

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

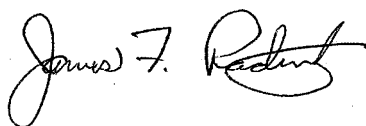
Notice FLP-715

1-FLP

For: State and County Offices

Processing Appraisal Requests

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

Historically, FSA has used contracting options to have vendors (contract appraisers) provide appraisals for determining the value of real estate or chattel security for loan making or loan servicing actions. 1-FLP, Part 7, Amendment 117 has been revised to streamline the process for FLP PLCE expenses, including appraisal services.

FSA will use Micropurchase authority under the Simplified Acquisition Method of the Federal Acquisition Regulations (FAR) to obtain goods and services at, or below, the Micropurchase limit directly without the assistance of a Contracting Officer (CO). Cost items that exceed the Micropurchase limit will be required to follow the contractual requirements of the FAR and procurement of those goods and services will be handled by CO's.

Many States are using Blanket Purchase Agreement (BPA) purchase orders as the contractual method to obtain appraisal services. The BPA may have a specified period of performance under the agreement. Therefore, using the streamlined procurement process for appraisal services will be implemented using a phased approach as provided in this notice.

B Purpose

This notice provides guidance:

- about implementing the streamlined process to obtain appraisal services
- for when a state may implement the streamline procurement process to obtain appraisal services
- on obtaining the authority to implement the streamline procurement process to obtain appraisal services.

| Disposal Date | Distribution |
|-----------------|------------------------------------------------------|
| October 1, 2015 | State Offices; State Offices relay to County Offices |

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1 Overview (Continued)

C Contacts

For guidance or questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact the Regional Appraiser (RA) as follows.

| Region | States | Contact |
|-----------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Midwest | IA, IL, IN, MI, MN, MO & WI | Michael Ittel, Lead Regional Appraiser (LRA) by either of the following: <ul style="list-style-type: none">• e-mail to mike.ittel@wdc.usda.gov• telephone at 320-251-7800, ext. 117. |
| Northeast | CT, DE, KY, MA, MD, ME, NH, NJ, NY, PA, RI, VA, WDC & WV | Chris Tarr, LRA by either of the following: <ul style="list-style-type: none">• e-mail to chris.Tarr@wdc.usda.gov• telephone at 315-568-6346, ext. 104. |
| Southeast | AL, AR, FL, GA, LA, MS, NC, TN, Puerto Rico, Virgin Islands | Robert Fleming, LRA by either of the following: <ul style="list-style-type: none">• e-mail to robert.fleming@wdc.usda.gov• telephone at 803-435-2201, ext. 103. |
| West | AK, AZ, CA, CO, HI, Guam, ID, KS, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA & WY | Either of the following: <ul style="list-style-type: none">• Don Howard, LRA by:<ul style="list-style-type: none">• e-mail to don.howard@wdc.usda.gov• telephone at 503-692-1973, ext. 238• Vern Tesch, RA by:<ul style="list-style-type: none">• e-mail to vern.tesch@wdc.usda.gov• telephone at 406-665-3442, ext. 108. |

Note: If the appropriate RA is **not** available, contact Thomas Dobbin, Chief Appraiser, by either of the following:

- e-mail to **thomas.dobbin@wdc.usda.gov**
- telephone at 208-378-5671.

For guidance or questions about 1-FLP, Part 7 issues other than obtaining appraisal services, contact Anne Steppe, by either of the following:

- e-mail to **anne.steppe@wdc.usda.gov**
- telephone at 202-690-4017.

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2 Implementing Streamlined Processes to Obtain Appraisal Services

A Continued Use of Current Appraisal Services Process

States that have a BPA or other existing processes to obtain appraisal services shall continue to use their current methodology. The conversion to the streamlined processes established in 1-FLP, Part 7 shall be implemented according to subparagraph B.

B Obtaining Approval to Implement Streamlined Processes

States shall obtain guidance on implementing the streamlined processes to obtain appraisal services according to the following table.

| IF a State is... | THEN the FLC or designee shall consult with the RA... |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| within the region of the SW Regional Service Office (RSO) | to determine what, if any, action is required. Note: RA and FLC will then consult with the appropriate RSO staff. |
| without a BPA | to determine what, if any, action is required. |
| operating under a BPA that will expire before the end of FY 2015 | 60 calendar days before the BPA to obtain guidance about implementing the streamlined processes included in 1-FLP, Part 7, Amendment 117. Note: Consult with the RA immediately if the BPA will expire within 60 calendar days of the date of this notice. |
| operating under a BPA that will expire in FY 2016, or later | no later than August 1, 2015, for guidance on implementing the streamlined process on October 1, 2015, or upon expiration of the BPA. Note: Requests to implement the streamlined process before the beginning of FY 2016 will be evaluated on a case by case basis. |