

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency

Washington, DC 20250

**CMA, DMA, and LSA
Common Loan and LDP Procedures
1-CMA (Revision 1)**

Amendment 8

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 139 C has been amended to provide correct benefit policy when MAL or LDP duplications are discovered between CMA's and County Offices.

Subparagraph 286 B has been amended to clarify that the CMA eligibility process does **not** provide payment limitation amounts for CPA's. CMA's must contact CPA control offices to determine the payment limitation amount assigned to CPA.

Subparagraph 555 B has been amended to remove reference to the 2005 crop year because that report requirement has been accomplished by CMA's.

Subparagraph 555 H has been amended to provide that peanut CMA's and DMA's shall also report peanut load in and handling charge payments under Section 1614 reporting procedure.

Subparagraph 555 I has been amended to provide the codes for reporting peanut load in and handling charge payments.

Subparagraph 615 A has been amended to provide that:

- peanut DMA service County Offices shall **not** require CCC-674 or SF-LLL from DMA's
- DMA's shall obtain CCC-674 or SF-LLL, if applicable, from MAL or LDP applicants.

Paragraph 624 has been added to provide lobbying disclosure, compliance, and reporting requirements.

Exhibit 6 has been amended to display current CMA status, current address, and current approved crops.

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139 CMA Ineligible Benefit, Excess Benefit, and Denied Benefit Refunds

A Ineligible Benefits Policies

After following policies in subparagraph 103 C and paragraph 385, CMA’s shall:

- reimburse CCC for all ineligible benefits received for a producer
- pay interest on the ineligible benefit at the loan interest rate on the date the benefit was received for the benefit period
- repay ineligible volumes under loan immediately with principal plus interest.

B Excess and Duplicate Benefit Policy

CMA’s shall:

- reimburse CCC for all excess and duplicate benefits received
- pay interest on the excess or duplicate benefit at the loan interest rate on the date the benefit was received for the benefit period
- repay subsequent volumes under loan without benefits
- make applicable repayments according to this paragraph.

***--C Which Benefit Is the Correct Benefit**

This table provides instruction for duplicate benefits between CMA’s and County Offices, DMA’s, or LSA’s.

IF the quantity for which the duplicate benefit has been obtained...	THEN the correct benefit is determined by the date of whichever of the following occurs 1st...
can be tied to a marketing agreement or annual addendum	<ul style="list-style-type: none"> • marketing agreement or annual addendum contained the quantity • the County Office, DMA, or LSA disbursed benefit.
cannot be tied to a marketing agreement or annual addendum	<ul style="list-style-type: none"> • 1st CMA advance payment made to the producer • the County Office, DMA, or LSA disbursed benefit.

Note: For duplicates between County Offices, DMA’s, or LSA’s, the correct benefit is the date of the 1st disbursed benefit.--*

139 CMA Ineligible Benefit, Excess Benefit, and Denied Benefit Refunds (Continued)

D CMA Actions

When problems are discovered by CMA’s or CCC involving ineligible benefits or excess and denied benefits, CMA’s shall take the following action.

Step	Action	
1	IF CMA handles...	THEN...
	commodities other than cotton cotton	continue to step 2. <ul style="list-style-type: none"> • report, by memorandum, ineligible, excess benefit, and denied benefit volumes and associated loan and LDP transactions to PSD • request waiver of liquidated damages, if applicable, according to the terms of CCC-Cotton G, stating specific reasons why a waiver is warranted • pay refunds upon demand according to 21-CN, Part 5.
2	Report ineligible, excess benefit, and denied benefit volumes and associated loan and LDP transactions to the service County Office. In a memorandum, provide the following, as applicable: <ul style="list-style-type: none"> • ineligible quantity • amount of excess benefit paid • amount of denied benefit not reduced • producer name and identification number • loan or LDP number • disbursement date • warehouse receipt number • specific reasons why ineligible, excess, or denied benefit transactions occurred • request for waiver of interest or liquidated damages. <p>Note: Liquidated damages can only be waived by PSD.</p>	
3	IF...	THEN...
	applicable loans are unpaid or unredeemed	repay the ineligible volume, excess benefit, or denied benefit under loan with principal plus interest.
	applicable loans were paid or were redeemed at the marketing repayment rate	wait for payment instructions from the service County Office.
reporting ineligible LDP volume or other ineligible LDP transactions	wait for refund instructions from the service County Office.	

285 Field [18], PCF

A Content and Source

This table provides content and source for field [18].

Content	PCF for the ID number being reported.
Source	<p>Producer’s control County Office MA.EFM.</p> <p>Exceptions: A value of 1.000 is assigned when either of the following occur for a component member:</p> <ul style="list-style-type: none"> • MA.EFM is not found • actively engaged indicator is “M”.

286 Field [19], CPA

A Content and Source

This table provides content and source for field [19].

Content	Number assigned by KC-ADC to indicate producer is combined with at least 1 other producer for PLM purposes.
Source	Control County Office MA.L?M.

B Value Greater than Zero

When this field has a value greater than “0”:

- monitor all benefits by CPA instead of by individual producer
- *--communicate by FAX or e-mail with the control County Office identified in field [37] to determine the applicable payment limitation for CPA
- determine that all producer or entities included in the combination will not be issued benefits exceeding the payment limitation assigned.--*

287 Field [20], PLM

A Content and Source

This table provides content and source for field [20].

Content	PLM assigned to producer through the applicable CMA, DMA, or LSA.
Source	Control County Office MA.L?M.

B Special PLM's

Producers with:

- unlimited PLM will have “0” in this field and “Y” in field [74]
- no PLM record found will have “0” in this field and “Y” in field [73].

288 (Reserved)

289 Field [22], Other PLM

A Content and Source

This table provides content and source for field [22].

Content	PLM assigned to producer through the applicable CMA, DMA, or LSA.
Source	Control County Office MA.L?M.

290-292 (Reserved)

293 Field [26], FSN

A Content and Source

This table provides content and source for field [26].

Content	FSA FSN.
Source	Administrative County Office ME.S?M.

555 Section 1614 Reports

A Background

Section 1614 of the Farm Security and Rural Investment Act of 2002 requires that USDA establish procedures to track benefits provided, directly or indirectly, to individuals and entities under titles I and II.

FSA has developed an internal process to capture program payment and benefit data applicable to each program participant, including those amounts attributed to members of joint operations and entities. However, member data for benefits provided to CMA's, LSA's, *--and DMA's is not available from FSC's data warehouse, which will be the source for--* benefits earned by producers through FSA County Offices. Therefore, CMA, DMA's, and LSA's must provide the applicable member data according to this paragraph.

B Applicable Years and Reporting Schedules

Reports will be compiled by CMA's, DMA's, and LSA's applicable to the 2002 through 2007 crop years.

CMA's, DMA's, and LSA's shall submit a Section 1614 report, whether initial or final, to CCC for the crop year by the earlier of:

- October 15 of the crop year following the ending loan availability date for the crop year
- the date when the crop year data are deemed final.

* * *

CMA's, DMA's, and LSA's that did not submit final reports or discovered that submitted reports were not actually final because of additional crop year activity (following the October 15 filing) adjustments or corrections, shall submit a **total replacement file** to CCC by the earlier of:

- the date the data are corrected and finalized
- April 30 of the calendar year following the initial October 15 filing deadline.

Example: The loan availability date for 2006 crop year cotton ends on May 31, 2007. Cotton CMA's and LSA's shall send a Section 1614 report by no later than October 15, 2007. If necessary, a final replacement file shall be submitted by April 30, 2008.

555 Section 1614 Reports (Continued)

C Types of Benefits to Report

The following benefits are to be reported:

- gross marketing assistance loan proceeds
- marketing gains from cash repayment of farm-stored loans at the market repayment rate
- marketing gains from cash repayment of warehouse-stored loans at the posted county price for grains, national posted price for peanuts, or for cotton and rice at AWP
- commodity certificate exchange gains

Note: For each loan redeemed with a commodity certificate, this will be the CMA member's or DMA or LSA producer's **share** of a dollar amount equal to the loan principal amount minus the certificate exchange value.

- additional amounts due producers from farm-stored loan settlements
- storage credit or storage forgiveness amounts, if applicable, for cotton and peanuts
- LDP's
- *--for peanuts **only**, a breakdown of the total peanut load in charge payments made to warehouses; attribute the amount to each producer by calculating the loan in charge using the rate applicable to the State where the peanuts were inspected and the same tons used to calculate the storage credit.--*

Notes: For transactions involving producers in a **marketing pool**, the intention is to capture the producer's actual earnings of loan or LDP proceeds and gains based upon the producer's quantity and quality of the commodity delivered to the pool. This may mean that CMA cannot report the actual producer earnings until after the final settlement date.

The transaction date to be reported should be the date that the proceeds were paid to the producer's account.

D Producer Payment Level to Report:

CMA's, DMA's and LSA's shall report data only for the individual, entity, or joint operation **receiving** the benefit. Further FSA processing will attribute payment data to the member level for joint operations or entities.

555 Section 1614 Reports (Continued)

G Report Example

Following is an example of the properly formatted 62 character length fixed width file:

Note: COLUMN NUMBERS ILLUSTRATED FOR REFERENCE PURPOSES ONLY:
 12345678901234567890123456789012345678901234567890123456789012
 1380402PNUTLN 1000002526205S000000000000065251101200345003
 1380402PNUTWLN 1001253520275S000000000000319680401200313019
 1380402PNUTSTGREDCT1005943423638E00000000000934560401200313277

H Further Instructions

CMA's, DMA's and LSA's shall:

- prepare a fixed 62-character length file with a “.txt” file extension
- *--insert a header record according to paragraph 556
- reconcile the amount for each transaction type to the CCC transfer data which will be provided by FSA--*
- use a naming convention of “xyyyR1614-nnn.txt” where:
 - “xx” is the CMA, DMA, or LSA State code
 - “yyy” is the CMA, DMA, or LSA code
 - “nnn” is a sequential number assigned to each report
- *--validate data and file formats to detect common errors such as:
 - wrong record length
 - invalid program or transaction codes
 - invalid ID numbers or ID types
 - benefit amounts are greater than zero
 - admin State and county codes are valid
- submit file by winzip encrypted e-mail to Chris Kyer at **chris.kyer@wdc.usda.gov.--***

555 Section 1614 Reports (Continued)

I Report Program Codes

CMA's, DMA's, and LSA's shall use the following alpha program, and accounting program codes for each applicable transaction.

Program Name	Alpha Program Code	Accounting Program Code	Description	Transaction Type
Nonrecourse Marketing Assistance Loans	XXBRLYN XXCANLN XXCORNLN XXCRAMLN XXELSLN XXFLXLN XXSORGLN XXMUSLN MOHRLN XXOATSLN XXPNUTLN XXRAPLN XXRICELN XXSAFLN XXSOYALN XXSFNLN XXUPCNLN XXWHTLN XXWOOLLN Note: XX is the 2-digit crop year.	1000	Barley MAL Canola MAL Corn MAL Crambe MAL ELS Cotton MAL Flax MAL Sorghum MAL Mustard Seed MAL Mohair MAL Oats MAL Peanut MAL Rapeseed MAL Rice MAL Safflower MAL Soybean MAL Sunflower MAL Upland Cotton MAL Wheat MAL Wool MAL	Loan
Nonrecourse Marketing Assistance Loans	XXCOMMFLN Notes: XX is the 2-digit crop year. COMM is crop code as shown above.	1000	Marketing gain on a farm stored loan.	Gain
--MAL	XXLOADINPNUT	5273	Peanut load in charge.	Payment--

***--Section 2 General MAL and LDP Processing**

615 DMA MAL and LDP Processing

A Processing MAL and LDP Requests

DMA's shall process MAL and LDP requests according to this table.

Step	Action
1	<p>Peanut producers:</p> <ul style="list-style-type: none"> • may request MAL or LDP at DMA <p>Note: For LDP's, producers should file CCC-633 EZ, page 1 before loss of beneficial interest.</p> <ul style="list-style-type: none"> • shall provide beneficial interest information • may provide FSA-211 for DMA to sign documents on their behalf <p>Note: FSA-211 is not approved for a FAXed signature.</p> <ul style="list-style-type: none"> • shall provide jurisdictional data on CCC-10 for lien search purposes only <p>Note: See 8-LP for CCC-10 instructions.</p> <ul style="list-style-type: none"> • shall deliver to DMA either of the following: <ul style="list-style-type: none"> • individual paper warehouse receipts in the producer's name • EWR numbers, warehouse code, and provider's name.
2	<p>DMA's shall follow procedures to determine whether the producer and commodity are eligible, based on beneficial interest, for MAL's or LDP's. See 8-LP for beneficial interest provisions. If beneficial interest is:</p> <ul style="list-style-type: none"> • held by the producer at time of MAL or LDP, the process shall continue • lost by the producer before requesting MAL or LDP, the process shall stop.
3	<p>DMA's shall verify producer eligibility according to this handbook. If the producer is:</p> <ul style="list-style-type: none"> • eligible, the process shall continue • ineligible, DMA shall return the documents submitted by the producer in step 1 and stop the MAL or LDP process. <p>DMA's shall:</p> <ul style="list-style-type: none"> • determine whether PLM is available for LDP and market gain purposes • enter into FSA-211 with the producer, according to paragraph 618, if requested by the producer.

--*

*--615 DMA MAL and LDP Processing (Continued)

A Processing MAL and LDP Requests (Continued)

Step	Action	
4	IF the request is...	THEN DMA shall...
	MAL	<ul style="list-style-type: none"> • complete lien search at DMA’s expense and obtain lien waivers • if EWR’s are applicable, instruct current holder to notify the EWR provider to amend EWR to show DMA as the holder • complete CCC-678 and other MAL forms • have producer or power of attorney sign MAL document • give or mail CCC-601 and CCC-678 to each producer • instruct the EWR provider to make CCC holder of EWR •*--if applicable, obtain CCC-674 or SF-LLL according to paragraph 624--* • disburse funds to the producer from DMA’s CCC authorized drawdown account or wait for funds from the service County Office. <p>Note: The “date documents received” date for the DMA-prepared MAL shall be the date of disbursement.</p>
	LDP	<ul style="list-style-type: none"> • complete CCC-633 EZ, page 2 • if EWR’s are applicable, instruct current holder to notify the EWR provider to amend EWR to show peanuts were used to obtain LDP • have producer or power of attorney sign LDP documents •*--if applicable, obtain CCC-674 or SF-LLL according to paragraph 624--* • disburse funds to the producer from DMA’s CCC authorized drawdown account or wait for funds from the service County Office. <p>Note: The LDP rate applicable to the CCC-633 EZ request is the rate in effect on the date DMA receives the request.</p>
5	<p>Within 3 workdays of disbursement, DMA shall:</p> <ul style="list-style-type: none"> • group MAL’s with same: <ul style="list-style-type: none"> • disbursement date • peanut type • warehouse code • State where peanuts were inspected 	

615 DMA MAL and LDP Processing (Continued)

A Processing MAL and LDP Requests (Continued)

Step	Action
5 (Cntd)	<ul style="list-style-type: none"> • group LDP's with same: <ul style="list-style-type: none"> • LDP rate • approval date • peanut type • submit each group to the service County Office by either of the following methods: <ul style="list-style-type: none"> • manually with individual paper warehouse receipts or EWR numbers, and the EWR provider's name representing bundled MAL's or LDP's • create pre-processed files.
6	<p>The DMA service County Office shall:</p> <ul style="list-style-type: none"> • process each DMA-prepared MAL or LDP group for the volume of peanuts on multiple receipts as a: <ul style="list-style-type: none"> • regular automated MAL or LDP if processed on the same day as the day the DMA-prepared MAL or LDP was disbursed • manual MAL or LDP with a 90000 series number if processing takes place after the date the DMA-prepared MAL or LDP was disbursed <p>Note: APSS has been modified to allow manual loans to DMA's to be disbursed through checkwriting or EFT.</p> <ul style="list-style-type: none"> • waive the service fee to DMA • not deduct national and State commodity assessment amounts • *--not require CCC-674 or SF-LLL--* • hold MAL paper warehouse receipts or verify that CCC is holder of EWR's as of date of disbursement • if CCC was not the holder on or before the date the DMA-prepared MAL was disbursed: <ul style="list-style-type: none"> • reject the applicable receipts and do not disburse MAL funds to DMA • instruct DMA to correct the applicable DMA-prepared MAL's, and resubmit to the service County Office • disburse MAL or LDP funds to DMA as instructed by FMD • provide MAL or LDP documents to DMA.

615 DMA MAL and LDP Processing (Continued)

A Processing MAL and LDP Requests (Continued)

Step	Action
7	DMA shall send the producer a maturity notice letter according to 8-LP.
8	DMA's shall process MAL repayments and forfeitures as authorized by the producer, designated agent on CCC-605P, or power of attorney.
9	DMA's shall maintain MAL or LDP documents according to 25-AS.
10	DMA's shall repay MAL at the DMA service County Office with producer or agent funds. If interest is applicable, the repayment amount to the service County Office must match the amount repaid at DMA. The service County Office shall release paper receipts or EWR's.

*--615.5 CCC-770 DMA

A Background

The Improper Payments Information Act of 2002 required each agency to:

- identify programs and activities susceptible to significant improper payments
- estimate the annual amount of improper payments and report that estimate to Congress
- report the actions taken to reduce improper payments, including possible causes, and a description of the steps in place to ensure accountability for reducing improper payments.

As a result of this mandate and further internal audits, FSA has:

- found that the number of improper payments are unacceptable
- determine that national level CCC-770 DMA's are 1 tool that will be implemented immediately to minimize the number of improper payments.--*

--624 Lobbying Disclosure Requirements, Compliance, and Reporting*A Applicability**

The disclosure requirement applies to:

- peanut loans with a principal value exceeding \$150,000, whether this loan collateral is redeemed with cash or exchanged for a commodity certificate
- LDP applications exceeding \$100,000.

B To Comply With Disclosure Requirements

To comply with lobbying disclosure requirements, applicants for and recipients of a loan disbursement exceeding \$150,000 or LDP exceeding \$100,000 must file, with DMA Office, either of the following forms for **each** loan or payment that exceeds \$150,000 or \$100,000, respectively:

- CCC-674, if they have **not** or will **not** use monies received to lobby or otherwise influence the actions of a Federal official about a particular loan or payment
- SF-LLL, if they have or will use monies received to lobby or otherwise influence the actions of a Federal official about a particular loan or payment.

C Providing Forms

Each time a loan exceeding \$150,000 or LDP exceeding \$100,000 is requested, DMA Offices shall give the applicant a copy of either of the following:

- CCC-674
- SF-LLL.

DMA Offices shall inform the applicant that the applicable form must be returned to DMA Office before the loan or payment will be disbursed.

D Disbursing the Loan or Payment

DMA Offices shall not disburse a loan exceeding \$150,000 or LDP exceeding \$100,000 until the applicant has returned the completed CCC-674 or SF-LLL.--*

*--624 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

E Example of CCC-674

This is an example of CCC-674.

This form is available electronically.
CCC-674
(08-01-98)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

Form Approved - OMB No. 0348-0046

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS**

NAME AND ADDRESS OF RECIPIENT

John A. Largefarm
1000 Largefarm Road
Vienna, GA 31092

TRANSACTION DOCUMENT (Loan No.,
Contract No., CCC-6 No(s), Check No., etc.)
D0008417

PROGRAM YEAR 20XX

To comply with lobbying disclosure requirements (31 U.S.C. 1352), applicants for and recipients of: 1) A Federal loan exceeding \$150,000; or 2) A Federal contract, grant, or cooperative agreement payment exceeding \$100,000 must file, with the disbursing office:

A. If they have not or will not use monies received for lobbying purposes, CCC-674.
B. If they have or will use monies received for lobbying purposes, SF-LLL.

CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RECIPIENT SIGNATURE DATE

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0348-0046. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

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*--624 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

F Example of SF-LLL

This is an example of SF-LLL.

DISCLOSURE OF LOBBYING ACTIVITIES		Approved by OMB 0348-0046
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)		
1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> D b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> B b. initial award c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: J.A. Moneywell 123 Banker Avenue Houston, TX 12345 Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: NA Congressional District, if known:	
6. Federal Department/Agency: USDA/FSA	7. Federal Program Name/Description: Marketing Assistance Loan CFDA Number, if applicable: 10.051	
8. Federal Action Number, if known:	9. Award Amount, if known: \$ 175,000	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): Able and Unable Attorney at Law 1001 Harmony Street Washington, DC 20018	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): Unable, Jack May B.	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

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*--624 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

F Example of SF-LLL (Continued)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

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Approved CMA's, DMA's, and LSA's

This table provides an alphabetical list of approved CMA's, DMA's, and LSA's and information about each CMA, DMA, and LSA. Only approved CMA's, DMA's, and LSA's are authorized to contact control County Offices to resolve producer eligibility problems.

State Offices shall use the mailing address or FAX number * * * for each CMA, DMA, and LSA to send them FSA handbook amendments and notices. Users can distinguish CMA's from LSA's by their code. CMA's and DMA's are assigned a county code in the "800" series, and LSA's are assigned a county code in the "700" series.

CMA's shall obtain loans and LDP's for only the crops for which they are approved. CMA suspensions are indicated in the "Approved Crops" column.

Wheat, feed grains, and rice CMA's obtain loans and LDP's through a service County Office. Cotton CMA's and LSA's are not assigned a service County Office.

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Address/Contact	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Adams Land Company P O Box 49 Leachville AR 72438-0049	05-704 (LSA)	870-539-6314 870-539-2362	Cotton	NA
American Midland Cotton Cooperative Inc. 120 North Madison St. Thomasville GA 31792	13-809	843-284-0331 229-776-4180	Cotton	NA
American Peanut Marketing Association, LLC 7843 Hwy 37 Leary GA 39862	13-808 (DMA)	229-792-3767 229-792-6134	Peanuts	Calhoun GA 13-037
Aurora Cooperative Elevator Company P O Box 209 605 12 th St Aurora NE 68818-0209	31-848	402-694-2106 402-694-2060	Corn Sorghum Soybeans Wheat	Hamilton NE 31-081
Autauga Quality Cotton Association 208 Medical Center Ct Prattville AL 36066-7288	01-801	334-365-3369 334-365-9261	Cotton	NA
Beltwide Cotton Cooperative 4444 Park Blvd P O Box 20100 Montgomery AL 36120-0100	47-801	806-762-0671 334-271-4238	Cotton	NA

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Approved CMA's, DMA's, and LSA's (Continued)

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Address/Contact	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Calcot, Ltd 1900 E Brundage Ln P O Box 259 Bakersfield CA 93302-0259	06-804	661-327-5961 661-861-9870	Cotton	NA
Carolinas Cotton Growers Cooperative 101 Sigma Dr Garner NC 27529-8543	37-801	919-773-2120 919-773-4495	Cotton	NA
CHS Inc. P O Box 64089 St Paul MN 55164-4089	27-801	800-548-9727 651-355-6496	Barley Canola Corn Crambe Flaxseed Oats Soybeans Sunflowers Wheat	Dakota MN 27-037
Cooperative Marketing Alliance/DBA CoMark 80 Monroe Ave Ste L5 Memphis TN 38103-2493	05-805	901-543-9494 901-543-9498	Cotton	NA
Concordia LLC 1361 US Hwy 41 N P O Box 232 Ashburn GA 31714-0232	13-805	229-567-9661 229-567-9664	Peanuts	Worth GA 13-321
Concordia Allied Producers 1361 US Hwy 41 N P O Box 232 Ashburn GA 31714-0232	13-806 (DMA)	229-567-9661 229-567-9664	Peanuts	Worth GA 13-321
	13-701 (LSA)		Cotton	NA
Cotton Cooperative Association 1520 Texas Ave Lubbock TX 79401-5139	48-828	806-747-7836 806-747-1991	Cotton	NA
Cotton Resources, Inc. P O Box 897 Seminole TX 79360	48-709 (LSA)	432-758-9491 432-758-3342	Cotton	NA

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Approved CMA's, DMA's, and LSA's (Continued)

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Address/Contact	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Dumas Cooperative 600 Twichell St P O Box 831 Dumas TX 79029-0831	48-815	806-935-6440 806-935-6464	Corn Sorghum Soybeans Wheat	Moore TX 48-341
Fambro Warehouse Company c/o Dunavant & Company P O Box 26600 Fresno CA 93729-6600	06-703 (LSA)	559-447-1800 559-448-1846	Cotton	NA
Farmers Cooperative of El Campo 911 S Wharton St P O Box 826 El Campo TX 77347-0826	48-809	979-543-6284 979-543-9004	Approved	Wharton TX 48-481
Farmers' Rice Cooperative 2525 Natomas Park Dr P O Box 15223 Sacramento CA 95851-0223	06-801	916-923-5100 916-925-4970	Rice	Sacramento CA 06-067
GFA Peanut Association 5201 Hwy 19 S P O Box 488 Camilla GA 31730-0488	13-804	229-336-5241 229-336-9503	Peanuts	Mitchell GA 13-205
Growers Marketing Cooperative Inc. 1150 E Main St Ste 290 Robstown TX 78380	48-831	361-387-2600 361-387-2603	Sorghum	Nueces TX 48-355
Cooperative Producers Inc. 265 N Showboat Blvd P O Box 1008 Hastings NE 68901-0088	31-893	402-463-5148 402-463-7263	Corn Sorghum Soybeans Wheat	Adams NE 31-001
Links LSA Inc.	06-704		Suspended	NA
Midland Co-Op Hwy 6 & 34 P O Box 98 Funk NE 68940-0098	31-894	308-263-2441 308-263-2444	Suspended	Phelps NE 31-137
National Quality Cotton Association 208 Medical Center Ct Prattville AL 36066	47-802	334-365-3369 334-365-9261	Cotton	NA

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Approved CMA's, DMA's, and LSA's (Continued)

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Address/Contact	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Olton Grain Cooperative, Inc. 910 W 1st St, Hwy 70 P O Drawer M Olton TX 79064	48-814	806-285-2638 806-285-3166	Corn Sorghum Soybeans Wheat	Lamb TX 48-279
Pawnee County Cooperative Association 103 E 3rd P O Box 50 Larned KS 67550-0050	20-884	620-285-2161 620-285 6310	Terminated	Pawnee KS 20-145
Peanut Growers Cooperative Marketing Association 1001 Campbell Ave P O Box 59 Franklin VA 23851-0059	51-801	757-562-4103 757-562-0744	Peanuts	Southampton VA 51-175
Peanut Loan Processing Center 304 SE Lubbock St P O Box 338 Gorman TX 76454-0338	48-830 (DMA)	254-734-2222 254-734-2288	Peanuts	Eastland TX 48-133
Plains Cotton Cooperative Association 3301 E 50th St P O Box 2827 Lubbock TX 79408-2827	48-803	806-763-8011 806-762-7444 806-762-7333	Cotton	NA
Producers' Marketing Cooperative 202 NW Railroad P O Box 255 Mertzon TX 76941-0255	48-826	325-835-7173 325-835-7174	Mohair Wool	Tom Green TX 48-451
Producers Rice Mill, Inc. 518 E Harrison St P O Box 1248 Stuttgart AR 72160-1248	05-803	870-672-4453 870-673-8131	Rice	Arkansas AR 05-001
Quality Cotton Cooperative 125A W Water St P O Box 1027 Plymouth NC 27962-1027	37-803	252-793-3460 252-793-3466	Cotton	NA

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Approved CMA's, DMA's, and LSA's (Continued)

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Address/Contact	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Riceland Foods, Inc. 2210 S Park Ave Box 9272 Stuttgart AR 72160-9272	05-802	870-673-5222 870-673-5667	Rice Soybeans Wheat	Arkansas AR 05-001
Richardson LSA, Inc. 2280 Campbell Creek Blvd Ste 350 Richardson TX 75082	48-707	972-301-3258	Cotton	NA
Signia Cotton Cooperative P O Box 7645 Pine Bluff AR 71611-7645	47-803	870-536-1006 870-536-1014	Cotton	NA
Southwestern Irrigated Cotton Growers Association	48-805		Suspended	NA
Southwestern Peanut Grower's Association 304 SE Lubbock St P O Box 338 Gorman TX 76454-0338	48-829	254-734-2222 254-734-2288	Peanuts	Eastland TX 48-133
Staplcotn 214 W Market St P O Box 547 Greenwood MS 38935-0547	28-801	662-453-6231 662-453-6274	Cotton	NA
Sunmark Services, LLC 3141 Hood St Ste 200 Dallas TX 75219	48-708 (LSA)	214-520-1717 214-520-1859	Cotton	NA
Sunray Cooperative 101 Main St P O Box 430 Sunray TX 79086-0430	48-808	806-948-4121 806-948-5606	Corn Sorghum Soybeans Wheat	Moore TX 48-341

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Approved CMA's, DMA's, and LSA's (Continued)

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Address/Contact	FIPS Code	Phone/FAX	Approved Crops	Service County/Code
Team Marketing Alliance, LLC 307 W Cole St Moundridge KS 67107	20-875	620-345-3560 620-345-3569	Corn Sorghum Soybeans Wheat	McPherson KS 20-113
Telmark LSA 3301 E 50th St P O Box 2917 Lubbock TX 79404-2917	48-701 (LSA)	806-763-8011 806-762-7333	Cotton	NA
Topflight Grain Cooperative 400 E Bodman St Bement IL 61813-1202	17-802	217-678-2261 217-678-8113	Corn Soybeans	Piatt IL 17-147
V-C Peanut DMA LLC 1001 Campbell Ave P O Box 59 Franklin VA 23851-0059	51-802 (DMA)	757-562-4103 757-562-0744	Peanuts	Southampton VA 51-175
U.S. Cotton Growers Association 3141 Hood St Ste 200 Dallas TX 75219-5000	48-827	214-520-1717 214-520-1859	Cotton	NA

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