credit Report	**T**		
Financial history for previous three years	**T**		
Production history for the previous three years	**T**		
Copies of Restructured Promissory Notes	**T**	**T**	**T**
Copy of FSA-1980-44 stating the loan is current under restructured conditions	**T**	**T**	**T**
Request for Capitalization of Interest	**T**		
FSA-1980-84	**T**	**T**	**T**

Lender Documentation and Reporting Requirements (Continued)

Document Submitted	SEL	CLP	PLP
Debt Writedown			
Request Agency concurrence	✔	✔	✔
Balance Sheet	✔	✔	
Production History	✔	✔	
Financial History	✔	✔	
Cash Flow Statement	✔	✔	
Narrative explaining why no other restructuring option would work.	✔	✔	✔
A current appraisal of all property securing the loan	✔	✔	✔
RD-449-30, Report of Loss	✔	✔	✔
FSA-1980-88, Loan Guaranteed Writedown Worksheet	✔	✔	✔
FSA-1980-89, Shared Appreciation Agreement, for loans secured by real estate	✔	✔	✔

*--Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is between Farm Service Agency (FSA), formerly known as the Farmers Home Administration (FmHA), as to farm loans, and the Federal Deposit Insurance Corporation (FDIC).

General Purpose

The purpose of this MOU is to clarify and define certain responsibilities of FSA and the FDIC, in its capacity as receiver (Receiver) of a failed insured depository institution (closed bank), with regard to FSA Loan Note Guarantees, Contracts of Guarantee and Conditional Commitments for Guarantee to which the closed bank was a party. It is also the purpose of this MOU to outline joint policies that will assist in the preservation of the value of FSA guaranteed loans and of borrowers' operations. It acknowledges that cooperative action is necessary to preserve these values for the benefit of the Receiver, the borrower, and FSA. It is not the purpose of this MOU to abrogate existing statutes, rules or regulations of either the FDIC or FSA. This MOU does not create any legal rights or obligations on the part of any third parties.

Identification and Analysis of FSA Guaranteed Loans After a Bank is Closed

On the first business day following the closing of a bank that has FSA guaranteed loans, the Receiver will notify the FSA's Deputy Administrator for Farm Loan Programs in Washington, DC. The FSA's Deputy Administrator for Farm Loan Programs will advise the Receiver of the proper FSA contacts for the State or States in which the closed bank has guaranteed loans. The Receiver's notice to these FSA contacts will provide FSA with the name of the closed bank, the FDIC closing manager and other key FDIC personnel, the address to which any written correspondence regarding the closed bank is to be sent, the telephone number of the FDIC at the closed bank, and a copy of the FDIC's public notice regarding the latest date that claims can be filed against the closed bank's estate.

As long as the Receiver retains any FSA guaranteed loans, the Receiver will promptly notify FSA of any change in such contact information. FSA may rely upon the prior contact information until it receives the changed information from the Receiver.

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***--Memorandum of Understanding (Continued)**

Not later than 30 days after receipt of the above-mentioned notification of bank closing FSA will:

- provide the Receiver with a list of:
  (i) all FSA guaranteed loans in the closed bank's loan portfolio together with a list of any FSA Conditional Commitments for Guarantee which have been issued to the closed bank; for each guaranteed loan this list will include the FSA case number, borrower's name, the loan date, and original principal amount; and
  (ii) collateral for the loans to the extent reflected in FSA's records; at the option of FSA, this information may be furnished by providing copies of the lender's original request for guarantee.
- commence a review:
  (i) of the closed bank's records of FSA guaranteed loans in order to determine whether, and in what manner, the closed bank failed to meet FSA's standards in servicing or originating the loans; and
  (ii) of each FSA guaranteed operating loan with the Receiver and jointly determine if it is financially feasible to continue with the operation (including advancing funds for lines of credit) through the current crop year.

Such review shall take place at the closed bank's premises, or such other place as the Receiver and the FSA shall agree, and shall be completed within 30 days after commencement.

Notwithstanding the foregoing, if the Receiver receives a request for advancement of funds from a borrower under an FSA guaranteed operating loan prior to FSA's and the Receiver's initial determination that it is financially feasible to continue to fund such loan, the Receiver will forward the request with a recommendation to FSA for concurrence. Any request not denied by FSA within 7 days of FSA's receipt of the borrower's request will be deemed to be approved.

Servicing FSA Guaranteed Loans

To the extent feasible, FSA will provide the full and timely cooperation of its staff in support of the FDIC's closing teams and the Receiver's loan servicing responsibilities. Without in any way limiting the foregoing, FSA will assist the Receiver with any necessary completion of loan status reports and physical inspections of the loan security for any Performing Loan or Non-performing Loan, each as defined on Exhibit A hereto.

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***--Memorandum of Understanding (Continued)**

During the period commencing with the closing of the bank and ending 60 days after the Receiver's receipt of FSA's listing of any deficiencies in the servicing or origination of the guaranteed loans, the Receiver may postpone compliance with FSA servicing requirements promulgated for FSA guaranteed loans with the exception of those requirements pertaining to:

- payment processing,
- insurance policy maintenance,
- tax payments,
- UCC filings necessary to perfect and protect the security interests of the lender and FSA, and
- all other appropriate action reasonably necessary to protect the security interests of the lender and FSA where the Receiver has actual knowledge of conversion activity, deterioration or destruction of security property, or filing of bankruptcy by the borrower.

Thereafter, the Receiver will service (whether directly or through a subservicer) any remaining FSA guaranteed loans in accordance with the Lender's Agreement, FSA reporting requirements and any applicable loan agreements until such time as these loans are sold or the debt is paid.

The Receiver shall not be responsible for any unilateral actions on the part of FSA which cause a loss on a loan serviced by the Receiver.

When a borrower has both FSA guaranteed loans and other unguaranteed loans in a closed bank, collateral and lien positions as set forth in the loan documents will govern payment distributions. Before set-asides, windfalls or any other FSA guaranteed borrower income is applied against any loan balances, the Receiver and FSA will agree as to the distribution of these funds.

The Receiver will not be required to subordinate its lien position without prior consent.

The Receiver may make advances for the protection and preservation of collateral securing FSA guaranteed loans in accordance with 7 C.F.R. § 762.149.

FSA shall notify the Receiver and outline the details of any servicing or origination deficiencies of which FSA becomes aware. Working in coordination with FSA, the Receiver will take action to correct the identified deficiencies (regardless of whether they occurred before or after the closing of the bank) to the extent practicable. Any uncorrected deficiencies may result in the reduction or denial of a future loss claim with respect to that loan. Any remaining claim by FSA with respect to any such deficiency shall be a general liability of the closed bank under 12 U.S.C. § 1821(d)(11)(A)(iii) to the extent it arises out of or results from the closed bank's origination or servicing errors with respect to that loan. FSA claims with respect to deficiencies arising from

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the Receiver's servicing errors shall be an administrative expense of the Receiver under 12 C.F.R. § 360.3(a)(1), except as otherwise provided herein. Notwithstanding the foregoing, FSA shall not make a claim against the Receiver, nor shall it reduce or deny a future loss claim, as a result of any postponed compliance with FSA servicing requirements as permitted under this MOU. FSA will not offset amounts owed to it from the Receiver for one closed bank against amounts due from FSA to the Receiver for another closed bank.

FSA Conditional Commitment for Guarantee

When an FSA Conditional Commitment for Guarantee has been issued to the closed bank, such commitment will be deemed canceled unless (i) the Receiver determines that the funding of the loan will enhance the ability of the borrower to fulfill its obligations under any existing FSA guaranteed loan, and (ii) the Receiver so notifies FSA within 30 days after receipt from FSA of the list of Conditional Commitments for Guarantee which have been issued to the closed bank.

Disposition of FSA Guaranteed Loans

FSA will assist the Receiver in identifying eligible lenders, as defined by 7 C.F.R. § 762.105, interested in acquiring guaranteed loans. FSA and the Receiver shall resolve the specific loan scenarios for Performing and Non-Performing Loans (as defined in Exhibit A) as follows:

Performing Loans

- The Receiver will determine the Reserve Price, as defined in Exhibit A hereto, of the entire loan.
- FSA shall provide the Receiver with a letter that the Receiver may provide to prospective purchasers that either (i) indicates that no deficiencies were discovered in FSA's review of the loan, or (ii) identifying deficiencies, other than deficiencies with respect to postponed compliance in accordance with this MOU, that pursuant to 7 C.F.R. § 762.103 will result in a reduction in any loss claim payment to the extent the violation resulted in the loss. In either case such letter shall provide that FSA reserves its rights with respect to any later discovered deficiencies. FSA shall provide such letter within 60 days of its receipt of the notice of the bank's closing.
- If FSA determines that no deficiencies exist in the originating or servicing of the guaranteed loan that would nullify the guarantee under FSA regulations, FSA will permit its guarantee to remain intact (subject to reduction for violations under 7 C.F.R. § 762.103) if the Receiver contracts with an eligible lender to purchase the loan.

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***--Memorandum of Understanding (Continued)**

- If there is an entity, other than the lender, which holds all or a part of the guaranteed portion on such loan and does not have servicing responsibilities (a "holder), the Receiver will notify the holder of any proposed sale. The Receiver shall obtain the holder's written concurrence, in accordance with 7 C.F.R. § 762.105(c), in any such sale if the rates and terms of the guaranteed loan will be changed. Where holder concurrence is required but not obtained, a new lender may not be substituted and the guaranteed loan may only be sold without FSA's guarantee. Notwithstanding the foregoing, the Receiver may repurchase the guaranteed portion from a non-concurring holder in accordance with 7 C.F.R. § 762.144(d) and thereafter sell the loan with the FSA's guarantee to an eligible lender. If such portion of the loan is sold without FSA's guarantee, the Receiver will notify the purchaser of the holder's remaining interest in the guaranteed loan.
- The Receiver will not make a claim upon FSA for any difference between the proceeds received on the sale of the loan and the amount of the outstanding principal and interest with respect to such loan as of the time of the sale.
- Nothing herein shall limit the Receiver's ability to sell the lender's interest in a Performing Loan.

Non-performing Loans

- The Receiver will determine the Reserve Price of the entire loan and shall notify the FSA. FSA shall approve or reject the Reserve Price within 5 days of receipt of such notice. If FSA rejects the Reserve Price, FSA and the Receiver shall (i) review the information and factors to be taken into account in determining the value of such Non-performing Loan and (ii) mutually determine a Reserve Price as soon as reasonably practical after the rejection notice.
- Upon FSA's approval of the Reserve Price, the Receiver will sell the loan. Proceeds from the sale will be paid to the lender and the holder, if any, on a pro-rata basis.
- If the Receiver cannot sell the loan, the Receiver will attempt to restructure the loan with the borrower on terms acceptable to FSA. If the loan is restructured (and borrower continues to perform), the restructured loan will be treated as a Performing Loan for purposes of this MOU, except as provided below. Such loan may be sold to an eligible lender with an FSA guarantee of a percentage of the restructured note amount equal to the percentage of the original loan that was guaranteed by FSA.

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***--Memorandum of Understanding (Continued)**

- If the Receiver cannot sell or restructure the loan, the Receiver will liquidate the loan security through foreclosure and sale of the collateral. Liquidation costs will be subtracted from the sales proceeds. Any remaining proceeds will be paid to the lender and the holder, if any, on a pro-rata basis.
- The Receiver may make a claim upon FSA for the loss incurred. The Receiver's loss shall be equal to difference between the Receiver's pro-rata share of
  - (i) (x) the proceeds received on the sale of the loan, (y) the reduced principal amount of a restructured loan, or (z) the net liquidation proceeds from the loan foreclosure and subsequent sale of the collateral, as the case may be, and
  - (ii) the amount of the outstanding principal and 60 days interest with respect to such loan as of the time of the sale, restructure, or foreclosure.
- FSA will review the claim and will either pay the claim in full, reduce the claim, or reject the claim in accordance with FSA regulations.

When a loan is sold as part of a pool or asset sale, the pro-rata distribution from the sale with respect to any loan will be based upon the net present value of the estimated cash recovery for Non-performing Loans, as determined in accordance with Exhibit A hereto.

Miscellaneous

All notices and other communications hereunder shall be in writing. The parties will deem that a notice has been received, when (i) delivered personally or transmitted by telecopy (with receipt acknowledged), (ii) 5 days after being mailed by first class postage prepaid, or (iii) when sent by E-mail, if a copy is sent contemporaneously by first class mail, postage prepaid.

If any date for performing any act under this MOU falls on a Saturday, Sunday or legal holiday, the date for performance shall be extended to the next business day.

This MOU may be amended at any time by written agreement of both parties and will take effect upon execution by both parties. The parties shall act reasonably and in good faith in complying with their obligations hereunder.

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***--Memorandum of Understanding (Continued)**

Federal Deposit Insurance Corporation	Farm Service Agency
Mitchell L. Glassman	James R. Little
Mitchell L. Glassman, Director Division of Resolutions and Receiverships	Administrator
Date: 12/13/01	Date: 2/13/02

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EXHIBIT A
DEFINITIONS AND PROTOCOLS

Definitions

Performing Loan - a loan that is paying as agreed (currently less than 30 days past due) and is expected to pay in full under the terms of the note. Past delinquency or file-documentation problems do not disqualify a loan as performing (although they may have an effect on the discount rate used to calculate the Market Value, as determined below).

Non-performing Loan - a loan that is 30 days or more past due or is past the note (or modification) maturity date, regardless of whether or not ongoing payments are being received from the borrower. Non-performing Loans also include all judgements, deficiency balances, and charge-offs regardless of delinquency.

Reserve Price - Reserve Price is equal to Market Value, as determined below, for Performing Loans, and shall be an amount based on the net present value of the estimated cash recovery (NPV-ECR), determined in accordance with the protocols below, for Non-performing Loans.

Protocols

Valuation of Performing Loans

The valuation of Performing Loans is normally the first step in establishing a Reserve Price when selling to the secondary market. The value of a Performing Loan is calculated through a Mark-to-Market process in which the remaining payments are present-valued using current market yield requirements for similar loans. The result of this discounting is termed the Market Value. The Market Value for Performing Loans is calculated using a current market yield for similar types and quality of loans. The current market yield is comprised of a base rate, which is the rate for good quality, market-standard loans, and an adjustment for the characteristics of the specific loan(s). The base rate may be determined either through recognized publications that quote comparable rates or through surveys of local lending institutions. Once the base rate is determined, specific characteristics that affect the required yield should be identified through a review of the loan files and the payment histories. These characteristics include delinquency rates or documentation deficiencies such as missing financial statements or geographic location if the base rate does not reflect local lending practices. The current market yield is the result of adjusting the base rate for any of these characteristics.

Valuation of Non-performing Loans

The Net Present Value of the Estimated Cash Recovery (NPV-ECR), which is based on a liquidation scenario, is established by first estimating the cash recoveries, direct expenses, and payment of any prior liens over time. The estimated net cash flows are then present-valued using the appropriate rate. These rates reflect the risks associated with the source(s) of the ultimate collection and the estimated timing of the cash flows.

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Continued on the next page

***--Memorandum of Understanding (Continued)**

By using a liquidation scenario, decisions regarding a compromise, restructure, or the sale of a loan are based on the same established value. The liquidation scenario is broadly defined as the cash flows identified with the foreclosure/repossession; holding and sale of pledged collateral; and the collection through litigation from identifiable assets of the borrowers or guarantors.

Under normal circumstances, the Reserve Price for Non-performing Loan will range from 75% to 90% of NPV-ECR. Upward and downward adjustments may be made for both the size of individual loans and the size of the package of loans. Small loans (balances less than $25,000) are generally reserved at 75% of NPV-ECR. Loans with balances over $250,000 are generally reserved at 90% of NPV-ECR. Should the NPV-ECR fall below 5% of the package's aggregate book value, it may be sold without a minimum Reserve Price. Discretion is given for loans falling between $25,000 and $250,000.

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Comparison Guide for Loss Claim Decisions and Appeals

Subject	2-FLP	2004 CFR	FmHA Instructions 1980-A and 1980-B
90-day interest accrual	Subparagraphs 355 E, 359 A, and 360 F	762.149(d)(2)	1980.146 (d)(1)(V), 1980.146 (e)(1), and 1980, Subpart A, Appendix B (D) (2)
Protecting loan collateral in bankruptcy, foreclosure, insolvency, or any other litigation	Subparagraphs 264 A, 341 A, and 360 F	762.142(a)(6), 762.148(a), and 762.149(h)(6)(i)	1980.130 (j) and 1980.144
Lender fails to contact borrower or takes no action to cure default	Subparagraphs 19 C and 360 F	762.103 and 762.149(h)(6)(i)	1980.145
Unauthorized release of security proceeds	Subparagraphs 19 C, 264 A, and 360 F	762.103, 762.142(a)(5), 762.142(b), and 762.149(h)(6)(ii)	1980.130 (k)
Failure to inspect collateral	Subparagraphs 19 C, 264 A, and 360 F	762.103, 762.142(a)(3) and (4), and 762.149(h)(6)(ii)	1980.130 (i)
Failure to verify ownership or possession of security	Subparagraphs 264 A and 360 F	762.142(a)(2) and 762.149(h)(6)(ii)	1980.130 (b) and 1980.130 (d)
Protective advances	Subparagraphs 359 E and 360 D	762.149(e)	1980.136
Fraud, misrepresentation, and negligent servicing	Subparagraphs 19 B, 19 C, and 360 F	762.103 and 762.149(i)(6)	1980.130

Demand for Payment, Notice of Intent to Collect by Non-Centralized Administrative Offset, Including Internal Administrative Offset, Centralized Offset, and Other Applicable Debt Collection Methods

Note: Exhibit 17 will be available in a fillable format at http://intranet.fsa.usda.gov under form name "2-FLP Exhibit 17".

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United States Department of Agriculture

Farm and Foreign Agricultural Services

Farm Service Agency

Demand for Payment, Notice of Intent to Collect by Non-Centralized Administrative Offset, Including Internal Administrative Offset, Centralized Offset, and Other Applicable Debt Collection Methods

[County Office Name]

FSA Office
[Any Town, ST XXXXX-XXXX]

Dear _____ :

This is to inform you that as a result of a final loss claim that the U.S. Department of Agriculture (USDA), Farm Service Agency (FSA) paid on your behalf, you now have a delinquent Federal debt.

The final loss claim is based on the following guaranteed loans: (Complete as necessary from Borrower Loan Records).

Date of Loan	Lender	Loan ID Number	Loan Amount

The amount of the final loss claim paid on your behalf which you owe is $ [Amount] . Interest will accrue at the note rate of the guaranteed loan on the date the final loss claim was paid ([Interest Rate] %). The amount due will increase as interest accrues at the annual rate indicated.

FSA will continue to use:

- Centralized offset from the U.S. Department of Treasury's Treasury Offset Program (TOP),
- Non-centralized administrative offset between FSA and USDA payment authorizing agencies including, but not limited to, internal administrative offset (IAO) of payments made by FSA, and
- The other debt collection actions described in this notice to collect the debt you owe FSA.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (Voice and TDD). To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

USDA is an Equal Opportunity Employer

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***--Demand for Payment, Notice of Intent to Collect by Non-Centralized Administrative Offset, Including Internal Administrative Offset, Centralized Offset, and Other Applicable Debt Collection Methods (Continued)**

Demand for Payment

To avoid debt collection actions you must either comply with this demand for payment of your FSA debt or successfully dispute that debt (see instructions under Debtors' Rights, pages 3-4). To repay your debt, send a check or money order, for the full amount of the debt to [Insert Service Center Name and address].
Please include your account number on your payment. The payment must be received no later than [Date] to avoid non-centralized administrative offset.
To avoid centralized offset and other debt collection actions, payment must be received no later than [Date] .

Debt Collection Actions

- If the delinquent debt is not paid in full, or
- Timely resolved by the actions explained in this notice,

then USDA agencies will be notified to collect the debt by non-centralized administrative offset. Treasury also will be notified to collect by centralized offset from the following Federal Government sources or other private payments due you, if applicable:

- TOP (To obtain income tax refunds, contract or vendor payments, certain Federal benefit payments, such as Social Security, other than Supplement Security Income, Railroad Retirement (other than tier 2), and Black Lung (part B) benefits and other Federal payments, including certain loans to you, that are not exempt from offset)

- Federal salary pay, including military pay (through Treasury's centralized computer matching program, not to exceed 15 percent of disposable pay)

- Federal retirement and disability pay, including military retirement pay (from the Office of Personnel Management, in most cases not to exceed 50 percent of the net annuity).

Ineligibility for Federal Assistance

If you do not resolve your delinquent Federal debt within the time frames provided in this notice, you will be ineligible to receive future Federal financial assistance including loans (except disaster loans), loan guarantees and loan insurance.

Disclosure

Your delinquent debt also will be disclosed to a commercial credit reporting bureau. To avoid this action you must either repay your debt immediately, propose an acceptable repayment agreement or request an appeal within the time frames provided in this notice.

Page 2 of 5

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***--Demand for Payment, Notice of Intent to Collect by Non-Centralized Administrative Offset, Including Internal Administrative Offset, Centralized Offset, and Other Applicable Debt Collection Methods (Continued)**

Non-Centralized Administrative Offset

FSA intends to take any future payment that you are to receive from your participation in any USDA program or contract (this includes any FSA program or contract). The amount to be offset also will include any payments to other entities equal to your *pro rata* share in the entities if FSA has a legally enforceable right under state law or otherwise to pursue entity payments. We intend to begin administrative offset **31** calendar days after receipt of this notice, unless you resolve the debt with the options set out in this notice.

Centralized Offset

Your delinquent debt will be referred to Treasury for TOP and for centralized salary offset computer matching as required by the Debt Collection Improvement Act of 1996 (DCIA), 31 U.S.C. 3716, the Federal Claims Collection Standards, and Department of Treasury Regulations if the debt is not satisfied by non-centralized administrative offset of payments within USDA. Under DCIA, FSA debts over 180 days delinquent must be referred to Treasury for such collection.

Litigation

FSA intends to enforce collection by referring the debt to the Department of Justice to initiate litigation if you fail to pay or otherwise resolve the debt.

Debtors' Rights

You have the right to inspect and copy Agency records, to make other arrangements for repaying your debt and to request an appeal of this demand for payment to the National Appeals Division (NAD).

Page 3 of 5

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***--Demand for Payment, Notice of Intent to Collect by Non-Centralized Administrative Offset, Including Internal Administrative Offset, Centralized Offset, and Other Applicable Debt Collection Methods (Continued)**

Access to Agency Records of the Debt

You may inspect and copy your Agency file regarding this debt by notifying your local servicing office indicated below in writing within ***20 calendar days*** from the date of receipt of this notice. In response, FSA will notify you regarding a time and place for your review. At your request, one copy of the documents regarding this debt will be provided at our expense.

Opportunity to Propose a Repayment Agreement

At any time within ***20 calendar days*** of the date of receipt of this notice, you may present a written agreement to repay the debt as an alternative to non-centralized administrative offset. Your proposed repayment agreement must document your ability to pay the delinquent Federal debt within a short period of time. A written repayment plan for paying the delinquent Federal debt may be accepted by the Agency in lieu of collection of the debt through non-centralized administrative offset of payments you are to receive.

Right to Appeal to NAD

You have the right to appeal this demand for payment to NAD in accordance with regulations published at 7 C.F.R. part 11. The issues under appeal will be limited to the existence of the debt, and the amount of the debt. If you wish to appeal this demand for payment, your written request for appeal must be postmarked no later than ***30 calendar days*** from the date you received this notice. Send the request for appeal to the office of the Area Supervisor, National Appeals Division, [Insert NAD Address]
[NAD address continuation].

The request for appeal must include a copy of this notice and a statement explaining why you think the demand for payment is incorrect. The request should also include your name, address, and phone number. NAD will advise you of the time and place of any hearing and of any procedural requirements. A copy of your request for appeal and any attachments should be sent to this office. When you request a NAD appeal, there will be an immediate stay of the non-centralized administrative offset and referral for centralized offset until the NAD reviewing official issues a final written decision.

Please do not delay action to pay your delinquent Federal debt or exercise the rights offered in this notice. Your delinquent Federal debt will have a negative impact on your ability to obtain other credit. No additional advance notice will be forthcoming before referral of your debt to Treasury for TOP. If a Federal income tax return is filed, and your spouse is not responsible for this debt, please contact your local IRS office before filing your return to learn how to protect your spouse's share of the refund.

Page 4 of 5

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***--Demand for Payment, Notice of Intent to Collect by Non-Centralized Administrative Offset, Including Internal Administrative Offset, Centralized Offset, and Other Applicable Debt Collection Methods (Continued)**

Otherwise, you can obtain IRS information at http://www.irs.gov. , including IRS Form 8379, if applicable. You should advise your local servicing office if you or another person liable for the debt files bankruptcy. If you have any questions about FSA's procedures, please call your local servicing office at [Insert phone numer] or write FSA at the address indicated above.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

USDA regulations prohibit discrimination in USDA programs because of your race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, disability; or because all or part of your income is derived from any public assistance program; or because you have filed a program complaint, participated in any program complaint proceeding, or opposed a prohibited practice.

If you believe you have been discriminated against for any of the reasons stated above, you may file a complaint with the Director, Office of Civil Rights, United States Department of Agriculture, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410.

Sincerely,

_____
Farm Service Agency
United States Department of Agriculture

Page 5 of 5

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***--Demand for Payment, Notice That Non-Centralized Administrative Offset, Including Internal Administrative Offset, Has Been Taken and Will Continue, and Intent to Collect by Centralized Offset and Other Applicable Debt Collection Methods**

Note: Exhibit 18 will be available in a fillable format at http://intranet.fsa.usda.gov under form name "2-FLP Exhibit 18".

USDA

United States Department of Agriculture

Farm and Foreign Agricultural Services

Farm Service Agency

[County Office Name]
FSA Office
[Any Town, ST XXXXX-XXXX]

Demand for Payment, Notice That Non-Centralized Administrative Offset, Including Internal Administrative Offset, Has Been Taken and Will Continue, and Intent to Collect by Centralized Offset and Other Applicable Debt Collection Methods

Dear [Borrower] :

This is to inform you that as a result of a final loss claim that the U.S. Department of Agriculture (USDA), Farm Service Agency (FSA) paid on your behalf, you now have a delinquent Federal debt.

The final loss claim is based on the following guaranteed loans: (Complete as necessary from Borrower Loan Records).

Date of Loan	Lender	Loan ID Number	Loan Amount

The amount of the final loss claim paid on your behalf which you owe is $ [Amount] . Interest will accrue at the note rate of the guaranteed loan on the date the final loss claim was paid ([Interest Rate] %). The amount due will increase as interest accrues at the annual rate indicated.

FSA has taken non-centralized administrative offset, including internal administrative offset (IAO). FSA will continue to use:

- Centralized offset from the U.S. Department of Treasury's Treasury Offset Program (TOP),
- Non-centralized administrative offset between FSA and USDA payment authorizing agencies including, but not limited to, IAO of payments made by FSA, and
- The other debt collection actions described in this notice to collect the debt you owe FSA.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (Voice and TDD). To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

USDA is an Equal Opportunity Employer

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***--Demand for Payment, Notice That Non-Centralized Administrative Offset, Including Internal Administrative Offset, Has Been Taken and Will Continue, and Intent to Collect by Centralized Offset and Other Applicable Debt Collection Methods (Continued)**

In accordance with 31 C.F.R. 901.3(b)(4), FSA determined non-centralized administrative offset must be exercised immediately against any amounts payable to you. This is because FSA has determined that there was insufficient time before payment to allow for prior notice and opportunity for appeal. [Insert a narrative justification]
[Narrative continuation]

The payment collected was $ [Amount] that you were to receive from
[Insert payment type]
The offset amount will include any payments to other entities equal to your *pro rata* share in the entities if FSA has a legally enforceable right under state law or otherwise to pursue entity payments. FSA also intends to continue offset from your participation in any Federal program or contract until you pay your Federal debt in full or the debt is otherwise resolved by actions explained in this notice.

Demand for Payment

To avoid debt collection actions you must either comply with this demand for payment of your FSA debt or successfully dispute that debt (see instructions under Debtors' Rights, pages 3-4). To repay your debt, send a check or money order, for the full amount of the debt to [Insert Service Center Name and address].

Please include your account number on your payment. The payment must be received no later than [Date] to avoid non-centralized administrative offset.
To avoid centralized offset and other debt collection actions, payment must be received no later than [Date] .

Debt Collection Actions

- If the delinquent debt is not paid in full, or
- Timely resolved by the actions explained in this notice,

then USDA agencies will be notified to collect the debt by non-centralized administrative offset. Treasury also will be notified to collect by centralized offset from the following Federal Government sources or other private payments due you, if applicable:

- TOP (To obtain income tax refunds, contract or vendor payments, certain Federal benefit payments, such as Social Security, other than Supplement Security Income, Railroad Retirement (other than tier 2), and Black Lung (part B) benefits and other Federal payments, including certain loans to you, that are not exempt from offset)

- Federal salary pay, including military pay (through Treasury's centralized computer matching program, not to exceed 15 percent of disposable pay)

- Federal retirement and disability pay, including military retirement pay (from the Office of Personnel Management, in most cases not to exceed 50 percent of the net annuity).

Page 2 of 5

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Demand for Payment, Notice That Non-Centralized Administrative Offset, Including Internal Administrative Offset, Has Been Taken and Will Continue, and Intent to Collect by Centralized Offset and Other Applicable Debt Collection Methods (Continued)

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Ineligibility for Federal Assistance

If you do not resolve your delinquent Federal debt within the time frames provided in this notice, you will be ineligible to receive future Federal financial assistance including loans (except disaster loans), loan guarantees and loan insurance.

Disclosure

Your delinquent debt also will be disclosed to a commercial credit reporting bureau. To avoid this action you must either repay your debt immediately, propose an acceptable repayment agreement or request an appeal within the time frames provided in this letter. See the instructions above for immediate repayment and the instructions below for other rights.

Non-Centralized Administrative Offset

FSA intends to take any future payment that you are to receive from your participation in any USDA program or contract (this includes any FSA program or contract). The amount to be offset also will include any payments to other entities equal to your *pro rata* share in the entities if FSA has a legally enforceable right under state law or otherwise to pursue entity payments. Non-Centralized administrative offset has been exercised as explained on page 1 of this letter and will continue to be exercised unless you resolve the debt with the options set out in this letter.

Centralized Offset

Your delinquent debt will be referred to Treasury for TOP and for centralized salary offset computer matching as required by the Debt Collection Improvement Act of 1996 (DCIA), 31 U.S.C. 3716; the Federal Claims Collection Standards, and Department of Treasury Regulations if the debt is not satisfied by non-centralized administrative offset of payments within USDA. Under DCIA, FSA debts over 180 days delinquent must be referred to Treasury for such collection.

Litigation

FSA intends to enforce collection by referring the debt to the Department of Justice to initiate litigation if you fail to pay or otherwise resolve the debt.

Debtors' Rights

You have the right to inspect and copy Agency records, to make other arrangements for repaying your debt and to request an appeal of this demand for payment to the National Appeals Division (NAD).

Page 3 of 5

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***--Demand for Payment, Notice That Non-Centralized Administrative Offset, Including Internal Administrative Offset, Has Been Taken and Will Continue, and Intent to Collect by Centralized Offset and Other Applicable Debt Collection Methods (Continued)**

Access to Agency Records of the Debt

You may inspect and copy your Agency file regarding this debt by notifying your local servicing office indicated below in writing within ***20 calendar days*** from the date of receipt of this notice. In response, FSA will notify you regarding a time and place for your review. At your request, one copy of the documents regarding this debt will be provided at our expense.

Opportunity to Propose a Repayment Agreement

At any time within ***20 calendar days*** of the date of receipt of this notice, you may present a written agreement to repay the debt as an alternative non-centralized administrative offset. Your proposed repayment agreement must document your ability to pay the delinquent Federal debt within a short period of time. A written repayment plan for paying the delinquent Federal debt may be accepted by the Agency in lieu of collection of the debt through non-centralized administrative offset of payments you are to receive.

Right to Appeal to NAD

You have the right to appeal this demand for payment to NAD review in accordance with regulations published at 7 C.F.R. part 11. The issues under appeal will be limited to the existence of the debt, and the amount of the debt. If you wish to appeal this demand for payment, your written request for appeal must be postmarked no later than ***30 calendar days*** from the date you received this notice. Send the request for appeal to the office of the Area Supervisor, National Appeals Division, [Insert NAD Address]
[NAD address continuation].

The request for appeal must include a copy of this notice and a statement explaining why you think the demand for payment is incorrect. The request should also include your name, address, and phone number. NAD will advise you of the time and place of any hearing and of any procedural requirements. A copy of your request for appeal and any attachments should be sent to this office. When you request a NAD appeal, there will be an immediate stay of the non-centralized administrative offset and referral for centralized offset until the NAD reviewing official issues a final written decision.

Please do not delay action to pay your delinquent Federal debt or exercise the rights offered in this notice. Your delinquent Federal debt will have a negative impact on your ability to obtain other credit. No additional advance notice will be forthcoming before referral of your debt to Treasury for TOP. If a Federal income tax return is filed, and your spouse is not responsible for this debt, please contact your local IRS office before filing your return to learn how to protect your spouse's share of the refund.

Page 4 of 5

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***--Demand for Payment, Notice That Non-Centralized Administrative Offset, Including Internal Administrative Offset, Has Been Taken and Will Continue, and Intent to Collect by Centralized Offset and Other Applicable Debt Collection Methods (Continued)**

Otherwise, you can obtain IRS information at http://www.irs.gov. , including IRS Form 8379, if applicable. You should advise your local servicing office if you or another person liable for the debt files bankruptcy. If you have any questions about FSA's procedures, please call your local servicing office at [phone no.] or write FSA at the address indicated above.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

USDA regulations prohibit discrimination in USDA programs because of your race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, disability; or because all or part of your income is derived from any public assistance program; or because you have filed a program complaint, participated in any program complaint proceeding, or opposed a prohibited practice.

If you believe you have been discriminated against for any of the reasons stated above, you may file a complaint with the Director, Office of Civil Rights, United States Department of Agriculture, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410.

Sincerely,

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Farm Service Agency
United States Department of Agriculture

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***--Notice to a Non-Debtor Entity of Intent to Collect by Non-Centralized Administrative Offset, Including Internal Administrative Offset From an Entity Member**

Note: Exhibit 19 will be available in a fillable format at http://intranet.fsa.usda.gov under form name "2-FLP Exhibit 19".

USDA

United States Department of Agriculture

Farm and Foreign Agricultural Services

Farm Service Agency

[County Office Name]

FSA Office

[Any Town, ST XXXXX-XXXX]

Notice to a Non-Debtor Entity of Intent to Collect by Non-Centralized Administrative Offset, Including Internal Administrative Offset From an Entity Member

Dear [Non-debtor entity name] :

[Insert Name of Borrower] , who is a member of your entity had a final loss claim paid on their behalf in the amount of $ [Amount] by the Farm Service Agency (FSA). FSA's payment makes this amount a Federal debt of your entity member. This letter notifies you that the debt is now delinquent. FSA intends to take by pro rata non-centralized administrative offset your entity member's percentage share of any payments your entity is to receive from participation in any USDA program or contract (this includes any FSA program or contract). FSA will use non-centralized administrative offset of [Percent] of the payments made to collect the debt owed to FSA until either the entity member pays the delinquent Federal debt in full, submits a repayment plan acceptable to FSA or you or the debtor successfully disputes the debt through an appeal before the National Appeals Division (NAD). On [Insert Date] the debtor was notified of the opportunity to inspect and copy Agency records related to the debt, propose a written repayment agreement, and request a NAD appeal.

The amount due on the Federal debt will increase as interest accrues at the note rate of the guaranteed loan on the date the final loss claim was paid ([In. rate] %).

You have the right to appeal this notice to NAD in accordance with regulations published at 7 C.F.R. part 11. When you request a NAD appeal, there will be an immediate stay of pro rata offset until the NAD reviewing official issues a final written decision. The issue under appeal will be limited to the percentage share which the debtor has in your entity and whether the percentage to be offset is correct. If you appeal this notice, your written request for appeal must be postmarked no later than 30 calendar days from the date you receive this notice. Send the request for appeal to the office of the Area Supervisor, National Appeals Division, [Insert NAD Address]

[NAD continued]

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (Voice and TDD). To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

USDA is an Equal Opportunity Employer

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***--Notice to a Non-Debtor Entity of Intent to Collect by Non-Centralized Administrative Offset, Including Internal Administrative Offset From an Entity Member (Continued)**

The request for appeal must include a copy of this notice and a statement explaining why you think the notice is incorrect. The request should include your name, address, and phone number. NAD will advise you of the time and place of any hearing and of any procedural requirements. A copy of your appeal request and any attachments should be sent to this office.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

USDA regulations prohibit discrimination in USDA programs because of your race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, disability; or because all or part of your income is derived from any public assistance program; or because you have filed a program complaint, participated in any program complaint proceeding, or opposed a prohibited practice.

If you believe you have been discriminated against for any of the reasons stated above, you may file a complaint with the Director, Office of Civil Rights, United States Department of Agriculture, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410.

Sincerely,

_____
Farm Service Agency
United States Department of Agriculture

Page 2 of 2

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***--Notice to a Non-Debtor Entity That Non-Centralized Administrative Offset, Including Internal Administrative Offset From an Entity Has Been Exercised and Will Continue**

Note: Exhibit 20 will be available in a fillable format at http://intranet.fsa.usda.gov under form name "2-FLP Exhibit 20".

USDA

United States Department of Agriculture

Farm and Foreign Agricultural Services

Farm Service Agency

[County Office Name]

FSA Office

[Any Town, ST XXXXX-XXXX]

Notice to a Non-Debtor Entity That Non-Centralized Administrative Offset, Including Internal Administrative Offset From an Entity Has Been Exercised and Will Continue

Dear [Non-debtor entity name] :

[Insert Name of debtor] , who is a member of your entity had a final loss claim(s) paid on their behalf in the amount of $ [Amount] by the Farm Service Agency (FSA). FSA's payment makes this amount a Federal debt of your entity member. This letter notifies you that the debt is now delinquent. FSA has exercised and intends to continue to exercise non-centralized pro rata administrative offset of your entity member's percentage share of any payments that the entity is to receive from participation in any USDA program or contract (this includes any FSA program or contract). FSA used non-centralized administrative offset of [Percent] percent of the payments made to collect the debt owed to FSA until either the entity member pays the delinquent Federal debt in full, submits a repayment plan acceptable to FSA or you or the debtor successfully disputes the debt through an appeal before the National Appeals Division (NAD).

FSA has determined that offset must be exercised immediately against the delinquent member's percentage amount that is payable to the entity. This is because FSA has determined that there was insufficient time before payment or disbursement to the entity to allow for prior notice and opportunity for appeal. [Insert a narrative justification]
[Narrative continuation]
The payment collected was $ [payment] that the entity member was to receive from [Insert payment source]. While you will not avoid immediate offset of the payment if you appeal, if you prevail on appeal, FSA will return the offset with interest and discontinue any future offsets unless you are re-notified.

FSA also intends to take the entity member's percentage share of any future entity payments or disbursements that the entity is to receive from any USDA program or contract until either the entity member pays the Federal debt in full, submits a repayment plan acceptable to FSA, or you or the entity member successfully disputes the debt through an appeal before the National Appeals Division (NAD). The amount due on the Federal debt will increase as interest accrues at the note

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

USDA is an Equal Opportunity Employer

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***--Notice to a Non-Debtor Entity That Non-Centralized Administrative Offset, Including Internal Administrative Offset From an Entity Has Been Exercised and Will Continue (Continued)**

rate of the guaranteed loan on the date the final loss claim was paid ([Int. rate] %). On [Date] the debtor was notified of the opportunity to inspect and copy Agency records related to the debt, propose a written agreement to repay the debt, and request an appeal before NAD.

You have the right to appeal this notice to NAD in accordance with regulations published at 7 C.F.R. part 11. The issues under appeal will be limited to the correctness of FSA's determination that there was insufficient time before the USDA payment to provide prior notice and the opportunity to appeal, the percentage share which the debtor has in your entity, and whether the percentage offset was correct.

If you appeal this notice, your written request for appeal must be postmarked no later than 30 calendar days from the date you receive this notice. Send the request for appeal to the office of the Area Supervisor, National Appeals Division, [Insert NAD Address]
[NAD address continued]

The request for appeal must include a copy of this letter and a statement explaining why you think the notice is incorrect. The request should include your name, address, and phone number. NAD will advise you of the time and place of any hearing and of any procedural requirements. A copy of your appeal and any attachments should be sent to this office.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

USDA regulations prohibit discrimination in USDA programs because of your race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, disability; or because all or part of your income is derived from any public assistance program; or because you have filed a program complaint, participated in any program complaint proceeding, or opposed a prohibited practice.

If you believe you have been discriminated against for any of the reasons stated above, you may file a complaint with the Director, Office of Civil Rights, United States Department of Agriculture, Room 326-W, Whitten Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410.

Sincerely,

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Farm Service Agency
United States Department of Agriculture

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Notice of Referral to the Department of Treasury to Collect Through the Treasury Offset Program (TOP) - Sent by KCFO Only

Notice of Referral to the Department of Treasury to Collect Through the Treasury Offset Program (TOP)

Dear [Insert name of debtor]:

Our records indicate that the Farm Service Agency (FSA) paid a final loss claim to your lender on your guaranteed loan account and that amount is considered a Federal debt you now owe FSA. FSA previously demanded payment and notified you of intended debt collection actions and your rights in resolving the delinquency. As notified, FSA will use centralized administrative offset through the Treasury Offset Program (TOP) as required by the Debt Collection Improvement Act, 31 U.S.C. 3716, the Federal Claims Collection Standards, 31 C.F.R. parts 900-904, and the USDA administrative offset regulations at 7 C.F.R. Part 3 to collect your delinquent debt.

The time periods for resolving this matter have expired and your delinquent debt has been referred to TOP. Interest is accruing daily on this debt. The total amount due will continue to increase until the debt is paid or settled.

A representative of the Department of Treasury will contact you regarding offsets of Federal payments after they occur. To avoid offset of an Internal Revenue Service (IRS) tax refund where a joint Federal income tax return is filed and your spouse is not responsible for the debt, please contact your local IRS office before filing your return to learn how to protect your spouse's share of the refund.

For further information, call the toll-free number at 1-800-428-9643.

Sincerely,