

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

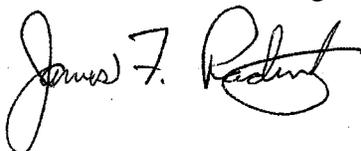
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**General Program Administration  
1-FLP (Revision 1)**

**Amendment 115**

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**Approved by:** Acting Deputy Administrator, Farm Loan Programs



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 4 E has been amended to update LSPMD contacts.

Exhibit 15 has been amended as follows:

- subparagraph A 1 to update instructions for accessing eHelp
- subparagraph E 2 to update Direct Loan Servicing instructions
- subparagraph J 7 b to provide guidance when incorrect eligibility determination is selected
- subparagraph J 15 to provide instructions about entering BS and I/E data in FBP for FSFL loans.

Exhibit 17 has been amended to provide interest rates for FLP's.

Exhibit 18 has been amended as follows:

- subparagraph A 1 to update the "Date Last Modified" column for reports:
  - Direct Applications 60 Day Tracking
  - No Decision Report

**Amendment Transmittal (Continued)**

**A Reasons for Amendment (Continued)**

- subparagraph A 3 to update:
  - “Report Description”, “User Selection Criteria” and “date Last Modified” for the Borrower Financing Statement Combined Report
  - “Date Last Modified” column for the:
    - Classification Review Workflow Report
    - Disaster Set-Aside Processing Report
    - Limited Resource Review Monitoring Report
    - Potential Purchaser Report
    - Security Instrument Processing Report (SI – Other)
    - Shared Appreciation Workflow Report
    - Subordination Request Report
- subparagraph A 4 to update “User Selection Criteria” and “Date Last Modified” columns for 5-FLP Servicing Application Timeclock Report
- subparagraph B 17 to add Report GLSDC54.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	1-9, 1-10	15, pages 5, 6 pages 65, 66 pages 66.5, 66.6 pages 103, 104 pages 117, 118 17, pages 1, 2 18, pages 1-4 pages 7-14 pages 33, 34

## 4 FLP Organizational Structure (Continued)

## D PDEED Contacts

The following provides names, address, and telephone and FAX numbers for PDEED.

For USPS delivery	For FedEx or UPS delivery
USDA FSA DAFLP PDEED STOP 0521 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0521	USDA FSA DAFLP PDEED ROOM 3622 SOUTH BUILDING 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0521

**Note:** County Offices shall address questions to the State Office. State Offices shall contact the National Office as needed.

PDEED FAX Number 202-690-3573		
Name	Title	Phone Number
Courtney Dixon	Director	202-720-1360
William Cobb	Deputy Director	202-720-1059
Thomas Dobbin	Chief Appraiser	208-378-5671
Linda Baldwin	Document Control Technician	202-720-5489
Lorraine Campbell	Senior Writer/Editor	202-690-2850
Niki Chavez	Senior Loan Officer	202-690-6129
Gene Christie	Senior Loan Officer	202-690-2517
Robert Fleming	Lead Review Appraiser-Southeast	803-435-2201, Ex. 103
Pixie Greer	Senior Loan Officer	202-720-1652
Jennifer Haley	Program Analyst	202-720-9898
Donald Howard	Lead Review Appraiser-West	503-692-1973, Ex. 238
Mike Ittel	Lead Review Appraiser-Midwest	320-251-7800, Ext. 117
*--Tracy Jones	Senior Loan Officer	202-720-6771--*
Teresa Martin	Program Analyst	202-690-0431
Dirk Nysveen	Senior Loan Officer	701-893-2239
Sheila Oellrich	Program Analyst	202-720-2990
Marquita Peoples	Program Analyst	202-720-8320
Chris Tarr	Lead Review Appraiser-Northeast	315-568-6124, Ext. 104
Vernon Tesch	Regional Appraiser-West	406-605-3442, Ext. 108

4 FLP Organizational Structure (Continued)

E LSPMD Contacts

The following provides names, address, and telephone and FAX numbers for LSPMD.

For USPS delivery	For FedEx or UPS delivery
USDA FSA DAFLP LSPMD STOP 0523 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0523	USDA FSA DAFLP LSPMD ROOM 3627 SOUTH BUILDING 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0523

**Note:** County Offices shall address questions to the State Office. State Offices shall contact the National Office as needed.

<b>Office of the Director</b> <b>FAX Number 202-720-5804</b>		
Name	Title	Phone Number
Michael R. Hinton	Director	202-720-1984
Craig Nehls	Deputy Director	202-720-1984
Michael Cumpton	Assistant to the Director	202-690-4014
Vera Harris	Division Secretary	202-720-1984
Brenda McNeill	Program and Management Assistant	202-720-4572
<b>Direct Loan Servicing Branch</b> <b>FAX Number 202-720-5804</b>		
Bruce Mair	Branch Chief	202-720-1645
Jacqueline King	Program Analyst	202-720-2820
Jenny Breece	Senior Loan Officer	202-690-4011
*--Theresa Correa	Senior Loan Officer	202-260-9470--*
Rebecca Deaton	Senior Loan Officer	202-690-2854
Richard Cardona-Diaz	Senior Loan Officer	202-720-0078
Mary Durkin	Senior Loan Officer	202-720-1658
Sharilyn Hashimoto	Senior Loan Officer	202-720-2743
Jonathan (Lee) Nault	Senior Loan Officer	*--202-720-6834--*
Rick Stewart	Senior Loan Officer	202-720-1654
Gary Wheeler	Senior Loan Officer	202-690-4021
Tamara Wilson	Senior Loan Officer	202-690-4012

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## **Farm Business Plan - FSA User Guide (Continued)**

### **A Overview**

#### **1 Farm Business Planning**

FSA uses the FBP system to perform farm planning and analysis, loan origination and servicing functions, and manage the FLP loan portfolio. This will allow FSA to:

- assist customers in planning their business operations, either online or through traditional business methods
- improve the timeliness and quality of service
- thoroughly analyze credit actions with an improved, yet consistent process
- use accrual analysis, when appropriate, in analyzing credit decisions and preparing plans
- improve loan documentation and compliance with audits
- empower States to proactively manage their loan portfolio by providing access to a data mart of financial information.

Because the FBP system is flexible, there are many ways to deal with different circumstances. This user guide is designed as a starting point to provide overall FSA policy in farm planning and analysis, and discuss policies and business practices FSA has implemented in FBP.

Additional information about actual software usage is available through the online eHelp.

.\*-See **Getting Help** (Section L).--\*

The term “FBP” is used in the following 2 contexts:

- collecting documents that compose FBP
- the system used to create the document FBP.

## Farm Business Plan - FSA User Guide (Continued)

### E Refinancing and Restructuring (Continued)

#### 2 Direct Loan Servicing

In connection with any direct loan servicing action, an “as is” balance sheet will need to be prepared and attached to an income/expense summary for the customer. It is helpful when \*--creating the documents to include a meaningful description such as “1/1/2015 Before DALR\$”. The “1/1/2015 Before DALR\$” balance sheet should be entered in the first column of the Reports Setup Menu and will be selected to update the “**DALR\$ Input Report**”.

**Note:** Before a deferral can be approved, a “Post-deferral” plan would also need to be prepared according to 5-FLP, paragraph 159. The “Post-deferral” plan may be entered in Report Setup Menu, column 5.--\*

The DALR\$ report, according to 5-FLP, subparagraph 103 A, determines the servicing options that may be available to the customer and will be used to create a “post close” balance sheet with \*--the DALR\$ results. Duplicate the “1/1/2015 Before DALR\$” balance sheet and attach this balance sheet to a duplicated income/expense summary, and give both documents a meaningful description, such as “1/1/2015 After DALR\$”. The “1/1/2015 After DALR\$” should be entered in the first column of the Reports Setup Menu and will be selected to update the Credit Presentation.--\*

\* \* \*

The following example can be applied to all loan servicing authorities or combination of authorities.

**Example:** Make the following assumptions and also assume that the customer cannot make the existing debt payments and that FSA will use DALR\$ to restructure the debt.

- FSA 44-01 loan was for annual operating purposes, and has a balance of \$20,000 with \$2,000 of accrued interest. DALR\$ indicated rescheduling the loan over 15 years with equal payments, which turns the loan into an intermediate loan.
- FSA 44-02 loan was for term loan purposes, and has a principal balance of \$100,000 with \$1,000 of accrued interest. DALR\$ indicated rescheduling the loan with a 15 year term and equal payments.
- FSA 41-03 loan was for a real estate purchase, and has a principal balance of \$150,000 and no accrued interest. DALR\$ indicated reamortizing the loan with a 30 year amortization and equal payments.

\*--**Step 1.** Create the “as is” balance sheet and income/expense summary named “1/1/2015--\* Before DALR\$” for use in the DALR\$ Input Report. The loan schedule should reflect the “Before DALR\$” balances and payments due.

Farm Business Plan - FSA User Guide (Continued)

E Refinancing and Restructuring (Continued)

2 Direct Loan Servicing (Continued)

\*--

1/1/2015 Before DALR\$		Loan Schedule - Existing Loans										Edit Mode		
Creditor	Loan Type	Prin. Bal	Int. %	Accr. Int.	Pmt. Method	Pmt Amt P & I	Pmts /Yr	Int. Pmt./Yr.	Prin. Pmt./Yr.	To I/E ?	Loan #	Add New		
<input type="checkbox"/>	FSA	Cur.	20,000	2.25	2,000	Non Rev	22,000	1	2,000	20,000	X	44-01	<a href="#">Detail</a>	Ag.
<input type="checkbox"/>	FSA	Int.	100,000	2.25	1,000	Equal	15,601	1	2,250	13,351	X	44-02	<a href="#">Detail</a>	Ag.
<input type="checkbox"/>	FSA	L.T.	150,000	2	0	Equal	6,727	1	3,000	3,727	X	44-03	<a href="#">Detail</a>	Ag.
<b>Totals:</b>			<b>270,000</b>		<b>3,000</b>		<b>44,328</b>		<b>7,250</b>	<b>37,078</b>				

Figure 32, “Before DALR\$” Loan Schedule

**Step 2:** Create the “D-Loan/Special Serv.” credit action. Access and CLICK “Save & Update” the DALR\$ Input Report. Use the results to run DALR\$.

\*--**Step 3.** Duplicate the “1/1/2015 Before DALR\$” balance sheet and income/expense summary and rename both documents “1/1/2015 After DALR\$”. Update the loan schedule with the--\* DALR\$ results.

- “Loan Type” of the current loan to intermediate, to reflect that the account has been rescheduled and it now has a term of greater than 1 year. Change the “Pmt. Method” to “Equal”.
- Principal balance will reflect any capitalized interest, if any.
- “Pmt. Amount” will reflect the new restructured payment according to DALR\$.
- “Loan #” will be a description that reflects the restructure action.

\*--

1/1/2015 After DALR\$		Loan Schedule - Existing Loans										Edit Mode		
Creditor	Loan Type	Prin. Bal	Int. %	Accr. Int.	Pmt. Method	Pmt Amt P & I	Pmts /Yr	Int. Pmt./Yr.	Prin. Pmt./Yr.	To I/E ?	Loan #	Add New		
<input type="checkbox"/>	FSA	Int.	22,000	2.25	0	Equal	1,745	1	495	1,250	X	Old 44-01Resc	<a href="#">Detail</a>	Ag.
<input type="checkbox"/>	FSA	Int.	101,000	2.25	0	Equal	8,009	1	2,273	5,737	X	Old 44-02 Res	<a href="#">Detail</a>	Ag.
<input type="checkbox"/>	FSA	L.T.	150,000	2	0	Equal	6,698	1	3,000	3,698	X	Old 41-03 Rea	<a href="#">Detail</a>	Ag.
<b>Totals:</b>			<b>273,000</b>		<b>0</b>		<b>16,453</b>		<b>5,768</b>	<b>10,685</b>				

Figure 33, “After DALR\$” Loan Schedule

## Farm Business Plan - FSA User Guide (Continued)

### E Refinancing and Restructuring (Continued)

#### 2 Direct Loan Servicing (Continued)

\*--**Step 4.** Use “1/1/2015 After DALR\$” to “Save & Update” the Credit Presentation in the--\*  
“D-Loan/Special Serv.” credit action. See **Income/Expenses – Projected – Feasibility**  
(Section H 1) for information on feasibility of restructured plans.

### F Income/Expense

This section allows the user to add new actual or projected income/expense (cash flow) information for a customer or access income/expense records currently residing in FBP. There is no limit to the number of projected or actual income/expense records that can be created or maintained for each customer.

**Note:** Income/expense (cash flow) information is **not** required for Streamlined CL’s according to 3-FLP.

The Income/Expense Trends **must be** printed and signed by the customer for all loan making and servicing actions.

#### 1 Adding a New Income/Expense

To add a new projected or actual income/expense record CLICK “**Inc/Exp**” on the toolbar. An income/expense may be added using either the “**Trends Manager**” or “**Add Income/Expense**” option selected from the drop-down menu, as follows.

**Option 1:** CLICK “**Trends Manager**” to access the Balance Sheet & Income/Expense Trends Manager Screen. “Trends Manager” may also be accessed through the Dashboard Navigation Screen.

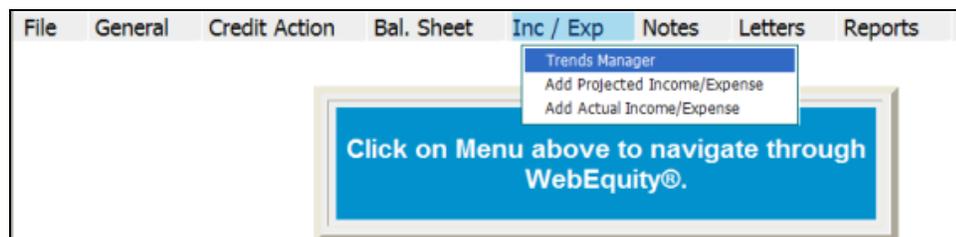


Figure 34a

Farm Business Plan - FSA User Guide (Continued)

F Income/Expense (Continued)

1 Adding a New Income/Expense (Continued)

\*--To add a new income/expense report in a column, CLICK “Create New” link in an empty cell. Any changes made to the selection and order of the reports will be reflected on the Reports Setup Screen. To create a report that will be available to add to the Reports Setup Screen at a later date, CLICK “Create New-Income/Expense” link under the “Income/Expense” tab.

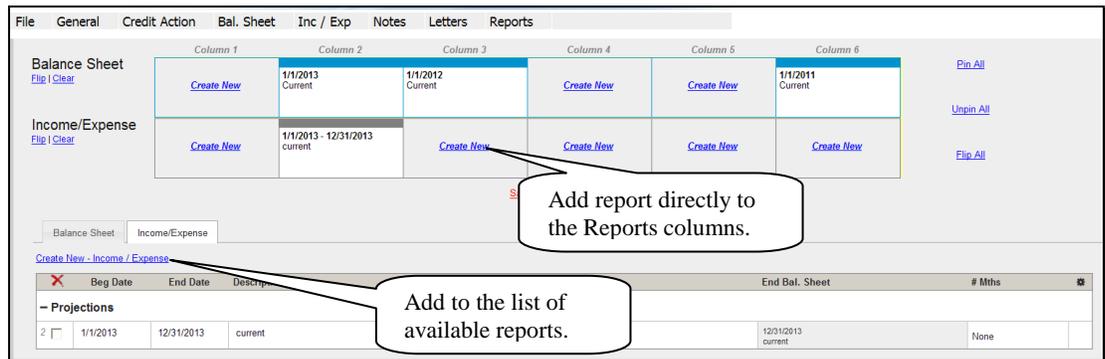


Figure 34b

Complete the required information in the “Income/Expense Setup” dialog box and CLICK “Save” to add the report to the Balance Sheet & Income/Expense Trends Manager Screen.

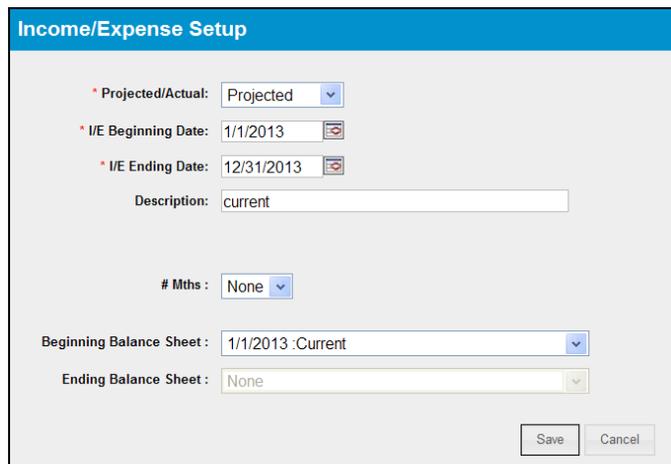


Figure 34c, Income/Expense Setup--\*

Farm Business Plan - FSA User Guide (Continued)

J Credit Actions (Continued)

7 Credit Presentation (Continued)

b Completing the Credit Presentation/Borrower Classification (Continued)

Component	Details
<p>Eligibility (Continued)</p>	<ul style="list-style-type: none"> <li>•*--CLICK “Add &amp;   </li></ul>



**Farm Business Plan - FSA User Guide (Continued)**

**J Credit Actions (Continued)**

**\*--7 Credit Presentation (Continued)**

**b Completing the Credit Presentation/Borrower Classification (Continued)--\***

<b>Component</b>	<b>Details</b>
Capacity	<p><b>What is capacity?</b> FSA must know how the customer intends to repay the loan. Consider the cash flow from the business, the timing of the repayment, and the probability of successful repayment of the loan. Discuss all the assumptions, marketing, pricing, income, production, expenses, withdrawals, etc., in preparing FBP, the basis for the assumptions, and comparisons to the financial history. Payment history on existing credit relationships, personal and business, is considered an indicator of future payment performance. Also consider contingent sources of repayment, if available.</p> <ul style="list-style-type: none"> <li>• In the WordPad, discuss the repayment capacity of the borrower, and any assumptions used in the income/expense projection.</li> <li>•*--Answer the LR rate question with the radio button. See 4-FLP, Part 3 for more information on determining if rates are justified.--*</li> </ul>
Capital	<p><b>What is capital?</b> Capital is the money the customer has personally invested in the business and is an indication of how much is at risk should the business fail. Most lenders generally expect some contribution of the customer's own assets and that they have undertaken personal financial risk to establish the business before asking a lender to commit any funding. In addition, many lenders believe if the customer has a significant personal investment in the business, the customer is more likely to do everything in their power to make the business successful. Lack of accumulated net worth could be a danger signal unless the applicant is fairly new. Consider that capital also can:</p> <ul style="list-style-type: none"> <li>• provide a cushion for repayment in the event of having a financial setback</li> <li>• indicate an ability and willingness of the customer to save and accumulate assets</li> <li>• confirm that the borrower manages his/her financial affairs adequately and within his/her income.</li> </ul> <p>In the WordPad, discuss the customer's capital position which may include working capital, debt to asset level, and other elements of available capital.</p>

Farm Business Plan - FSA User Guide (Continued)

J Credit Actions (Continued)

14 Microloan (Continued)

Component	Details
Security, LR, SBA Account, and Hazard Insurance Questions	Answer the applicable questions with the radio button.
Loan Closing Requirements	Use the word pad to document all approval conditions or loan closing requirements.

**Notes: Plan Approval:** Each Credit Presentation **must** have an approval decision. Only Credit Presentations with an “Approved” status will be available for selection in DLS. See **Credit Presentation “Approval Decision”** (paragraph. J 7 a) for instruction on completing the approval decision.

**Signature requirement:** eSignature required.

15 FSFL

The FSFL Credit Action model should be used for all loan making and servicing requests. After the information submitted by an applicant for an FSFL is reviewed, the Loan Official will use the FSFL Credit Presentation to document the financial analysis decision. The Loan Official will print the Credit Presentation to use as their recommendation document. According to 1-FSFL, subparagraph 53 G, the written recommendation will **not** contain any specific financial information.

**Notes:** When adding the FSFL Credit Action, see **Credit Action Menu** (Section J 1). The description **must** contain FSFL; for example “FSFL Grain Bin”.

Do **not** use FBP to order credit reports for FSFL’s.

\*--The FBP, “Balance Sheet” and “Income/Expense” sections do **not** need to be completed if the statements provided by the customer are sufficient for the approval decision.--\*

See 1-FSFL, paragraphs 53 and 54 for additional information on analysis requirements.

To complete the Credit Presentation, do the following:

- CLICK “Credit Action”, “[*Credit Action Name*]”, and “Credit Presentation - FSFL”
- CLICK “Save & Update” link in the top-left corner of the screen. An “Update” box will be displayed. CHECK (✓) “General Information” and CLICK “Update & 

4-20-15

Farm Business Plan - FSA User Guide (Continued)

J Credit Actions (Continued)

15 FSFL (Continued)

**Recommendation:** The Loan Official **must** provide a written recommendation for approval or disapproval, based on the applicant’s credit history and financial information. The recommendation should include FSFL amount and FSFL terms.

**Note:** A recommendation example that may be used is provided, as displayed in the following text box, or the Loan Official may delete the example and type their recommendation.

\*--

Based on the FSFL applicant’s credit history and financial information, I recommend approval of the FSFL in the amount of \$\_\_\_\_\_, with a loan term of \_\_\_ years. The information provided demonstrates the applicant is creditworthy and has the ability to make the down payment and timely repay future installments.

a Approval Decision

After the Loan Official has documented the decision, on the Credit Action Status Screen CLICK “Recommend Approval” or “Recommend Decline”.

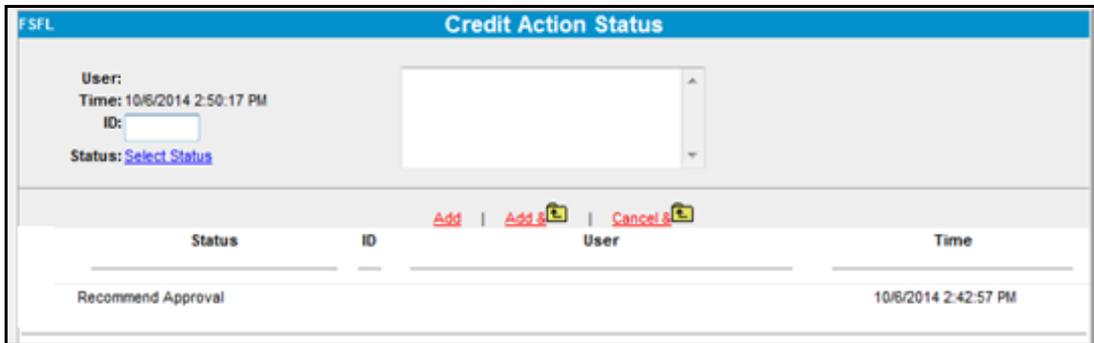


Figure 61ao

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The Loan Official will print the Credit Presentation and provide it to COC or STC, as appropriate, depending on the amount of FSFL request.

After COC or STC, as applicable, decides to “Approve” or “Decline”, the decision **must** be provided to a Loan Official as soon as possible. A Loan Official will access the Credit Presentation, Credit Action Status Screen and enter the decision as provided, according to this subparagraph. In the text box, the Loan Official will insert COC or STC’s name that made the decision, along with the date of the decision.

**FLP Rates**

**A Interest Rates for FLP's**

\*--The following provides interest rates for FLP's as of May 1, 2015.--\*

<b>Loan Type</b>	<b>Current Rate (%)</b>	<b>Date Set</b>
Rural Housing - Farm Loan Purposes		
<b>Note:</b> For the current interest rate, contact the National Office.		
Operating	*--2.500	5/1/15--*
Operating - Limited Resource	5.000	12/1/90
Farm Ownership and Conservation Loans	*--3.625	5/1/15--*
Farm Ownership - Limited Resource	5.000	4/1/86
Farm Ownership - Down Payment	1.500	5/22/08
Farm Ownership - Joint Financing	2.500	2/7/14
Soil and Water	*--3.625	5/1/15--*
Soil and Water - Limited Resource	5.000	7/1/92
Recreation - Individual	*--3.625	5/1/15
Farmer Program - Homestead Protection	3.625	5/1/15
Shared Appreciation Amortization	2.625	5/1/15
Softwood Timber Loans	3.625	5/1/15
Economic Emergency - Operating	2.500	5/1/15
Economic Emergency - Real Estate	3.625	5/1/15
Emergency - Amount of Actual Loss	3.500	5/1/15
Emergency - Major Adjustment: Subtitle A Purpose (Excess of Loss)	5.750	5/1/15
Emergency - Major Adjustment: Subtitle B Purpose (Excess of Loss)	4.750	5/1/15
Emergency - Annual Production	4.750	5/1/15
Nonprogram - Chattel Property	4.750	5/1/15
Nonprogram - Real Property	5.750	5/1/15
Apple Loans	1.000	5/1/15
Association - Grazing	3.625	5/1/15
Association - Irrigation and Drainage	3.625	5/1/15--*
Indian Land Acquisition	5.000	2/1/91

Publication 622, which provides amortization tables and financial basic payment tables, is available from MSD Warehouse. To request Publication 622, complete FSA-159, available at <http://intranet.fsa.usda.gov/dam/ffasforms/forms.html>, and submit it by 1 of the following methods:

- FAX to 816-823-4740 or 816-823-4741
- e-mail to **ra.mokansasc2.kcasbwhse**
- mail to:

USDA/FSA/Kansas City Warehouse  
2312 East Bannister Road  
Kansas City MO 64131-3011.

**FLP Rates (Continued)**

**B Treasury Rates**

The following table provides the applicable Treasury rates.

Treasury Rates	Current Rate (%)	Date Set
90-Day Treasury Bill	0.125	10/1/09
Treasury Judgment Rate (see Note)	0.250	4/1/15

**Notes:** The 90-Day Treasury Bill rate is entered in eDALR\$ as the “Discount Rate” and is used to calculate present value and net recovery value.

The treasury judgment rate is the interest rate applicable to deficiency judgments for all loan types (pursuant to 28 U.S.C. Section 1961). The rate is based on the weekly average 1-year CMT yield published by the Federal Reserve System, Board of Governors. The rate shown is the most current rate posted to the Federal Reserve web site and is dated the \*--week ending April 3, 2015. The actual judgment rate is the rate for the calendar week--\* preceding the date the defendant becomes liable for interest. Access the Federal Reserve web site [www.federalreserve.gov/releases/H15/current](http://www.federalreserve.gov/releases/H15/current) for the weekly average 1-year CMT yield.

**C Historical 90-Day Treasury Bill Rates**

The following table provides the historical 90-day Treasury bill rates.

Effective Date	Rate (%)	Effective Date	Rate (%)
December 1, 1988	7.500	December 1, 1990	7.500
January 1, 1989	7.875	January 1, 1991	7.375
February 1, 1989	8.250	February 1, 1991	7.125
March 1, 1989	8.500	March 1, 1991	6.500
April 1, 1989	8.750	April 1, 1991	6.250
May 1, 1989	9.000	May 1, 1991	6.125
June 1, 1989	9.150	June 1, 1991	5.875
July 1, 1989	8.750	July 1, 1991	5.750
August 1, 1989	8.625	October 1, 1991	5.625
September 1, 1989	8.250	November 1, 1991	5.375
October 1, 1989	8.125	December 1, 1991	5.250
December 1, 1989	8.000	January 1, 1992	4.875
February 1, 1990	7.875	February 1, 1992	4.375
April 1, 1990	8.000	March 1, 1992	3.875
May 1, 1990	8.125	May 1, 1992	4.125
July 1, 1990	8.000	June 1, 1992	4.000
October 1, 1990	7.750	July 1, 1992	3.750
November 1, 1990	7.625	September 1, 1992	3.500

**\*--List of Available Reports**

**A Farm Loan Programs Data Mart**

**1 DLS OnDemand Reports, Loan Making Reports, Direct Applications**

The following are the available Direct Application Reports.

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Borrower Training Report	<p>Provides detailed information on borrower training requirements and completions as displayed on Customer Profile.</p> <p>User must specify a date range for Effective Date, Completion Date, Cancellation Date, Expiration Date or Waived Date.</p>	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Effective Date</li> <li>• Completion Date</li> <li>• Cancellation Date</li> <li>• Expiration Date</li> <li>• Waived Date</li> </ul>	7/16/2013
Direct Application Disposition	<p>Provides the number of applications for a variety of statuses:</p> <p>Received-Approved Disposition;                      Received-Completed-Withdrawn;                      Received-Not Complete-Withdrawn;                      Received-Rejected Disposition;                      Received-No Status;                      Complete-Approved w/in 60 Days;                      Complete-Withdrawn w/in 60 Days;                      Complete-Rejected w/in 60 Days;                      Complete-Approved After 60 Days;                      Complete-Withdrawn After 60 Days;                      Complete-Rejected After 60 Days.</p> <p>Results may be summarized by State, District, Office, County, Race, or Gender.</p> <p>Report initially defaults to applications received during the current FY.</p>	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Application Received Date</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Borrower</li> </ul>	5/2/2013

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

1 DLS OnDemand Reports, Loan Making Reports, Direct Applications (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
Direct Application Report	Provides comprehensive information on the loan application process from Application Received Date through Loan Closing Date.  Includes both FLP and FSFL applications.  Carryover applications received in prior FY will be displayed until withdrawn, rejected or closed.  Includes Veteran code.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Pgm Type</li> <li>• Loan Type</li> <li>• Race</li> <li>• Gender</li> <li>• Ethnicity</li> <li>• Status</li> <li>• Application Received Date</li> <li>• Borrower</li> </ul>	12/8/2014
Direct Applications 60 Day Tracking	Provides number of complete applications for the following statuses:  Pending Final Disposition; Disposition within 60 Days; Disposition After 60 Days.  Results may be summarized by State, District, Office, or County.  Report initially defaults to applications received during current FY.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Application Received Date</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Borrower</li> </ul>	*--3/9/2015--*
Direct Applications by Status	Provides number of applications by loan type for a variety of statuses:  Received; Completed; Approved; Rejected; Withdrawn; Closed.  Report initially defaults to applications received during current FY.	<ul style="list-style-type: none"> <li>• State</li> <li>• Application Received Date</li> </ul>	3/20/2014

\*--List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

1 DLS OnDemand Reports, Loan Making Reports, Direct Applications (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
Direct Applications by Type	Provides number of applications by loan type.  Results may be summarized by State, District, Office, County, Race, or Gender.  Report initially defaults to applications received during current FY.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Application Received Date</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Borrower</li> </ul>	5/2/2013
Direct Applications Disposition by Race and Gender	Provides number of applications Received, Completed, Approved, Rejected and Withdrawn.  Results may be summarized by State, District, Office, County, Race, or Gender.  Report initially defaults to applications received during current FY.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Application Received Date</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Borrower</li> </ul>	5/2/2013
Direct Applications on Hand	Provides number of applications by loan type for the following statuses:  Applications In Process; Applications Unprocessed; Approved Not Closed; Approved Not Obligated; Obligated Not Closed.  Report initially defaults to applications received during current FY.	<ul style="list-style-type: none"> <li>• State</li> </ul>	5/2/2013

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**List of Available Reports (Continued)**

**A Farm Loan Programs Data Mart (Continued)**

**1 DLS OnDemand Reports, Loan Making Reports, Direct Applications (Continued)**

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Direct Applications Received by Race and Gender	Provides information on applications received.  National Report provides the average number of days from receipt to decision and the total loan amount requested.  State, District, Office, and County reports list applications.  Report initially defaults to applications received during current FY.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Application Received Date</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Borrower</li> </ul>	5/2/2013
Loan Limitation Report	Provides information on outstanding direct and guaranteed loan debt to assist in monitoring loan limits.  User must enter a tax identification number.	<ul style="list-style-type: none"> <li>• Tax ID</li> <li>• Loan Type</li> </ul>	5/2/2013
No Decision Report	Lists complete direct loan obligations where no decision has been made.  User may limit results to those complete applications where more than 45 days has passed.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Application Completion Date</li> <li>• Borrower</li> </ul>	*--3/2/2015--*

**\*--List of Available Reports (Continued)**

**A Farm Loan Programs Data Mart (Continued)**

**2 DLS OnDemand Reports, Loan Making Reports, Obligations (Continued)**

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Undisbursed Obligations Report	Lists obligations where there is an undisbursed balance.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> </ul>	5/2/2013

**3 DLS OnDemand Reports, Loan Servicing Reports, Routine Servicing**

The following are the available Routine Servicing Reports.

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Active FLP Borrowers Report	Lists all active FLP borrowers, along with the most recent classification.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Classification Code</li> <li>• 2+ Years Old</li> <li>• Detail or Summary</li> </ul>	5/2/2013
Analysis of FLP Delinquency Report (541A_541C)	<p>541A Report summarizes status information for all outstanding FLP loans.</p> <p>541C Report summarizes the change in the number of delinquent borrowers since the prior month.</p>	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• 541A or 541C</li> <li>• Report Date</li> <li>• Report Type</li> </ul>	9/10/2013
Borrower Address Report	Provides addresses for active FLP borrowers. User may select all borrowers, primary borrowers, co-borrowers, co-signers and guarantors.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Borrower Type</li> </ul>	5/2/2013

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

3 DLS OnDemand Reports, Loan Servicing Reports, Routine Servicing (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
Borrower Financing Statement Combined Report	Allows users to monitor current status of Financing Statements and provides detailed information on Financing Statements.  Includes Amendments, Continuations, and Terminations.  *--Includes both FLP and FSFL information.--*	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>•*--Program Type--*</li> <li>• Status</li> <li>• Alert Date</li> <li>• Expiration Date</li> <li>• Borrower</li> <li>• Detail or Summary</li> </ul>	*--3/2/2015--*
Borrower Mortgage Monitoring Report	Provides a list of all recorded mortgages. User can select All, Active or Released mortgage instruments.  Includes both FLP and FSFL information.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Program Type</li> <li>• Status</li> </ul>	1/20/2015
Classification Review Workflow Report	Provides information for monitoring Classification Reviews. User can search on Due Date, Credit Action Date, or Completed Date.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Scheduled Date</li> <li>• Credit Action Date</li> <li>• Completed Date</li> <li>• Reason for Review</li> </ul>	*--3/2/2015--*
Disaster Set-Aside Processing Report	Provides information for tracking requests for Disaster Set-Aside. User can search by Request Date or Final Disposition Date.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Request Date</li> <li>• Final Disposition Date</li> </ul>	*--3/9/2015--*

**List of Available Reports (Continued)**

**A Farm Loan Programs Data Mart (Continued)**

**3 DLS OnDemand Reports, Loan Servicing Reports, Routine Servicing (Continued)**

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Farm Assessment Workflow Report	Provides information for tracking Farm Assessments. User can search on Due Date, Credit Action Date, or Completed Date.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Scheduled Date</li> <li>• Credit Action Date</li> <li>• Completed Date</li> <li>• No Significant Changes</li> </ul>	5/2/2013
Farm Visit Workflow Report	Provides information for tracking Farm Visits. User can search on Scheduled Date or Completed Date and Visit Type.  Includes both FLP and FSFL information.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Program Type</li> <li>• Status</li> <li>• Visit Type</li> <li>• Scheduled Date</li> <li>• Completed Date</li> <li>• Completed by Contractor</li> </ul>	12/22/2014
Graduation Review Monitoring Report	Provides status of pending and completed Graduation Reviews. User can search by Due Date or Completed Date.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Scheduled Date</li> <li>• Completed Date</li> </ul>	5/2/2013
Limited Resource Review Monitoring Report	Provides status of pending and completed Limited Resource Reviews. User can search by Due Date or Completed Date.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Scheduled Date</li> <li>• Completed Date</li> </ul>	*--3/9/2015--*

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

3 DLS OnDemand Reports, Loan Servicing Reports, Routine Servicing (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
Outstanding Subordinations Report	Provides information on approved subordination requests that have not been paid in full or settled.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> </ul>	10/21/2013
Payment Reminder Report	Provides information used to generate payment reminder letters for both FLP and FSFL loans. User must specify an installment due date range.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Program Type</li> <li>• Installment Due Date</li> </ul>	12/22/2014
Potential Purchaser Report	Lists potential purchasers as entered in DLS.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Borrower</li> <li>• Purchaser</li> </ul>	*--3/9/2015--*
Related Entities Report	<p>Identifies all related entities currently liable for direct loans, based on Related Entities linked on Customer Profile.</p> <p><b>Note:</b> For a list of parties identified as liable at the time of application, use the Related Entity Report located in the Loan Making Reports, Direct Applications folder.</p>	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Loan Status</li> <li>• Borrower</li> </ul>	5/2/2013

**List of Available Reports (Continued)**

**A Farm Loan Programs Data Mart (Continued)**

**3 DLS OnDemand Reports, Loan Servicing Reports, Routine Servicing (Continued)**

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Reminder Report	<p>Provides information on all routine loan servicing workflows.</p> <p>User can select pending, postponed, closed, or all reminders.</p> <p>User can search based on Alert Date, Due Date, or Closed Date.</p> <p>Includes both FLP and FSFL reminders.</p>	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Program Type</li> <li>• Workflow</li> <li>• Reminder Type</li> <li>• Alert Date</li> <li>• Due Date</li> <li>• Closed Date</li> <li>• Borrower</li> </ul>	1/20/2015
Security Instrument Processing Report (SI-Other)	<p>Provides tracking information for activities within the Security Instrument - Other workflow.</p> <p>User can search on Request type, Request Date, Final Disposition Date, or Date Security Action Completed.</p>	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Request Type</li> <li>• Request Date</li> <li>• Final Disposition Date</li> <li>• Date Security Action Completed</li> </ul>	*--4/7/2015--*
Shared Appreciation Workflow Report	<p>Provides information for tracking requests for Shared Appreciation. User can search by Request Date and Amortization Date.</p>	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Request Date</li> <li>• Final Disposition Date</li> <li>• Amortization Date</li> </ul>	*--4/7/2015--*

**List of Available Reports (Continued)**

**A Farm Loan Programs Data Mart (Continued)**

**3 DLS OnDemand Reports, Loan Servicing Reports, Routine Servicing (Continued)**

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Status of Farm Loan Program (540)	Provides status information for all outstanding FLP loans.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• Report Date</li> <li>• Report Type</li> </ul>	9/10/2013
Subordination Request Report	Provides information for tracking requests for Subordinations, as well as monitoring approved Subordinations. User can search on Request Date, Final Disposition Date, or Expiration Date.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Security Type</li> <li>• Request Date</li> <li>• Final Disposition Date</li> <li>• Expiration Date</li> </ul>	*--4/7/2015--*
Transfer & Assumption Application Processing Report	Provides information for tracking Assumption requests.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Received Date</li> <li>• Final Disposition Date</li> </ul>	5/2/2013
Year End Analysis Workflow Report	Provides information for tracking YEA reviews. User can search on Due Date, Credit Action Date or Completed Date.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Scheduled Date</li> <li>• Credit Action Date</li> <li>• Completed Date</li> <li>• Reason for Review</li> <li>• Complete by Contractor</li> </ul>	5/2/2013

**List of Available Reports (Continued)**

**A Farm Loan Programs Data Mart (Continued)**

**4 DLS OnDemand Reports, Loan Servicing Reports, Special Servicing**

The following are the available Special Servicing Reports.

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
5-FLP Servicing Application Timeclock Report	Provides information on the Timeclock Deadline for FSA to process loan servicing applications. Report should be used to ensure applications are processed within the 60-day regulatory timeframe.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Summary or Detail</li> <li>•*--All or Open Applications--*</li> <li>• Race</li> <li>• Gender</li> <li>• Date Complete Application Received</li> <li>• Category Name</li> </ul>	*--3/9/2015--*
Open Activities Report	Provides a list of open Special Servicing activities. User can select to view all open activities or just those that are past due.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status</li> <li>• Hold Reason</li> </ul>	5/2/2013

**5 Goal OnDemand Reports**

The following are the available Goal Reports.

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Lending to Beginning Farmers and Ranchers Goal 4	Provides the current year percentage of direct and guaranteed borrowers who were provided loan assistance as beginning farmers. Results are based on obligation date for FO and OL loans.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Date Range/Fiscal Year</li> <li>• Borrower</li> </ul>	11/7/2014

**\*--List of Available Reports (Continued)**

**A Farm Loan Programs Data Mart (Continued)**

**5 Goal OnDemand Reports (Continued)**

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Lending to Beginning Farmers and Ranchers Goal 4 - Detail	Lists current year direct and guaranteed borrowers who were provided loan assistance as beginning farmers. Results are based on obligation date for FO and OL loans.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Date Range/Fiscal Year</li> <li>• Borrower</li> </ul>	11/7/2014
Lending to Socially Disadvantaged Farmers and Ranchers Goal 5	Provides the current year percentage of direct and guaranteed borrowers who were provided loan assistance as SDA. Results are based on obligation date for FO and OL loans.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Date Range/Fiscal Year</li> <li>• Borrower</li> </ul>	11/7/2014
Lending to Socially Disadvantaged Farmers and Ranchers Goal 5 - Detail	Lists current year direct and guaranteed borrowers who were provided loan assistance as SDA. Results are based on obligation date for FO and OL loans.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Date Range/Fiscal Year</li> <li>• Borrower</li> </ul>	11/7/2014

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**List of Available Reports (Continued)**

**B GLS (Continued)**

**17 Debt Offset Receivable Reports**

The following are the available Debt Offset Receivable Reports.

<b>Report Number</b>	<b>Report Name</b>	<b>Report Description</b>
GLSDC20	Loans Eligible for Offset - National Summary	National office report is used to summarize all loans eligible for offset.
GLSDC21	Loans Eligible for Offset - State Summary	State office report is used to summarize all loans eligible for offset for a specific State.
GLSDC22	Loans Eligible for Offset - Servicing Office Summary	Field office report is used to summarize all loans eligible for offset for a specific servicing office.
GLSDC22A	Loans Eligible for Offset - Detail	Provides a list of all loans where the offset eligibility indicator equals Y, and provides information on the current status of the loan.
GLSDC05	Debts Eligible for Offset Where No Receivable Has Been Established - Summary	Summarizes debts where a final loss has been paid, but a receivable has not yet been established.
GLSDC05A	Debts Eligible for Offset Where No Receivable Has Been Established - Detail	Lists debts where a final loss has been paid, but a receivable has not yet been established.
GLSDC53	Offset Status Detail Report	Provides detail information on all offset receivables within a State or servicing office.
*--GLSDC54	Inactive Receivables List	Lists all receivables with no collections greater than the number of years specified on the selection criteria page.--*
GLSDC12	Debts Eligible for IAO But Not Yet Referred - Summary	Summarizes loans where the debt has not yet been referred for IAO. User may limit the data to loans which should have already been referred.
GLSDC12A	Debts Eligible for IAO But Not Yet Referred - Detail	Identifies loans where the debt has not yet been referred for IAO. User may limit the data to loans which should have already been referred.

**\*--List of Available Reports (Continued)**

**B GLS (Continued)**

**17 Debt Offset Receivable Reports (Continued)**

<b>Report Number</b>	<b>Report Name</b>	<b>Report Description</b>
GLSDC06	Debts Eligible for TOP But Not Yet Referred - Summary	Summarizes loans where the debt has not yet been referred to TOP. User may limit the data to loans which should have already been referred.
GLSDC06A	Debts Eligible for TOP But Not Yet Referred - Detail	Identifies loans where the debt has not yet been referred to TOP. User may limit the data to loans which should have already been referred.
GLSDC07	Debts Which Will Not Be Referred for IAO/TOP Offset - Summary	Summarizes debts where FSA has identified the reason why the debt will not be referred for offset. User is required to specify IAO or TOP offset.
GLSDC07A	Debts Which Will Not Be Referred for IAO/TOP Offset - Detail	Lists debts where FSA has identified the reason why the debt will not be referred for offset. User is required to specify IAO or TOP offset.
GLSDC08	Debts Referred for IAO/TOP Offset - Summary	Summarizes debts that are currently referred for a specified type offset.
GLSDC08A	Debts Referred for IAO/TOP Offset - Detail	Identifies debts that are currently referred for a specified type offset.
GLSDC09	Debts Deleted from IAO/TOP Offset - Summary	Summarizes debts that have been deleted from a specified type of offset referral.
GLSDC09A	Debts Deleted from IAO/TOP Offset - Detail	Identifies debts that have been deleted from a specified type of offset referral.

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