



United States
Department of
Agriculture

Farmers
Home
Administration

Washington
D.C.
20250

FmHA AN No: 2641 (1951)
September 9, 1992

**SUBJECT: Utilization of Large Loan Report/Status Update Report to assist
in the resolution of delinquent Farmer Program borrowers**

TO: State Directors

ATTENTION: Farmer Programs Chiefs

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to expand upon the reporting of Farmer Program borrowers with one million dollars or more in total debt with any portion of the debt currently delinquent. The intended outcome is to utilize the reports to develop a portfolio management system which will enable the Large Loan Servicing Group (LLSG) to more readily provide additional expertise, as necessary, to maximize the return to FmHA, and to minimize the time frame to remedy such cases.

COMPARISON WITH PREVIOUS AN:

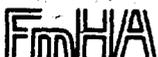
No previous AN has been issued on this specific subject. However, a memorandum was issued by the Administrator's office requiring monthly reporting on specific delinquent million dollar borrowers. This reporting originates in the respective states and is submitted to Farmer Programs Loan Servicing Division. This monthly report would be replaced with the quarterly Large Loan Reports (LLR) or Status Update Reports (SUR) reports.

IMPLEMENTATION RESPONSIBILITIES:

It was concluded by the GAO in a April, 1992 report that FmHA's practice of servicing delinquent debts has not been effective. It was additionally cited that the rescheduling and reamortizing of loans has created excessive debts for borrowers and has resulted in undersecured loans. The GAO's most significant concern in this issue was the ease by which FmHA borrowers could obtain servicing actions involving debt reduction under provisions of the Agriculture Credit Act of 1987. One mission of the LLSG is to provide technical expertise to promote the expedient resolution of delinquent borrower cases. The utilization of the LLR and SUR will enhance LLSG's ability to develop a collaborative rapport with the various State Offices. The reporting will yield interactive portfolio management reporting prescriptive to reaching an optimal resolution of delinquent borrower cases. The LLSG will maintain an automated data base of all LLR's/SUR's and will produce follow-up portfolio management reports to the State Offices, as well as, the Administrator's staff on the current condition, strategy, projected outcome and results of the delinquent borrower cases in a format similar to Attachment 1.

EXPIRATION DATE: September 30, 1993

**FILING INSTRUCTIONS: Preceding
FmHA Instruction 1951-S**



Farmers Home Administration is an Equal Opportunity Lender.
Complaints of discrimination should be sent to:
Secretary of Agriculture, Washington D.C. 20250

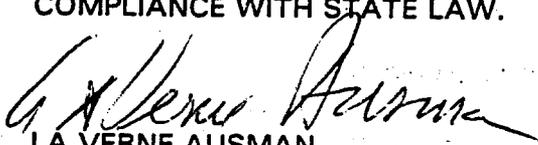
The data base would be created with the completion of the initial LLR's. Subsequent updates would be required on all cases on a quarterly basis. The updates would be accomplished via the completion of a simplified one page SUR. As a new borrower becomes delinquent and meets the million dollar criteria for total debt the LLR would be required the first quarter only.

LLSG will be routing the initial LLR's, with the loan history information completed, on each case to the respective State Offices by the fourth week in September 1992. (Attachment 2). It will include those borrowers that are delinquent with one million dollars, or more, in total debt as of approximately August 30, 1992. (If there are certain cases which are no longer delinquent, the State Office should so indicate such on the report and return it to LLSG with a brief explanation of recent events.) Blank LLR Version II reports (LLR(V2)) will be submitted to the State Offices to use if a case met the criteria as of the run date of the report (i.e. August 30, 1992) but was not included in the initial mailing from the National Office (Attachment 3). There will also be blank SUR's available to the State Offices for subsequent reporting to complete on a quarterly basis as long as a case remains delinquent and the total debt is one million dollars or more (Attachment 4).

Upon the State Office's initial receipt of the LLR's, the completed forms would be due to LLSG by October 15, 1992. Due to the number of cases in Arizona, Arkansas, California, Florida, Georgia, Louisiana, Mississippi, Oklahoma, and Texas the initial LLR due date will be extended to October 30, 1992 for the mentioned states only. The LLR's should be submitted when completed to expedite their processing in the State Office and the National Office. In subsequent quarters for those cases where the initial LLR has been completed only a SUR will be required. The following quarterly due dates will be January 30, 1993, April 30, 1993, July 30, 1993, October 30, 1993 and so on. LLSG will also submit a fully completed example of a LLR, LLR(V2) and SUR to each State Office to utilize as a guide to complete each individual form. General instructions relating to the LLR, LLR(V2) and the SUR are included as Attachment 5.

If you have any questions, please contact Tim Branner, Large Loan Servicing Group at 202-690-1098. The facsimile number for LLSG is 202-690-4727.

ANY REVISIONS OR MODIFICATIONS TO THIS AND THAT YOU WISH TO PUBLISH AS A STATE DIRECTIVE MUST BE SUBMITTED AND APPROVED BY THE DIRECTOR, LARGE LOAN SERVICING, BEFORE IT IS RELEASED FOR IMPLEMENTATION IN YOUR STATE. THE ONLY EXCEPTION TO THIS REQUIREMENT IS WHEN THE REVISION OR MODIFICATION IS NECESSARY FOR COMPLIANCE WITH STATE LAW.


LA VERNE AUSMAN
Administrator

Attachments

**Large Loan Servicing Group
Portfolio Management Report
For The State of _____
As of (Date)**

Case Number	Borrower Name	Total Owed FmHA	Daily Interest Accrual	Strategy	Projected Outcome	Action Required	Target Date
28-81-427864000	Jones, Samuel	\$1,045,288	\$143.19	Liquidate remaining R/E & OIG to determine fraudulent conveyance	Dependent upon OIG investigation. Should recover approximately \$150,000 from liquidation of R/E	OIG Determination Liquidation of R/E OGC will get involved if OIG so determines. A private investigation will be conducted if OIG is not able to respond in a timely manner.	9/30/92 12/31/92
28-89-341878000	Thomas, John Q.	\$2,053,897	\$281.33	R/E was foreclosed 5/20/92; waiting for file from OGC; debt cancellation will be done at that time. Asset investigation has been performed which concludes there are no other sources of funds.	Debt Cancellation will be recommended & FmHA will most likely cancel the entire amount.	Return of file from OGC/Process of Debt Cancellation	10/31/92
28-80-546197000	Bender, William	\$1,000,348	\$137.03	Compromise Offer of \$500,000 has been approved by NO and should be cleared as a delinquency next month.	Compromise Offer of \$500,000 will be applied to amount outstanding. Remaining debt will be cancelled.	Processing of Compromise Offer through various channels	8/30/92

LARGE LOAN REPORT (LLR)

THIS REPORT SHOULD BE UTILIZED ONLY ONCE FOR EACH BORROWER IF BOTH OF THE FOLLOWING ITEMS ARE TRUE:

**IF THE LLR REPRESENTS THE INITIAL QUARTERLY REPORTING ON A DELINQUENT FP BORROWER WITH ONE MILLION DOLLARS OR MORE IN TOTAL DEBT, AND
IN CONJUNCTION WITH A LLR ORIGINATED LLR FROM THE LLSG.**

An example of a Large Loan Report that will be routed to the field and an example of a completed Large Loan Report is attached for reference purposes.

LARGE LOAN REPORT

Million Dollar Delinquencies

Page One

State Code	District Code	County Code	Borrower Name	Identification Number	Fund Code	Loan Number	Loan Type	Unpaid Principal	Unpaid Interest	Total Owed	Date of Last Payment	Interest Rate	Daily Interest Accrual	Amount Delinquent	Maturity Date
28	607	81	JONES,SAMUEL&CAROL	427864000	43	7	EM	175,000	100,067	275,067	42884	13.00%	62.3287	275,067	32582
28	607	81	JONES,SAMUEL&CAROL	427864000	43	8	EM	250,000	85,123	335,123	42884	13.00%	89.041	335,123	63082
28	607	81	JONES,SAMUEL&CAROL	427864000	43	10	EM	250,000	79,994	329,994	52884	13.00%	89.041	329,994	71582
28	607	81	JONES,SAMUEL&CAROL	427864000	43	11	EM	75,000	30,084	105,084	121587	12.50%	25.6849	105,084	42085

LARGE LOAN REPORT

Million Dollar Delinquencies - Page Three

A. HISTORY: Briefly outline the course of events leading to the problem the borrower is presently facing and/or the cause of the delinquency. Describe on a loan by loan basis if necessary.

B. ENVIRONMENTAL ISSUES: Address any environmental issues as they relate to the collateral held by FmHA and/or other real property that the borrower owns which may have environmental concerns. Attach preliminary Hazardous/Waste Study, if performed.

C. COLLATERAL ISSUES: Utilize this area to further describe FmHA's present lien position(s) for all pledged collateral and to describe tax liens and/or other liens and dollar amounts junior to or senior to FmHA's lien position, the lien holder's name, & the loan status.

OTHER ASSETS: Has FmHA verified that there are no other assets previously or currently owned by the borrower/borrowing entities which were not reported on the financial statements?

Has an Asset Investigation been performed by non FmHA personnel?

Total Dollars FmHA has spent for Asset Investigations to date:

If there are unlisted assets, what is the description and value of these other assets?

Yes	No	For Asset Investigations only, Indicate Program Authority Code:
Yes	No	
\$		F E 2 Z 1

Are there other assets that FmHA could look to reduce existing debt?

Yes No

If yes, briefly describe.

LARGE LOAN REPORT

Million Dollar Delinquencies - Page Four

E. LITIGATION: If litigation is in process, briefly explain the current situation, anticipated outcome, & time frame. If not applicable indicate N/A. Attach FmHA Forms 455-22 & 455-1, if completed and indicate "See Attached". Do not restate what is already included in the attachments; however, ensure that the status of the litigation is adequately addressed.

F. APPEALS: If borrower has appealed any FmHA decisions, describe appeal, indicate present status and projected outcome.

G. BANKRUPTCY: If borrower is in bankruptcy attach schedules & briefly explain present situation. If a proposed plan of reorganization has been developed please attach copy of plan. If the proof of claims has been filed please attach copy. If none of the above is applicable indicate N/A.

Name of Party/Entity Filing Bankruptcy:			
Date of Bankruptcy Filing:	Type of Bankruptcy:	Has a plan of reorganization been filed by Borrower? Yes No	
Has the reorganization plan been approved? Yes No		If Chapter 12, are payments being made per plan? Yes No	
Has Proof of Claims been filed? Yes No		If yes, what was the date of the filing?	Date of Discharge from Bankruptcy:

H. STRATEGY/ACTION PLAN: State the next two actions that need to be accomplished to expedite this case and the target dates to complete each action. Describe what plans have or will be put in place to address the situation and expected time frame of each action.

NEXT ACTION(1)		TARGET DATE
NEXT ACTION(2)		TARGET DATE

I. PROJECTED OUTCOME: Describe the anticipated results from the strategy/action plan to include anticipated liquidation value, loss and target date(s) for accomplishment. Describe on a loan by loan basis if necessary.

APPROVALS:

Farmers Program Chief	State Director	LLSC Director

LARGE LOAN REPORT

Million Dollar Delinquencies

Page One

State Code	District Code	County Code	Borrower Name	Identification Number	Fund Code	Loan Number	Loan Type	Unpaid Principal	Unpaid Interest	Total Owed	Date of Last Payment	Interest Rate	Daily Interest Accrual	Amount Delinquent	Maturity Date
28	607	81	JONES,SAMUEL&CAROL	427864000	43	7	EM	175,000	100,067	275,067	42884	13.00%	62.3287	275,067	32582
28	607	81	JONES,SAMUEL&CAROL	427864000	43	8	EM	250,000	85,123	335,123	42884	13.00%	89.041	335,123	63082
28	607	81	JONES,SAMUEL&CAROL	427864000	43	10	EM	250,000	79,994	329,994	52884	13.00%	89.041	329,994	71582
28	607	81	JONES,SAMUEL&CAROL	427864000	43	11	EM	75,000	30,084	105,084	121587	12.50%	25.6849	105,084	42085

LARGE LOAN REPORT		TOTAL NON-FmHA DEBT	LOCATION OF FILE	BORROWER FLAG
Million Dollar Delinquencies - Page Two		35,000	OIG	NONE
PREPARER'S NAME: John Smith	DATE PREPARED: Aug 30, 1992 PHONE #: 111 - 690-1096	If 1951-S. Have borrowers rights been exhausted? Current Status?		
FP STATE OFFICE CONTACT: Jim Beam	PHONE NUMBER: (111)-555-2134	1951-S does not apply to this borrower.		
BORROWER NAME(S): Samuel & Carol Jones	IDENTIFICATION NUMBER: 427864000	List Related FmHA Obligor Names	U.S. Attorney's State Office Location(City/State)	
STATE/DISTRICT/COUNTY CODE: 28/607/81		S & C Partnership	Oxford, Miss.	
		Sam P. Jones, Jr.		

SUMMARY OF TERMS BY LOAN CODE

LOAN NUMBER	Only needed if payment has never been made		PURPOSE(S) OF LOAN(S)
	ORIGINAL DATE(MO/YR)	ORIGINAL AMOUNT	
07	Mar 25 '81	250,000	Acquire Real Estate to relocate hog farm
08	Jun 30 '81	250,000	Rebuild hog facility on real estate
10	Jul 15 '81	250,000	Acquisition of Equipment & Supplies
11	Apr 20 '84	100,000	Acquisition of Supplies

REMAINING COLLATERAL HELD BY FmHA

LOAN NUMBER	COLLATERAL DESCRIPTION	DATE OF LAST APPRAISAL/ VALUATION	TYPE OF APPRAISAL/ VALUATION	VALUE In Dollars	NON-FmHA LIENS In Dollars	NAME OF NON-FmHA LIEN HOLDER	STATUS OF NON-FmHA LIENS
07	1st lien 400 acres/ home/out buildings/ Exampletown/State in the name of Samuel & Carolyn Jones	Dec 10 '89	Income Approach Farm	200,000 Farm	0	N/A	N/A
		Dec 10 '89	Current Market Value Home	70,000 Home	10,000 Second Lien Home Equity	Farmers Bank of Ex'town	120 days past due

LARGE LOAN REPORT

Million Dollar Delinquencies - Page Three

A. HISTORY: Briefly outline the course of events leading to the problem the borrower is presently facing and/or the cause of the delinquency. Describe on a loan by loan basis if necessary.

The first two EM loans (43-07 & 43-08) were made in order to offset losses which occurred to the borrower's hog operation as a result of flooding. The borrower failed to perform as planned. Borrower was carrying a tremendous debt load, experienced a high cost of feed, & production ran at reduced levels for many summers due to intense heat. Operation was too big for farmer's skills. A prior lien holder suffered a \$500,000 loss after liquidating chattel security in spring of 1985. The borrower sold a commercial town house in 1986 & FmHA released its second lien position as valueless as the town house sold for less than the debt owed the prior lien holder.

B. ENVIRONMENTAL ISSUES: Address any environmental issues as they relate to the collateral held by FmHA and/or other real property that the borrower owns which may have environmental concerns. Attach preliminary Hazardous/Waste Study, if performed.

The farm, which is FmHA's primary remaining real estate held as collateral, has at least two underground fuel tanks which have not been utilized in many years. An environmental Phase One Audit has been scheduled to determine if there are any other environmental issues of concern and to estimate the cost to remove the tanks. Should FmHA be the successful bidder at foreclosure, the tanks will be removed.

C. COLLATERAL ISSUES: Utilize this area to further describe FmHA's present lien position(s) for all pledged collateral and to describe tax liens and/or other liens and dollar amounts junior to or senior to FmHA's lien position, the lien holder's name, & the loan status.

The second lien on the commercial town house was released in 1986. The prior lien holder liquidated the chattel security at a loss leaving FmHA with no recoverable value on chattel. All of the borrower's pledged security was liquidated at an FmHA initiated foreclosure sale in 2/90 with the exception of the real estate securing 43-07. There is a junior lien on the home in the amount of \$10,000. The farm & home appraised for \$200,000 and 70,000, respectively, in 12/89 and new appraisals have been ordered. A lien search has been performed and there are tax liens in the amount of \$17,500 which will take precedence over FmHA. There are also judgments in the amount of \$47,500 junior to FmHA's position.

OTHER ASSETS: Has FmHA verified that there are no other assets previously or currently owned by the borrower/borrowing entities which were not reported on the financial statements?

Has an Asset Investigation been performed by non FmHA personnel?

Total Dollars FmHA has spent for Asset Investigations to date:

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	For Asset Investigations only, Indicate Program Authority Code:
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
\$750		
		F E X 2 Z 1

If there are unlisted assets, what is the description and value of these other assets?

There was a transfer of business assets, a dry cleaning business, previously owned by the borrower from the borrower to a partnership in 1989. The issue of adequate consideration is being investigated by OIG. Value is not determinable at this point.

Are there other assets that FmHA could look to reduce existing debt?

Yes No

If yes, briefly describe:

There is a potential fraudulent conveyance issue which is being investigated by OIG as a result of information obtained from an asset investigation firm. Three surrounding counties showed no UCC's filed or real estate owned in the borrower or co-borrowers names.

However, the asset investigation firm found assets that had been transferred from the borrower to a partnership solely controlled by the borrower. When the dry cleaning business was sold in '89 the profit was used to reduce debt owed a secured creditor.

LARGE LOAN REPORT

Million Dollars Delinquencies Page Four

E. LITIGATION: If litigation is in process, briefly explain the current situation, anticipated outcome, & time frame. If not applicable indicate N/A. Attach FmHA Forms 455-22 & 455-1, if completed and indicate "See Attached". Do not restate what is already included in the attachments; however, ensure that the status of the litigation is adequately addressed.

Litigation has not begun at this point, however, OIG is continuing to investigate the information obtained by the asset investigation firm. Upon the completion of OIG's investigation OGC will become involved if necessary.

F. APPEALS: If borrower has appealed any FmHA decisions, describe appeal, indicate present status and projected outcome.

No appeals are pending at this time.

G. BANKRUPTCY: If borrower is in bankruptcy attach schedules & briefly explain present situation. If a proposed plan of reorganization has been developed please attach copy of plan. If the proof of claims has been filed please attach copy. If none of the above is applicable indicate N/A.

Name of Party/Entity Filing Bankruptcy:	S & C Partnership		
Date of Bankruptcy Filing:	Mar 7 '92	Bankruptcy Type:	Chp 11
Has a plan of reorganization been filed by Borrower?	Yes	X	No
Has the reorganization plan been approved?	Yes	X	No
If Chapter 12, are payments being made per plan?	Yes	No	N/A
Has Proof of Claims been filed?	Yes	X	No
What was the date of the filing?	Apr 24 '92		Date of Discharge from Bankruptcy
			N/A

The CO has checked the bankruptcy court records in the appropriate jurisdiction and the borrower has never filed bankruptcy; however, one of the partnerships associated with the borrower is in bankruptcy and the schedules, plan of reorganization & proof of claims are attached. The information above is for S & C Partnership, not Sam & Carolyn.

H. STRATEGY/ACTION PLAN: State the next two actions that need to be accomplished to expedite this case and the target dates to complete each action. Describe what plans have or will be put in place to address the situation and expected time frame of each action.

NEXT ACTION(1)	OIG decision regarding fraudulent conveyance	TARGET	9/30/92
NEXT ACTION(2)	If OIG determines there is a case, OGC will get involved OR, If no recourse CO will begin debt settlement	TARGET	Unknown or 30 days after OIG Decision

The borrower has no apparent ability to repay any part of the FmHA debt and has no reasonable prospect of being able to do so given the information supplied. The situation involving the transfer of the dry cleaning business to a partnership is being pursued by OIG. OIG should make a determination within 30 days as to whether or not FmHA has recourse to pursue the fraudulent conveyance issue. Upon OIG's determination the CO/DO will develop an action plan to appropriately address the situation at hand & submit the follow-up information to SO/NO/LLSG. There will be a liquidation of the farm real estate in 1992.

I. PROJECTED OUTCOME: Describe the anticipated results from the strategy/action plan to include anticipated liquidation value, loss and target date(s) for accomplishment. Describe on a loan by loan basis if necessary.

The farm real estate currently pledged to FmHA will be liquidated & applied to FmHA's debt during 1992. The outcome relating to the fraudulent conveyance issue will be able to be more adequately addressed upon OIG's decision on the matter. The CO will follow-up with OIG on a weekly basis until we have been issued a decision regarding FmHA's claim to any assets of the dry cleaning business. The farm will most likely bring \$200,000 which with prior tax liens would reduce FmHA's recoverable value by at least \$17,500. At this stage of OIG's investigation it is too early to tell whether or not FmHA will recapture any monies surrounding the fraudulent conveyance issue.

APPROVALS:

Farm Program Chief	State Director	LLSG Director

LARGE LOAN REPORT(V2) (LLR(V2))

ONLY USE THIS VERSION OF THE LLR IF BOTH OF THE FOLLOWING ITEMS ARE TRUE:

**IF THERE IS A DELINQUENT FP BORROWER WITH ONE MILLION DOLLARS OR MORE IN TOTAL DEBT
AS OF THE REPORT DATE, AND**

IF YOU HAVE NOT RECEIVED A PARTIALLY COMPLETED LLR FROM THE LLSG.

**A Blank Large Loan Report - Version 2(LLR(V2)) and an example of a completed LLR(V2) are attached for
reference purposes.**

LARGE LOAN REPORT (V2)

Million Dollar Delinquencies - Page Two

A. HISTORY: Briefly outline the course of events leading to the problem the borrower is presently facing and/or the cause of the delinquency. Describe on a loan by loan basis if necessary.

[Empty space for history description]

B. ENVIRONMENTAL ISSUES: Address any environmental issues as they relate to the collateral held by FmHA and/or other real property that the borrower owns which may have environmental concerns. Attach preliminary Hazardous/Waste Study, if performed.

[Empty space for environmental issues description]

COLLATERAL ISSUES: Utilize this area to further describe FmHA's present lien position(s) for all pledged collateral and to describe tax liens and/or other liens and dollar amounts junior to or senior to FmHA's lien position, the lien holder's name, & the loan status.

[Empty space for collateral issues description]

D. OTHER ASSETS: Has FmHA verified that there are no other assets previously or currently owned by the borrower/borrowing entities which were not reported on the financial statements?

Has an Asset Investigation been performed by non FmHA personnel?

Total Dollars FmHA has spent for Asset Investigations to date:

If there are unlisted assets, what is the description and value of these other assets?

Yes	No
Yes	No
\$	

For Asset Investigations only, Indicate Program Authority Code:
 F E 2 Z 1

[Empty space for other assets description]

Are there other assets that FmHA could look to reduce existing debt?

Yes No

If yes, briefly describe.

[Empty space for other assets to reduce debt description]

LARGE LOAN REPORT (V2)

Million Dollar Delinquencies - Page Three

E. LITIGATION: If litigation is in process, briefly explain the current situation, anticipated outcome, & time frame. If not applicable indicate N/A. Attach FmHA Forms 455-22 & 455-1, if completed and indicate "See Attached". Do not restate what is already included in the attachments; however, ensure that the status of the litigation is adequately addressed.

F. APPEALS: If borrower has appealed any FmHA decisions, describe appeal, indicate present status and projected outcome.

G. BANKRUPTCY: If borrower is in bankruptcy attach schedules & briefly explain present situation. If a proposed plan of reorganization has been developed please attach copy of plan. If the proof of claims has been filed please attach copy. If none of the above is applicable indicate N/A.

Name of Party/Entity Filing Bankruptcy:

Date of Bankruptcy Filing:	Type of Bankruptcy:	Has a plan of reorganization been filed by Borrower? Yes No
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Has the reorganization plan been approved? Yes No	If Chapter 12, are payments being made per plan? Yes No
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Has Proof of Claims been filed? Yes No	If yes, what was the date of the filing?	Date of Discharge from Bankruptcy:
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H. STRATEGY/ACTION PLAN: State the next two actions that need to be accomplished to expedite this case and the target dates to complete each action. Describe what plans have or will be put in place to address the situation and expected time frame of each action.

NEXT ACTION(1)	TARGET DATE
NEXT ACTION(2)	TARGET DATE

I. PROJECTED OUTCOME: Describe the anticipated results from the strategy/action plan to include anticipated liquidation value, loss and target dates for accomplishment. Describe on a loan by loan basis if necessary.

APPROVALS:

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LARGE LOAN REPORT #2		TOTAL NON-FmHA DEBT	LOCATION OF FILE	BORROWER FLAG
PREPARER'S NAME:	John Smith	35,000	OIG	NONE
DATE PREPARED:	Aug 30, 1992 PHONE #. 202-690-1096	If 1951-S, Have borrowers rights been exhausted? Current Status?		
FP STATE OFFICE CONTACT:	Jim Beam	1951-S does not apply to this borrower.		
PHONE NUMBER:	(111)-555-2134			
BORROWER NAME(S):	Samuel & Carol Jones	List Related FmHA Obligor Names:	U.S. Attorney's State Office	
IDENTIFICATION NUMBER:	427864000	S & C Partnership	Location(City/State)	
STATE/DISTRICT/COUNTY CODE:	28/607/81	Sam P. Jones, Jr.	Oxford, Miss.	

CURRENT FINANCIAL INFORMATION AS OF							July 31, 1992	
LOAN NUMBER	UNPAID PRINCIPAL	UNPAID INTEREST	TOTAL OWED	DATE OF LAST PAYMENT	INTEREST RATE	DAILY INTEREST ACCRUAL	AMOUNT DELINQUENT	
07	175,000	100,067	275,067	Apr 28 '84	13.00%	62.3287671	275,067	
08	250,000	85,123	335,123	Apr 28 '84	13.00%	89.0410959	335,123	
10	250,000	79,994	329,994	May 28 '84	13.00%	89.0410959	329,994	
11	75,000	30,084	105,084	Dec 15 '87	12.50%	25.6849315	105,084	

SUMMARY OF TERMS BY LOAN CODE					
LOAN NUMBER	LOAN TYPE (FO, OL, NP, EE, EL, ST, SW, EM)	Only needed if payment has never been made		MATURITY (MO/YR)	PURPOSE(S) OF LOAN(S)
		ORIGINAL DATE (MO/YR)	ORIGINAL AMOUNT		
07	EM	Mar 25 '81	250,000	Mar 25 '82	Acquire Real Estate to relocate hog farm
08	EM	Jun 30 '81	250,000	Jun 30 '82	Rebuild hog facility on real estate
10	EM	Jul 15 '81	250,000	Jul 15 '82	Acquisition of Equipment & Supplies
11	EM	Apr 20 '84	100,000	Apr 20 '85	Acquisition of Supplies

REMAINING COLLATERAL HELD BY FmHA							
LOAN NUMBER	COLLATERAL DESCRIPTION	DATE OF LAST APPRAISAL/ VALUATION	TYPE OF APPRAISAL/ VALUATION	VALUE In Dollars	NON-FmHA LIENS In Dollars	NAME OF NON-FmHA LIEN HOLDER	STATUS OF NON-FmHA LIENS
07	1st lien 400 acres/ home/out buildings/ Exemptown/State in the name of Samuel & Carolyn Jones	Dec 10 '89	Income	200,000	0	N/A	N/A
		Dec 10 '89	Approach Farm	Farm			
		Dec 10 '89	Current Market Value Home	70,000	10,000	Farmers Bank of Ex'town	120 days past due

LARGE LOAN REPORT (2)
 Million Dollar Delinquencies Page TWO

A. HISTORY: Briefly outline the course of events leading to the problem the borrower is presently facing and/or the cause of the delinquency. Describe on a loan by loan basis if necessary.

The first two EM loans (43-07 & 43-08) were made in order to offset losses which occurred to the borrower's hog operation as a result of flooding. The borrower failed to perform as planned. Borrower was carrying a tremendous debt load, experienced a high cost of feed, & production ran at reduced levels for many summers due to intense heat. Operation was too big for farmer's skills. A prior lien holder suffered a \$500,000 loss after liquidating chattel security in spring of 1985. The borrower sold a commercial town house in 1986 & FmHA released its second lien position as valueless as the town house sold for less than the debt owed the prior lien holder.

B. ENVIRONMENTAL ISSUES: Address any environmental issues as they relate to the collateral held by FmHA and/or other real property that the borrower owns which may have environmental concerns. Attach preliminary Hazardous/Waste Study, if performed.

The farm, which is FmHA's primary remaining real estate held as collateral, has at least two underground fuel tanks which have not been utilized in many years. An environmental Phase One Audit has been scheduled to determine if there are any other environmental issues of concern and to estimate the cost to remove the tanks. Should FmHA be the successful bidder at foreclosure, the tanks will be removed.

C. COLLATERAL ISSUES: Utilize this area to further describe FmHA's present lien position(s) for all pledged collateral and to describe tax liens and/or other liens and dollar amounts junior to or senior to FmHA's lien position, the lien holder's name, & the loan status.

The second lien on the commercial town house was released in 1986. The prior lien holder liquidated the chattel security at a loss leaving FmHA with no recoverable value on chattel. All of the borrower's pledged security was liquidated at an FmHA initiated foreclosure sale in 2/90 with the exception of the real estate securing 43-07. There is a junior lien on the home in the amount of \$10,000. The farm & home appraised for \$200,000 and \$70,000, respectively, in 12/89 and new appraisals have been ordered. A lien search has been performed and there are tax liens in the amount of \$17,500 which will take precedence over FmHA. There are also judgments in the amount of \$47,500 junior to FmHA's position.

D. OTHER ASSETS: Has FmHA verified that there are no other assets previously or currently owned by the borrower/borrowing entities which were not reported on the financial statements?

Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	For Asset Investigations only, Indicate Program Authority Code: F E X 2 Z 1
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
Total Dollars FmHA has spent for Asset Investigations to date: \$750		

Has an Asset Investigation been performed by non FmHA personnel?
 Total Dollars FmHA has spent for Asset Investigations to date:
 If there are unlisted assets, what is the description and value of these other assets?

There was a transfer of business assets, a dry cleaning business, previously owned by the borrower from the borrower to a partnership in 1989. The issue of adequate consideration is being investigated by OIG. Value is not determinable at this point.

Are there other assets that FmHA could look to reduce existing debt? Yes No If yes, briefly describe.

There is a potential fraudulent conveyance issue which is being investigated by OIG as a result of information obtained from an asset investigation firm. Three surrounding counties showed no UCC's filed or real estate owned in the borrower or co-borrowers names. However, the asset investigation firm found assets that had been transferred from the borrower to a partnership solely controlled by the borrower. When the dry cleaning business was sold in '89 the profit was used to reduce debt owed a secured creditor.

LARGE LOAN REPORT (V2)

Million Dollar Delinquencies - Page Three

E. LITIGATION: If litigation is in process, briefly explain the current situation, anticipated outcome, & time frame. If not applicable indicate N/A. Attach FmHA Forms 455-22 & 455-1, if completed and indicate "See Attached". Do not restate what is already included in the attachments; however, ensure that the status of the litigation is adequately addressed.

Litigation has not begun at this point, however, OIG is continuing to investigate the information obtained by the asset investigation firm. Upon the completion of OIG's investigation OGC will become involved if necessary.

F. APPEALS: If borrower has appealed any FmHA decisions, describe appeal, indicate present status and projected outcome.

No appeals are pending at this time.

G. BANKRUPTCY: If borrower is in bankruptcy attach schedules & briefly explain present situation. If a proposed plan of reorganization has been developed please attach copy of plan. If the proof of claims has been filed please attach copy. If none of the above is applicable indicate N/A

Name of Party/Entity Filing Bankruptcy: <u>S & C Partnership</u>	
Date of Bankruptcy Filing: <u>Mar 7 '92</u>	Bankruptcy Type: <u>Chp 11</u> Has a plan of reorganization been filed by Borrower? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Has the reorganization plan been approved? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If Chapter 12, are payments being made per plan? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Has Proof of Claims been filed? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	What was the date of the filing? <u>Apr 24 '92</u> Date of Discharge from Bankruptcy <u>N/A</u>

The CO has checked the bankruptcy court records in the appropriate jurisdiction and the borrower has never filed bankruptcy; however, one of the partnerships associated with the borrower is in bankruptcy and the schedules, plan of reorganization & proof of claims are attached. The information above is for S & C Partnership, not Sam & Carolyn.

H. STRATEGY/ACTION PLAN: State the next two actions that need to be accomplished to expedite this case and the target dates to complete each action. Describe what plans have or will be put in place to address the situation and expected time frame of each action.

NEXT ACTION(1)	OIG decision regarding fraudulent conveyance	TARGET	9/30/92
NEXT ACTION(2)	If OIG determines there is a case, OGC will get involved OR, If no recourse CO will begin debt settlement	TARGET	Unknown or 30 days after OIG Decision

The borrower has no apparent ability to repay any part of the FmHA debt and has no reasonable prospect of being able to do so given the information supplied. The situation involving the transfer of the dry cleaning business to a partnership is being pursued by OIG. OIG should make a determination within 30 days as to whether or not FmHA has recourse to pursue the fraudulent conveyance issue. Upon OIG's determination the CO/DO will develop an action plan to appropriately address the situation at hand & submit the follow-up information to SO/NO/LLSG. There will be a liquidation of the farm real estate in 1992.

I. PROJECTED OUTCOME: Describe the anticipated results from the strategy/action plan to include anticipated liquidation value, loss and target dates for accomplishment. Describe on a loan by loan basis if necessary.

The farm real estate currently pledged to FmHA will be liquidated & applied to FmHA's debt during 1992. The outcome relating to the fraudulent conveyance issue will be able to be more adequately addressed upon OIG's decision on the matter. The CO will follow-up with OIG on a weekly basis until we have been issued a decision regarding FmHA's claim to any assets of the dry cleaning business. The farm will most likely bring \$200,000 which with prior tax liens would reduce FmHA's recoverable value by at least \$17,500. At this stage of OIG's investigation it is too early to tell whether or not FmHA will recapture any monies surrounding the fraudulent conveyance issue.

APPROVALS:

FmHA Program Chief	State Director	LLSG Director

STATUS UPDATE REPORT (SUR)

THIS REPORT SHOULD BE UTILIZED QUARTERLY FOR EACH BORROWER TO:

**REPORT ON DELINQUENT FP BORROWERS WITH ONE MILLION DOLLARS OR MORE IN TOTAL DEBT
ONCE THE INITIAL LLR OR LLR(V2) HAS BEEN COMPLETED**

**A Blank Status Update Report and an example of a completed Status Update Report are attached for
reference purposes.**

STATUS UPDATE REPORT (Updates Only) ATTACH ADDITIONAL SHEETS TO RESPOND IF NEEDED	TOTAL OWED	TOTAL OTHER	LOCATION	BORROWER
	FmHA	DEBT	OF FILE	FLAG

PREPARER'S NAME: _____

DATE PREPARED: _____ PHONE NO: _____

FP STATE OFFICE CONTACT: _____

PHONE NUMBER: _____

BORROWER NAME: _____ ID NUMBER: _____ STATE/DISTRICT/COUNTY CODE: _____

A. COLLATERAL ISSUES: Describe FmHA's present lien position(s). Indicate Collateral released/obtained since the submission of the last LLR or SUR. Indicate value of collateral released/obtained and the reasoning behind the action.

B. OTHER ASSETS: Has FmHA verified that there are no other assets previously or currently owned by the borrower/borrowing entities which were not reported on the financial statements?

Yes	No	For Asset Investigations only, Indicate Program Authority Code:
Yes	No	

Has an Asset Investigation been performed by non FmHA personnel?

Total Dollars FmHA has spent for Asset investigations to date: \$ _____

If there are unlisted assets, what is the description and value of these other assets?

C. LITIGATION: If litigation is in process, briefly explain the current situation, anticipated outcome, and time frame. If not applicable indicate N/A.

D. BANKRUPTCY: If borrower is in bankruptcy attach schedules and briefly explain present situation. If proposed plan of reorganization has been developed please attach copy of plan. If the proof of claims has been filed please attach copy. If none of the above is applicable indicate N/A.

Name of Party/Entity Filing Bankruptcy: _____

Date of Bankruptcy Filing: _____ Type of Bankruptcy: _____ Has a plan of reorganization been filed by Borrower? Yes No

Has the reorganization plan been approved? Yes No If Chapter 12, are payments being made per plan? Yes No

Has Proof of Claims been filed? Yes No If yes, what was the date of the filing? _____ Date of Discharge from Bankruptcy: _____

E. STRATEGY/ACTION PLAN: State the next two actions that need to be accomplished to expedite this case and the target dates to complete each action. Describe what plans have or will be put in place to address the situation and expected time frame of each action.

NEXT ACTION(1)	TARGET DATE
NEXT ACTION(2)	TARGET DATE

F. PROJECTED OUTCOME: Describe the anticipated results from the strategy/action plan to include anticipated liquidation value, loss and target date(s) for accomplishment. Describe on a loan by loan basis if necessary.

G. RESULTS: Describe what has been accomplished since the submission of the last LLR or SUR. Include dates and dollar amounts of actions as available on a loan by loan basis if necessary.

STATUS UPDATE REPORT (Updates Only)		TOTAL OWED	TOTAL OTHER	LOCATION	BORROWER
ATTACH ADDITIONAL SHEETS TO RESPOND IF NEEDED		FmHA	DEBT	OF FILE	FLAG
PREPARED BY: John Smith		\$1,706,950	0	OGC	FAP
DATE PREPARED: Jan 17 '93	PHONE #: 111-690-1096	If 1951-S, Have borrowers rights been exhausted? Current Status?			
FP STATE OFFICE CONTACT: Jim Beam		1951-S does not apply.			
PHONE NUMBER: 111-123-4567					
BORROWER NAME: Samuel & Carolyn Jones	ID NUMBER: 427864000	STATE/DISTRICT/COUNTY CODE: 28/607/81			
A. COLLATERAL ISSUES: Describe FmHA's present lien position(s). Indicate Collateral released/obtained since the submission of the last LLR or SUR. Indicate value of collateral released/obtained and the reasoning behind the action.					
Borrower's farm was sold to another party on 11-17-92 and proceeds of \$198,001 was applied to the total debt.					
B. OTHER ASSETS: Has FmHA verified that there are no other assets previously or currently owned by the borrower/borrowing entities which were not reported on the financial statements?					
Has an Asset investigation been performed by non FmHA personnel?		Yes X No	For Asset Investigations only, Indicate Program Authority Code:		
Total Dollars FmHA has spent for Asset Investigations to date:		\$1,025	F	E	X 2 Z 1
If there are unlisted assets, what is the description and value of these other assets?					
OIG completed its investigation and determined there was not adequate consideration for the transfer of the business from the borrower's name to a partnership involving the borrower.					
C. LITIGATION: If litigation is in process, briefly explain the current situation, anticipated outcome, and time frame. If not applicable indicate N/A.					
N/A					
D. BANKRUPTCY: If borrower is in bankruptcy attach schedules and briefly explain present situation. If a proposed plan of reorganization has been developed please attach copy of plan. If the proof of claims has been filed please attach copy. If none of the above is applicable indicate N/A.					
Name of Party/Entity Filing Bankruptcy:					
Date of Bankruptcy Filing:	Type of Bankruptcy:	Has a plan of reorganization been filed by Borrower? Yes No			
Has the reorganization plan been approved? Yes No		If Chapter 12, are payments being made per plan? Yes No			
Has Proof of Claims been filed? Yes No		If yes, what was the date of the filing?		Date of Discharge from Bankruptcy:	
No Change since last report.					
E. STRATEGY/ACTION PLAN: State the next two actions that need to be accomplished to expedite this case and the target dates to complete each action. Describe what plans (present or future) have or will be put in place to address the situation and expected time frame of each action.					
NEXT ACTION(1)	OGC determination of course of action to take involving fraudulent conveyance			TARGET DATE	March 30, 1993
NEXT ACTION(2)	Either pursue debt settlement or pursue legal actions against borrower			TARGET DATE	Unknown
The borrower still appears to have no direct ability to repay the FmHA debt, however, the dry cleaning business is still a profitable concern owned by the partnership and apparently has numerous unencumbered assets of value. A final determination of the value of a vacation retreat, antique car, and various liquid securities owned by the business has not been made at this point. The estimated value approaches approximately one million dollars. These assets were all previously owned by the borrower.					
F. PROJECTED OUTCOME: Describe the anticipated results from the strategy/action plan to include anticipated liquidation value, loss and target date(s) for accomplishment. Describe on a loan by loan basis if necessary.					
If OGC is successful in pursuing the fraudulent conveyance case there is the potential that FmHA will be able to recover additional funds to further reduce total debt. If they are not successful, the remaining debt would most likely be written down.					
G. RESULTS: Describe what has been accomplished since the submission of the last LLR or SUR. Include dates and dollar amounts of actions as available on a loan by loan basis if necessary.					
OIG determined FmHA had grounds to pursue the fraudulent conveyance issue further and OGC has become involved with the case.					
FmHA has applied \$198,001 to the total debt upon the sale of the farm.					
FmHA Proposer		State Director		FmHA Loan Servicing Group Director	

**INSTRUCTIONS FOR COMPLETION OF THE LARGE LOAN REPORT AND THE
STATUS UPDATE REPORT**

CRITERIA & SUBMISSION DATES:

The Large Loan Report(LLR) will be required of all FP borrowers which are delinquent with total debt of one million dollars and more. The LLR will be required initially on all FP borrowers meeting the criteria and for new cases as they meet the criteria. Upon the initial completion of a LLR subsequent quarterly reporting is required via the Status Update Report(SUR). The Initial LLR's will be due September 30, 1992, with follow-up quarterly reporting to occur December 30, 1992, March 30, 1993, June 30, 1993 and September 30, 1993.

REPORT REQUIREMENTS:

LLR's and SUR's will be mailed to the State Offices at least two weeks prior to the required deadline for submission. The NO will attempt to capture all FP borrowers that are delinquent and have one million dollars or more in total debt. The LLSG will submit the forms completed with the loan history information to the field. For those borrowers which are not included in the mailing from the NO, but are delinquent and meet the million dollar threshold as of the report date, the field offices will need to complete a blank LLR(V2) which will be available from the NO.

Each section of the report will need to be answered in its entirety. There will not be responses for all sections. However, for those sections which apply to the particular case, the responses should be concise, up to date and meaningful to adequately address the question. If additional space is needed to respond, attach blank paper to meet additional space needs. In some cases there will be FmHA standard reports which may adequately address a particular section. If this is the case, attach a copy of the report and indicate in the particular section that an attachment has been used for the response.

REQUESTED ATTACHMENTS:

Upon submission of the first LLR or LLR(V2) and/or receipt of updated information attach the following to the quarterly submissions:

- * Copies of the most recent financial statements from each obligor. If individual and business statements are available attach copies of all relevant financial statements and schedules.
- * Copies of the most recent appraisal reports.
- * Copies of the Bankruptcy Schedules, Proposed Plan of Reorganization and Proof of Claims, if existent.

REQUIRED APPROVALS:

The Farmer Programs Chief, State Director, and the Large Loan Servicing Group Director will need to approve all LLR's and SUR's as submitted.

ROUTING:

Completed reports should be returned to:

Large Loan Servicing Group
14th & Independence Avenue, S.W., Room 2905-S
Washington, D.C. 20250

The phone number is (202)-690-1096 and the facsimile number is (202)-690-4727.

REQUEST FOR INFORMATION FROM FIELD OFFICES

NAME/NO. LARGE LOAN REPORT(LLR)/STATUS UPDATE REPORT(SUR)

INFORMATION NEEDED: 9/30/92 EXPIRATION DATE: Indefinite

STING OFFICE:

ON Large Loan CONTACT PHONE
E: Servicing PERSON: Tim Branner NUMBER: 202-690-1098

ENCY:

EEKLY [] BIWEEKLY [] MONTHLY [X] QUARTERLY
MIANNUAL [] ANNUAL [] AS NEEDED [] ONE TIME

RER: [3] STATE OFFICE [2] DISTRICT OFFICE [1] COUNTY OFFICE
re than one source, indicate order of highest impact i.e.: 1 = Highest)

OF REQUIREMENT:

ROGRAM INITIATIVE [] CONGRESSIONAL INQUIRY [] POLICY
UDIT [] REGULATION/INSTRUCTION REQUIREMENT [] LEGISLATION

OTHER _____

MENTED BY (Include regulation/AN number, etc., as appropriate):

EGULATION _____ [X] AN _____ (date,#,exp. date)
NNUMBERED LTR _____ [] OTHER _____ (explain & justify)
(date)

INFORMATION NEEDED: 9/30/92

ORMATION AVAILABLE FROM OTHER SOURCES (automated or other):

YES NO

, EXPLAIN WHY AVAILABLE SOURCE CANNOT BE USED:

loan history information will be downloaded into the
before circulation to the field offices

REQUEST FOR INFORMATION FROM FIELD OFFICES

PAGE 2

REPORT SPECIFICATIONS:

KEY SUBJECTS: Resolution of delinquent farmer program borrowers with
total debt of one million dollars or more

PURPOSE (What information is requested and why do we need it): Investigative credit quality
information to assemble a portfolio management data base to enable the
LLSG to more readily provide additional expertise in the timely
resolution of delinquent farmer program borrowers.

FINAL DESTINATION OF REPORT (Who will receive and review the information gathered): _____
LLSG will receive and review the information gathered

REPORT VALUE/BENEFIT TO FmHA (How will the information be used): _____
The completed reports will be loaded into a portfolio management data
base in the National Office which LLSG will utilize to provide additional
expertise to the field, maximize the return to FmHA & minimize the time
frame to remedy these cases.

EXPLAIN THE BASIS USED WHEN COMPLETING THE TIME AND COST ANALYSIS ON THE REVERSE OF FORM AD-368, "REPORT ANALYSIS AND CLEARANCE SHEET." (List the field offices contacted and other relevant information):

The time & cost analyses would only be applicable for the first year
of introduction. The initial report is 3 pages where as all subsequent
reporting is limited to one page. The estimates project 1 quarter of
reporting via the LLR while 3 quarters of the SUR were assumed. Meetings
were held with the MS, OK and CO Farmer Program Chiefs to discuss the repor

HOW DO YOU PLAN TO MONITOR THE ACTUAL PREPARATION TIME OF THIS REPORT TO DETERMINE CONTINUED NEED AND USE:

As a delinquent case is resolved the reporting would not be required.
The volume of these delinquent loans have exhibited a pattern of
steady decline this year. Subsequent quarterly reporting would only
be required to provide updates to changes in the case strategy/situation.

ATTACHMENT - COPY OF PROPOSED REPORT AND ANY SUPPORTING DOCUMENTATION AND FORM AD-368

REQUEST FOR INFORMATION FROM FIELD OFFICES

AUTHORIZATIONS:

APPROVED: _____ August 20, 1992
Date

Joseph D. O'Leska, Jr.
Joseph D. O'Leska, Jr., Director LLSG
IRMD REVIEW:

INFORMATION IS AVAILABLE FROM OTHER SOURCES: YES NO
IF YES, CITE SOURCE: _____

RECOMMENDED: YES NO _____ 8-24-92
IRMD Date

DAPO CONTROL NO.: _____

APPROVED: _____
DAPO Signature Date

DAPO CLEARINGHOUSE DATE: <u>8/25/92</u>	
Initial Report (LHR)	
APPROVED <input checked="" type="checkbox"/>	COMMENTS: _____
MODIFIED <input type="checkbox"/>	Initial report to establish database. we agree with. however on the status update report we feel long-term goal should be to develop an "online" screen to be accessed by the field. this screen should available all known data fields completed by the systems
REJECTED <input type="checkbox"/>	
AUTOMATE <input checked="" type="checkbox"/>	

ADVISORY COUNCIL DATE: <u>9-2-92</u>	
APPROVED <input checked="" type="checkbox"/>	COMMENTS: <u>Joseph D. O'Leska, Jr.</u>
MODIFIED <input type="checkbox"/>	_____
REJECTED <input type="checkbox"/>	_____

RETURN TO IRMD Rm. 5409 AFTER ADMINISTRATOR'S APPROVAL

RETURN TO IRMD Rm. 5 ADMINISTRATOR'S APPROVAL

FYI Copies

28

REPORT ANALYSIS AND CLEARANCE SHEET

- NEW
- REVISED
- CANCELLED

2. INTERAGENCY REPORT NO.

3. AGENCY AND OFFICE REQUIRING REPORT

Farmers Home Administration
Large Loan Servicing Group

4. EXACT TITLE OF REPORT (IDENTIFY AND ATTACH COPY OF PRESCRIBED FORM OR REPORTING FORMAT)

Large Loan Report/Status Update Report

5. PURPOSE AND JUSTIFICATION (INCLUDE FREQUENCY OF USE)

Quarterly request for investigative credit quality information to assemble a portfolio management data base to enable LLSG to more readily provide additional expertise in the resolution of delinquent FP borrowers.

6. ESTIMATED ANNUAL COST

\$267,867.38

7. SITE AUTHORITIES (ATTACH COPIES OF PERTINENT SECTIONS OF P.L., FPMR, EXEC. ORDER, ETC.)

first year only

8. SPECIFY WHETHER REPORT IS PART OF A REPORTING SYSTEM YES NO

IF "YES," INDICATE REPORT CONTROL NUMBER AND NAME OF SYSTEM

9. REPORTING FREQUENCY

ONE-TIME

RECURRING (SPECIFY): Quarterly

10. DUE DATE(S)
9/30/92, 12/31/92, 3/30/93, 6/30/93

11. COMPUTER EQUIPMENT IS USED IN

PREPARING REPORTS

ANALYZING REPORTS

NOT USED

12. LIST REPORTS SUPERSEDED BY THIS REPORT (GIVE TITLES AND REPORT NUMBERS)

Memorandum from Administrator's office requiring monthly FP reporting on specific delinquent borrowers with one million dollars or more in total debt.

13. REPORT REQUESTED BY (SIGNATURE)

TITLE
Director
Large Loan Servicing Group

TELEPHONE NUMBER
202-690-1299

DATE
8-20-92

14. APPROVING PROGRAM OFFICIAL (SIGNATURE)

TITLE

TELEPHONE NUMBER

DATE

15. REPORT REGISTERED BY (SIGNATURE)

TITLE
 REPORTS MANAGEMENT OFFICER
 OTHER (SPECIFY)

TELEPHONE NUMBER
703-235-5520

DATE
8-24-92

16. REPORT CANCELLED BY (SIGNATURE)

TITLE

TELEPHONE NUMBER

DATE

17. REMARKS

RETURN TO IRMD Rm. 5409 AFTER ADMINISTRATOR'S APPROVAL

RETURN TO IRMD Rm. 5409 AFTER ADMINISTRATOR'S APPROVAL

18. CERTIFICATION: I hereby certify that I have reviewed, or caused to have reviewed, this report and that I have determined that all of the information and the procedures for its collection, presentation, distribution, and use are essential to this agency, and that the costs thereof are reasonable and justified.

19. CERTIFYING OFFICER (REPORTS MANAGEMENT OFFICER)

TITLE
Acting Director, IRMD

DATE
8-24-92

(CONTINUED ON REVERSE)

FORM AD-368 (2-82)

RETURN TO IRMD Rm. 5409 AFTER ADMINISTRATOR'S APPROVAL

RETURN TO IRMD Rm. 5409 AFTER ADMINISTRATOR'S APPROVAL

GENERAL INSTRUCTIONS:

- A. Use this form to get approval for each new or revised agency or staff office reporting requirement.
- B. Submit an original and one copy of the form to your reports management officer.
- C. Follow the instructions below when preparing the form.

SPECIFIC INSTRUCTIONS (Items not listed are self-explanatory)

- ITEM 5. Indicate the program which the report supports, why the report is needed, the use that is made, and how usage justifies the cost of the report.
- ITEM 6. a. Consider the multiple levels through which the report passes, such as County, State, or equivalent levels, National Headquarters, Departmental Staff Office, etc. Consider different kinds of actions taken at each level.
- b. Estimate the number of manhours used in these actions during one reporting period. Below are some of the kinds of actions involved in a reporting cycle. Select those applicable.

LEVELS THROUGH WHICH REPORT PASSES (Identify)	HOURS USED IN PREPARING OFFICE						HOURS USED IN RECEIVING OFFICE				
	GATHERING DATA	PREPARING DATA	TYPING DATA	REVIEWING DATA	OTHER	TOTAL	ANALYZING DATA	CONSOLIDATING DATA	TRANSCRIBING DATA TO OTHER RECORDS	USING IN OTHER WAYS	TOTAL
1ST LEVEL LLSG		.15625		.125		.28125	.25	.02	.001	.01	.28
2ND LEVEL COUNTY	.25	1.1875	.625	.15625		2.21875					
3RD LEVEL DISTRICT				.5625		.5625					
4TH LEVEL STATE				.5625		.5625					

- (1) Total manhours used in ~~one~~ preparing offices (3.625 X the number of reports preparing offices: (1100) = 3,987.50
- (2) Hours used in ~~one~~ receiving office at the intermediate level 28 : X the number of receiving offices at reports the intermediate level: 1100 = 308.00
 (Repeat item (2) if the report goes through two or more intermediate levels) = 0
- (3) Hours used by the office requiring the report: Included in #1 & #2 above.... = (617.38)
- (4) Total hours used at the preparing and using office levels (Items (1) thru (3)) = 4,295.50
- (5) Number of times the report is submitted each year = 4
- (6) Total annual manhours (Item (4) X item (5)) = 17,182
- (7) Average hourly wage rate: (\$ 15.59 X item (6))¹ GS-11 Step 1 = \$267,867.38
- (8) Estimated annual cost of computerization, including source data automation, programming, etc. = \$ 0
- (9) Other costs (specify) = \$ 0
- (10) Total annual cost of the report (Sum of Items (7), (8), (9)) = \$267,867.38

¹USE AN AGENCY DETERMINED HOURLY WAGE RATE, OR THE RATE FOR A GS-11, STEP 3.

ITEM 9. Check the appropriate entry. If recurring, specify frequency: daily, weekly, monthly, quarterly, annually, etc.