



FmHA AN No. 3214 (1910-B)  
November 14, 1995

**United States  
Department of  
Agriculture**

Rural Housing and  
Community Development  
Service

Washington, D.C. 20250

TO: State Directors  
Rural Economic and Community Development

ATTENTION: Rural Housing Chiefs  
Contract Program Managers

FROM: *AK* Maureen Kennedy *AK*  
Administrator  
Rural Housing and Community  
Development Service

SUBJECT: New Procedure for Ordering  
FY 1996 Credit Reports

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) provides program authority, budget allocations and coding requirements for ordering all types of credit reports for Rural Housing and Farm Credit Programs.

COMPARISON WITH PREVIOUS AN:

This AN replaces FmHA AN 3206 dated October 11, 1995, which expired on October 31, 1995. It also includes guidance for procuring and ordering Farm Service Agency (FSA) Farm Credit Programs credit reports.

This will offer an alternative to the guidance given on procurement of credit reports through the Contract Program Manager's network earlier this month.

IMPLEMENTATION RESPONSIBILITIES:

This AN will clarify and implement the procedure for ordering credit reports for FY 1996. The procurement responsibilities and budget for individual mortgage reports is now delegated to the State Offices, at the State's discretion. Beginning with FY 1997, all State's will be responsible for individual mortgage credit report procurement. The result of shifting this procurement

EXPIRATION DATE: September 30, 1996

FILING INSTRUCTIONS:  
Preceding FmHA  
Instruction 1910-B



responsibility to the States will be more State level control of funds and an increased ability to manage those funds, similar to other program cost funds.

If a State does not have the resources to handle the procurement of mortgage and profile credit reports at the State level, you may choose to continue National Office processing for FY 1996. In FY 1997, all credit report procurement will be delegated to the State Offices. This will be consistent with other program cost funds and will give each State more control over the funds.

FmHA Instruction 1910-B will be revised to reflect the new procedure for ordering credit reports. The commercial reports will continue to be procured at the National Office for all States.

A Memorandum of Understanding (MOU) was signed September 22, 1995, between FSA and Rural Economic and Community Development (RECD) for RECD to continue to provide some administrative services to FSA Farm Credit Programs. This included "assisting with contracting for and processing of payments for contractual items". It is necessary to call upon RECD to provide such assistance for ordering credit reports.

In States selecting State level procurement, the RECD Contract Program Manager (CPM) will be responsible for procurement of credit reports for FSA Farm Credit Programs during fiscal year 1996. RECD should work with the FSA staff throughout the year to assure that FSA will be able to take over this responsibility for FY 1997.

State Offices must notify field offices of their State procedure for ordering credit reports.

#### SELECTION OF PROCUREMENT LOCATION:

Each state is now given the opportunity to select whether they will receive the funds and procurement responsibilities at the State level or they will be retained and managed by the National Office. A survey was taken of the CPM's to determine the appropriate allocation of funds. The attached schedule reflects State allocation based on the survey.

If your State is shown as "retained at the National level," but you can effectively administer these funds at the State level, please contact Carl Muhlbauer on (202) 690-2141 for RECD and Jorge Comas for FSA on (202) 690-1700 to request a transfer of funds. This can be done at any time during the fiscal year. The State RECD and FSA staffs will work together to make this decision.

The request for funds management level can be split between Farm Credit and Housing programs, if both Agencies are in agreement. In accordance with the MOU and the guidance above, RECD will be responsible for procurement. However, if FSA has the resources and chooses to, they may take responsibility for procurement of Farm Credit Programs credit reports.

#### INDIVIDUAL REPORTS

Types of Reports: The two types of individual credit reports ordered under the GSA Supply Schedule are mortgage reports and profile reports. The profile reports can only be ordered for Single Family Housing processing or servicing purposes. Mortgage reports can be ordered for Single Family Housing, Multi-family Housing or Farm Credit Programs.

The States are not required to use the GSA supply schedule for credit reports. However, it will generally be the most cost effective and provide you with the most useful reports.

Profile Reports: The profile report program was established in order to provide a quick credit screening process for the county offices that have large backlogs. The use of the profile reports is not mandatory. Agency policy prohibits obtaining the profile report before the applicant has completed and signed the Form FmHA 410-4, "Application for Rural Housing Assistance (Non-farm Tract) Uniform Residential Loan Application". Profile reports are not used for any Farm Credit Programs activities.

Profile Reports are available under the schedule; however, neither Equifax nor TRW are vendors. The field offices will have to purchase the Profile Reports from Equifax or TRW separately, through appropriate procurement procedures. The addresses for Equifax and TRW are:

Equifax Credit Information  
Services, Inc.  
P.O. Box 105835  
Atlanta, Georgia 30348-5835  
(404) 885-8488

TRW  
Information Service Group  
505 City Parkway West  
P.O. Box 6230  
Orange, California 92668  
1-800-858-0066  
Contact: Jim Worth

Budget: Each State managing the funds at the State level will have their RHIF and ACIF program (A) and direct loan financing (R) accounts increased by the amounts shown on the attached schedules. Program Account Codes (PAC) will remain unchanged. They are:

PROGRAM AND PHASE	PAC	ACT	RECOV.
Single Family Housing Processing	S1Y1	R	Recov
Single Family Housing Processing/Servicing	S2Y1	A	Non-recov
Single Family Housing (Profile) Processing/Servicing	S1Y6	A	Non-recov
Multi-family Housing Processing	M1Y1	R	Recov
Multi-family Housing Servicing	M2Y1	A	Non-recov
Farm Credit Programs Processing	F1Y1	R	Recov
Farm Credit Programs Servicing	F2Y1	A	Non-recov

The list of applicable purchase order numbers are given on Attachment 3, for use by the States that have chosen to have chosen to have National Office management of funds. These procurement instruments cannot be used by States that have selected to manage their own funds, and have received an allocation.

The States that have been selected to manage their own funds will process the obligations and disbursements for the invoices from their allocations.

Funds Management: Each State, not under the National Office contract, will be responsible for management of their own program funds for credit reports. Each program area will be responsible for assuring that sufficient funds are available to cover their orders. The State budgets represent past years usage of credit report funds adjusted for FY 1996 funding levels. The budgets also consider the increased price of the reports under the new GSA supply schedule.

Administration: Each state should determine the best method and division of duties for administration of the ordering activities. You may request field offices to submit a copy of order tickets to the State Office for reconciliation of the invoices by the program areas, not the CPMs.

Regardless of whether the state is operating under the National Office contract or their own procurement actions, the RECD and FSA staffs in the State Office will receive a monthly invoice from each vendor from which orders were placed. After the State Office program official verifies that the invoices are correct for the number and amount of the credit reports ordered, an FmHA form 838-B will be prepared. The FmHA Form 838-B must be completed to include the applicable Purchase Order (PO) number: Either the State designated PO number, if the State is managing the funds; or the relevant National Office PO (given at Attachment 3), if the State selected use of the National Office contracts.

If the orders were placed against the National Office contract, the PO number referenced for that vendor in Attachment 3 should be used. Block 12 will contain the individual State code for State which placed the order,

regardless of which office (State or National) actually handled the basic procurement action or agreement. Blocks 13 and 14 should be filled with zeros (i.e. Block 13 "000" and Block 14 "0000000000"). The receiving office Fedstrip number Block 21 should be completed with the Fedstrip number of the office requesting payment regardless of which office placed the procurement action. All other fields should be completed in accordance with the FMI.

Once completed the form and the invoice should be mailed to NFC based on the address on the FMI.

#### COMMERCIAL CREDIT REPORTS

Commercial credit reports for entity applicants will continue to be ordered by the National Office from Dun & Bradstreet (D&B). Requests for commercial reports are to be directed through the State Office to the National Office program area in accordance with FmHA Instruction 1910-C. Credit reports for individual mortgage or profile applications are not available from D&B.

#### ADDITIONAL INFORMATION

State Office personnel can contact the following individuals for more information, if necessary.

ISSUE	CONTACT	PHONE
RHCD	Judy Webb Spelman	(202) 720-1478
FSA	Karen Eifert	(202) 720-1657
Procurement	Elaine Larison	(202) 245-5544
Processing of Type 60 Documents	Tony Bainbridge	(314) 539-3525

#### Attachments:

1. Schedule of Housing Budget Allocations
2. Schedule of Farm Credit Program Budget Allocations
3. BPA Vendor, Purchase Order Number and PAC

Sent by facsimile on 11-15-95 at 10:23 by GSS.

## ATTACHMENT 1

RURAL HOUSING FISCAL YEAR 1996 CREDIT REPORT STATE BUDGETS

	<u>Recoverable</u>	<u>Non-Recoverable</u>
ALABAMA	Retained at National Level	
ALASKA	Retained at National Level	
ARIZONA	\$25,000	\$4,200
ARKANSAS	Retained at National Level	
CALIFORNIA	Retained at National Level	
COLORADO	Retained at National Level	
CONNECTICUT	Retained at National Level	
DELAWARE	Retained at National Level	
FLORIDA	Retained at National Level	
GEORGIA	Retained at National Level	
HAWAII	Retained at National Level	
IDAHO	Retained at National Level	
INDIANA	Retained at National Level	
IOWA	Retained at National Level	
KANSAS	Retained at National Level	
KENTUCKY	Retained at National Level	
LOUISIANA	Retained at National Level	
MAINE	Retained at National Level	
MARYLAND	Retained at National Level	
MASSACHUSETTS	Retained at National Level	
MICHIGAN	Retained at National Level	
MINNESOTA	Retained at National Level	
MISSISSIPPI	Retained at National Level	
MISSOURI	\$39,000	\$5,500
MONTANA	\$ 9,000	\$1,800
NEBRASKA	Retained at National Level	
NEVADA	Retained at National Level	
NEW HAMPSHIRE	Retained at National Level	
NEW JERSEY	Retained at National Level	
NEW MEXICO	Retained at National Level	
NEW YORK	Retained at National Level	
NORTH CAROLINA	\$65,000	\$9,300
NORTH DAKOTA	Retained at National Level	
OHIO	Retained at National Level	
OKLAHOMA	Retained at National Level	
OREGON	Retained at National Level	
PENNSYLVANIA	\$46,000	\$6,800
PUERTO RICO	Retained at National Level	
RHODE ISLAND	Retained at National Level	
SOUTH CAROLINA	\$42,000	\$8,200
SOUTH DAKOTA	Retained at National Level	
TENNESSEE	\$42,000	\$8,200
TEXAS	Retained at National Level	
UTAH	Retained at National Level	
VERMONT	Retained at National Level	
VIRGIN ISLANDS	Retained at National Level	
VIRGINIA	Retained at National Level	
WASHINGTON	Retained at National Level	
WEST VIRGINIA	Retained at National Level	
WISCONSIN	Retained at National Level	
WEST PACIFIC AREA	Retained at National Level	
WYOMING	Retained at National Level	

FARM CREDIT PROGRAMS FY 1996 CREDIT REPORT STATE BUDGETS

	<u>Recoverable</u>	<u>Non-Recoverable</u>
ALABAMA	Retained at National Level	
ALASKA	Retained at National Level	
ARIZONA	\$300	\$900
ARKANSAS	Retained at National Level	
CALIFORNIA	Retained at National Level	
COLORADO	Retained at National Level	
CONNECTICUT	Retained at National Level	
DELAWARE	Retained at National Level	
FLORIDA	Retained at National Level	
GEORGIA	Retained at National Level	
HAWAII	Retained at National Level	
IDAHO	Retained at National Level	
INDIANA	Retained at National Level	
IOWA	Retained at National Level	
KANSAS	Retained at National Level	
KENTUCKY	Retained at National Level	
LOUISIANA	Retained at National Level	
MAINE	Retained at National Level	
MARYLAND	Retained at National Level	
MASSACHUSETTS	Retained at National Level	
MICHIGAN	Retained at National Level	
MINNESOTA	Retained at National Level	
MISSISSIPPI	Retained at National Level	
MISSOURI	\$13,700	\$8,200
MONTANA	\$ 5,700	\$4,100
NEBRASKA	Retained at National Level	
NEVADA	Retained at National Level	
NEW HAMPSHIRE	Retained at National Level	
NEW JERSEY	Retained at National Level	
NEW MEXICO	Retained at National Level	
NEW YORK	Retained at National Level	
NORTH CAROLINA	\$7,200	\$6,500
NORTH DAKOTA	Retained at National Level	
OHIO	Retained at National Level	
OKLAHOMA	Retained at National Level	
OREGON	Retained at National Level	
PENNSYLVANIA	\$14,000	\$3,100
PUERTO RICO	Retained at National Level	
RHODE ISLAND	Retained at National Level	
SOUTH CAROLINA	\$3,000	\$4,200
SOUTH DAKOTA	Retained at National Level	
TENNESSEE	\$7,000	\$6,600
TEXAS	Retained at National Level	
UTAH	Retained at National Level	
VERMONT	Retained at National Level	
VIRGIN ISLANDS	Retained at National Level	
VIRGINIA	Retained at National Level	
WASHINGTON	Retained at National Level	
WEST VIRGINIA	Retained at National Level	
WISCONSIN	Retained at National Level	
WEST PACIFIC AREA	Retained at National Level	
WYOMING	Retained at National Level	

## ATTACHMENT 3

BPA VENDOR	PURCHASE ORDER NUMBER	PAC
Accurate Credit and Collection Services 304 Masonic Temple Bldg Olean, NY 14760 1-800-945-1011	60-31ME-6-0035	S1Y1
	60-31ME-6-0036	S2Y1
	60-31ME-6-0037	F1Y1
	60-31ME-6-0038	F2Y1
Allstate Credit Bureau P.O. Box 437 101 Grand Avenue Massapequa, NY 11758-0437 1-800-626-3943	60-31ME-6-0039	S1Y1
	60-31ME-6-0040	S2Y1
	60-31ME-6-0041	M1Y1
	60-31ME-6-0042	M2Y1
	60-31ME3-6-0043	F1Y1
60-31ME-6-0044	F2Y1	
Business Information Services 1000 South Pioneer Drive Smyrna, Georgia 30082 1-800-868-0012	60-31ME-6-0045	S1Y1
	60-31ME-6-0046	S2Y1
	60-31ME-6-0047	F1Y1
	60-31ME-6-0048	F2Y1
Credit Bureau of Espanola, Inc	60-31ME-6-0049	S1Y1
	60-31ME-6-0050	S2Y1
Credit Bureau Reports, Inc. P.O. Box 36403 Houston, TX 77036 1-800-733-3431	60-31ME-6-0051	S1Y1
	60-31ME-6-0052	S2Y1
	60-31ME-6-0053	M1Y1
	60-31ME-6-0054	M2Y1
	60-31ME-6-0055	F1Y1
	60-31ME-6-0056	F2Y1
Credit Research, Inc. 600 Franklin Boulevard Somerset, New Jersey 08873 908-247-4434	60-31ME-6-0057	S1Y1
	60-31ME-6-0058	S2Y1
	60-31ME-6-0059	F1Y1
	60-31ME-6-0060	F2Y1
Credit Resources, Inc. P.O. Box 540 999 McBride Ave. West Patterson, NJ 07420 1-800-247-2365	60-31ME-6-0061	S1Y1
	60-31ME-6-0062	S2Y1
	60-31ME-6-0063	F1Y1
	60-31ME-6-0064	F2Y1

Data Facts, Inc	60-31ME-6-0065	S1Y1
	60-31ME-6-0066	S2Y1
	60-31ME-6-0067	F1Y1
	60-31ME-6-0068	F2Y1
Equifax Services, Inc.	60-31ME-6-0069	S1Y1
P.O. Box 4081	60-31ME-6-0070	S2Y1
1600 Peachtree Street	60-31ME-6-0071	F1Y1
Atlanta, GA 30302	60-31ME-6-0072	F2Y1
(404) 870-2615		
Trans Union	60-31ME-6-0073	S1Y1
P.O. Box 8309, File 99506	60-31ME-6-0074	S2Y1
Philadelphia, PA 19101-8309	60-31ME-6-0075	F1Y1
410-712-4059	60-31ME-6-0076	F2Y1

### PROFILE CREDIT REPORTS

Accurate Credit and Collection Services 304 Masonic Temple Bldg Olean, NY 14760 1-800-945-1011	60-31ME-6-0077	S1Y6
Credit Bureau Reports, Inc. P.O. Box 36403 Houston, TX 77036 1-800-733-3431 (Providing TRW Profile Reports)	60-31ME-6-0078	S1Y6
Credit Resources, Inc. P.O. Box 540 999 McBride Ave. West Patterson, NJ 07420 1-800-247-2365	60-31ME-6-0079	S1Y6
Trans Union P.O. Box 8309, File 99506 Philadelphia, PA 19101-8309 410-712-4059	60-31ME-6-0080	S1Y6

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COMMERICAL CREDIT REPORTS

Information America, Inc  
600 West Peachtree Street  
Suite 1200  
Atlanta, Georgia 30308  
1-800-235-4008

60-31ME-6-0081  
60-31ME-6-0082

M1Y1  
M2Y1

TRW Information Systems  
& Services  
505 City Parkway West  
P.O. Box 6230  
Orange, California 92668  
1-800-858-0066

60-31ME-6-0083  
60-31ME-6-0084

M1Y1  
M2Y1