

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

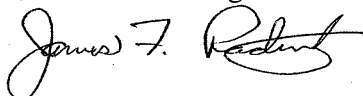
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**General Program Administration**  
**1-FLP (Revision 1)**

**Amendment 143**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 3 F has been amended to add 7-FLP forms.

Subparagraphs 4 B, C, D, and E have been amended to update National Office contacts.

Subparagraph 5 C has been amended to update NFAOC contacts.

Subparagraph 5 G has been added to provide contact information for the Cash Management Collections Branch.

Subparagraph 25 F has been amended to update the National Office FLOT Coordinator.

Subparagraph 29 G has been amended to replace reference to RD Instruction 1956-B with reference to 7-FLP Part 12.

Exhibit 5, paragraph B has been amended to update form numbers from RD 1956-1, FSA 1956-10, FSA 1956-20, FSA 1956-21 and FSA 1956-22 to FSA-2732, FSA-2733, FSA-2720, FSA-2721 and FSA-2722, respectively.

Exhibit 5, paragraph C has been amended to:

- obsolete form numbers FmHA FL 1940-G-1, FmHA FL 1951-5, FmHA FL 1951-6, FmHA FL 1951-7, RD FL 1951-8, FmHA FL 1951-C-3, and FmHA FL 1951-C-9.
- update form numbers from RD FL 1951-8, RD FL 1951-C-1, RD 1951-C-2, RD 1951-C-4, FmHA FL 1951-C-9 to FSA-2711, FSA-2701 and FSA-2702, FSA-2703 and FSA-2704, FSA-2710 and 7-FLP, Exhibit 7, respectively.

Exhibit 15, subparagraph A 2 a has been amended to update the guidance on completing FSA-13A to obtain FBP access.

**Amendment Transmittal (Continued)**

**A Reasons for Amendment (Continued)**

Exhibit 18 has been amended as follows, subparagraph:

- A 1 to update:
  - the subparagraph’s title
  - “Date Last Modified” column for the “Direct Application Report”
- A 2 to update the subparagraph’s title
- A 3 to update:
  - the subparagraph’s title
  - “Date Last Modified” column for the “Status of Farm Loan Program (540)” report
- A 4 to update the subparagraph’s title
- A 5 to:
  - Update “Date Last Modified” column for the “Direct Application Report FSFL”
  - Add “FSFL Non-Obligated Report”
- A 6 to add “FSFL Delinquency Report”
- A 8 to update “Date Last Modified” column for report:
  - “Lending to Beginning Farmers Goal 4”
  - “Lending to Socially Disadvantaged Farmers and Ranchers Goal 5”
  - “Loan Servicing Goal 3 Special Servicing Processing Times”
  - “Reduce First Year Delinquency Rates on New Loans Goal 1 NEW”.

Exhibit 25 has been amended to change program authority designations.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	1-5, 1-6 1-7, 1-8 1-9 through 1-16 1-17 (add) 2-11, 2-12 2-21	5, pages 13-14 pages 21-22 pages 37-38 15, pages 6.5, 6.6 pages 6.7, 6.8 (add) pages 7, 8 18, pages 1-18 pages 21 through 30 25, pages 1-4

### 3 FLP Forms (Continued)

#### D Applicant and Borrower Signatures

Forms completed by applicants or borrowers include a signature box to accommodate multiple signatures. Separate signature lines are not provided because the number of signatures required for an entity applicant or borrower cannot be determined in advance. Instructions for completing forms will provide guidance to applicants or borrowers on signature requirements.

Forms prepared by FSA for the applicant or borrower's signature include a fillable area instead of preprinted signature lines. County Offices shall insert a signature line and the name of each applicant, borrower, entity member, or other individual required to sign the form.

SED's shall issue a State supplement addressing State-specific signature requirements.

#### \*--E State-Modified National Forms

State and County Offices shall use national forms unless their use is prohibited by State law. In such cases, the State Office may modify the national form. Follow guidance in subparagraph H for obtaining clearance for State-modified national forms.

**Note:** State-modified national forms based on national forms will be made available on--\* the FFAS Employee Forms/Publications Online Website at **<http://intranet.fsa.usda.gov/dam/ffasforms/forms.html>** with the same form number as the national form, followed by the State acronym.

**3 FLP Forms (Continued)**

**F State-Created Forms**

State Offices may create forms, as necessary, when a national form is not available. State-created forms shall be assigned a 5-digit number establishing linkage to the appropriate FLP handbook, followed by the State acronym, according to the following.

<b>IF the form pertains to...</b>	<b>THEN the form number shall be...</b>
more than one FLP handbook	FSA-2000-1 ST, FSA-2000-2 ST, FSA-2000-3 ST, etc.
1-FLP	FSA-2100-1 ST, FSA-2100-2 ST, FSA-2100-3 ST, etc.
2-FLP	FSA-2200-1 ST, FSA-2200-2 ST, FSA-2200-3 ST, etc.
3-FLP	FSA-2300-1 ST, FSA-2300-2 ST, FSA-2300-3 ST, etc.
4-FLP	FSA-2400-1 ST, FSA-2400-2 ST, FSA-2400-3 ST, etc.
5-FLP	FSA-2500-1 ST, FSA-2500-2 ST, FSA-2500-3 ST, etc.
6-FLP	FSA-2600-1 ST, FSA-2600-2 ST, FSA-2600-3 ST, etc.
*--7-FLP	FSA-2700-1 ST, FSA-2700-2 ST, FSA-2700-3 ST, etc.--*

**Notes:** “ST” represents the appropriate State acronym.

Before using State-created forms imposing information collections on 10 or more--\* persons per year, State Offices shall work with the National Office to obtain OMB approval.

State-created forms will be made available on the FFAS Employee Forms/Publications Online Website at <http://intranet.fsa.usda.gov/dam/ffasforms/forms.html>--\*

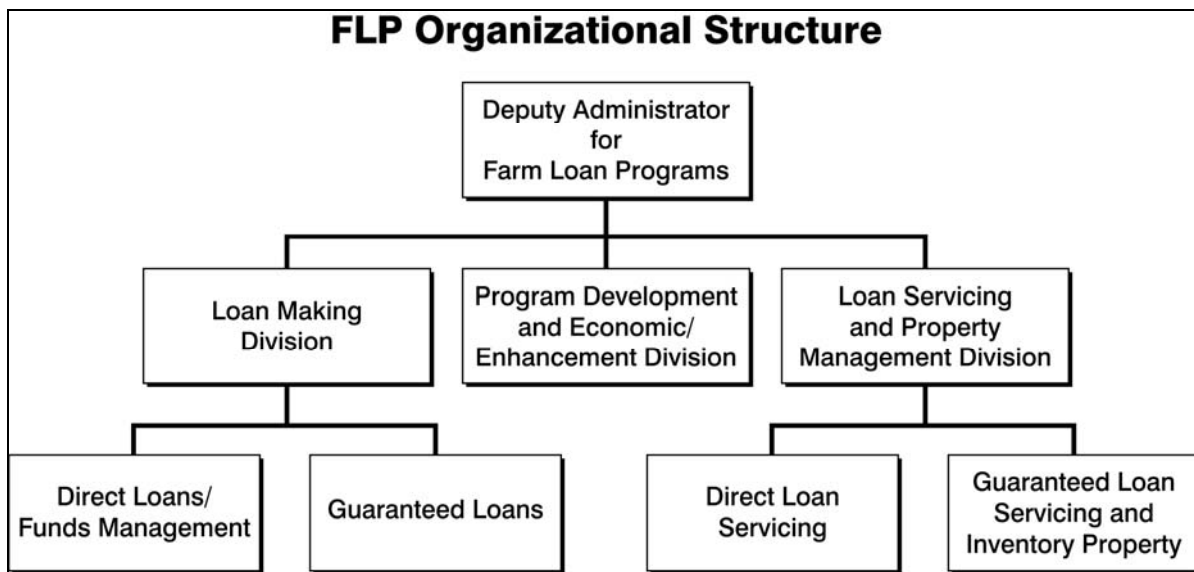
**G Other Sources of Forms**

FSA does not provide forms that establish an agreement or contract between applicants/borrowers and third parties only, such as leases. Advise applicants/borrowers to obtain such forms from other sources, such as Extension Service, on-line services, attorney, etc.

4 FLP Organizational Structure

A National Office FLP Organizational Structure

The following is the National Office FLP organizational structure.



B Contacts for the Office of the Deputy Administrator

The following provides the address for the Office of the Deputy Administrator.

For USPS delivery	For FedEx or UPS delivery
USDA FSA DAFLP STOP 0520 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0520	USDA FSA DAFLP ROOM 3605 SOUTH BUILDING 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0520

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

The following provides names, titles, and telephone and FAX numbers for the Office of the Deputy Administrator.

Office of the Deputy Administrator FAX Number 202-690-3573		
Name	Title	Phone Number
James F. Radintz	Deputy Administrator	202-720-4671
Melody Hinmon	*--Administrative Support Specialist	202-720-4671
William Cobb	Assistant Deputy Administrator	202-720-1059--*

4 FLP Organizational Structure (Continued)

C LMD Contacts

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

For USPS delivery	For FedEx or UPS delivery
USDA FSA DAFLP LMD STOP 0522 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0522	USDA FSA DAFLP LMD ROOM 3629 SOUTH BUILDING 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0522

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

LMD FAX Number 202-720-6797		
Office of the Director		
Name	Title	Phone Number/Address
Connie Holman	Director	202-690-0756
John Tamashiro	Deputy Director	202-720-5199
Carrie Novak	Senior Loan Officer	202-720-1643
*--Fernando Pineiro	Program Analyst	202-720-2558--*
***	***	***
Direct Loans/Funds Management Branch		
Russ Clanton	Branch Chief	202-690-0214
Norman Cummins	Senior Loan Officer	202-720-3168
Dan Jackson	Senior Loan Officer	202-720-0588
Joseph Marcoccia	Senior Loan Officer	202-401-0087
Mike Moore	Senior Loan Officer	202-690-0651
Jerry Moseman	Senior Loan Officer	202-690-4006
*--Joseph Scott	Senior Loan Officer	202-690-2854
Ann Smith	Senior Loan Officer	202-720-1656
Anne Steppe	Senior Loan Officer	202-690-4017
Guaranteed Loans Branch		
Randi Sheffer	Branch Chief	202-205-0682
Misty Crigger	Senior Loan Officer	202-690-5297
Steve Ford	Senior Loan Officer	202-304-7932
Matthew Henderson	Senior Loan Officer	202-720-5847
*--Heather Lutman	Senior Loan Officer	202-401-0143--*
***	***	***

4 FLP Organizational Structure (Continued)

D PDEED Contacts (Continued)

<b>PDEED FAX Number 202-690-3573</b>		
<b>Office of the Director</b>		
<b>Name</b>	<b>Title</b>	<b>Phone Number/Address</b>
Tracy Jones	Agricultural Loan and Grants Program Specialist	202-720-6771
Kristina Martorano	Program Analyst	202-690-2517
Dirk Nysveen	Senior Loan Officer	701-893-2239
Sheila Oellrich	Program Analyst	202-720-2990
Marquita Peoples	Program Analyst	202-720-8320
Chris Tarr	LRA-Northeast  States covered:  CT, DE, KY, MA, ME, MD, NH, NJ, NY, PA, OH, RI, VA, and WV	315-568-6124, Ext. 104  Seneca Falls USDA Service Center 2041 US Route 20, Suite 1 Seneca Falls, NY 13148
Vernon Tesch	RRA-West  States covered:  AK, AZ, CA, CO, ID, KS, HI-Guam, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, and WY	406-629-3226 Big Horn USDA Service Center 724 3rd ST W Hardin, MT 59034-1604
*--Gretchen Thomas	National Office FLP Training Coordinator	205-553-1733, Ext. 115--*

**Notes:** Regional Appraiser can refer to a LRA or RRA.

See Exhibit 6 for Regional Appraiser area of responsibility map.

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.

Office of the Director FAX Number 202-720-5804 *--Branch E-mail: RA.dcwashing2.FSA-AdmException--*		
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
*--Crystal Davis	Secretary	202-720-1984
Catrina Collins-Shultz	Program Support Assistant	202-720-4572--*
Direct Loan Servicing Branch FAX Number 202-720-5804 *--e-mail SM.FSA.DCWa2.AdmException or adminexception@usda.gov e-mail SM.FSA.DCWa2.DirectLoans or fsa-directloans@wdc.usda.gov--*		
Bruce Mair	Branch Chief	202-720-1645
Jacqueline King	Program Analyst	202-720-2820
Theresa Correa	Senior Loan Officer	202-260-9470
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
* * *	* * *	* * *
*--Creg Ivison	Senior Loan Officer	202-720-1557
Susan (Sue) Eilertson	Program Analyst	202 690-9142--*



4 FLP Organizational Structure (Continued)

E LSPMD Contacts (Continued)

Guaranteed Loan Servicing and Inventory Property Management Branch FAX Number 202-720-5804		
Name	Title	Phone Number
Jeff King	Branch Chief	202-720-1651
***	***	***
Patricia Elzinga	Senior Loan Officer	202-690-1729
***	***	***
*--Rebecca Minter	Senior Loan Officer	202-690-9200
Theresa Null	Senior Loan Officer	202-720-7862
Cynthia Pawlikowski	Senior Loan Officer	202-720-0900
Matthew Richter	Senior Loan Officer	202-720-8768--*
Megan Everswick	Loan Officer	202-720-7205

5 NFAOC Contacts

A NFAOC Contact Information

The following provides name, address, telephone, and FAX numbers for the main points of contact in NFAOC.

**Note:** There are now different contacts for Direct Loan Servicing and Guaranteed Loan Servicing.

B Direct Loan Servicing

The following provides the Direct Loan Servicing address.

\*--

For USPS Delivery	For FedEx or UPS Delivery
USDA Rural Development NFAOS, FaSB, Fc-1311 Building 104 4300 Goodfellow Blvd. #1321 St. Louis, MO 63120-1703	USDA Rural Development Attn: (insert name) NFAOC FaSB, FC-1311 Building 105E - Dock Delivery 4300 Goodfellow Blvd. St. Louis, MO 63120-1703

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5 NFAOC Contacts (Continued)

**B Direct Loan Servicing (Continued)**

The following provides contact information for the Direct Loan, FaSB.

\*--

<b>Direct Loan, FaSB</b> <b>Telephone Number 314-457-6404</b> <b>ECM FAX Number 314-457-4539</b>			
<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>State Assignment</b>
Cynthia Haas	Branch Chief	314-457-4121	
Shantaye Gladney	Lead Accountant	314-679-6716	PR
Sharon Maull	Lead Accountant	314-457-4146	
Betty Nunnery	Accountant	314-679-6850	
Kathryn White	Accountant	314-679-6837	PR
Tracy Bozzo	Accounting Technician	314-457-4193	AK, DE, GA, HI, IA, KY, MD, UT, VI
Kathleen Farid	Accounting Technician	314-679-6826	CO, FL, ME, NC, ND, OR, TN, VT, WY
Lawrence Mullen	Accounting Technician	314-679-6834	CA, KS, MA, MI, MO, MT, PA, RI, SC, WV, WI
Barbara Lee	Accounting Technician	314-679-6846	AL, AZ, CT, IL, IN, LA, NH, NM, OK, SD, VA
Byron Luster	Accounting Technician	314-679-6848	AR, ID, MS, NE, NV, NJ, OH, WA, GU, WP
Susan Pennock	Finance Specialist	314-679-6835	NY, TX
Brenda Williamson	Accounting Technician	314-679-6829	NY, TX

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**C Guaranteed Loan Servicing**

The following provides the Guaranteed Loan Servicing address.

<b>For USPS, FedEx, or UPS Delivery</b>
USDA, Rural Development Farm and Community Services Branch, FC-1321 NFAOC, Building 104 4300 Goodfellow Blvd St. Louis, MO 63120

5 NFAOC Contacts (Continued)

C Guaranteed Loan Servicing (Continued)

The following provides contact information for the Guaranteed Loan, FCSB.

<b>Guaranteed Loan, FCSB</b> <b>Main Line 314-457-6402</b> <b>ECM FAX Number 314-457-4539</b>			
<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>Assignments</b>
Sharon Sachs	Branch Chief	314-679-6804	
Christine Knecht	Lead Accountant	314-457-4301	*--IA, MS, NE, WI--*
Richard Lahr	Lead Accountant	314-457-4206	
Kim Dixon	Accountant	314-457-4325	RD programs only.
Paul Quante	Accountant	314-679-6836	Farm Loan Programs.
Jeanine Shoults	Accountant	314-457-4201	RD programs only.
Mary Jordan	Accounting Technician	314-679-6831	AK, AZ, CO, CT, DE, FL, GA, HI, IL, KS, ME, MD, MA, MT, NV, ND, RI, SC, SD
Barbara Jungenberg	Financial Specialist	314-679-6805	AL, AR, ID, IN, KY, LA, MI, MO, NJ, OR, TX, UT, WA, WY
Linda Willman	Accounting Technician	314-679-6853	CA, MN, NC, NH, NM, NY, OH, OK PA, PR, TN, VA, VT, WP, WV, VI

D Debt Collection

The following provides DCIB address.

<b>For USPS Delivery</b>	<b>For FedEx or UPS Delivery</b>
USDA, RURAL DEVELOPMENT, NFAOC, DCIB, FC-1331 BUILDING 104 4300 GOODFELLOW BLVD # 1331 SAINT LOUIS MO 63120-1703	USDA, RURAL DEVELOPMENT ATTN: <i>(Insert Name)</i> , NFAOC, DCIB, FC-1331 BUILDING 105E - DOCK DELIVERY 4300 GOODFELLOW BLVD ST. LOUIS, MO 63120

5 NFAOC Contacts (Continued)

D Debt Collection (Continued)

The following provides contact information for DCIB.

<b>DCIB</b> <b>Telephone Number 314-679-6870</b> <b>ECM FAX Number 314-457-4478</b> <b>FAX Number 314-679-6871</b>			
Name	Title	Phone Number	Assignments
Karen Campbell	Branch Chief	314-679-6861	
Mariella Harstick	Accountant	314-679-6863	Internal Administrative Offset
Wyvone Haymon	Accountant	314-679-6864	TOP Timeline Notifications and ADPS Screen Messages; Cross Servicing * * * Cash
*--Shanna Jones	Accountant	314-457-4027	Cross Servicing Referrals; FSA-2721--*
Katina Mims	Accountant	314-679-6833	TOP Referrals, Weekly Updates and Cash; Credit Bureau Reporting
Charles Spencer	Accountant	314-679-6868	*--TOP Refunds, FSA-2722--*
Karen Johnisee	Financial Specialist	314-679-6865	Federal Salary Offset; Cross Servicing Proof of Debt/Disputes; CAIVRS

E Program Reporting

The following provides PRB address.

For USPS Delivery	For FedEx or UPS Delivery
USDA, RURAL DEVELOPMENT, NFAOC, PRB, FC-1332 BUILDING 104 4300 GOODFELLOW BLVD # 1332 SAINT LOUIS MO 63120-1703	USDA, RURAL DEVELOPMENT ATTN: <i>(Insert Name)</i> , NFAOC, PRB, FC-1332 BUILDING 105E - DOCK DELIVERY 4300 GOODFELLOW BLVD ST. LOUIS, MO 63120

5 NFAOC Contacts (Continued)

E Program Reporting (Continued)

The following provides contact information for PRB.

<b>PRB</b> <b>Telephone Number 314-457-4310</b> <b>*--FAX Number 1-844-241-4641--*</b>			
Name	Title	Phone Number	Assignments
Debra Deters	Branch Chief	314-457-4307	
Liz Ecker	Accountant	314-679-6704	RC 531, RC 533, RC 534, RC 535, RC 540, RC 541, RC 542, RC 543, RC 544, RC 547, RC 565, RC 606, RC 655, RC 676, RC 692, RC 830, RC 950; FSA-2065; IRS Form 1099-INT, IRS Form 1098
Jaemi Lovellette	Accountant	314-457-4321	RC 960/961; FSA-2585; IRS Form 1099-A
Jessica Ly	Accountant	314-457-4319	RC 970/971; County Information File; IRS Form 1099-C
Timothy Orf	Accountant	314-457-4256	RC 573, RC 593, RC 595, RC 597, RC 661
Eric Ray	Accountant	314-457-4323	RC 980/981; IRS Form 1099-G

5 NFAOC Contacts (Continued)

**F Cash Management Disbursement Branch**

The following provides CMDB address.

<b>Mailing Address</b>
USDA/RURAL DEVELOPMENT NFAOC, CMDB, FC-1412 BUILDING 105 – DOCK DELIVERY 4300 GOODFELLOW BLVD ST. LOUIS, MO 63120

The following provides contact information for CMDB.

**Note:** For EFT validations, call the CMDB main line at 314-457-4031.

<b>Cash Management Disbursement Branch</b> <b>Main Line 314-457-4031</b> <b>ECM Fax Number 314-457-4371</b>		
<b>Name</b>	<b>Title</b>	<b>Phone Number</b>
Linda Schmidt	Branch Chief	314-457-4111
Deborah Stokes	Lead Accountant	314-679-6840
Julie Carlson	Accounting Technician	314-457-4022
Sylvester Cooks	Financial Specialist	314-457-4034
Roger Fordahl	Accountant	314-457-4175
Joann Fults	Financial Specialist	314-457-4025
Erin Greco	Accountant	314-679-6728
Teressa Henry	Accountant	314-457-4011
Curtis Hunt	Accounting Technician	314-457-4093
Dorothy Wise	Financial Specialist	314-457-4016

**\*--G Cash Management Collections Branch**

The following provides Cash Management Collections Branch address.

<b>Mailing Address</b>
USDA/RURAL DEVELOPMENT NFAOC, CMCB, FC-1411 4300 GOODFELLOW BLVD ST. LOUIS, MO. 63120-1703

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5 NFAOC Contacts (Continued)

\*--G Cash Management Collections Branch (Continued)

The following provides contact information for Cash Management Collections Branch.

<b>Cash Management Collections Branch</b> <b>Main Line 314-457-4023</b> <b>ECM Fax Number 314-457-4370</b>			
<b>Name</b>	<b>Title</b>	<b>Phone Number</b>	<b>State Assignment</b>
Edwin Henry	Branch Chief	314-457-4037	
Sharon Gotlieb	Accountant Team Leader	314-457-4026	
Janet Pearson	Financial Specialist	314-457-4004	PA
Alesha Fultz-Mitchell	Accountant	314-457-4038	GA
CeSandra Shumpert	Accountant	314-457-4035	ND
Candy Wall	Accountant	314-457-4017	AL
Lanita Blanks	Accounting Technician	314-457-4188	HI, IA, IL, MI, MS, NC, NY, TN, VA, WA, WV
Becky Crossin	Accounting Technician	314-457-4033	AK, CA, FL, GU, KS, KY, MN, MT, OH, OK, PR, SD, TX, UT, VI
Jacqueline Hackney	Accounting Technician	314-457-4013	AR, AZ, CO, CT, DE, ID, IN, LA, MA, MD, ME, MO, NE, NH, NJ, NM, NV, OR, RI, SC, VT, WI, WY
William Shelton	Lockbox Accounting Technician	314-457-4019	

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6-20 (Reserved)





## 25 Delegating Loan Approval Authority (Continued)

### D Circumstances for Designating CED's (Continued)

FLM or SFLO is responsible for managing loan making and servicing activity in Service Centers considered to be Type 1 offices when CED with loan approval authority is headquartered in the office.

- CED has sufficient time for additional responsibilities required to obtain and maintain loan making and servicing authority without negatively impacting CED's current farm program obligations.

### E COC Concurrence

COC will be required to concur in writing:

- with the additional FLP responsibilities that CED will be incurring
- that while CED is completing the FLOT program and working toward obtaining loan approval authority, has added to the performance plan under Program Management, Execution of Duties, or similar element the following standard, "Successfully completes assigned training and training activities within established timeframes".

### F National Office Approval for CED's Receiving Loan Approval Authority

SED's shall submit FSA-2127 to the National Office to request approval for all CED's designated to obtain loan making and servicing authority by e-mailing the completed \*-FSA-2127 to Gretchen Thomas, National Office FLOT Coordinator, at [gretchen.thomas@wdc.usda.gov](mailto:gretchen.thomas@wdc.usda.gov).\*

The National Office FLOT Coordinator will notify SED when DAFO and DAFLP approval has been granted.

## 26 Delegating Loan Servicing Authority

### A Delegations to FLO

FLM or SFLO may delegate loan servicing authorities to FLO according to Exhibit 7, subparagraph B.

**Note:** Loan servicing authorities may be delegated to FLOT's who have the appropriate training and experience. Use caution in delegating authority to employees still in training.

### B Delegations to PT

FLM or SFLO may delegate loan servicing authorities to PT, who has the appropriate training and experience, according to Exhibit 7, subparagraph B.

**26 Delegating Loan Servicing Authority (Continued)****C Delegations to CED**

See 27-PM, Exhibit 4.4 for FLP responsibilities that may be performed by CED's designated by SED to obtain loan servicing authority.

**D Delegations to AS, LOA, and LRS**

FLC, FLM, or SFLO may delegate loan servicing authorities to AS, LOA, or LRS who has the appropriate training and experience, according to Exhibit 7, subparagraph B.

**27 Maintaining Approval Authority****A Employee Who Accepts New FLP Position Within the State**

When an FLP employee with loan approval and servicing authority accepts a new FLP position within the State, a new delegation of authority is not required.

Loan approval authority is automatically increased when the employee's grade increases, unless:

- SED issues a new delegation of authority limiting the authority
- the original delegation of authority established limitations on approval authority.

**B Hires With Prior Loan Approval Authority in Another State**

Employees who held FLP loan approval authority for at least 1 year immediately before the selection to the new position, may submit a copy of the previous delegation letter, and a statement from the previous FLC, reflecting the quality of docket reviews based upon credit quality review guidelines.

This information shall be used to establish the following:

- necessary actions for obtaining FLP loan approval in the new State
- determining whether the employee will be required to submit dockets for review, and if so, the number of dockets to be submitted in the new State to determine whether approval authority will be delegated to the employee--\*.

New employees who did not hold FLP loan approval authority for at least 1 year immediately before the selection to the position, must submit the number of independently prepared files required under subparagraph 25 A. SED, in consultation with FLC, shall determine any training required for the employee to be delegated approval authority.

**29 Maximum Loan Authorities (Continued)****G Limitations for Loan Servicing Actions**

In general, approval authority for loan servicing actions, such as subordinations, and transfer and assumptions, is limited to the approval official's maximum loan approval authority. However, the approval official shall review the appropriate FLP handbook for the specific transaction for further guidance.

Exceptions include the following.

- SED may approve subordinations of any amount unless the total EM indebtedness exceeds \$1 million.
- All PLS may be approved by any authorized agency official, except SED must approve PLS if any debt is forgiven.
- Any authorized agency official may approve all Disaster Set-Aside actions.
- For action on debt settlement applications that exceed the approval official's authority, \*--see 7-FLP Part 12.--\*

An approval official cannot approve or reject a servicing request that exceeds the official's approval authority. The official must forward the servicing action and recommendations to the appropriate servicing official for action. Approval officials who have not been delegated loan approval authority may not approve these loan servicing actions.

**30-40 (Reserved)**



**Forms List (Continued)**

**B Forms (Continued)**

<b>Old Form Number</b>	<b>New Form Number</b>	<b>Title</b>	<b>Date Made Obsolete</b>
RD 1955-47	FSA-2596	Bill of Sale "A" (Sale of Government Property)	
RD 1955-49	FSA-2595	Quitclaim Deed	
FmHA 1955-50	FSA-2594	Advice of Inventory Property Sold	
FmHA 1955-62		Request for Contract Services for Custodial/Inventory Property or Program Services	12-31-07
*--RD 1956-1	FSA-2732	Debt Settlement Application (RD-1956-1 Application for Settlement of Indebtedness)	
FSA-1956-10	FSA-2733	Review, Certification and Recommendation on Debt Settlement Application	
FSA-1956-20	FSA-2720	Checklist for Currently Not Collectible Debt	
FSA-1956-21	FSA-2721	List of Currently Not Collectible (CNC) Debts Eligible to Be Referred to Treasury for Cross-Servicing	
FSA-1956-22	FSA-2722	Update to TOP and Cross-Servicing Information--*	
FmHA 1960-12		Financial and Production Farm Analysis Summary	12-31-07
FSA 1962-1	FSA-2040	Agreement For the Use of Proceeds/Release of Chattel Security	
FSA 1962-3	4-FLP, Exhibit 29	List of FmHA Borrowers	
FSA 1962-9	FSA-2450	Temporary Amendment of Consent to Payment of Proceeds From Sale of Farm Products	
RD 1962-20	FSA-2576	Notice of Judgment	
FSA-1962-21 and 1962-21A	FSA-2574	Confirmed reorganization plan worksheet and cancellation of unsecured debt	
RD 1965-8	FSA-2080	Release From Personal Liability	
FmHA 1965-11		Accelerated Repayment Agreement	12-31-07
FSA-1965-13	FSA-2489	Assumption Agreement (Farm Loan Programs)	
RD 1965-14		Proof of Claim of the United States of America (Individual)	12-31-07
FmHA 1965-15		Assumption Agreement	12-23-96

**Forms List (Continued)**

**B Forms (Continued)**

<b>Old Form Number</b>	<b>New Form Number</b>	<b>Title</b>	<b>Date Made Obsolete</b>
FSA-1980-01	FSA-2291	Lenders Processing Checklist	
FSA-1980-02	FSA-2292	Guaranteed Loan Processing Checklist	
FSA-1980-03	FSA-2293	Annual File Review Checklist for SEL and CLP Lenders	
FSA-1980-04		Annual File Review Checklist for PLP Lenders	12-31-07
FSA-1980-05	*--FSA-2294--*	Debt Writedown Review Checklist	
FSA-1980-06	FSA-2295	Guaranteed Estimated Loss Review Checklist for SEL and CLP Lenders	
FmHA 1980-07		Notification of Transfer and Assumption of a Guaranteed Loan	7-26-04
FSA-1980-07	FSA-2296	Guaranteed Loan Final Loss Review Checklist	
FSA 1980-15	FSA-2232	Conditional Commitment	6-8-07
RD 1980-19	FSA-2236	Guaranteed Loan Closing Report	
FSA-1980-22	FSA-2233	Lender Certification	
FSA-1980-24	FSA-2222	Request for Interest Assistance Payment	6-8-07
FSA-1980-25	FSA-2211	Application for Guarantee	
FSA-1980-26	FSA-2261	Report On Collection Activities On Liquidation Accounts	
FSA-1980-27	FSA-2235	Loan Guarantee	
FSA-1980-28	FSA-2212	Preferred Lender Application for Guarantee	

**Forms List (Continued)**

**C Form and Guide Letters**

The following lists all FmHA, FSA, and RD form or guide letters used for FLP delivery.

**Notes:** Forms and guide letters that will be used after December 31, 2007, have been converted to either a form or exhibit to the appropriate handbook.

The “Old Number” column provides the prefix and number of the form or guide letter used before December 31, 2007.

The “New Number” column provides the form or handbook and exhibit number.

The “Title” column provides the title of the document.

An asterisk (\*) in the “New Number” column indicates the form or guide letter will remain under the current number.

<b>Old Number</b>	<b>New Number</b>	<b>Title</b>	<b>Date Made Obsolete</b>
FmHA FL 1902-06		Letter to Financial institution	12-31-07
FmHA FL 1902-A-2	FSA-2144	Designated Financial Institution’s Collateral Pledge	
FmHA FL 1940-G-1		Notification of Exhibit M Requirements	*--11-4-16--*
FmHA FL 1941-A-1		Advice to Borrower of Financial Condition	3-24-97
FmHA FL 1941-A-2		Conditional Commitment to Provide Special Operating Loan Assistance to Beginning Farmer or Ranchers	3-24-97

Forms List (Continued)

C Form and Guide Letters (Continued)

Old Number	New Number	Title	Date Made Obsolete
FmHA FL 1951-5		Refund Request of Offset	*--6-3-15--*
FmHA FL 1951-6		Certification of Indebtedness of Debtors to Non-USDA Agencies	*--4-10-14--*
FmHA FL 1951-7		Notification of Salary Offset From Non-USDA Credit Agency	*--4-10-14--*
FmHA FL 1951-8		Request From Employee for Different Repayment Schedule	10-8-03
RD FL 1951-8		Employee's Notice to the Agency Requesting a Different Repayment Schedule	*--6-3-15--*
FmHA FL 1951-C-1		Administrative Offset Notice	10-20-00
*--RD FL 1951-C-1	FSA-2701	Notice of Intent to Collect by Administrative Offset	
RD FL 1951-C-2	FSA-2703	Notice of Debtor That Administrative Offset Has Been Exercised and Intent to Collect by Administrative Offset	
FmHA FL 1951-C-3		Administrative Offset Referral Letter	4-10-14
RD FL 1951-C-4	FSA-2710	Notification of Salary Offset (RD Guide Letter 1951-C-4)	
RD FL 1951-C-8	FSA-2711	Alternative Repayment Agreement for Federal Employee Salary Offset (RD Form Letter 1951-8)	
FmHA FL 1951-C-9		Borrowers Notification of IRS Offset Review	6-3-15--*
FmHA FL 1951-F-3		Letter Providing Borrower Prospectus Information	12-31-07
FmHA FL 1951-F-9		Letter to request permission to provide prospectus to other lenders	3-14-97



Forms List (Continued)

F New Forms

The following lists new forms used for FLP delivery.

Form Number	Title
FSA-2002	Three Year Financial History
FSA-2003	Three Year Production History
FSA-2004	Authorization to Release Information
FSA-2005	Creditor List
FSA-2006	Property Owned or Leased
FSA-2123	Farm Loan Programs Testing Certification
FSA-2128	Appraisal Program Loan Cost Expense (PLCE) Request
FSA-2145	Demand for Withdrawal of Supervised Bank Account Funds
FSA-2155	Vendor Appraisal Registration
FSA-2302	Description of Farm Training and Experience
FSA-2306	Notice of Application Withdrawal/Pending Withdrawal
FSA-2308	Notice of Eligibility for FSA Assistance
FSA-2340	Selection of Attorney/Title Agent and Legal Services
FSA-2516	30 Day Reminder of the Notice of Availability of Loan Servicing
FSA-2523	Denial - No Feasible Plan - Current/Financially Distressed
FSA-2524	Borrower Response to Denial of PLS (Current/Financially Distressed)
FSA-2544	SAA 6 Month Contact Letter
FSA-2545	SA Due - Notification
*--FSA-2702	Notice of Intent to Collect by Administrative Offset for Non-Borrower Entity
FSA-2704	Notice of Debtor That Administrative Offset Has Been Exercised and Intent to Collect by Administrative Offset for Non-Borrower Entity
FSA-2707	Alternative Repayment Agreement for Administrative Offset or TOP
FSA-2716	Notice Advising of Potential Referral to Treasury for Cross-Servicing and the Availability of Debt Settlement
FSA-2717	Notice Advising of Potential Referral to Treasury for Cross-Servicing
FSA-2727	Youth Loan (YL) Debt Forgiveness
FSA-2731	Cancellation of Debt Without Application (RD-1956-1)
FSA-2731A	Cancellation of Debt Without Application (Continuation)
FSA-2735	Household Income And Expense Worksheet
FSA-2737	Notice Advising of Decision on Debt Settlement Application--*

**Forms List (Continued)**

**G New Exhibits**

The following lists new exhibits used for FLP delivery.

<b>Required Under</b>	<b>Handbook and Exhibit</b>	<b>Title</b>
FmHA GL 1943-A-1	3-FLP, Exhibit 16	Memorandum of Understanding Between FSA and [Enter Name of State Beginning Farmer Program]
Notice FLP-469, Exhibit 1	4-FLP, Exhibit 52	Borrowers Entering Active Duty
Notice FLP-469, Exhibit 2	4-FLP, Exhibit 53	Borrowers Leaving Active Duty
*--Notice FLP-128, Exhibit 1	5-FLP, Exhibit 13	Third Party Pledge of Security Notification Letter
Notice FLP-128, Exhibit 1	5-FLP, Exhibit 14	Youth Loan Notification Letter--*
FmHA Instruction 1951-J, Section 1951.457(b)	5-FLP, Exhibit 38	10-Day Notice of Non-Program Delinquency
FmHA Instruction 1951-J, Section 1951.457(b)	5-FLP, Exhibit 39	30-Day Reminder of Non-Program Delinquency
Notice FLP-467, Exhibit 2	5-FLP, Exhibit 52	Notice of Acceleration for FLP Accounts Held by Native American Borrowers and Secured by Real Estate Located Within a Recognized Reservation and Borrower Rights
Notice FLP-467, Exhibit 3	5-FLP, Exhibit 53	Notification of Options Available to the Tribe
Notice FLP-467, Exhibit 4	5-FLP, Exhibit 54	Information on Native American Borrower Rights Under the Consolidated Farm and Rural Development Act
Notice FLP-468, Exhibit 1	5-FLP, Exhibit 55	Notification to a Tribe of an American Indian Borrower's Request to Have a Loan Assigned to the Tribe (With Example Information)
Notice FLP-468, Exhibit 2	5-FLP, Exhibit 56	Notification to an American Indian Borrower of Acceptance of an Assignment Request
Notice FLP-468, Exhibit 3	5-FLP, Exhibit 57	Notification to an American Indian Borrower of Denial of an Assignment Request
RD Instruction 1955-B, Section 1955.62(a)	5-FLP, Exhibit 65	Notification of Personal Property
RD Instruction 1955-B, Exhibit B	5-FLP, Exhibit 71	Notification of Tribe of Availability of Farm Property for Purchase
RD Instruction 1955-C, Exhibit H	5-FLP, Exhibit 74	Conservation Easement for Wetlands
RD Instruction 1955-C, Exhibit I	5-FLP, Exhibit 75	Conservation Easement for Floodplains

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

### A Overview (Continued)

#### 2 System Access and Security

FSA authorized users can access the system using Microsoft Internet Explorer 7.0+ directly through the Internet at [https://wem.sc.egov.usda.gov/fem\\_web\\_webcaaf.asp](https://wem.sc.egov.usda.gov/fem_web_webcaaf.asp) or through the FSA Intranet at <http://intranet.fsa.usda.gov/fsa>, under “FSA Applications”:

- CLICK “**Farm Loan Programs Systems**”
- CLICK “**Logon**”
- enter either of the following eAuthentication credentials:
  - LincPass (PIV)
  - user ID and password
- under “Applications”, CLICK “**Farm Business Plan**”.

The authentication and authorization of users is made using USDA’s eAuthentication application. To use FBP, users must have both of the following:

- valid eAuthentication ID and password
- access authorized by the State FBP Coordinator.

**Notes:** For problems logging in, see Getting Help (Section L).

Do **not** open 2 sessions of Web Equity at the same time as this may cause data corruption.

#### a User Access to the FBP System

Unless otherwise determined by the FBP Coordinator or FLC, the following employees will be provided with access to FBP after their eAuthentication ID has been obtained:

- FLM’s
- SFLO’s
- FLO’s
- FLOT’s
- FLP technicians
- DD’s
- COR’s
- FLC and staff
- CED’s with loan approval authority.

User access requests, which include “Add”, “Delete”, or “Modify”, must be submitted and processed as follows.

**\*--Note:** Other FSA employees, such as FP PT’s and CED’s without loan approval authority, who assist in entering data in FBP are strongly encouraged to complete the appropriate Key Concepts from Section B of the FLOT Trainer/Trainee Manual.--\*

Farm Business Plan - FSA User Guide (Continued)

A Overview (Continued)

2 System Access and Security (Continued)

a User Access to the FBP System (Continued)

For FSA State Office and Service Center Employees.

- \*--The immediate supervisor or FLM is responsible for completing the following sections on FSA-13-A for all FBP user requests.

Part A

- Items 1 - Place a check mark in the appropriate box.
  - Item 2 - Place name in provided field.
  - Item 3 - Examples would be FSA/State Office or FSA/Service Center.
  - Item 4 - Examples would be IA State Office or Harlan IA Service Center.
  - Item 7 - Place a check mark in the appropriate box.
- New Hire - as soon as employee obtains an eAuthentication ID.
  - Modify Access - (Name change) as soon as employee notifies supervisor of change.
  - Separation - as soon as supervisor determines employee no longer needs access.

<b>FSA-13-A</b> (10-01-16)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		<b>1. USER TYPE*</b> <input type="checkbox"/> Permanent Employee <input type="checkbox"/> Temporary Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Other (i.e. Intern, Volunteer): <input type="checkbox"/>
<b>SYSTEM ACCESS REQUEST FORM</b>				
<b>INSTRUCTIONS:</b> When complete please submit to FSA Information Security Office by fax 877-828-2051 or email <a href="mailto:ESC.AM@kcc.usda.gov">ESC.AM@kcc.usda.gov</a> . State and County offices send to SLR.				
<b>NOTE:</b> For assistance please call FSA Information Security Office, 1-800-255-2434 Opt 2. Required fields are indicated with *.				
<b>PART A - USER INFORMATION</b>				
<b>2. NAME * (Last, First, MI)</b> <input type="text"/>		<b>3. AGENCY/ORGANIZATION/OFFICE *</b> <input type="text"/>		
<b>4. DUTY STATION *</b> <input type="text"/>	<b>5. EMAIL ADDRESS</b> <input type="text"/>		<b>6. PHONE NUMBER</b> (Including Area Code) <input type="text"/>	
<b>7. REQUEST TYPE *</b>				
<input type="checkbox"/> <b>New Hire</b> (Initial Access)		<input type="checkbox"/> <b>Modify Access</b>		
		<input type="checkbox"/> <b>Separation - Effective Date:</b> <input type="text"/> [Date]		
<input type="checkbox"/> <b>Short Term Access</b> (i.e. Assisting another Office, jump team):		Access Start Date: <input type="text"/> [Date]      Access End Date: <input type="text"/> [Date]		

--\*

Farm Business Plan - FSA User Guide (Continued)

A Overview (Continued)

2 System Access and Security (Continued)

a User Access to the FBP System (Continued)

\*--Part B

- Item 13 - Place a check mark in the appropriate box.

PART B – REQUEST ACCESS (Check all that apply)		
11. FARM PROGRAM (County):	12. FARM PROGRAM Chief/Specialist (State):	13. FARM LOAN:
<input type="checkbox"/> Program Technician (PT)	<input type="checkbox"/> Compliance	<input type="checkbox"/> Program Technician (PT)
<input type="checkbox"/> Administrative	<input type="checkbox"/> Conservation	<input type="checkbox"/> Loan Analyst/Operations Trainee (FLOT)
<input type="checkbox"/> Farm Storage Facility Loan	<input type="checkbox"/> Farm Records	<input type="checkbox"/> Officer (FLO)/Senior Officer (SFLO)
<input type="checkbox"/> Price Support	<input type="checkbox"/> Farm Storage Facility Loan	<input type="checkbox"/> Manager (FLM)
<input type="checkbox"/> County Operations Trainee (COT)	<input type="checkbox"/> Livestock	<input type="checkbox"/> Appraiser
<input type="checkbox"/> County Executive Director (CED)	<input type="checkbox"/> NAP	<input type="checkbox"/> State Office Chief/Specialist

- Item 20 - To add or modify an FBP user.

<b>20. ADD</b>
FBP Access or;
Modify FBP Access - last name has been changed from (previous name) to (current name).

- Item 21 - To remove user.

<b>21. REMOVE</b>
FBP Access

- Item 22: - Enter the justification for the requested action.

<b>22. COMMENTS/JUSTIFICATION</b>
Per a-FLP, Exhibit 15, Section A 2 a

**Note:** A request for FBP access may be combined with multiple system requests on a single FSA-13-A as long as the “Comments/Justification” section is completed as instructed.--\*

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

**A Overview (Continued)**

**2 System Access and Security (Continued)**

**a User Access to the FBP System (Continued)**

\*--Part C

- Item 20A – Official who approves the request.
- Item 20B – Signature of official who approves the request.
- Item 20C – Date request was approved.

<b>PART C - APPROVING OFFICIAL</b>		
<i>Approving Officials (e.g. Supervisor, COR, etc) must ensure that the mandatory Information Security Awareness, Rules of Behavior Training (ISA/ROB), applicable application training and the FBI National Criminal History Check (i.e. fingerprint results) are completed and approved for every new user. If the ISA/ROB or SAC is not completed, access will not be granted. If the applicable application training is not completed, access to the specific system will not be granted before completion.</i>		
<b>20A. SUPERVISOR/APPROVING OFFICIAL</b> NAME AND TITLE [REDACTED]	<b>20B. SIGNATURE *</b> [REDACTED]	<b>20C. DATE APPROVED *</b> (MM-DD-YYYY) [REDACTED]

- Submit completed FSA-13-A to the State Office according to State-established procedures.--\*

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

### A Overview (Continued)

#### 2 System Access and Security (Continued)

##### a User Access to the FBP System (Continued)

###### FLC or FBP Coordinator will:

- ensure that a completed/signed FSA-13-A has been received before FBP user access request is processed
- process the request for FBP user access according to FBP - State FBP Coordinator User Guide, Section C, User Management
- sign and date in Item 22 to document the action was processed.

<b>22. COMMENTS/JUSTIFICATION</b> Per a-FLP, Exhibit 15, Section A 2 a <div style="border: 2px solid green; padding: 5px; color: red; text-align: center;">Coordinator needs to sign and date</div>
---

- send the processed FSA-13-A to the SLR, with a request that the form be e-mailed or FAXed to ISO at 877-828-2051
- notify the immediate supervisor and employee when FSA-13-A has been processed
- monitor e-mails received from ISO when an employee has left FSA, and if FSA-13-A has not already been received, then notify the employee's supervisor that FSA-13-A needs to be completed.

**Note:** The ERSR online system cannot be used for FBP access requests.

- ISO will send a confirmation e-mail when FSA-13-A is received.--\*

##### FSA National Office and Other Employees

FSA-13A's for the National Office, KCMO, contractors, and other employees will be completed by the immediate supervisor and submitted to Pixie Greer, FBP Program Sponsor by e-mail to [pixie.greer@wdc.usda.gov](mailto:pixie.greer@wdc.usda.gov) or by FAX to 202-690-3573.

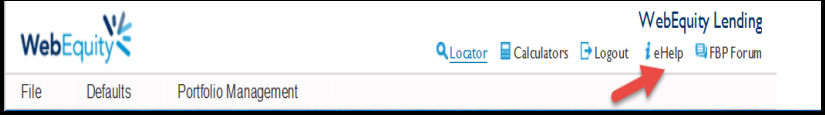

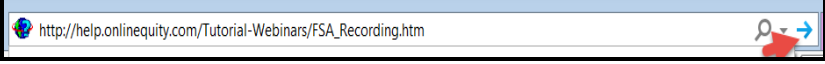
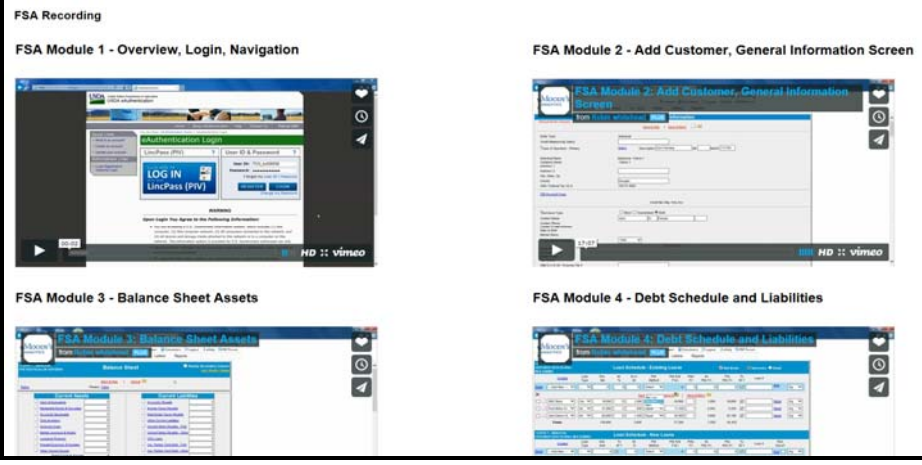
Farm Business Plan - FSA User Guide (Continued)

A Overview (Continued)

2 System Access and Security (Continued)

\*--b FBP Training Modules

Training modules are available to all employees with FBP access and may be viewed at any time. To access and view the training modules follow the instructions in this table.

Step	Action
Log into the FBP and <b>CLICK</b> on eHelp to access the modules.	
The eHelp screen will be displayed. Copy and paste the link into the web address field.	<p><b>http://help.onlineequity.com/Tutorial-Webinars/FSA_Recording.htm</b></p>
<b>CLICK</b> on the arrow  on the far right side of the field to access the training modules.	
<p>All the FBP training modules will be displayed.</p> <p>Select any module, and view as many times as needed.</p> <p><b>Note:</b> The modules are shared using Vimeo, a hosting and sharing platform.</p>	

--\*



**List of Available Reports**

**A Farm Loan Programs Data Mart**

**\*-1 DLS OnDemand Reports, FLP 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	Provides detailed information on borrower training requirements and completions as displayed on Customer Profile.  User must specify a date range for Effective Date, Completion Date, Cancellation Date, Expiration Date or Waived Date.	<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>	6/17/2016
Direct Application by Status or Type	Provides number of applications received by loan type, by application status (Received, Completed, Approved, Rejected, Withdrawn, or Closed) or by loan type and application status	<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 Received Date</li> <li>• Borrower</li> </ul>	6/17/2016

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

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

Report Name	Report Description	User Selection Criteria	Date Last Modified
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>	*--2/1/2017--*
Direct Application Report	<p>Provides comprehensive information on the loan application process from Application Received Date through Loan Closing Date.</p> <p>Includes both FLP and FSFL applications.</p> <p>Carryover applications received in prior FY will be displayed until withdrawn, rejected or closed.</p> <p>Includes Veteran code.</p>	<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>	*--9/15/2016--*

**List of Available Reports (Continued)**

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

**\*--1 DLS OnDemand Reports, FLP 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 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>	6/17/2016
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.	State	6/17/2016
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>	6/17/2016

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

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

Report Name	Report Description	User Selection Criteria	Date Last Modified
No Decision Report	Lists complete direct loan applications 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>	6/17/2016
Office Management Report	Lists specific work tasks from the DLS loan making application checklist. (Specific tasks are listed on the report dashboard.)  User may ask for Incomplete or Complete work tasks.  Report defaults to work tasks for 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>• Program Type</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Task Status</li> <li>• Task</li> <li>• Application Received Date</li> <li>• Task Completion Date</li> <li>• Borrower</li> </ul>	9/23/2016
Rejected Application Report	Lists rejected applications, includes reasons for rejection.  Report defaults to applications rejected during current FY.	<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>• Rejection Date</li> <li>• Borrower</li> </ul>	6/17/2016

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

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

Report Name	Report Description	User Selection Criteria	Date Last Modified
Related Entity Report	Lists all related entities identified during the loan application process.  <b>Note:</b> For a list of parties currently liable for a loan, use the Related Entities Report located in the Loan Servicing Reports, Routine Servicing folder.	<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>• Status</li> <li>• Related Entity Type</li> <li>• Application Received Date</li> <li>• Borrower</li> <li>• Report Selection</li> </ul>	9/16/2016
Term Limit Report	Provides current term limits for existing borrowers as provided on the Customer Profile.	<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>• Borrower</li> </ul>	6/17/2016

**List of Available Reports (Continued)**

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

**\*-2 DLS OnDemand Reports, FLP Loan Making Reports, Obligations--\***

The following are the available Obligation Reports.

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
FLPRA Obligations Report	Provides a list of obligations used to calculate FLPRA elements.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• FLPRA Fiscal Year</li> <li>• Report Selection</li> </ul>	6/17/2016
Obligation Transaction Report	<p>Provides a list of transactions that affect the obligated loan amount. This includes obligations (1A &amp; 1B transactions) and deobligations (1D &amp; 1Y transactions).</p> <p>This report replaces the PLDATA FOCUS Report.</p>	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Transaction Date</li> </ul>	6/17/2016
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>	8/17/2016

**List of Available Reports (Continued)**

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

**\*--3 DLS OnDemand Reports, FLP 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>	6/17/2016
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>	6/17/2016
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>	6/17/2016

**List of Available Reports (Continued)**

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

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

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
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>	9/23/2016
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>	9/23/2016
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>	6/17/2016



**List of Available Reports (Continued)**

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

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

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Collateral Code Report	Provides collateral code information for active farm loans.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Report Date</li> <li>• Collateral Type</li> </ul>	8/17/2016
Direct Active Disaster Set-Asides Report	Provides information on accounts with active disaster set-asides. Can be used to support FLPRAs reviews.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Report Date</li> <li>• Report Selection</li> </ul>	11/17/2016
Direct Caseload Delinquency Report	Provides summary and detailed information on direct FLP loans, including number of borrowers, number of loans, unpaid balances, and delinquency information.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Report Date</li> <li>• Report Selection</li> <li>• Borrower Type</li> <li>• Aging Category</li> <li>• Loan Type</li> <li>• Flags</li> <li>• Unpaid Balances</li> <li>• Litigation Status</li> <li>• Race</li> <li>• Gender</li> <li>• Ethnicity</li> <li>• Veteran Status</li> </ul>	8/17/2016

**List of Available Reports (Continued)**

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

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

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Direct Deferred Accounts Report	Provides information on actively deferred accounts. Can be used to support FLPPRA reviews.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Report Date</li> <li>• Report Selection</li> </ul>	6/17/2016
Direct Delinquency Aging Report	Summarizes and lists direct customers based on delinquency/aging categories.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Report Date</li> <li>• Summary or Detail</li> <li>• Aging Category</li> <li>• List Borrowers</li> </ul>	8/17/2016
Direct Delinquent Borrowers Monitored	Provides information on borrowers who are 120+ days delinquent and are not flagged PLS, OAC1 or ACL. Can be used to support FLPPRA reviews.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Report Date</li> <li>• Report Selection</li> </ul>	6/17/2016
Direct Flagged Accounts	Summarizes and lists accounts that are flagged. Users can see all flagged accounts or select specific flags.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Report Date</li> <li>• Report Level</li> <li>• Flag</li> </ul>	9/15/2016

**List of Available Reports (Continued)**

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

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

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
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>	6/17/2016
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>	6/17/2016
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>	9/15/2016

**List of Available Reports (Continued)**

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

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

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
FSFL Delinquency Report	Farm Storage Facility Loan (FSFL) that are more than \$25 or more delinquent	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> </ul>	6/17/2016
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>	6/17/2016
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>	6/17/2016
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>	6/17/2016
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> <li>• Reminder Date</li> </ul>	9/16/2016

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

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

Report Name	Report Description	User Selection Criteria	Date Last Modified
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>	6/17/2016
Related Entities Report	<p>Identifies related entities currently liable for all direct FLP loans and all active FSFL 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>• Program Type</li> <li>• Borrower</li> </ul>	9/15/2016
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>	9/23/2016

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

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

Report Name	Report Description	User Selection Criteria	Date Last Modified
Security Instrument Processing Report (SI-Other)	Provides tracking information for activities within the Security Instrument - Other workflow.  User can search on Request type, Request Date, Final Disposition Date, or Date Security Action Completed.	<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>	6/17/2016
Shared Appreciation Workflow Report	Provides information for tracking requests for Shared Appreciation. User can search by Request Date and Amortization 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> <li>• Amortization Date</li> </ul>	6/17/2016
Status of Farm Loan Program (540)	Provides status information for all outstanding FLP and FSFL loans.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• Report Date</li> <li>• Program Type</li> <li>• Report Type</li> </ul>	*--2/1/2017--*
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>	9/23/2016

**List of Available Reports (Continued)**

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

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

<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Terminated Workflows Report	Provides a list of terminated routine servicing workflows	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Termination Date</li> <li>• Borrower</li> </ul>	6/17/2016
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>	6/17/2016
Transfer Assumption Completed Actions Report	Provides a list of transfer and/or assumption actions that have been completed. This includes actions with or without an application package.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Status Date</li> </ul>	6/17/2016
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>	6/17/2016

**List of Available Reports (Continued)**

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

**\*--4 DLS OnDemand Reports, FLP 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>	6/17/2016
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>	6/17/2016
Primary Loan Servicing Actions	Provides information on primary loan servicing activity transactions that have been processed. User can obtain summary and detailed information based on a specific date range.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Report Date</li> <li>• Report Selection</li> <li>• Effective Date</li> <li>• Action</li> </ul>	8/17/2016
Special Servicing Queries	Provides a list of completed Special Servicing activities based on selections made by the user.	<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>• Activity Completion Date</li> <li>• Queries</li> </ul>	6/17/2016



List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

5 DLS OnDemand Reports, FSFL Reports, FSFL Loan Making

The following are the available FSFL Loan Making reports.

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Report Name	Report Description	User Selection Criteria	Date Last Modified
Direct Application Report FSFL	Provides information on the FSFL application process from Received Date through Loan Closing Date. Carryover applications received in prior FY will be displayed until withdrawn, rejected or closed.	<ul style="list-style-type: none"> <li>• State</li> <li>• County</li> <li>• Loan Type</li> <li>• Status</li> <li>• Race</li> <li>• Gender</li> <li>• Ethnicity</li> <li>• Application Received Date</li> <li>• Borrower</li> </ul>	11/17/16
FSFL Non-obligated Report	Provides non-obligated FSFL loans by State and county.	<ul style="list-style-type: none"> <li>• State</li> <li>• County</li> <li>• Fiscal Year</li> </ul>	1/6/17
Office Management Report FSFL	Lists specific FSFL work tasks from the DLS loan making application checklist. User may ask for Incomplete or Complete work tasks.	<ul style="list-style-type: none"> <li>• State</li> <li>• County</li> <li>• Ethnicity</li> <li>• Task Status</li> <li>• Race</li> <li>• Gender</li> <li>• Task</li> <li>• Application Received Date</li> <li>• Task Completion Date</li> <li>• Borrower</li> </ul>	9/23/16
Related Entity Report FSFL	Lists all related entities identified during the FSFL application process.  <b>Note:</b> For a list of parties currently liable for a loan, use the Related Entities Report located in the FSFL Loan Servicing Reports folder.	<ul style="list-style-type: none"> <li>• State</li> <li>• County</li> <li>• Application Received Date</li> <li>• Status</li> <li>• Related Entity Type</li> <li>• Ethnicity</li> <li>• Race</li> <li>• Gender</li> <li>• Borrower</li> <li>• Report Selection</li> </ul>	9/15/16

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**List of Available Reports (Continued)**

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

**6 DLS OnDemand Reports, FSFL Reports, FSFL Loan Servicing**

The following are the available FSFL Loan Servicing reports.

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<b>Report Name</b>	<b>Report Description</b>	<b>User Selection Criteria</b>	<b>Date Last Modified</b>
Borrower Financing Statement Report FSFL	Used to monitor current status of Financing Statements for FSFL loans. Detailed report provides information on Amendments, Continuations and Terminations.	<ul style="list-style-type: none"> <li>• State</li> <li>• County</li> <li>• Status</li> <li>• Alert Date</li> <li>• Expiration Date</li> <li>• Borrower</li> <li>• Detail or Summary</li> </ul>	9/23/16
Borrower Mortgage Monitoring Report FSFL	Provides a list of recorded mortgages for FSFL loans. User can select Active or Released mortgaged instruments.	<ul style="list-style-type: none"> <li>• State</li> <li>• County</li> <li>• Status</li> </ul>	9/23/16
Farm Visit Workflow Report FSFL	Provides information for tracking Farm Visits. User can search on Scheduled Date or Completed Date and type of visit.	<ul style="list-style-type: none"> <li>• State</li> <li>• County</li> <li>• Status</li> <li>• Visit Type</li> <li>• Scheduled Date</li> <li>• Completed Date</li> <li>• Completed by Contractor</li> </ul>	9/15/16
FSFL Delinquency Report	FSFL's that are \$25 or more delinquent	<ul style="list-style-type: none"> <li>• State</li> <li>• County</li> </ul>	11/30/16
Payment Reminder Report FSFL	Provides information used to generate payment reminder letters. User must specify an installment due date range.	<ul style="list-style-type: none"> <li>• State</li> <li>• County</li> <li>• Installment Due Date</li> <li>• Reminder Date</li> </ul>	9/21/16

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**List of Available Reports (Continued)**

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

**8 Goal OnDemand Reports**

The following are the available FLP Goal reports.

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<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>	11/17/2016
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>	6/17/2016
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>	11/17/2016

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

8 Goal OnDemand Reports (Continued)

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Report Name	Report Description	User Selection Criteria	Date Last Modified
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>	6/17/2016
Loan Servicing Goal 3 Special Servicing Processing Times	Provides benchmarks and accomplishments for FY 2012 through 2016 FLP Loan Servicing Goal 3. Measures the percentage of special servicing applications that 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>• Report Selection</li> <li>• Fiscal Year</li> </ul>	11/17/2016
Reduce 1 <sup>st</sup> Year Delinquency Rates on New Loans Goal 1	Provides the current percentage of first year loans that have been restructured or are now delinquent.  A first year loan is a new loan that was closed in the previous calendar year.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> </ul>	6/17/2016
Reduce Average Processing Times for Direct Loans Goal 2	Provides the average number of days from application receipt to first disposition.  EM loans and applications with a Class I or Class II environmental assessment are excluded.	<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>	9/7/2016

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

8 Goal OnDemand Reports (Continued)

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Report Name	Report Description	User Selection Criteria	Date Last Modified
Reduce Average Processing Times for Direct Loans Goal 2 - Detail	Lists applications used to calculate Goal 2.  EM loans and applications with a Class I or Class II environmental assessment are excluded.	<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>	9/7/2016
Reduce First Year Delinquency Rates on New Loans Goal 1 NEW	Loan Making Goal to monitor first year delinquency. Detail report provides a list of first year loans and indicates whether each loan has been restructured or is delinquent.	<ul style="list-style-type: none"> <li>• State</li> <li>• District</li> <li>• Servicing Office</li> <li>• County</li> <li>• Report Date</li> <li>• Report Type</li> </ul>	11/17/16

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**List of Available Reports (Continued)**

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

**9 (Reserved)**

Program Authority to Request Contract Goods and Services and Recoverability of PLCE's  
After September 30, 2010

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LOAN MAKING	Contract Purpose	Detail	Comment	PAC Code	Authority	Recoverable/Nonrecoverable
Inspection	Real Estate			1A1	S	Nonrecoverable
	Chattel/Crop			1A2	S	Nonrecoverable
Appraisals	Real Estate	Note 10		1B1	S	Nonrecoverable
	Chattel/Crop			1B2	S	Nonrecoverable
Analysis	Farm Business Planning			1C4	S	Nonrecoverable
	Financial Analysis			1C7	S	Nonrecoverable
Information Services	Data Processing/Info Gathering	Note 6		1D2	S	Nonrecoverable
	Comparable and Market Studies			1D3	S	Nonrecoverable
	Advertising			1D4	SC	Nonrecoverable
	State Database Access Fees	Note 7		1DA	S	Nonrecoverable
	SAVE Citizenship Verification Database Access			1DB	S	Nonrecoverable
Professional Services	Interpreter Services			1E9	SC	Nonrecoverable
	Mediation (No State Program)			1EA	S	Nonrecoverable
Environmental	NEPA Compliance	Note 2		1J1	A	Nonrecoverable
	NEPA Environmental Impact Statements			1J2	A	Nonrecoverable
	Archaeological Surveys			1J4	A	Nonrecoverable
	Miscellaneous Historical Preservation Activities			1J5	A	Nonrecoverable
	Endangered Species Studies			1J6	A	Nonrecoverable
	Wetland Delineations			1J7	A	Nonrecoverable
	Phase I Environmental Site Assessments	Note 3		1J1	A	Nonrecoverable
Phase II Environmental Site Assessments	Note 3		1J1	A	Nonrecoverable	
Loan Account Maintenance	Legal Documentation Expenses	Note 4		1N5	SC	Nonrecoverable
	Mediation (State Certified Program)			1N6	S	Nonrecoverable
	Electronic UCC Recording and Filing	Notes 5 & 6		1NE	SC	Recoverable
Managerial	Credit Reports			1Y1	SC	Recoverable
	Miscellaneous	Note 1		1Z1	A	Recoverable/Nonrecoverable
Other						

Authorities: A=Administrator; S=State Office; C=FLM

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**\*--Program Authority to Request Contract Goods and Services and Recoverability of PLCE's After September 30, 2010 (Continued)--\***

<b>LOAN SERVICING</b>	<b>Contract Purpose</b>	<b>Detail</b>	<b>Comment</b>	<b>PAC Code</b>	<b>Authority</b>	<b>Recoverable/Nonrecoverable</b>
Inspection	Real Estate			2A1	S	Nonrecoverable
	Real Estate - Foreclosure Only			4A1	S	Recoverable
	Chattel/Crop			2A2	S	Nonrecoverable
	Chattel/Crop - Foreclosure Only			4A2	S	Recoverable
Appraisals	Real Estate		Note 10	2B1	S	Nonrecoverable
	Real Estate - Foreclosure Only			4B1	S	Recoverable
	Chattel/Crop			2B2	S	Nonrecoverable
	Chattel/Crop - Foreclosure Only			4B2	S	Recoverable
Analysis	Year-end Analysis			2C1	S	Nonrecoverable
	Farm Business Planning			2C4	S	Nonrecoverable
	Financial Analysis			2C7	S	Nonrecoverable
Information Services	Data Processing/Info Gathering		Note 6	2D2	S	Nonrecoverable
	Comparable and Market Studies			2D3	S	Nonrecoverable
	Advertising			2D4	SC	Nonrecoverable
	Advertising - Foreclosure Only			4D4	SC	Recoverable
	State Database Access Fees		Note 7	2DA	S	Nonrecoverable
	SAVE Citizenship Verification Database Access			2DB	S	Nonrecoverable
Professional Services	Surveying			4E2	S	Recoverable
	Investigation			4E3	S	Recoverable
	Bankruptcy			2E4	S	Nonrecoverable
	Foreclosure (Non-Judicial State)			4E5	S	Recoverable
	Title Search/Title Opinion			2E6	SC	Nonrecoverable
	Title Search/Title Opinion - Foreclosure Only			4E6	SC	Recoverable
	Trustee Agency (Foreclosure Actions)			4E7	S	Recoverable
	Auction Costs/Auctioneer/Master-in-Equity		Note 9	4E8	S	Recoverable
	Interpreter Services			2E9	SC	Nonrecoverable
	Mediation (No State Program)			2EA	S	Nonrecoverable
	Mediation (No State Program) - Foreclosure Only			4EA	S	Recoverable
	Attorney Serv. Foreclosure (Judicial)		Note 17	4EB	S	Recoverable
	Litigation Guarantee			2EG	SC	Nonrecoverable
	Litigation Guarantee - Foreclosure Only			4EG	SC	Recoverable
Abstract/Stub Abstract			2EH	SC	Nonrecoverable	

Authorities: A=Administrator; S=State Office; C=FLM



Program Authority to Request Contract Goods and Services and Recoverability of PLCE's  
After September 30, 2010 (Continued)

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LOAN SERVICING - continued	Detail	Comment	PAC Code	Authority	Recoverable/Nonrecoverable
Professional Services (continued)	Abstract/Stub Abstract - Foreclosure Only		4EH	SC	Recoverable
	Law Enforcement Services	Note 15	4EJ	S	Recoverable
	Real Estate Broker		4H1	SC	Recoverable
Maintenance/Management	Property Management /Caretaking		4F1	SC	Recoverable
	Hauling		4F2	SC	Recoverable
	Temporary Custodial	Note 14	4F3	SC	Recoverable
	Ground Rents		4F5	SC	Recoverable
	Harvesting Costs		4F6	SC	Recoverable
	Repairs	Note 14	4G1	SC	Recoverable
Environmental	NEPA Compliance	Note 2	2J1	A	Nonrecoverable
	NEPA Environmental Impact Statements		2J2	A	Nonrecoverable
	Archaeological Surveys		2J4	A	Nonrecoverable
	Miscellaneous Historical Preservation Activities		2J5	A	Nonrecoverable
	Endangered Species Studies		2J6	A	Nonrecoverable
	Wetland Delineations		2J7	A	Nonrecoverable
	Phase 1 Environmental Site Assessments	Note 3	2J1	A	Nonrecoverable
	Phase 1 Environmental Site Assessments - Foreclosure Only	Note 3	4J1	A	Recoverable
	Phase II Environmental Site Assessments	Note 3	2J1	A	Nonrecoverable
	Phase II Environmental Site Assessments - Foreclosure Only	Note 3	4J1	A	Recoverable
	Water Testing/Sewer Inspection		4JK	A	Recoverable
Loan Account Maintenance	Real Estate Taxes		2N1	SC	Recoverable
	Personal Property Taxes		2N2	SC	Recoverable
	Insurance	Note 1	2N3	A	Recoverable
	Prior, Junior, & Judgment Liens		2N4	S	Recoverable
	Legal Documentation Expenses	Notes 4 & 13	2N5	SC	Recoverable/Nonrecoverable
	Mediation (State Certified Program)		2N6	S	Nonrecoverable
	Mediation (State Certified Program) - Foreclosure Only		4N6	S	Recoverable
	Utilities - Foreclosure Only	Note 16	4NA	SC	Recoverable
	Co-Pay/Homestead Appraisals	Note 10	2ND	S	Nonrecoverable
	Electronic UCC Recording and Filing	Notes 5 & 6	2NE	SC	Recoverable
	Online Bidding Registration Fees - Foreclosure Only		4NG	SC	Recoverable
	State Lease	Note 18	4NH	SC	Recoverable

Authorities: A=Administrator; S=State Office; C=FLM

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**\*--Program Authority to Request Contract Goods and Services and Recoverability of PLCE's After September 30, 2010 (Continued)--\***

<b>LOAN SERVICING - continued</b>						
<u>Contract Purpose</u>	<u>Detail</u>	<u>Comment</u>	<u>PAC Code</u>	<u>Authority</u>	<u>Recoverable/Nonrecoverable</u>	<u>Recoverable/Nonrecoverable</u>
Managerial	Credit Reports		2Y1	S		Nonrecoverable
Other	Miscellaneous	Note 1	2Z1	A		Recoverable/Nonrecoverable
<b>INVENTORY PROPERTY</b>						
<u>Contract Purpose</u>	<u>Detail</u>	<u>Comment</u>	<u>PAC Code</u>	<u>Authority</u>	<u>Nonrecoverable/Recoverable</u>	<u>Nonrecoverable/Recoverable</u>
Inspection	Real Estate		5A1	S		Nonrecoverable
	Chattels/Crops		5A2	S		Nonrecoverable
Appraisals	Real Estate	Note 10	5B1	S		Nonrecoverable
	Chattel/Crop		5B2	S		Nonrecoverable
Information Services	Advertising		5D4	SC		Recoverable
Professional Services	Surveying		5E2	S		Nonrecoverable
	Investigation		5E3	S		Nonrecoverable
	Title Search/Title Opinion		5E6	SC		Nonrecoverable
	Auction Costs/Auctioneer	Note 9	5E8	S		Recoverable
	Interpreter Services		5E9	SC		Nonrecoverable
	Mediation (No State Program)		5EA	S		Nonrecoverable
	Attorney Serv. Foreclosure (Judicial)	Note 17	5EB	S		Nonrecoverable
	Law Enforcement Services	Note 15	5EJ	S		Nonrecoverable
	Real Estate Broker		5H1	SC		Recoverable
Maintenance/Management	Property Management /Caretaking		5F1	SC		Nonrecoverable
	Hauling		5F2	SC		Nonrecoverable
	Ground Rents		5F5	SC		Nonrecoverable
	Harvesting Costs		5F6	SC		Nonrecoverable
	Repairs	Note 13	5G1	SC		Recoverable
Environmental	NEPA Compliance	Note 2	5J1	S		Nonrecoverable
	NEPA Environmental Impact Statements		5J2	A		Nonrecoverable
	Archaeological Surveys		5J4	S		Nonrecoverable
	Miscellaneous Historical Preservation Activities		5J5	S		Nonrecoverable

Authorities: A=Administrator; S=State Office; C=FLM