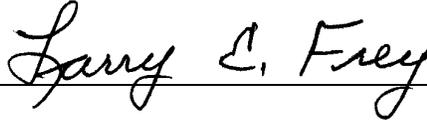


For: Oregon County Offices

Processing Direct and Subordination Requests For Farm Loan Programs

Approved by: Larry E. Frey, State Executive Director

LEF/LEV/RBP



1 Overview

A

Purpose

The purpose of this Oregon Notice is to:

- Provide and require the revised Direct Farm Loan Programs loan processing checklist in Exhibit 1.
- Provide and require the revised Low Documentation Direct Operating Loan processing checklist in Exhibit 2.
- Provide and require the revised Subordination processing checklist in Exhibit 3.
- Provide a worksheet for Direct Farm Ownership loan lifetime eligibility in Exhibit 4.
- Provide a sample attachment in Exhibit 5 to Form FmHA 1940-22, "Environmental Checklist For Categorical Exclusions," to document Environmental Justice.
- Require submittals for State Office (STO) approval through the District Director.

B

Background

Processing direct loan and subordination requests for Farm Loan Programs requires the submittal and completion of numerous forms, verifications, and other written documentation. The current checklists attached to Oregon Notice FLP-94 is obsolete.

Note: **Direct Operating Loan Term limits provisions will go back into effect on January 1, 2003.** A separate notice will be issued to provide guidance when additional instructions are received from the National Office.

FILING: Preceding FmHA Instruction 1910-A

Disposal Date:

Distribution:

October 1, 2003
10/03/02

STO, DD, COR, COC, COF

OR Notice FLP-106

2 Action

A Use of Checklists

Use Exhibits 1, 2, or 3 as the processing checklists for direct Farm Loan Program loan requests, Low Documentation Operating loan requests, and subordination requests. During active processing, the checklists shall be maintained as the most recently filed document in position three of the applicant's case file. Notation of the date as well as the employee's initials shall be entered on the checklist as completed. Once the direct credit or subordination request has been fully concluded, the checklist shall remain a part of the case file.

Use Exhibit 4 to determine lifetime eligibility for direct Farm Ownership loan requests. Once completed, the worksheet shall be maintained in position three of the applicant's case file below the processing checklist.

Exhibit 5 provides a sample attachment to Form FmHA 1940-22, "Environmental Checklist For Categorical Exclusions," to document compliance with Environmental Justice as required by Notice EQ-110 and Executive Order 12898.

B STO Referrals

When direct and guaranteed loan and subordination requests must be forwarded to the STO for approval, dockets shall be forwarded through the respective Farm Loan Manager to the District Director for review. Reviews will be conducted, at a minimum, in accordance with the most current National Internal Review (NIR) guide and program requirements. Completed review sheets shall be filed in position three of the loan or subordination docket. Any questions or concerns regarding repayment capacity or collateral should be resolved before forwarding to the STO for consideration.

C Contacts

Direct any questions regarding this Notice to Robert Perry, Peter Halvorson, or Lynn Voigt in the STO.
