

UNITED STATES DEPARTMENT OF AGRICULTURE

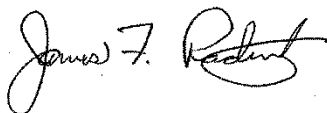
Farm Service Agency
Washington, DC 20250

Notice FLP-724

For: State Offices

Additional FY 2015 Funds Available for Real Estate Appraisals and Loan Servicing Contracts

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Availability of Additional Funds

A Background

As previously announced by Notice FLP-722, an additional \$1,400,000 of funding has been added to DAFLP's Salaries and Expenses account for FY 2015. There will be no re-programming of funds to the individual State allotments. These funds will be available for State Offices to submit for funds obligation and payment of costs associated with the following FLP activities:

- real estate appraisals (\$1,000,000)
- contracts related to loan servicing (\$400,000).

Note: Funds can only be used for non-recoverable cost items.

B Purpose

This notice:

- announces the availability of additional funds to be used as a supplemental account for the appropriate purposes
- provides guidance for manual funds obligation and payment using the additional funds
- obsoletes Notice FLP-722.

Note: Funds for real estate appraisals are available to all State Offices who have exhausted their available funding. Funds for uses related to loan servicing (real estate, chattel, and crop inspections, year-end analysis, and other similar contracted services) are for exclusive use by State Offices indicating a need for supplemental funds in the June 2015 PLCE "A" survey.

Disposal Date	Distribution
October 1, 2015	State Offices

NOTICE FLP-724

1 Availability of Additional Funds (Continued)

C Manual Funds Obligation Process

Manual funds obligation and manual payments will be processed by FSA FMD. States **must** use the following step process to allow for efficient processing by FMD staff. The process is broken down between the funds obligation process, and the manual payment process.

Step	Action
1	Save the spreadsheet, "STATE_FLP Payments S&E FY-15" (Exhibit 1), and replace "STATE" with your State's full name (example Kansas). This spreadsheet will serve as a cover letter and working document for payments to be obligated and paid by FMD. Using the spreadsheet will provide needs in a clear, concise format and will be 1 standard for all States. States shall always keep a backup copy of the spreadsheet to ensure accuracy and a revalidation of needs.
2	State Office shall fill in the spreadsheet from the information on each FSA-2126 or SF-1449 that needs funds obligated. Ensure that the transaction is at the funds obligation stage. Scan FSA-2126 and/or SF-1449 in the same order as input on the spreadsheet.
3	E-mail 2 attachments consisting of the: <ul style="list-style-type: none">• spreadsheet, and• scanned FSA-2126 and/or SF-1449 (in this order) to Lois.dick@kcc.usda.gov, and include john.tomlin@kcc.usda.gov.
4	FMD staff will obligate funds in the Financial Management Modernization Initiative (FMMI) system and input the Obligation Doc Number and Obligation Date in the applicable field of the spreadsheet. The spreadsheet will then be returned to the applicable State Office contact(s). It is important for the State contact to include any appropriate co-workers in the e-mail to FMD, in the event employees are out of the office. After funds are obligated, the vendor may be notified to proceed with the services needed. The e-mail returned from FMD with the spreadsheet attached, that includes the FMMI Obligation Doc Number and Obligation Date on the spreadsheet, serves as the obligation record.

Notice FLP-724

1 Availability of Additional Funds (Continued)

D Manual Payment Process

The following steps are to be followed for the manual payment process.

Step	Action
1	The work is accepted by the Government and invoice provided by the vendor. Sign and date the invoice stating the work was accepted. The State contact will input the invoice number (format may vary depending on vendor) and date into the working copy of the spreadsheet that was received from FMD. The State contact shall scan in all the invoices (compile a small group of invoices to be processed) in the order invoices are reflected in the spreadsheet.
2	E-mail the spreadsheet and the scanned invoices to connie.saulka@kcc.usda.gov and john.tomlin@kcc.usda.gov .
3	FMD will e-mail the spreadsheet back to the State contact, and include needed employees, with the date the payment was processed.

E Contact

Direct questions about:

- the payment process designated in this notice to either of the following:
 - Marsha Stevens, by e-mail at **marsha.stevens@kcc.usda.gov**, or
 - Andy Brennan, by e-mail at **andy.brennan@tx.usda.gov**
- funding availability to LMD at 202-720-3889.

Following is an example of the State FLP Payments S&E FY 2015 spreadsheet. The spreadsheet may be accessed at

[illegible]