

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

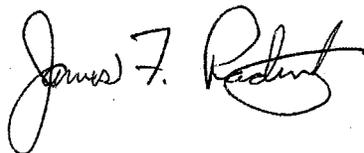
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**General Program Administration**  
**1-FLP (Revision 1)**

**Amendment 117**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 161:

- B has been amended to update the process for requesting additional PLCE authorities
- C has been added to provide PLCE and FMMI help desk points of contact
- D and E have been added and amended to provide State Office and State PLCE Monitor responsibilities, respectively.

**Note:** Content of new subparagraphs 161 D and 161 E were moved from subparagraphs 162 D and 162 E.

Subparagraph 162:

- B has been amended to clarify PLCE definitions and correct Micropurchase information
- C has been amended to provide PLCE expense types

**Note:** Content of new subparagraph 162 C has been moved from subparagraph 164 D.

- D has been amended to provide program activity codes

**Note:** Content of new subparagraph 162 D has been moved from subparagraphs 164 A, 164 B and 164 C.

- E has been amended to clarify historical PAC reference.

**Note:** Content of new subparagraph 162 E has been moved from subparagraph 164 H.

## Amendment Transmittal (Continued)

### A Reasons for Amendment (Continued)

Subparagraph 163:

- A has been amended to remove reference to limited PLCE “A” funding and to update the process when additional PLCE funds are needed
- B has been amended to update the reference for UCC filing guidance

**Note:** Some content of new subparagraph 163 B has been moved from 162 C.

- C has been moved from subparagraph 163 B.

Subparagraph 164:

- A has been moved from subparagraph 166 G and amended to reference current employees
- B has been amended to provide guidance on former employees as vendors
- C has been amended to provide guidance for electronic UCC transactions and using third-party processors

**Note:** Content of this new subparagraph has been moved from subparagraph 164 G.

- 164 D has been added to provide guidance when refunding credit report fees.

Paragraph 165 has been amended to provide guidance on processing Routine Loan Account Maintenance PLCE’s.

Paragraph 166 has been amended to provide guidance on Micropurchase PLCE items.

Subparagraph 167:

- B has been amended to correct the URL for the FMMI User Guide

**Note:** Content of this new subparagraph has been moved from subparagraph 166 B.

- C has been amended to correct information for obtaining FM-1

**Note:** Content of this new subparagraph has been moved from subparagraph 166 C.

- D has been amended to correct FMMI vendor identification number information

**Note:** Content of this new subparagraph has been moved from subparagraph 166 D.

- E has been moved from subparagraph 166 E

- F has been amended to remove references to contract agreements and Micropurchase threshold.

**Note:** Content of this subparagraph was moved from subparagraph 166 F.

## Amendment Transmittal (Continued)

### A Reasons for Amendment (Continued)

Subparagraph 168 A has been amended to remove an incorrect reference to modifying or canceling an obligation.

Subparagraph 169:

- B has been amended to correct the procedure followed to inquiry about a mishandled or lost disbursement
- C has been amended to correct the process for canceling EFT payments
- D has been amended to correct process for canceling a U.S. Treasury Check
- E has been added to provide process for canceling a non-U.S. Treasury Check
- F has been added to provide process for missing vendor 1099
- G has been added to provide information about requesting emergency checks

**Note:** Some content of this new subparagraph has been moved from subparagraph 169 D.

- H has been added to provide information for missing vendor 1099.

Exhibit 4 has been modified to list specific State guidance requirements.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
1, 2	7-1 through 7-24 7-25 through 7-28 (add)	1, pages 1-6 4, page 1



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Part 7 PLCE's

161 Overview

A Purpose

\*--This Part describes procedures for:

- obligating and paying PLCE items
- processing PLCE requests for normal servicing and for purchases above and below Micropurchase thresholds
- handling concerns about vendor payments.

B Program Authority

Program authorities to request goods and services are located in Exhibit 25. Employees with program authority may redelegate their authority to any qualified employee.

If a State needs additional program authority above those granted in Exhibit 25, SED must send an e-mail to the appropriate point of contact as shown in subparagraph 161 C or by written request sent by FAX to 202-720-6797.

C PLCE and FMMI Help Desk Information

The National Office is the first point of contact for all PLCE and FMMI related inquiries as follows.

<b>Point of Contact for PLCE and FMMI Inquiries</b>		
PLCE Funding	Joe Marcoccia Jerry Moseman (primary) Ann Smith	<b>joe.marcoccia@usda.gov</b> <b>jerry.moseman@usda.gov</b> <b>ann.smith@usda.gov</b>
User Access	Ann Smith (primary) Anne Steppe	<b>anne.steppe@usda.gov</b>
General Inquiries	Ann Smith Anne Steppe	
Vendor Inquiries	Ann Smith Anne Steppe (primary)	
Lost Payments	Ann Smith Anne Steppe	

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## 161 Overview (Continued)

**\*--D State Office Responsibilities**

SED must issue a State supplement that:

- identifies the State PLCE Monitor responsible for overseeing PLCE and FMMI activity as described in subparagraph 161 E
- establishes and identifies method of certifying fund availability
- if applicable, covers State-specific requirements for handling UCC filings and lien searches **not** covered by the guidance in subparagraph 164 C
- covers State requirements for processing and accepting Micropurchases (as defined by Federal Acquisition Regulation (FAR) Part 13.1), as necessary.

**E State PLCE Monitor Responsibilities**

The State PLCE Monitor is not required to be a State Office FLP employee member; however, the State PLCE Monitor must be a person familiar with FLP loan making and loan servicing functions. The State PLCE Monitor is responsible for the following:

- ensuring the proper use of PLCE allocations and providing guidance to the Field Office as necessary
- working with the FLC in determining and documenting how the State's allocation will best be used to meet program goals and objectives
- certifying funds availability
- overseeing the obligations and disbursements of PLCE-allocations by account to avoid violating the Anti-Deficiency Act
- creating and modifying non-SAM vendor records in FMMI
- oversees processing FMMI purchase orders (ZMY), invoices (TY), and modifications
- acts as a liaison between FLP, contracting official, and appraisal staff to ensure that all involved parties follow Micropurchase request procedures, documentation requirements are met, and applicable Micropurchase review processes are followed
- post-payment adjustments
- responding to vendor inquires.--\*

162 Understanding PLCE

A PLCE Spending Chain

The components of the PLCE spending chain are defined as follows.

Component	Action
1	<p><u>Allocation</u> is funds that are apportioned to the agency and subsequently allocated to each State in 4 separate funds. Allocation to the State level is required before spending can occur.</p> <p><b>Note:</b> See paragraph 163 for funds explanation.</p>
2	<p><b>*--Internal Budget Pre-approval</b> means authorized agency officials--* contact the State PLCE Monitor to certify availability of funds <b>before</b> incurring an expense on behalf of the agency or a borrower.</p> <p><b>Note:</b> This step is by-passed when a delinquent real estate tax notice or delinquent personal property tax notice is received in the County Office.</p>
3	<p><u>Obligation</u> means once an order is placed, the agency has a legal responsibility or obligation to pay for the ordered goods or services. A purchasing document is used to purchase goods and services or pay for costs associated with servicing a farm loan and preservation of the agency's security according to the signed loan documents. Obligations draw down available funds in the associated account in FMML.</p>
4	<p><u>Invoice</u> is an accounts payable document that is used to pay for goods and services received and the disbursement of funds. Depending upon the type of expenditure, disbursements may occur after or simultaneously with the obligation document. Invoices reference and liquidate documents in the PLCE spending chain.</p>
5	<p><u>Disbursement</u> is handled by the National Finance Center. This step is driven by the vendor record and invoice document.</p>

**\*--B Definition of PLCE**

PLCE are expenditures that relate to loan making activities and the provisions of the Promissory Note for the preservation and protection of any security for the loan.--\*

The way each authorized PLCE expense is handled depends upon the individual item cost and the type of goods or service needed.--\*

## 162 Understanding PLCE (Continued)

**\*--B Definition of PLCE (Continued)**

- **Routine Loan Account Maintenance**, or “**noncontractuals**,” are those items **exempt** from FAR and Agriculture Acquisition Regulation provisions and **not** subject to a purchase threshold. These items have fixed costs and specific vendors, all of which are outside FSA’s control. This categorization may include, and may not be limited to:
  - all items listed in Exhibit 25 under “Loan Account Maintenance”
  - State Database Access Fees
  - advertising property sales or posting legal notices for foreclosures, etc., when there is only 1 State or 1 local newspaper in which to post the required legal notice:
  - law enforcement services
  - ground rents
  - litigation guarantees
  - abstracts and/or stub abstracts
  - masters in equity
  - trustee agency (foreclosure)
- PLCE expenses with a per item cost **at or below** the Micropurchase threshold as defined in the FAR may be considered Micropurchases. Any PLCE cost item that **exceeds** the defined Micropurchase thresholds shown below will be referred to as “**contractuals**” for purposes of this Part.

The current Micropurchase thresholds are as follow.

- Supplies - \$3,000

The Maintenance and Management purpose category located in Exhibit 25 is the **only** area of PLCE under which supplies might be purchased.

- Services - \$2,500

Almost everything related to loan making and loan servicing PLCE expenses falls under Services. Services include inspections, appraisals, analysis, and professional services. Credit reports also come under this category.

- Construction - \$2,000

Construction items are those needed for authorized repairs or maintenance to real property separate from supplies or services.--\*

**162 Understanding PLCE (Continued)****\*--B Definition of PLCE (Continued)**

FAR 13.1 should be consulted to ensure that offices use the current Micropurchase thresholds at the time of action.

**Note:** Any PLCE item associated with an environmental issue will be discussed with the State Environmental Coordinator before proceeding under these instructions. Consultation with the National Office, the National Environmental Coordinator, and the State Contracting staff may be necessary.

**C Expense Types**

There are 2 types of PLCE's:

- Recoverable PLCE's are chargeable to either a borrower or inventory property account
- Nonrecoverable PLCE's are **not** chargeable to a borrower or inventory property account.

See:

- Exhibit 25 for recoverable and nonrecoverable PLCE designations.
- subparagraphs 164 E and 164 F for additional guidance on recoverable cost items.--\*

**162 Understanding PLCE (Continued)****\*--D PAC**

Exhibit 25 provides a list of each authorized PLCE expense. Each expense item has an assigned unique 3-digit alphanumeric-character, which is required to obligate and control funds and track expenses. If there is a “Comment” annotated for the selected PAC, County Offices and State PLCE Monitors should review the Exhibit 25 “Note” section for usage clarification or application.

PAC’s are based upon whether the cost is related to loan making, loan servicing, or inventory property. All transactions fall under 1 of the following 3 categories.

- **Loan Making PAC’s** are applicable during the loan application process only. Once a loan is closed, it becomes a loan servicing action.
- **Loan Servicing PAC’s** are applicable from the point of loan closing through the final disposition of the loan.
- **Inventory Property PAC’s** are applicable only **after** FSA has taken the property into inventory, **not** during the acquisition process. Any PLCE item incurred on behalf of FSA during the acquisition process (foreclosure, voluntary conveyance, etc.) is a **loan servicing action** and is charged to the borrower’s account, **not** the inventory property. This includes accrued or delinquent taxes, attorney fees, or any other expense related to the security **prior** to the date taken into Government inventory.--\*

**E Historical PAC Reference**

PACs found in Exhibit 26 were made obsolete effective October 1, 2010. For loan servicing purposes, Exhibit 26 is retained for historical reference only.--\*

**163 Allocating PLCE Funds****A National Office Allocation of PLCE Funds to States**

The National Office allocates PLCE funds to each State or group of States that has FLC. PLCE funds are not suballocated to the County Office level. The most recent allocations and balances are available in FMMI using the Availability of Funds Control Report which may be accessed according to the following FMMI pathway: **Funds Management > Reports > Budget Preparation and Planning > Budget Availability Control.**

## 163 Allocating PLCE Funds (Continued)

## A National Office Allocation of PLCE Funds to States (Continued)

The National Office divides each State allocation into 4 accounts that correspond to their respective Treasury symbols. Each account has its own purpose and designated loan cohort.

- ACIF Program Account (nonrecoverable). This “A” account is used to pay PLCE’s that are not chargeable to a borrower or inventory property account. The “A” account fund code is identified as **“FA00B1140D”** in the FMMI environment.
- ACIF Direct Loan Financing Account (recoverable). This “R” account is used to pay PLCE’s that are chargeable to a borrower or inventory property account in which the loan was obligated in FY 1992 or subsequent years. The “R” account fund code is identified as **“FA00B4212D”** in the FMMI environment.
- ACIF Liquidating Account (recoverable). This “L” account is used to pay PLCE’s that are chargeable to a borrower or inventory property account in which the loan was obligated before FY 1992. The primary “L” account fund code is identified as **“FA00B4140D”** in the FMMI environment.

There are 2 different appropriated line items for “L” funds, each with their own functional area:

- FA02FL2040000000: Loan Servicing “L” account
- FA02FL2140000000: Inventory Property “L” account.

Both line items use the same fund identifier of FA00B4140D. Only the loan servicing “L” funds are allocated to the State level. The inventory property “L” funds are maintained at the National Office level. The PLCE Monitor will contact LMD when “L” funds are needed for servicing inventory property.

- Recovery Act - Direct Financing Account - Capital Investment (recoverable). This “S” account is used to pay PLCE’s that are chargeable to a borrower or inventory property account in which the loan was obligated using ARRA (“Stimulus”) identified loan funds. “S” loans are identified with Type of Assistance codes 564 through 583. The “S” account fund code is identified as **“FA00B4284D”** in the FMMI environment.

**163 Allocating PLCE Funds (Continued)**

\* \* \*

**B State Office Allocation of PLCE's**

\*--All PLCE obligations and disbursements must occur on a “requirement and consideration” basis, because there must be a specific need for a specific loan applicant or borrower. Obligating lump sum amounts or “banking” PLCE funds for a specific vendor is prohibited and a violation of the Anti-Deficiency Act. The obligation of PLCE funds in one FY for use in another FY without a specific requirement also violates the Anti-Deficiency Act and is **not** permitted.

Examples of permissible and not permissible are as follows:

- **Permissible** - On September 25, 2014, the County Office requests a title opinion in preparation for an upcoming foreclosure sale for a particular borrower. The PLCE commitment is created the same day **and work begins**; however, it is November 1, 2014, when the vendor delivers the title opinion and requests payment.
- **Not Permissible** - On September 25, 2014, the State Office decides to set aside \$xxx for real estate appraisals needed in the next FY. There is no immediate need for the obligation; however, the State wants to “use up” the remaining FY 2014 “L” allocation and draw-down funds from the one ZMY obligation on an as-needed basis in FY 2015.

**Note:** For electronic UCC filings with the Secretary of State’s office see subparagraph 164 D.

**C Using PLCE Allocations**

Before any PLCE item can be obtained or an expense incurred on behalf of the Government, the State PLCE Monitor must certify fund availability and ensure the State budget reflects that potential commitment. PLCE obligations should be entered into FMMI **before** goods or services are received.

**Note:** Notices about delinquent real estate taxes and property taxes are exempt from funds certification. It is not possible to know when a borrower will not pay their taxes in a timely manner. All other items found under Loan Account Maintenance in Exhibit 25, or those identified as “noncontractual”, require prior budget approval from the State PLCE Monitor before committing the Agency. Reimbursement for an unapproved cost item is not guaranteed.--\*

**\*--164 Obtaining PLCE Items****A Current Employees as Vendors**

Employees are permitted to incur costs on behalf of FSA to obtain copies of courthouse documents provided **prior budget approval is obtained** from the PLCE Monitor. If preapproval of the expenditure is not received from the PLCE Monitor, the cost may not be reimbursable.

FLC or designee will sign FSA-2126 for all employee reimbursement requests.

Employees will **not**:

- act as a vendor for “convenience” of the office, applicant, or borrower
- act as a vendor whenever “L”, “R”, or “S” funds are used
- be asked or required to use personal funds for miscellaneous expenses with repayment through PLCE funding at a later time
- be a vendor when an expense can be handled through normal PLCE processes, i.e., ordering a Treasury check
- file for reimbursement of any PLCE on a travel voucher, SF-1164, or by any other means other than the FSA-2126.

**Note:** FSA employee records are already in FMMI. A Federal employee requesting reimbursement will **not** have a vendor record created using the FSA-2173.

**B Former Employees as Vendors**

Restrictions on post-FSA employment are designed to address certain activities that involve, or may appear to involve, the unfair use of prior FSA employment. These restrictions apply to a former FSA employee as a PLCE vendor and depend upon a number of factors, such as position(s) and duties during FSA employment and the type of work a former employee may do as a PLCE vendor. There are 3 basic considerations.

- Lifetime ban for any employee who had oversight authorities, and/or was deeply involved with a particular borrower or situation.
- Two-year ban for persons not having oversight or personal involvement in loan making, loan servicing, or inventory property decisions in a particular area.
- One year ban for all employees who will work for FSA as a vendor in an area in which there was no direct or substantial involvement and decision making in loan making, loan servicing, or inventory property.--\*

## \*--164 Obtaining PLCE Items (Continued)

### B Former Employees as Vendors (Continued)

In all instances, no former employee may work in any county in which they were involved in loan making, loan servicing, or inventory property decisions.

In **every** instance of former FSA employees being considered for hire as a PLCE vendor, the State Office **must** contact the National Ethics Program Manager for FSA for specific directions and permissions. The Office of Ethics may be reached by telephone at 202-205-2102, and by e-mail at **Ethics-Farm-FSA@oe.usda.gov**.

See 3-PM and 18 USC 207 for additional guidance on employing former FSA employees as PLCE vendors.

### C Guidance for Electronic UCC Transactions

State Offices may establish accounts with the Secretary of State's office using a draw-down process to meet UCC electronic and central filing requirements. "R" funds are used for this purpose.

In States where the Office of the Secretary of State has decided to use credit card only transactions, the PLCE Monitor will work with the Secretary of State to find an alternative to credit card transactions. If there is no alternative payment option available, third party processors may be used, for an additional fee, to handle FLP UCC needs.

When using third party processors, third party processor fees are an administrative cost of doing business and paid using "A" funds separate from the UCC filing and lien search fees. Loan applicants and borrowers are responsible only for the cost of the UCC filing, **not** the processing fee. FSA must incur the processor fee because it **cannot** comply with a credit card requirement.

If a UCC is being renewed for an account in foreclosure using "L", "R", or "S" funds, separate FMMI transactions will be processed for that specific UCC filing. The PAC to use is '2N5'. Likewise, if there is no collection of UCC fees, the cost is charged against a borrower's account, using PAC '2N5'.

When the borrower remits payment for an electronic UCC filing which is sent to the Finance Office with a miscellaneous collection code of 36 or 38, the PAC code '1NE' or '2NE' is used.

If an error is made on a UCC or other legal document, the cost of the correction is a nonrecoverable item. "A" funding and the PAC code "2N5" are used.--\*

**\*--164 Obtaining PLCE Items (Continued)****D Refunding Credit Report Fees**

When credit report fees are collected and deposited, and the credit report is never obtained, reimbursement to the applicant is **not** a PLCE function. Whenever money is transmitted successfully to NFC, the refund **must** come from the same office. County Offices shall submit a request for refund to their account technician who services their State according to paragraph 5.

**E Using Recoverable Cost Items**

FSA charges recoverable PLCE's to specific loans, except ARRA ("Stimulus") loans.

Only "S" account funds are used to obligate and pay PLCE expenses for ARRA ("Stimulus") loans. The use of "L" or "R" funds for ARRA ("Stimulus") loans is **not** authorized.

When a specific recoverable PLCE applies to more than 1 loan, the oldest outstanding loan, which is the loan with the earliest obligation date, for which the security associated with the charge is attached, will determine which recoverable account ("L" or "R") is used. For a rescheduled or reamortized loan, always use the **original loan obligation date** to determine which account is used.

**Note:** Interest accrues at the same interest rate as the loan associated with the charge.

**F ADPS Transactions for Recoverable Cost Items**

When a recoverable cost item is charged back to a direct OL, ML, or EM loan, a new "loan" is created on the borrower's account. The loan number will be between 75 and 99, starting backwards from 99. The ADPS TC 1L is associated with the charge.

When the loan being charged is a direct FO loan, the PLCE charge is reflected as an advance on the loan; a separate "loan" is not created. The transaction is identified by ADPS TC 1L in the borrower's online history.

When a PLCE charge falls under Inventory Property, ADPS TC 1X reflects the charge.

PLCE charges on Judgment accounts are shown as a ADPS TC 1I transaction.--\*

**\*--165 Processing Routine Loan Account Maintenance PLCE's****A Forms**

FSA-2126 is the only form required to initiate PLCE requests for routine loan account maintenance, or “noncontractuals” as described in subparagraph 162 A.

**B Filing Requirements**

FSA-2126 and any documents related to recoverable cost items should be filed in the borrower’s case file and treated as a debt instrument.

It is recommended that PLCE documents involving the use of “A” funds be filed in the borrower’s case file as part of the running record of actions taken on behalf of the borrower or applicant. Documents for nonrecoverable cost items are not debt instruments.

County and State Offices should establish and maintain an operational file for PLCE activity according to 25-AS.

Tracking systems to monitor State PLCE budget activity is recommended.

**C Vendor Selection**

There is no vendor selection process for routine loan account maintenance. For an item to fall under this category, the vendor and cost are outside FSA’s control.

**D FMMI**

The PLCE Monitor and State FMMI users should refer to the FMMI User Guide for additional guidance and automation instructions, which are not addressed in the administrative workflow process provided in subparagraph 165 E.

**E Workflow Process for “Noncontractual” Expenses**

In general, routine loan account maintenance PLCE requests are immediately due and payable. Simultaneous obligations and disbursements for “noncontractual” items are common and permissible.

**Note:** Tax notices and other documents from the vendor source are considered invoices and this information should **not** be transferred to FSA-2171. Always use the original documentation to support the obligation whenever possible.--\*

**\*--165 Processing Routine Loan Account Maintenance PLCE's (Continued)**

**E Workflow Process for "Noncontractual" Expenses (Continued)**

Authorized Agency Officials shall take the following steps for routine loan account maintenance PLCE items.

<b>Step</b>	<b>With Invoice</b>	<b>Invoice Pending</b>
1	<p>Authorized Agency Official is notified or receives notification of PLCE need and refers to Exhibit 25 for authorization and terms.</p> <p>If AAO is uncertain if or how to proceed, AAO will contact State PLCE Monitor for guidance.</p>	<p>Authorized Agency Official determines, or is notified of, PLCE need and refers to Exhibit 25 for authorization and terms.</p> <p>If AAO is uncertain if or how to proceed, AAO will contact State PLCE Monitor for guidance.</p> <p><b>Note:</b> State PLCE Monitor <b>must</b> be contacted <b>before</b> incurring an expense not triggered by an automatic billing (tax notice, for example). AAO's may <b>not</b> commit the Agency to, or expect reimbursement without proper prior authorization.</p>
2	<p>Authorized Agency Official completes and signs FSA-2126 and attaches invoice, and any other necessary documentation related to the PLCE. Documents are sent to the State PLCE Monitor for further processing.</p>	<p>Authorized Agency Official completes FSA-2126, and, along with any other necessary documentation related to the PLCE, sends request to the State PLCE Monitor for processing.</p>
3	<p>State PLCE Monitor receives and reviews FSA-2126 for accuracy, completeness, and validity, consulting with the Farm Loan Chief, as necessary.</p>	<p>State PLCE Monitor receives and reviews FSA-2126 for accuracy, completeness, and validity, consulting with the Farm Loan Chief, as necessary.</p>
4	<p>State PLCE Monitor certifies budget availability. If approved, the PLCE process continues.</p>	<p>State PLCE Monitor certifies budget availability. If approved, the PLCE process continues.</p>
5	<p>PLCE request is processed and posted in FMMI, creating a ZMY obligation using the FMMI User Guide as reference.</p> <p><b>Note:</b> National Office support is available for <b>approvals only</b> on an as-needed basis.</p>	<p>PLCE request is processed and posted in FMMI, creating a ZMY obligation using the FMMI User Guide as reference.</p> <p><b>Note:</b> National Office support is available for <b>approvals only</b> on an as-needed basis.</p>

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**\*--165 Processing Routine Loan Account Maintenance PLCE's (Continued)**

**E Workflow Process for "Noncontractual" Expenses (Continued)**

<b>Step</b>	<b>With Invoice</b>	<b>Invoice Pending</b>
6	Invoice is processed and posted in FMMI, creating a TY payment document as shown in the FMMI User Guide.	A copy of the budget-approved FSA-2126 and associated FMMI transaction documents are returned to the requesting office.
7	A copy of the approved and completed FSA-2126 and FMMI ZMY and TY transaction documents are returned to the requesting office for placement in file(s).  Note: National Office support is available for <b>approvals only</b> on an as-needed basis.	Once county office receives invoice, using FSA-2126, forwards invoice to the State PLCE Monitor with a signed request for payment and copy of the original FSA-2126.
8	<b>END</b>	Invoice is processed and posted in FMMI, creating a TY payment document as shown in the FMMI User Guide.
9		A copy of the completed FSA-2126 and FMMI TY invoice transaction document are returned to the requesting office for placement in file(s).
10		<b>END</b>

--\*

**\*--166 Processing PLCE Micropurchases****A Forms**

FSA-2126 is the only form required for PLCE requests at or **below** the Micropurchase threshold limits described in subparagraph 162 A.

For Micropurchases determined to be **above** the threshold limits, FSA-2126 is used to **initiate** PLCE requests. Any additional documents required to complete the purchasing process will be prepared by the State Contracting Officer or Contracting Official.

**B Additional Requirements**

Additional documentation to FSA-2126 may be required depending upon the PLCE need. Authorized Agency Officials will follow established procedures according to paragraph 141 and subparagraph 161 D, as applicable.

**C Filing Requirements**

FSA-2126 documents related to recoverable cost items should be treated as a debt instrument and filed in the borrower's case file.

It is recommended that PLCE documents involving using "A" funds be filed in the borrower's case file as part of the running record of actions taken on behalf of the borrower or loan applicant. Documents for nonrecoverable cost items are not debt instruments.

County and State Offices should establish and maintain operational files for Micropurchase PLCE activity in accordance with Handbook 25-AS.

Tracking systems to monitor State PLCE budget, Micropurchase transactions, and vendor selections should be established.

**D Vendor Selection**

In addition to requesting PLCE obligations and disbursements, FSA-2126 is used to record associated vendor contacts and quotes.

Authorized Agency Officials will contact appropriate vendors to obtain quotes for the required good or service. The amount of the cost quote provided by the vendors determines how many quotes must be obtained.

If the first vendor provides a cost quote **below** the given Micropurchase threshold, and that vendor is qualified and able to perform the task within the given timeframe, additional vendor quotes are **not** necessary. Single source vendor selection may be justified on FSA-2126.--\*

**\*--166 Processing PLCE Micropurchase (Continued)**

**D Vendor Selection (Continued)**

If the first vendor contacted provides a cost quote **above** the Micropurchase threshold, authorized agency officials must obtain **2 additional** quotes from qualified vendors, for a total of 3 cost quotes.

**Note:** All Authorized Agency Officials must ensure that vendor selections are rotated so no 1 vendor receives all requests for goods or services. Low bid is **not** a sufficient reason to select repeatedly 1 particular vendor over others; equal consideration to other qualified and available vendors must be given. The PLCE Monitor will work with the appraisal staff and contract team, as necessary, to ensure that vendor selection is fair and equitable, and that the Government receives a fair and reasonable price.

**E FMMI**

The PLCE Monitor and State FMMI users shall see the FMMI User Guide for additional guidance and automation instructions, which are not addressed in the administrative workflow process provided in subparagraph 166 F.

**F Workflow for Micropurchases**

<b>Step</b>	<b>Below Threshold</b>	<b>Above Threshold</b>
1	Authorized Agency Official determines PLCE need and refers to Exhibit 25 for authorization and terms. If AAO is uncertain if or how to proceed, AAO will contact State PLCE Monitor for guidance.	Authorized Agency Official determines PLCE need and refers to Exhibit 25 for authorization and terms. If AAO is uncertain if or how to proceed, AAO will contact State PLCE Monitor for guidance.
2	Authorized Agency Official calls or e-mails vendor(s) for price quote and availability. Vendor contacts are recorded on the FSA-2126.	Authorized Agency Official calls or e-mails vendor(s) for price quote and availability. Vendor contacts are recorded on the FSA-2126.
3	FSA-2126 is completed, signed, and forwarded to State PLCE Monitor for budget approval, along with supporting documentation as applicable.	FSA-2126 is completed, signed, and forwarded to State PLCE Monitor for budget approval, along with supporting documentation as applicable.
4	State PLCE Monitor receives and reviews FSA-2126 for accuracy, completeness, and validity, consulting with the Farm Loan Chief or other Agency Official as necessary.	State PLCE Monitor receives and reviews FSA-2126 for accuracy, completeness, and validity, consulting with the Farm Loan Chief or other Agency Official as necessary.

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\*--166 Processing PLCE Micropurchase (Continued)

F Workflow for Micropurchases (Continued)

Step	Below Threshold	Above Threshold
5	State Office certifies budget availability and approves FSA-2126.	State Office certifies budget availability and forwards the approved and signed FSA-2126, along with other required information, to the State's Authorized Contracting Official according to procedures provided in paragraph 141 or subparagraph 161 D.
6	<p>State Office inputs FMMI purchase order (ZMY), as provided in the FMMI User Guide, and annotates the ZMY document number on the FSA-2126.</p> <p><b>Note:</b> National Office support is available for <b>approvals only</b> on an as-needed basis.</p>	Authorized Contracting Official coordinates with other Agency Officials as necessary. Authorized Contracting Official sends the purchase order to selected vendor for vendor's acceptance signature.
7	Original signed and approved FSA-2126 and copy of the FMMI ZMY document is returned to the Service Center.	Authorized Contracting Authority sends the signed purchase order with award letter to the vendor, with copies to the State PLCE Monitor and others, for placement in file(s) and additional processing
8	Service Center Authorized Agency Official sends selected vendor an e-mail confirming quoted price and authorization to perform work, along with any additional directions necessary for the completion of the work.	<p>State Office inputs FMMI purchase order (ZMY) as provided in the FMMI User Guide and annotates the ZMY document number on FSA-2126</p> <p><b>Note:</b> National Office support is available for <b>approvals only</b> on an as-needed basis.</p>
9	Vendor completes PLCE task and submits invoice with completed goods or services to the Service Center.	FSA-2126 and copy of the FMMI ZMY document are returned to the Service Center for placement in file(s) and to Contracting Official and others as determined by established procedures.
10	Service Center Authorized Agency Official follows established procedures as provided in paragraphs 141 or 161 D to certify receipt and acceptance of goods or services.	Vendor completes PLCE task and submits invoice with completed goods or services to the Service Center.

--\*

\*--166 Processing PLCE Micropurchase (Continued)

**F Workflow for Micropurchases (Continued)**

Step	Below Threshold	Above Threshold
11	Upon accepting PLCE goods or services, Authorized Agency Official will attach a copy of vendor invoice to FSA-2126 and request payment. FSA-2126, with invoice, is sent to PLCE Monitor for vendor payment.	Service Center Authorized Agency Official follows established State procedures as provided in paragraph 141 or subparagraph 161 D to certify receipt and acceptance of goods or services.
12	State Office inputs FMMI invoice document TY and annotates the TY document number on FSA-2126 as provided in the FMMI User Guide.  <b>Note:</b> National Office support is available for <b>approvals only</b> on an as-needed basis.	Upon completing the formal review process, FSA-2126 requesting payment to vendor and copy of vendor invoice is forwarded to the PLCE Monitor for entry into FMMI.
13	Completed FSA-2126 and copy of the FMMI TY document is returned to the Service Center for placement in file(s).	State Office inputs FMMI invoice document TY as provided in the FMMI User Guide and annotates the TY document number on the FSA-2126.  <b>Note:</b> National Office support is available for <b>approvals only</b> on an as-needed basis.
14	<b>End</b>	Completed FSA-2126 and copy of the FMMI TY document is returned to the Service Center and other Agency Officials, as applicable, for placement in file(s).
15		<b>End</b>

--\*

**\*--167 FMMI****A Background**

FMMI is a commercial off-the-shelf web-based financial management system that provides online, real-time transaction and on-demand query capabilities. FMMI is a comprehensive system for all of USDA's financial and accounting functions.

PLCE data recorded in FMMI includes:

- State allocations in 4 PLCE funding accounts
- purchase order obligations
- invoices
- disbursements
- accounting adjustments made through purchase order or invoice modifications
- penalty interest
- manual disbursements
- post payment adjustments
- canceled checks
- vendor records
- FSA client records.

Borrower and property loan information is validated and stored in the BOPR table in FMMI to ensure that applicable customer data is accurate at obligation and back-fed correctly to PLAS.

SED shall ensure that an adequate number of employees are trained, delegated authority, and have the proper security clearance, user ID, and password to input and approve transactions using FMMI, which requires 2 employees to successfully process all transactions. Any FLP employee, as identified by FLC, may be selected and trained as a FMMI user. A contracting warrant is not needed for FMMI access or to process any PLCE transaction in FMMI.--\*

\*--167 FMMI (Continued)

**B User Assistance**

The FMMI User’s Guide can be referenced for specific questions and may be obtained by accessing the FLP web site at

**<https://amistad.sc.egov.usda.gov/flp/informationalLinks?Action=Manuals&caller=index>**.

CLICK “Manuals” located on the left navigation bar.

**C Requesting FMMI Access**

Access to FMMI is obtained by the following steps.

Step	Action
1	Employee shall login to AgLearn and complete the following self-paced courses: <ul style="list-style-type: none"> <li>• FMMI 101: “Introduction to FMMI”</li> <li>• FMMI 201: “Integrated Process Overview”</li> <li>• FMMI 207: “Purchasing Overview”</li> <li>• FMMI 208: “Accounts Payable Overview”</li> <li>• FMMI 301: “FMMI Portal and SAP Navigation”.</li> </ul>
2	Employee shall access the FMMI Program Loan Cost Expense training materials located at <b><a href="http://fsaintranet.sc.egov/fcad/Manuals/FMMI_ProgramLoanCostExpense/FMMI_PLCE.htm">http://fsaintranet.sc.egov/fcad/Manuals/FMMI_ProgramLoanCostExpense/FMMI_PLCE.htm</a></b> .
3	Login into the FMMI portal and complete the self-certification.
4	Using secure e-mail procedures, submit the following documents: <ul style="list-style-type: none"> <li>• screen print of AgLearn history showing completion of all required FMMI self-paced courses</li> <li>• self-certification that the online training guides have been reviewed</li> <li>• completed and signed FSA 13-A</li> <li>• completed and signed FSA-FM1, which is obtained from the contacts listed in subparagraph 161 C.</li> </ul> <p>The documents shall be submitted to either of the following:</p> <ul style="list-style-type: none"> <li>• Anne Steppe at <b><a href="mailto:anne.steppe@wdc.usda.gov">anne.steppe@wdc.usda.gov</a></b></li> <li>• Ann Smith at <b><a href="mailto:ann.smith@wdc.usda.gov">ann.smith@wdc.usda.gov</a></b>.</li> </ul>
5	Upon receipt of the required documents, the National Office will process a user access request through the FMMI portal.
6	NFC completes the user access request and notifies employee.

--\*

**\*--167 FMMI (Continued)****D FMMI Vendor Identification Number**

All vendors must have a FMMI vendor identification number assigned before processing FMMI obligations and disbursements. The FMMI vendor identification number is a FMMI-generated unique number used to identify vendors, organizations, and persons to whom USDA makes payments or from whom USDA collects receivables.

Vendors who do not fall within the SAM exemptions given in subparagraph 167 F must register in SAM as required. Use the FMMI-generated vendor ID number associated with the SAM record containing the vendor's remittance information for FMMI obligations and disbursements.

**Note:** The State Office will not create another vendor record using the Pre-Approval Vendor process for a SAM-registered vendor.

Additional information about SAM registration may be found at <https://www.sam.gov/portal/public/SAM/>.

State Offices shall access the FMMI vendor table using the FMMI View Vendor Master Data function found in FMMI at:

- **Purchasing**
- **Commercial Vendor and Customer Master Data Evaluation**
- **Vendor/Customer Master Data > View Vendor Master Data.**

A search may be conducted on the vendor's Social Security number, TIN, vendor's name, city and State of vendor location, or a combination of these identifiers. When searching by name, an asterisk (\*) may be used as a wild card in the search string.

If the vendor is SAM-exempt, and is not located in FMMI, the vendor shall complete FSA-2173. Enter vendor requests into FMMI using the Vendor and Customer Master Data Request Screen. Concerns about FMMI vendor identification numbers can be addressed with LMD.--\*

**\*--167 FMMI (Continued)****E Using EFT**

DCIA of 1996 mandates using EFT as the payment method for Government disbursements. EFT enables FSA to pay for goods and services electronically by direct deposit.

FAR and Treasury regulations at 31 CFR Part 208 allows the following exemptions to the EFT requirement:

- Federal, State and local Government vendors
- Federal employees
- nonemployee travelers
- foreign vendors not operating on U.S. soil
- individuals that do not have an account at a financial institution
- operational hardship.

**Note:** Operational hardship applies if the vendor's regular business process will be severely hindered by receiving payment through EFT.

**F SAM Exemptions**

Prospective vendors must be registered in SAM **before** the award of a basic ordering agreement.

There are certain exemptions to this requirement for PLCE transactions, as follows:

- PLCE non-contractual vendor
- foreign vendors doing work outside the U.S.
- Federal employees
- nonemployee travelers
- vendors paid for Micropurchases that do not use EFT.--\*

168 **Modification or Cancellation of Obligation**

**A Modifying or Canceling an Obligation**

State Office shall see the **FMMI Document Chain Report** to confirm the status of the Purchase Order or Invoice requiring modification.

**Note:** If making a Vendor change, a new Purchase Order and ZMY transaction is required. The original ZMY must be modified in FMMI to reflect a \$0.00 line item amount.

\*--To initiate a modification or cancellation of an obligation, the County Office will submit a new FSA-2126, to the PLCE Monitor for processing in FMMI. Contracting Officers should be informed of any modification or cancellations of contractual requests.--\*

The process for modifications or cancellations of current FY obligations is as follows.

<b>Document Status</b>	<b>Action</b>
Obligation (ZMY) with No Disbursement.	Obligation Modification/Obligation Change.
Obligation (ZMY) with Partial Disbursement – 1 Line Item.	Obligation Modification/Obligation Change.  If changing <b>Amount</b> , new line amount may not go below available balance.
Obligation (ZMY) with Partial Disbursement – Multiple Line Items.	If line item(s) have been paid and remaining line item(s) require change, process <b>Obligation Modification/Obligation Change</b> .  If line item to be changed has been paid in full, process <b>Post-Payment Modification</b> for that line item only.
Obligation (ZMY) with Full Disbursement of All Line Items.	Post-Payment Modification.
Invoice TY with No Treasury Activity.	Pre-Payment Modification/Invoice Change.
Invoice TY <b>with</b> Treasury- in-Transit (TI) or TC.	Post-Payment Modification.

\*--Additional guidance is located in the FMMI User Guide--\*

**\*--169 Stopping, Canceling, or Replacing Payments and Requesting Emergency Payments****A Stopping Payments for Funds Not Issued**

If the scheduled pay date for the posted TY document is within **3 workdays** of the current date, a payment **cannot** be stopped. The scheduled date is found using the FMMI Document Chain Report and is calculated based on the payment terms and “Baseline Date.”

**Example:** The Document Chain Report shows a baseline date of 03-16-2012. The current date is 04-18-2012. Payment terms are PP30. The payment cannot be stopped because the current date is within 3 workdays of the baseline date and payment terms of “net 30 days.”

If the invoice TY document:

- has not been posted, process a purchase order modification to cancel the original ZMY transaction
- is posted, and the FMMI Document Chain Report does **not** reflect TI or TC entries for the TY:
  - process an invoice modification to cancel the original TY transaction
  - if the purchase order is no longer wanted, a purchase order modification to cancel the obligation will be necessary
- is posted, and TI or TC entries **are** found in the FMMI Document Chain Report, contact the vendor for the return of funds.

**B Inquiring on Mishandled or Lost Disbursement**

When a vendor notifies the Agency that a payment was not received, the PLCE Monitor should:

- run the document Chain Report for the TY transaction
- fully expand the report to see every entry

**Note:** Look for a TC entry. The payment date must be **more than 10 business days** from the current date to be considered missing.

- verify that there is no TR or KZ for the TY
- determine if the funds were sent to the vendor’s correct “Remit To” address, if paid by paper check
- determine if the funds were sent to the vendor’s current bank account, if paid by EFT.--\*

**\*--169 Stopping, Canceling, or Replacing Payments and Requesting Emergency Payments  
(Continued)**

**B Inquiring on Mishandled or Lost Disbursement (Continued)**

If there is a TR or KZ reflected on the Document Chain Report for either a paper check or EFT disbursement, a replacement check or subsequent EFT transaction **cannot** be processed until funds are restored to the original obligation. If the payment is no longer needed, the original ZMY must be cancelled. If payment is needed, mailing and EFT information will be verified before issuing another TY. NFC will cancel the invoice associated with a return.

If time is critical and funding levels permit, a new ZMY and TY may be generated while waiting for prior transactions to be reversed or cancelled.

To have the mishandled or lost disbursement researched, the PLCE Monitor will send an e-mail to the appropriate points of contact as listed in subparagraph 161C. The e-mail must contain:

- ZMY and TY Document Numbers
- Name of Vendor and FMMI Vendor ID number
- Payment Date
- Check Number information, if available
- Dollar Amount Invoiced.

**Note: PLCE payments are subject to the U.S. Treasury Offset Program.** If a vendor payment is reported as being offset, vendors will be informed to contact the Treasury Offset Program Call Center at 1-800-304-3107. This is no longer an FSA matter.

**C Canceling EFT Payments**

When canceling an EFT payment, the vendor must contact their banking institution and arrange for the bank to return the electronic funds to the U.S. Treasury. From Treasury, the funds are electronically returned to NFC. NFC will cancel the invoice and notify AFCB of the cancellation. AFCB will then e-mail the State Office to cancel the obligation in FMMI. Both the invoice and obligation cancellations will be back-fed through the ADPS to the borrower's account.

If the cancellation is for same fiscal year funds, the returned money is returned to the State's allocation once the ZMY transaction is modified in FMMI to reflect \$0.00 for the line item.--\*

**\*--169 Stopping, Canceling, or Replacing Payments and Requesting Emergency Payments  
(Continued)**

**D Canceling U.S. Treasury Check**

When cancelling a U.S. Treasury check issued for a PLCE vendor payment that was **not** issued for an emergency check:

- the County Office or PLCE Monitor will mail the check directly back to Treasury using the following address:

Department of the Treasury  
Philadelphia Regional Finance Center  
P.O. Box 51320  
Philadelphia, PA 19154

- a completed and signed FSA-2072 and **fully expanded** Document Chain Report for the transaction being cancelled is FAXed to the State's Finance Office account technician according to paragraph 5.

From Treasury, the funds are returned to NFC. NFC will cancel the invoice and notify AFCB of the cancellation. AFCB will then e-mail the State Office to cancel the obligation in FMFI. Both the invoice and obligation cancellations will be back-fed through ADPS to the borrower's account.

If the U.S. Treasury check needing to be cancelled **was** issued for an **emergency check**, the check and FSA-2072 will be mailed to:

USDA/Rural Development  
Cash Management Collections Branch  
4300 Goodfellow Boulevard, FC 1411  
St. Louis, MO 63120

The Cash Management Collections Branch (CMCB) will provide the cancellation information to the AFCB. AFCB will manually input the cancellation in to FMFI. AFCB will notify the State Office of the cancellation. Upon notification of the cancellation, the State PLCE Monitor will ensure the obligation is cancelled in FMFI.--\*

**\*--169 Stopping, Canceling, or Replacing Payments and Requesting Emergency Payments  
(Continued)**

**E Canceling Non-U.S. Treasury Check**

**Do not** send personal checks or third party checks back to Treasury.

Along with a completed and signed FSA-2072 for the transaction being cancelled, the third-party or personal check for full or partial refund will be sent to:

USDA/Rural Development  
Cash Management Collections Branch  
4300 Goodfellow Boulevard, FC-1411  
St. Louis, MO 63120

The Cash Management Collections Branch will then provide the information to the AFCB to manually input the cancellation into FMMI. AFCB will notify the State Office of the cancellation so the State Office can cancel the obligation in FMMI.

**F Requesting an Emergency Check**

Using the **ACCP payment term** on the TY document works as quickly as an emergency check request and is the **preferred** method of processing emergency check requests.

Emergency checks will **not** be requested for items covered by DLS workflows, such as UCC renewals. Field Offices should request assistance through the normal PLCE process at least **30 days in advance** of the UCC deadline to ensure that timely payment is received. Using the ACCP payment term on the invoice should be used in these instances; see the FMMI User Guide for guidance on processing an invoice under ACCP terms.

Emergency check requests should be a rarity and used **only** in true emergency situations, such as:

- an unexpected foreclosure sale, U.S. Marshal's sale or similar
- delinquent real estate taxes
- FMMI system issue or other problem affecting the ability to process a timely TY document.--\*

**\*--169 Stopping, Canceling, or Replacing Payments and Requesting Emergency Payments  
(Continued)**

**F Requesting an Emergency Check (Continued)**

To order an emergency check, the State Office will do **all** of the following:

- post the ZMY document before requesting the emergency check from NFAOC
- FAX the completed FSA-2126, completed FSA-2172, and the Document Chain Report to the Direct Loan Division at ECM FAX number 314-457-4539
- Send an e-mail to **all 3** of the following contacts notifying them of the emergency check request and request that copies are sent of FSA-2126, FSA-2172, and the Document Chain Report to AFCEB at **RD.DCFO.FCB2@STL.USDA.GOV** for the manual input of the check request into FMFI:
  - Shantaye Gladney - **shantaye.gladney@stl.usda.gov**
  - Kathryn White - **kathryn.white@stl.usda.gov**
  - Betty Nunnery - **betty.nunnery@stl.usda.gov**.

**Note:** State Offices will **not** enter the TY transaction into FMFI.

**G Missing Vendor 1099**

Vendors inquiring about a 1099 tax form are to be directed to the 1099 Help Desk. The 1099 Help Desk may be reached:

- by telephone at 1-800-421-0323
- by email to **1099helpdesk@usda.gov.--\***

**170-200 (Reserved)**

## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

This table lists the required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
FLP4	FLPRA Annual Report	Annually	By February 1 each year	Required	403

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		Ex. 36
CCC-257	Schedule of Deposit		Ex. 36
FmHA 2006-21	Information Systems Management (ISM) Request for Changes to User Documentation		52
FM1	Data Security Access Authorization Form		167
FSA-13-A	Data Security Access Authorization Form		53, 54, 166, Ex. 15, 36
FSA-137	Address Information Request		46
FSA-159	Request for Supplies, Forms, and/or Publications		Ex. 17
FSA-470	Tractor Feed Post Card for Metered Postage		46
FSA-603	Collection Register for State and County Offices		Ex. 36
FSA-851	Environmental Risk Survey Form		Ex. 36
FSA-858	Determining if a Wetland May Be Present		222
FSA-2001	Request for Direct Loan Assistance		44, 47, 48, Ex. 36
FSA-2007	Statement Required by the Privacy Act for Non-Applicants		48
FSA-2028	Security Agreement		Ex. 36
FSA-2037	Farm Business Plan Worksheet Balance Sheet		Ex. 15
FSA-2038	Farm Business Plan Worksheet Projected/Actual Income and Expense		Ex. 15
FSA-2040	Agreement and Record of the Disposition of FSA Security/Release of Proceeds		262, 263, Ex. 7, 36
FSA-2065	Annual Statement Loan Account		5, 49, 52
FSA-2072	Cancellation of U.S. Treasury Check and/or Obligation		169
FSA-2101	DD FLP Oversight Report Guide		Ex. 36
FSA-2103	Direct Loan Making File Review Questionnaire		28

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
FSA-2104	Guaranteed Loan Making File Review Questionnaire		28
FSA-2119	Delinquent Borrower Servicing File Review Questionnaire		28
FSA-2120	Moratorium Notice		41
FSA-2121	Termination of Moratorium		41
FSA-2125	Farm Loan Program County Information File Changes		46, 444
FSA-2126	Program Loan Cost Expense (PLCE) Request		162, 166-169
FSA-2127	Request for CED FLP Loan Approval Authority		25
FSA-2129	Microloan Making File Review Questionnaire		28
FSA-2139	Notification of Exemption From Requirement to Provide Social Security Number		102
FSA-2140	Deposit Agreement		101, 102, Ex. 15, 36
FSA-2141	Interest-Bearing Deposit Agreement		102
FSA-2142	Statement of Deposits and Withdrawals		103, Ex. 36
FSA-2144	Designated Financial Institution Pledge of Collateral		102
FSA-2145	Demand for Withdrawal of Supervised Bank Account Funds		103
FSA-2150	Development Plan		122, 125
FSA-2153	Release by Claimants		122
FSA-2154	Release by Contractor		122
FSA-2160	Appraisal of Chattel Property		142
FSA-2161	Appraisal Report - Agricultural Tract		142
FSA-2162	Real Estate Sales Data		142
FSA-2163	Supplemental Forms-Agricultural Appraisal		142
FSA-2164	Appraisal for Mineral Rights		142
FSA-2165	Administrative Appraisal Review		143
FSA-2166	Technical Appraisal Review and Certification		143
FSA-2167	Administrative Appraisal Review for Chattel Appraisals		143
FSA-2171	Substitute Invoice		167, 169
FSA-2172	Request for Emergency Payment		169
FSA-2173	Program Loan Cost Expense (PLCE) Vendor Code Request		166, 167
FSA-2198	Claimants With Closed Settlement Claims With No Appeal Hearing in Suspension		Ex. 13.5
<u>1/</u> FSA-2199	Claimants With Closed Settlement Claims With Appeal Hearing in Suspension		Ex. 13.5
FSA-2201	Lender's Agreement		47

1/ Contact Jenny Breece at 202-720-4572 to obtain FSA-2198 and FSA-2199.

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
FSA-2211	Application for Guarantee		44, 47
FSA-2212	Preferred Lender Application for Guarantee		44, 47
FSA-2232	Conditional Commitment		43, Ex. 7
FSA-2235	Loan Guarantee		Ex. 7
FSA-2242	Assignment of Guarantee		Ex. 7
FSA-2292	Guaranteed Loan Processing Checklist		Ex. 36
FSA-2301	Request For Youth Loan		44, 47, 48, Ex. 15
FSA-2304	Notice of Incomplete Application		Ex. 36
FSA-2305	Second Notice of Incomplete Application		Ex. 36
FSA-2306	Notice of Application Withdrawal/Pending Withdrawal		Ex. 36
FSA-2307	Notice of Complete Application		Ex. 36
FSA-2308	Notice of Eligibility for FSA Assistance		Ex. 36
FSA-2311A	Emergency Loan Calculations		Ex. 15
FSA-2313	Notification of Loan Approval and Borrower Responsibilities		202
FSA-2314	Streamlined Request for Direct OL Assistance		48
FSA-2330	Request for Microloan Assistance		44, 48
FSA-2341	Certification of Attorney		43
FSA-2342	Certification of Title Insurance Company		43
FSA-2510	Notice of Availability of Loan Servicing to Borrowers Who Are 90 Days Past Due		3
FSA-2512	Notice of Availability of Loan Servicing to Borrowers Who Are Current, Financially Distressed, or Less Than 90 Days Past Due		3
FSA-2514	Notice of Availability of Loan Servicing to Borrowers Who Are in Non-Monetary Default		3
FSA-2535	Conservation Contract		3
FSA-2543	Shared Appreciation Agreement		3
FSA-2544	Request for Information on Capital Improvements		Ex. 36
FSA-2545	Borrower Notification of Shared Appreciation Due		Ex. 36
IRS 1098	Mortgage Interest Statement		5
IRS 1099-A	Acquisition or Abandonment of Secured Property		5
IRS 1099-C	Cancellation of Debt		5
IRS 1099-G	Statement for Recipient of Certain Government Payments		5
IRS 1099-INT	Interest Income		5
OF-347	Order for Supplies and Services		165
RD 1922-15	Administrative Appraisal Review for Single Family Housing		143

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
RD 1940-22	Environmental Checklist for Categorical Exclusions		Ex. 15, 36
SF-1449	Solicitation/Contract/Order for Commercial Items		165

**Note:** SF-1449 is available on GSA's form web site at [www.gsa.gov/portal/forms/type/TOP](http://www.gsa.gov/portal/forms/type/TOP).

## Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AASM	Application Authorization Security Management	Ex. 18
ACCP	accelerated payment	169
ACIF	Agricultural Credit Insurance Fund	163
ADR	alternative dispute resolution	42
AFCB	Administrative Funds Control Branch	169
ARRA	American Recovery and Reinvestment Act of 2009	28, 163, Ex. 16
AS	Agricultural Specialist	23, 26, Ex. 7
BIR	Business Information Report	48
BP	Business Partner	44, 46, Ex. 14, 15
BPA	Blanket Purchase Agreement	161, 162, 165, 166
BOPR	Borrower Property Table	166
CCR	Central Contractor Registration	162
CDAT	Consent Decree Action Team	Ex. 12, 13.5
CL	conservation loan	Text, Ex. 2, 15, 16
CMT	Constant Maturity Treasury	Ex. 17
CNC	currently not collectible	41, 251, Ex. 5, 12, 13, 13.5, 15
CONACT	Consolidated Farm and Rural Development Act	1, 21, 29, 142, 251
CPA	Certified Public Accountant	Ex. 26
CSA	community supported agriculture	242, Ex. 28
DCIB	Debt Collection Improvement Branch, NFAOC	4, 444, Ex. 36
DDORS	District Director Oversight Reporting System	442, 443, 444, Ex. 2, 36
eDALR\$	electronic Debt and Loan Restructuring System	Ex. 13.5, 15, 17
DUNS	Data Universal Numbering System	43
ECM	Enterprise Content Management	5, 52
EIN	employer identification number	53
EPM	Enterprise Performance Management	54
ERSR	Electronic Repository of Security Requests	53, Ex. 15

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
FaSB	Farm Services Branch, NFAOC	5, 41, 52
FAR	Federal Acquisitions Regulation	162, 165, 166
FCSB	Farm and Community Services Branch, NFAOC	5, 50, 52
FCAO	Farm Credit Applications Office	49, Ex. 15
FHP	Farm and Home Plan	Ex. 5, 15
FLOTRACK	Farm Loan Officer Trainee Tracking System	25
FLPRA	Farm Loan Programs Risk Assessment	401-403, 443, Ex. 36
FmHA	Farmers Home Administration	52, Ex. 5
FMMI	Financial Management Modernization Initiative	162-169
ISA	installment set-aside	Ex. 15
ITLAP	Indian Tribal Land Acquisition Program	2, Ex. 16
KZ	cancellation	169
LOA	Loan Analyst	23, 26, Ex. 7
LOC	line of credit	29, Ex. 15, 16
LR	limited resource	223, 261, 263, Ex. 15, 16
LRS	Loan Resolution Specialist	23, 26, Ex. 7
MADS	margin after debt service	Ex. 15
ML	microloan	222, 242, Ex. 15, 16
MRT	Master Reference Table	444
NFAOC	National Financial Accounting and Operations Center	5, Ex. 14
OA	Office of Adjudication	41
OTI	Opportunity to Improve Plan	25
PAC	Program Authority Code	162, 164, 167
PARLC, LAO (FFIS Team)	Policy, Accounting, Reporting, and Loan Center, Loan Accounting Office	169
PCA	Production Credit Association	Ex. 18
PIP	Performance Improvement Plan	25
PLP	Preferred Lender Program	29, 43, 143, Ex. 5
PLS	Primary Loan Servicing	25, 27, 29, 42, 144, Ex. 5, 36
PRB	Programs Report Branch, NFAOC	5
RCI	recoverable cost items	Ex. 15
SALP	Special Apple Loan Program	2, 29
SAM	System for Award Management	43, 166
SEL	standard eligible lender	25, 43, 143, Ex. 5, 36
SLR	Security Liaison Representative	53, Ex. 14, 15

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
TC	transaction code	46, 49, 50, 52, 164, 169 Ex. 14
TDCLC	term debt capability lease coverage	252, Ex. 15
TI	treasury in transit	169
TR	treasury reversal	169
TY	payment voucher transaction	161, 165-169
WEM	Web Equity Manager	Ex. 15
WP	Western Pacific	5
YEA	year-end analysis	162, 201, 251, 261-263, Ex. 15, 26, 36
ZMY	Obligating document or purchase order created in FMFI.	161, 163, 165-166, 168-169

Re delegations of Authority

SED’s may redelegate their:

- loan approval authority to FLC, FLS, or DD
- authority to allow the use of a restricted appraisal report to the designated State staff appraiser.

**State Supplements**

<b>Subparagraph</b>	<b>State Supplement</b>
3 C	Guidance on notary acknowledgement.
3 D	Guidance on signature requirements.
28 A	Guidance on completing Credit Quality Reviews.
28 B	Include the requirement for completing continuing education in the State's credit quality standards.
29 D	Establish method and standards for raising the loan approval authority limits for FLM's and SFLO's who routinely show a higher than average loanmaking proficiency.  <b>Note:</b> This State supplement must be submitted for preapproval.
141 E	Guidance on the process to request: <ul style="list-style-type: none"> <li>• chattel appraisal from a contract appraiser</li> <li>• real estate appraisal.</li> </ul>
*--161	Guidance on: <ul style="list-style-type: none"> <li>• State PLCE monitor</li> <li>• fund availability</li> <li>• UCC filings and lien searches</li> <li>• Micropurchases.--*</li> </ul>
242 A	<ul style="list-style-type: none"> <li>• List of unit prices for all commodities produced in the State.</li> <li>• 3-year history of disaster declarations by: <ul style="list-style-type: none"> <li>• county</li> <li>• type of disaster</li> <li>• incident period.</li> </ul> </li> </ul>

**Note:** SED's shall:

- issue State supplements according to 1-AS, paragraph 216
- obtain approval of State supplements according to 1-AS, paragraph 220.

