

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**CCC Cotton Authorized  
Loan Servicing Agent Program  
22-CN (Revision 2)**

**Amendment 15**

**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 30 B has been amended to clarify policy on completing CCC-770 LSA.

Subparagraph 54 D has been amended to update instructions on collecting charges from a producer.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	2-51, 2-52 4-11, 4-12	



## 29 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

## F Example of SF-LLL (Continued)

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

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

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

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

## 30 CCC-770 LSA

**A Background**

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

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

**B LSA Action**

LSA employees shall:

- obtain CCC-770 LSA (see Exhibit 11) from the USDA Service Center eForms web site at <http://forms.sc.egov.usda.gov/eforms/formsearchervlet>
- locally reproduce CCC-770 LSA
- \*--complete CCC-770 LSA for the first 5:
  - MAL's
  - LDP's processed to the extent that all items are dated when they are completed or--\* marked "Not applicable"
- maintain a copy of CCC-770 LSA in each MAL or LDP folder
- certify by signing CCC-770 LSA as a preparer that each item is complete.

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

**31-35 (Reserved)**

## 54 Collecting Charges Due on Forfeited Loans (Continued)

## D Collecting Charges Due From Producer (Continued)

- if statement of charges is **correct**:
  - send producer a notification letter for charges due according to subparagraph E
  - file a copy of the statement of charges in the producer's loan folder.

\*--If invoice is **paid within 30 calendar days** of the notification letter, LSA's shall do either of the following:

- send in an automated CCC-719 "S" transaction trailer record with another bale detail record to NITC

**Note:** See 21-CN, paragraph 216.

- acquire a manual authorization code by contacting Jan DeLancey at 816-926-2638 or Diana Johnson at 816-926-1945

**Notes:** If there are multiple invoices to be reported, use a single manual authorization code to cover the total amount.

If sending in an automated CCC-719 trailer record or acquiring a manual authorization code, e-mail the following information to Diana Johnson at--\* **diana.johnson@kcc.usda.gov**:

- charges to be repaid as indicated on the COPS Producer Collection Invoice
- number of bales forfeited
- Producer Collection Invoice number
- authorization code
- date of wire transfer.

FAX a completed CCC-719 to FSC, FCMO, CLIG at 816-926-5940 with the following information for each invoice:

- charges to be repaid as indicated on the COPS Producer Collection Invoice
- number of bales forfeited
- Producer Collection Invoice number
- authorization code
- date of wire transfer.

If invoice remains **unpaid 30 calendar days after** the date of the notification letter, transfer the required information to the administrative State and/or County Office as follows:

- LSA notification letter
- documentation of any collection activity
- producer collection invoice.

54 Collecting Charges Due on Forfeited Loans (Continued)

D Collecting Charges Due From Producer (Continued)

Transfer a Producer Collection Invoice payment in COPS according to the following.

Step	Action	Results
1	On the COPS Home Page, under the “Invoicing tab”, CLICK “Invoice Review”.	The Invoice Review Screen will be displayed.
2	On the Invoice Review Screen, click the Invoice Type drop-down menu, CLICK “Producer Collection Invoice”, and click the list button.	The Invoice List Screen will be displayed.
3	Click on the line item for the desired invoice to be transferred.	The Producer Collection Invoice Detail Screen will be displayed.
4	On the Producer Collection Invoice Detail Screen, enter the administrative State or county code field where the documents are being transferred and CLICK “Transfer Invoice”.	A confirmation box will be displayed asking if user is sure he/she wants to transfer the invoice.
5	If LSA is certain that a transfer is to take place, CLICK “OK”.	The Producer Collection Invoice Detail Screen will be displayed reflecting a changed invoice status from “Waiting Payment” to “Transferred Producer”.

**Note:** Any funds collected by LSA **after** the debt has been referred shall be forwarded to the administrative County Office to be recorded as a debt collection. Do **not** remit funds according to 21-CN, paragraph 433.