

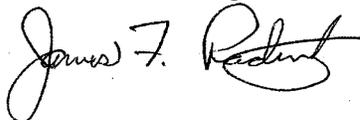
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 148

Approved by: Deputy Administrator, Farm Loan Programs



Amendment Transmittal

A Reason for Amendment

Subparagraph 4 D has been amended to update PDEED contacts.

Subparagraph 5 B has been amended to update NFAOC Direct Loan Servicing contacts.

Subparagraph 23 F has been amended for clarification and to reflect that SED may redelegate approval of serial restructuring.

Subparagraph 29 E has been removed because special apple loan program and emergency loans for seed producers are no longer being issued.

Subparagraph 54 B has been amended to update the websites for obtaining assistance.

Subparagraph 143 F has been amended to update the reference for 32-AS and File Maintenance and Disposition Manual.

Exhibit 5 has been amended to include the date FSA-2123 was made obsolete.

Exhibit 14 has been amended to update the website for accessing the user guide.

Exhibit 15 has been amended as follows, subparagraph:

- A 2 a to update guidance on completing FSA-13-A
- A 2 b to update options available for accessing FBP training modules
- D 1 to update uses for post-close balance sheet
- J 11 to clarify sources of information for the Security Agreement.

Exhibit 18 has been amended as follows subparagraph:

- A 1 to update the date last modified for the No Decision Report and Rejected Application Report
- A 4 to update the date last modified for Open Activities Report

Amendment Transmittal (Continued)

A Reason for Amendment (Continued)

- A 5 to:
 - update the date last modified for the Direct Application Report FSFL
 - add:
 - the FSFL Condensed Report
 - FSFL Congressional District Report
 - FSFA Original Report

- A 6 to add:
 - FSFL Outstanding Report
 - FSFL Repayment Report

- A 8 to :
 - add Historical Reduce First Year Delinquency Rates on New Loans Goal 1
 - update the date last modified for Lending to Beginning Farmers and Ranchers Goal 4, Lending to Socially Disadvantaged Farmers and Ranchers Goal 5, Reduce Average Processing Times for Direct Loans Goal 2, and Reduce First Year Delinquency Rates on New Loans Goal 1 NEW

- A 9 has been added to provide the list of GLS OnDemand Reports.

Exhibit 36, D Part A has been amended as follows:

- subparagraph 1 A to update environmental review requirements
- subparagraph 2 to update environmental review requirements.

Page Control Chart		
TC	Text	Exhibit
	1-8.5, 1-8.6	1, page 7 (add)
	1-9. through 1-12	5, page 19, 20
	2-5, 2-6	page 37, 38
	2-19, 2-20	14, page 1, 2
	2-21 (remove)	15, pages 6.5-6.8
	3-41 through 3-52	page 7, 8
	6-21, 6-22	page 39, 40
		page 45, 46
		page 111, 112
		18, pages 3-6
		pages 15-18
		pages 21-30
		36, page 27, 28
		Page 31, 32

4 FLP Organizational Structure (Continued)

D PDEED Contacts

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

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

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

PDEED FAX Number 202-690-3573		
Office of the Director		
Name	Title	Phone Number/Address
Courtney Dixon	Director	202-720-1360
***	***	***
Thomas Dobbin	Chief Appraiser	208-378-5671
Linda Baldwin	Program Analyst	202-720-5489
Lorraine Campbell	Senior Writer/Editor	202-690-2850
Niki Chavez	Senior Loan Officer	202-690-6129
Robert Fleming	*--LRA-Southeast--*	803-696-3410
	States covered: AL, AR, FL/VI, GA, LA, MS, NC, PR, SC, and TN	Manning-Clarendon USDA Service Center 7 W Rigby St. Manning SC 29102
Pixie Greer	Senior Loan Officer	202-720-1652
Jennifer Haley	Program Analyst	202-720-9898
Donald Howard	LRA-West	503-404-1123
	States covered: AK, AZ, CA, CO, ID, KS, HI-Guam, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, and WY	Oregon FSA State Office 7620 SW Mohawk Tualatin, Oregon 97062
--Shwe Htee	Program Assistant	202-690-2549--
Mike Ittel	LRA-Midwest	320-251-7800, Ext. 117
	States covered: IA, IL, IN, MI, MN, MO, and WI	Stearns USDA Service Center 110 2nd Street South, Suite 125 Waite Park, MN 56387

4 FLP Organizational Structure (Continued)

D PDEED Contacts (Continued)

PDEED FAX Number 202-690-3573		
Office of the Director		
Name	Title	Phone Number/Address
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	*--315-835-6034--* 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: NFAOC FaSB, FC-1311 Building 105E - Dock Delivery 4300 Goodfellow Blvd. St. Louis, MO 63120-1703

--*

5 NFAOC Contacts (Continued)

B Direct Loan Servicing (Continued)

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

Direct Loan, FaSB			
Telephone Number 314-457-6404			
ECM FAX Number 314-457-4539			
Name	Title	Phone Number	State Assignment
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	
*--Joseph Council	Accountant	314-679-6837	
Samuel Kayser	Accountant, Intern	314-679-6734	
Susan Pennock	Finance Specialist	314-679-6835--*	
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
Brenda Williamson	Accounting Technician	314-679-6829	NY, TX
*--Stephon Jenkins	Accounting Technician	314-457-4127	
Nora Nelson	Accounting Technician	314-457-4131--*	

--*

C Guaranteed Loan Servicing

The following provides the Guaranteed Loan Servicing address.

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

23 State Office and Service Center Authorities (Continued)

D Acting Officials

Acting officials, other than SED, have the inherent authorities of their regular position and the inherent authorities of the acting position, unless otherwise restricted on the designation document. An acting designation does not increase an employee’s loan approval authority.

*--However, SED may increase the loan approval authority of FLO-GS-11 who is acting FLM for an extended period of time, because of a vacancy or illness, to that of FLM-GS-11 or FLM-GS-12 level, if justified by the employee’s performance and FSA’s need.

The loan approval authority for employees temporarily promoted, according to 3-PM, paragraph 47, will increase for the duration of the temporary promotion.--*

Acting SED is authorized to approve:

- loans up to the maximum limits established in subparagraph 29 D
- actions which will result in a loss to the Government.

Note: The acting FLM will be designated according to 16-AO, subparagraph 287 E.

The following letter may serve as a template for designating acting officials.

<p>To: Name Title</p> <p>Subject: Delegation of Authority</p> <p>You are hereby designated to serve as Acting (Title of Delegator), from (Starting Date) to (Ending Date). I hereby delegate to you all rights, privileges, and powers of the position (except the following:</p> <ul style="list-style-type: none"> • _____ • _____ • _____.) <p>(Signature)</p> <p>(Title)</p> <p>(Date)</p> <p>cc: State Office (2 copies)</p>

23 State Office and Service Center Authorities (Continued)

E Limitations on Inherent Authorities

SED must:

- provide a State Office employee, FLM, or SFLO written notification of any limitations on inherent authorities
- limit inherent authorities of employees selected as DD, FLS, FLM, or SFLO who have not completed required training.

F Redelegating SED Authorities

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
- *--authority to approve subordinations, or release and refile lien instruments instead --* of subordinations, to FLC, FLS, or DD
- authority to approve surface leases for farm property no longer in use (such as old barns) or for nonfarm purposes (such as wind turbines, communication towers, or other similar installations) to FLC, FLS, or DD
- *--authority to approve PLS where the borrower (or any entity member) has received PLS 2 or more times in the previous 5 years to FLC.--*

SED's may **not** redelegate their authority to:

- approve any action that will result in a loss to the Government
- approve subordination of real estate security for operating-type loan purposes
- *--approve release of chattel or real estate security because of mutual mistakes, valueless liens or without compensation--*
- approve cancellation of undisbursed loan funds after all PLS options have been exhausted
- approve alternative repayment agreements in lieu of offset
- request an Administrator's exception.

* * *

29 Maximum Loan Authorities (Continued)

D Official Loan Approval Limitations for OL, FO, CL, and EM (Continued)

Four loan approval criteria need to be considered when determining whether a loan is within an approval official's authority. Each loan approval decision must meet all applicable criteria. Approval limitation I establishes the maximum by assistance type. Approval limitation II establishes the maximum for combinations of direct and guaranteed by assistance type. Approval limitation III establishes the maximum for combinations of all direct and guaranteed assistance types, except EM. In addition, it provides total guaranteed assistance limits. Approval limitation IV establishes the maximum for combinations of all direct and guaranteed assistance types.

A loan official can determine an applicant eligible when the loan request exceeds the official's loan approval authority at the time eligibility is determined. This decision of eligibility will be reviewed by the approval official at the time of approval. However, a loan official cannot determine an applicant ineligible if the loan request exceeds their approval level at the time the decision is made. They can recommend that the applicant be determined ineligible, but since this determination will result in a loan being rejected it can only be made by an approval official whose approval authority level would allow them to approve the loan.

* * *

E Official Loan Approval Limitations for Nonprogram Loans

The following table identifies the maximum loan approval authority for nonprogram loans by grade and title of approval officials.

Type of Loan	FLM, SFLO GS-11/12	DD, FLS, or FLC	SED
Real Estate	\$400,000	\$500,000	Any amount
Chattels	\$200,000	\$300,000	Any amount
Recreation Loans to Individuals	\$175,000	\$300,000	Any amount

Note: Approval authority for recreation loans to individuals applies only to property that secured a recreation loan to an individual or farming corporation, not a recreation association.

Outstanding loan balances from other direct or guaranteed FLP loans will not affect the amount an applicant is eligible to receive under nonprogram loans. Any outstanding nonprogram loan balances will not affect the amount an applicant is eligible to receive under any other FLP.

29 Maximum Loan Authorities (Continued)

F 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)

53 CAIVRS (Continued)

B Using CAIVRS

Perform a CAIVRS inquiry according to the following.

Step	Action
1	Access the CAIVRS web site at https://entp.hud.gov/caivrs/public/home.html .
2	CLICK "Government User Menu".
3	Enter CAIVRS ID and password.
4	Select the function to perform when prescreening an applicant, such as "CAIVRS Authorization".
5	Select the agency or program that is prescreening the applicant from the agency list.
6	Enter the applicant's Social Security number or EIN and select the appropriate Social Security number or EIN indicator.
7	CLICK "Submit".
8	Print the "CAIVRS Authorization Results" and place in case file.

Note: If there are no claims, defaults, or foreclosures reported to CAIVRS, then CAIVRS will respond that there are no cases and provide a confirmation number.

54 Oracle EPM 11 Data Mart

A Purpose and Overview

The Oracle EPM 11 Data Mart is an ad-hoc reporting system used by the National Office and State Offices for monitoring purposes. FLP users who request and are granted access to the Oracle EPM 11 Data Mart will be given access to the FLP Data Mart folder within the Oracle EPM 11 Data Mart. A user with access to the FLP Data Mart folder can pull direct loanmaking and loan servicing data as entered through DLS. Reports can be downloaded to Hyperion, Excel, or PDF format.

B User Assistance

The Oracle EPM 11 Data Mart may be accessed on the FSA Data Warehouse Home Page at [*--https://fsaintranet.sc.egov.usda.gov/fsa/fsa-datamarts/fsadatamartshomepage.htm--*](https://fsaintranet.sc.egov.usda.gov/fsa/fsa-datamarts/fsadatamartshomepage.htm) by clicking “Oracle EPM 11 Data Marts”.

The Oracle EPM 11 Reports User Guide for FLP Data Mart may be accessed on the FSA - Farm Loan Programs Systems Manual web site at [*--https://inside.fsa.usda.gov/program-areas/daflp/index](https://inside.fsa.usda.gov/program-areas/daflp/index) by clicking “Software User Guides”, and then by clicking “Oracle EPM 11 Reports User Guide”.--*

C Security

Authorized users may access the Oracle EPM 11 Data Mart reporting system using their eAuthentication ID. New users can be requested by completing and submitting FSA-13-A according to appropriate IRM directives.

D Available Reports

See Exhibit 18 for a list of available reports.

55 Type of Assistance and Fund Codes

A Fund Codes

Fund codes are used to identify a type of loan. For example, Fund Code 44 indicates OL.

Obsolete fund codes are not used for new loans; however, obsolete fund codes will be reassigned if the loan is assumed.

See Exhibit 16 for a list of fund codes.

B Type of Assistance Codes

Type of assistance codes identify the specific type of loan for DLS obligation purposes. For example, a Type of Assistance Code 152 is a 1-year Youth loan for an SDA applicant.

See Exhibit 16 for a list of types of assistance codes.

56-59 (Reserved)

143 FSA Review of Appraisal Reports (Continued)

***--E Conducting Technical Appraisal Reviews**

FSA will complete a technical appraisal review:

- on direct or guaranteed loan appraisals when an administrative review detects serious problems
- upon request of the loan approval official after an administrative review is completed and before loan approval.

After loan closing technical appraisal reviews will be completed for the following:

- first direct loan appraisal completed by a contract appraiser and then 1 every 2 FY's thereafter
- first third party appraisal used for direct loan making action completed by an appraiser with whom FSA has had no appraisal experience and then 1 appraisal every 2 FY's thereafter

Note: If an appraisal has been technically reviewed under any of the previous bullets, it is **not** necessary to conduct another review of another appraisal completed by the same appraiser on a different category, such as appraisal reviewed with a direct loan and the same appraiser subsequently completes another assignment that is submitted to FSA as a third party appraisal. A review would **not** be necessary.

- 1 appraisal (or technical review when an appraisal has not been completed during the cycle) completed by State staff appraisers every 2 FY's

Note: The National Office will coordinate State staff appraiser desk type reviews and monitor completion and results. State staff appraiser reviewers and appraisal/technical reviews selected for review will be on a random basis.

- of appraisals conducted by contractors and State staff appraisers in a random spot check method that is established by SED

Note: Each year, SED will vary the method used to select appraisals for review to ensure that adequate internal controls are established.

- on a more frequent basis, if problems have been detected in the scheduled spot check review.--*

143 FSA Review of Appraisal Reports (Continued)**F Recordkeeping and Internal Management Controls**

Each State must maintain a recordkeeping system and internal management controls *--according to 32-AS, and File Maintenance and Disposition Manual, to ensure that all--* administrative, technical (desk and field) reviews, and compliance activities are accomplished.

G USPAP Records Retention

USPAP requires that appraisers retain documentation at a minimum about appraisal reports and technical appraisal reviews they conduct for whichever of the following is longer:

- 5 years from date of completion
- 2 years from the date all appeals and litigation about the appraisal are concluded.

SED's shall provide adequate storage space to State staff appraisers and RAs at their official duty station for the duration of the required documentation retention period.

H FLP Appraisal Work Files

Appraisal work files **must**:

- **not** be destroyed or otherwise removed from FSA when USPAP retention requirements expire unless authorized by RA
- be relinquished to FSA when appraisers leave FSA employment positions.

Note: Appraisers may make copies of their work files at no cost before departing. Appraisers will be provided access to their work files on an as-needed basis to address State board concerns.

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

Redelegations of Authority (Continued)

- authority to approve subordinations, or release and refiling lien instruments instead of subordinations, to FLC, FLS, or DD
- authority to approve surface leases for farm property no longer in use (such as old barns) or for nonfarm purposes (such as wind turbines, communication towers, or other similar installations) to FLC, FLS, or DD
- authority to approve PLS where the borrower (or any entity member) has received PLS 2 or more times in the previous 5 years to FLC.

Forms List (Continued)

B Forms (Continued)

Old Form Number	New Form Number	Title	Date Made Obsolete
FSA-2110		State Office FLP Management File Review Questionnaire	3-6-06
FSA-2111		State Office Civil Rights FLP File Review Questionnaire	3-6-06
FSA-2112		Service Center FLP Management Review Questionnaire Direct Loans	3-6-06
FSA-2113		Service Center FLP Management Review Questionnaire Guaranteed Loans	3-6-06
FSA-2114		Service Center FLP Civil Rights File Review Questionnaire	3-6-06
FSA-2115		Service Center FLP Civil Rights File Review Worksheet	6-6-06
FSA-2116		Financial Data Input Form for Direct Loans	12-6-04
FSA-2117		Financial Data Input Form for Guaranteed Loans	12-6-04
FSA-2118		Lo-Doc Direct Loanmaking File Review Questionnaire	3-24-04
FSA-2119	(*)	Delinquent Borrower Servicing File Review Questionnaire	
FSA-2120		Disaster Set-Aside (1951-T) File Review Questionnaire	1-9-04
FSA-2121		Guaranteed Loan Restructuring File Review Questionnaire	3-6-06
FSA-2122		Seriously Delinquent Borrower Servicing File Review Questionnaire	3-6-06
	FSA-2123	Farm Loan Programs Testing Certification	*--3-10-17--*
	FSA-2126	Program Loan Cost Expense (PLCE) Request	
	FSA-2129	Microloan Making File Review Questionnaire	
FSA-2130		Farm Loan Programs Training Report	3-24-04
FSA-2131		Registration for Farm Loan Programs (FLP) Orientation and/or CFAT	3-24-04

Forms List (Continued)

B Forms (Continued)

Old Form Number	New Form Number	Title	Date Made Obsolete
FSA-2300	FSA-2303	Notice of Farm Loan Programs Application Received	
FSA-2301	(*)	Youth Loan Application	
	FSA-2425	Request to Cancel Undisbursed Loan Funds	
FSA-2620	(*)	Indian Tribal Land Acquisition Program Loan Application	
FSA-2621	(*)	Indian Tribal Land Acquisition Program Tribal Council Resolution and Certification	
FSA-2622	(*)	Indian Land Acquisition Program Assignment of Tribal Income and Funds	
FSA-2623	(*)	Indian Tribal Land Acquisition Program Subordination Agreement	
FSA-2648	(*)	Civil Rights Compliance Review	
FSA-2651	(*)	Request for Special Apple Loan Program Assistance	
FSA-2652	(*)	Special Apple Program Promissory Note and Security Agreement	
FSA-2661	(*)	Request for Emergency Loan for Seed Producers Program Assistance	
FSA-2662	(*)	Emergency Loans for Speed Producers Promissory Note and Security	
FSA-2663	(*)	Subordination Agreement in Favor of the Government Emergency Loans for Seed Producers	
FSA-2664	(*)	Emergency Loans for Seed Producers Program Notice of Claim Assignment	
FSA-2670	(*)	Horse Breeder Loan Program Promissory Note	
FSA-2680	(*)	Letter of Interest	
FSA-2681	(*)	Loan Payment Guarantee Agreement and Contract Modification	
--FSA-2683		Request for Land Contract Guarantee Assistance--	

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-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.

Required Under	Handbook and Exhibit	Title
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

SCIMS-PLAS ORACLE Hyperion Reports

A Accessing SCIMS-PLAS Reports

The Oracle EPM 11 Reports User Guide provides instructions for accessing the SCIMS-PLAS reports. The guide can be found on the FLP Systems Manuals page at
--<https://inside.fsa.usda.gov/program-areas/daflp/index>.--

After accessing the page, click Software User Guides, then click “Oracle EPM 11 User Guide”.--*

SCIMS-PLAS ORACLE Hyperion Reports (Continued)

B SCIMS-PLAS Exception Report

Exceptions found between current PLAS borrower information and current SCIMS borrower information prevent updating name and address information in PLAS from SCIMS. The SCIMS-PLAS Exception Report provides the current PLAS borrower case number, name, and address information, the current SCIMS name and address information, and a descriptive exception type message that allows the County Office to make corrections.

If the correction is made in BP, the SCIMS-PLAS update process will correct PLAS, allowing for 2 workdays. If the correction is made in PLAS, users need to process the appropriate ADPS transaction or make the appropriate contact for assistance.

The SCIMS-PLAS Exception Report is a **cumulative** report; therefore, only the most recent report is viewable each day. The following is an example format.

<u>Case Number</u>	<u>Exception Type</u>	<u>Borrower Information (P=PLAS, S=SCIMS)</u>
XX-XXX-XXXX	SCIMS TAXID INACTIVE	(P) SMITH, MARIA A 246 ELM HWY MONROE, AL 12345 (S) SMITH, MARIA A 123 COUNTY RD MONROE, AL 12345

The following table provides the description and corrective action for each exception type.

Exception Type	Description	Corrective Action
NO SCIMS BUSINESS NAME	Business name is missing in SCIMS.	Add the missing information to BP.
NO SCIMS LAST NAME	Last name is missing in SCIMS.	
NO SCIMS FIRST NAME	First name is missing in SCIMS.	
NO SCIMS DELIVERY ADDRESS	Delivery address is missing in SCIMS.	
NO SCIMS CITY	City is missing in SCIMS.	
NO SCIMS STATE	State is missing in SCIMS.	
NO SCIMS ZIP CODE	ZIP Code is missing in SCIMS.	Modify borrower information in BP to correct invalid information.
SCIMS CONTAINS "DECEASED"	Invalid information is in the SCIMS name or address fields.	
SCIMS CONTAINS "INVALID"		
SCIMS CONTAINS "DELETED"		
SCIMS CONTAINS "UNKNOWN"		
SCIMS CONTAINS "INACTIVE"		
NO SCIMS CURR-MAILING-INDICATOR	The borrower is in SCIMS, but the current mailing indicator has not been set.	Set the BP current mailing indicator.

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 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 – User Information

- Item 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 - as soon as employee notifies supervisor of either of following:
 - employee changes last name
 - employee no longer needs access.

Note: FSA-13-A is no longer needed for a user retiring or leaving FSA employment. ISO will contact FBP Coordinator by e-mail to remove employee from FBP.--*

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

- 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 a user's access.--*

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

- *--Item 21 – to remove FSA employee no longer needing access. Used when user is still employed by FSA.--*

21. REMOVE
FBP Access

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

22. COMMENTS/JUSTIFICATION
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.

PART C - APPROVING OFFICIAL		
<p><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></p>		
<p>20A. SUPERVISOR/APPROVING OFFICIAL NAME AND TITLE</p> <p>_____</p>	<p>20B. SIGNATURE *</p> <p>_____</p>	<p>20C. DATE APPROVED * (MM-DD-YYYY)</p> <p>_____</p>

- 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 the request to “Add” or “Modify” FBP user access 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.

22. COMMENTS/JUSTIFICATION
Per a-FLP, Exhibit 15, Section A 2 a
Coordinator needs to sign and date

- 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 informing FLC’s and FBP Coordinators when an employee has left FSA. Coordinator will respond back to “ALL” on the e-mail informing ISO that user has been removed from the FBP, or that user was not a user in the FBP.

Notes: 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 or by FAX to 202-690-3573.

Farm Business Plan - FSA User Guide (Continued)

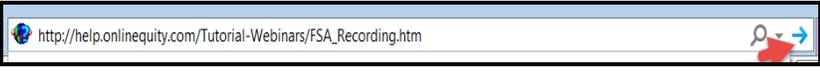
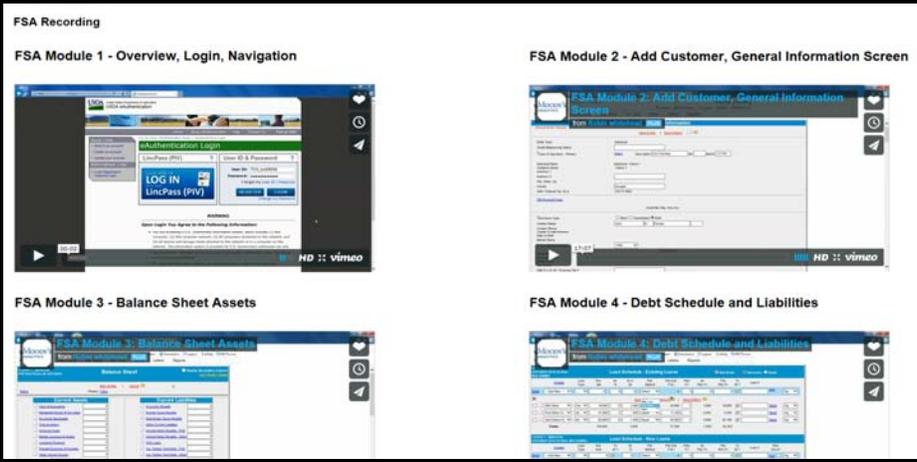
A Overview (Continued)

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
<p>1. Option 1: From the on-line Exhibit 15 CLICK on link. Then skip to Step #5</p>	<p>http://help.onlinequity.com/Tutorial-Webinars/FSA_Recording.htm</p>
<p>2. Option 2: Log into the FBP and CLICK on eHelp to access the modules.</p>	
<p>3. The eHelp screen will be displayed. Copy and paste the link into the web address field.</p>	<p>http://help.onlinequity.com/Tutorial-Webinars/FSA_Recording.htm</p>
<p>4. CLICK on the arrow  on the far right side of the field to access the training modules.</p>	
<p>5. All the FBP training modules will be displayed.</p> <p>Select any module, and view as many times as needed.</p> <p>Note: The modules are shared using Vimeo, a hosting and sharing platform.</p>	

--*

Farm Business Plan - FSA User Guide (Continued)

C General Information

General Information includes basic information about the customer, borrower training, employment, associated persons or entities, and farm assessment details.

The following information is populated from SCIMS:

- entity type
- name, address, city, State, ZIP+4
- tax ID
- e-mail, phone number, FAX, and date of birth.

Data that is populated from SCIMS **cannot** be changed within FBP. Each time a customer record is selected, the relevant SCIMS data is transferred to General Information. Any changes to this data ***--must** be made in BP, not in FBP.--*

Enter the following on the General Information Screen. There are 4 **required** fields that must be completed before exiting the General Information Screen.

Field	Notes
Credit Relationship Status	Each State may provide guidance on using the field. Entries may be text or numerical, but will not contain “SS#” or “TaxID#”. When a customer no longer has a credit relationship with FSA, the field will be completed according to Maintaining FBP Customer Records (Section B 6).
Type of Operation – Primary	Required. Select the customer’s predominant agricultural enterprise. Use best available information for FSFL customers. Click “ Select ” and choose from the list in the pop-up menu.
County	Optional. Enter the customer’s county of residence.
FBP Account Type	Required. Click the link to select 1 of the following FBP account types. <ul style="list-style-type: none"> • “Active Account” will be selected for the majority of customers. Note: Select “Active Account” for all Youth Loans. • “Credit Rpt. /Elig. Only Act” is only selected for new customers when ordering a Credit Report or when completing a “D-Loan/Eligibility Only” credit action. If BS or IE information is subsequently added, the “FBP Account Type” will automatically change to “Active Account”. Note: Do not select the “Credit Rpt. /Elig. Only Act” account type if BS or IE information has already been added to the customer’s account. • “Special Classification Act” is selected for customers with only CNC or Judgment accounts • “Guaranteed Loan Import” is used to identify files imported from guaranteed lenders. • “FSFL Only” is selected for customers with only FSFL’s.
D&B D-U-N-S# / Experian File #	Optional.
Borrower Type	Required. Use the radio buttons to select “Direct”, “Guaranteed”, or “Both” to designate the customer’s FLP assistance. Use the “Direct” radio button to designate customers with FSFL’s.
Year Started Farming	Required. Use the drop-down menu to indicate the year the customer started farming. For FSFL customers, if the year is unknown use the year the application is submitted.

Farm Business Plan - FSA User Guide (Continued)

C General Information (Continued)

1 Borrower Training

When a new Credit Presentation is prepared for existing customers, the date borrower training is to be or was completed or waived should be entered and/or updated. For new customers, enter the applicable dates when known.

Caution: Borrower training dates should **always** be entered into General Information. The Credit Presentation is updated from General Information; changing the dates in other parts of FBP will **not** change the information in General Information.

2 Related Entities

All related entities associated with the customer should be added to FBP, and include spouses, co-applicants, co-owners of the business, co-signors, and any other entities of which the customer is a member or owner. The related entity information will flow to other documents within FBP and can be used to pull credit reports. There are 2 options available, however Related Entities **will** be added to the General Information Screen from SCIMS if available.

Option 1: Add the related entity from SCIMS. All persons or entity members must be active in BP **before** being entered as a related entity. This is the recommended option as all personal information will be automatically updated whenever the customer is accessed.

- CLICK “**Related Entities**” link.
- Complete Related Entity Setup Screen, CLICK “**Save & Continue**”.

Figure 11o, Add related entity from SCIMS

*--CLICK the related entity link to access the related entity General Information Screen.

Entity	Entity Type	Tax ID	City State Zip	Scored Principals	Credit Reports	Change Model
Greer 6, Pixie	Individual			Principal 1	View	General Information
Jesse James	Individual			N/A	View	General Information

Figure 11p--*

Farm Business Plan - FSA User Guide (Continued)

D Balance Sheet

A balance sheet is a financial statement that reflects the values of an individual or entities assets, liabilities and capital at a specific point in time. Balance sheets can be created for a current date, future date, or even a previous date, if necessary, to reconstruct a customer’s historical financial position. Obtaining balance sheets at the end of each business year is preferable, if possible.

There is no limit to the number of balance sheets that can be created or maintained in FBP.

Notes: The source or basis of the assets and liabilities must be fully documented in the schedules, footnotes, or comment notepads.

There is no limit to the number of balance sheets that can be created or maintained in FBP.

The balance sheet summary **must be** printed and signed by the customer for all loan making and servicing actions.

1 Types of Balance Sheets

A meaningful description, such as “FYE 12/31/16” or “After eDALR\$ 2016”, should be used when a balance sheet is created. The description becomes especially important in years where multiple balance sheets are created and will appear on all reports.

Type of Balance Sheet	Additional Details
Current	A balance sheet prepared as of the current date. It is generally a snap-shot of the customer’s assets and debts as of a certain date. This is the balance sheet that will be used for the collateral analysis.
Post-Close	<p>A balance sheet prepared assuming that the planned loan making or loan servicing action has just taken place.</p> <ul style="list-style-type: none"> • The credit action does not have to be closed before a post-close balance sheet is created. •*--Will be used to classify the account and may be used to complete the Security Agreement.--* <p>A post-close balance sheet must be completed for the following credit actions:</p> <ul style="list-style-type: none"> • D-Loan Making (for Term Loans and combination Term and AOL, excludes Youth Loans) • D-Loan Regular Servicing • D-Loan Special Servicing • Microloan (for term loans and combination term and annual operating loans).
Pro-Forma	A balance sheet prepared assuming that the projected income/expenses have occurred during the plan period. A pro-forma balance sheet can be prepared to analyze what a customer’s financial position would be in the future, i.e. after a 1 year period.

Farm Business Plan - FSA User Guide (Continued)

D Balance Sheet (Continued)

2 Adding New Balance Sheets

*--To add a new balance sheet, CLICK “Bal. Sheet” on the toolbar. A balance sheet may be added using either the “Trends Manager” or “Add Balance Sheet” option selected from the drop-down menu.

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



Figure 14a, Balance Sheet Trends Manager Using the Toolbar

To add a new balance sheet report, in a column CLICK “Create New” link in an empty cell. Any changes made to the selection and the order of the reports will be reflected on the Reports Setup Screen. To create a report that would be available to add to the Reports Setup Screen at a later date, click the link found under the “Balance Sheet” tab.

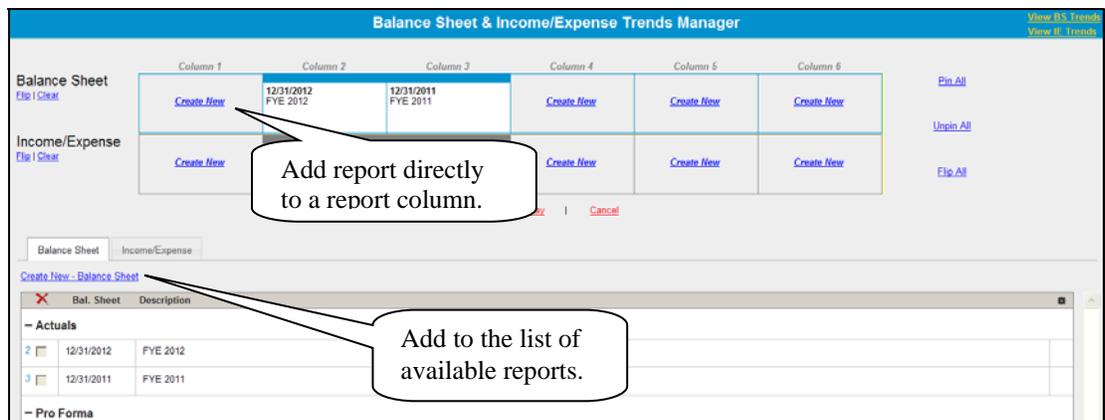


Figure 14b, Balance Sheet & Income/Expense Trends Manager--*

Farm Business Plan - FSA User Guide (Continued)

J Credit Actions (Continued)

10 Youth Loans (Continued)

c Security Agreement – Youth Loans

The “Youth Loan” Credit Presentation does not capture the information needed to complete the FBP automated FSA-2028; therefore, FSA-2028 may be completed manually.

d Classification of Youth Loans

See 1-FLP, subparagraph 251 D for instructions on completing youth loan classifications.

11 Security Agreement

A new security agreement can be generated from within any credit action model, except youth loans and D-Loan/Special Classification. In addition, a separate credit action called “D-Loan/Sec Agr. Only” can be added when only a security agreement is desired and no other credit action is required.

Once the Security Agreement Screen is displayed, CLICK “**Save & Update**”.

In the “Update” dialog box, select the following sources of information:

- * * * income/expense projection

Notes: Chattel description information is populated from the schedules of the balance sheet associated with the selected income/expense projection. The “Col?” box (✓) on the schedule must be checked for the information to transfer. Enter an “*” asterisk before each line item subject to FSA Purchase Money Security Interest and enter an “(m)” for each line item used for Microloan collateral.

By default, all real estate descriptions on the security agreement will be populated from the “Balance Sheet”, “Assets”, “Real Estate-Land”; and “Inc/Exp”, “Operating Expenses”, “Rent-Land/Animals” schedules. Enter an “(m)” at the beginning of the “Other Description” field on the schedules if crops grown on the real estate are used for Microloan collateral. “To SA” may be unchecked to stop the transfer of real estate descriptions to the security agreement.

Farm Business Plan - FSA User Guide (Continued)

J Credit Actions (Continued)

11 Security Agreement (Continued)

- general information.

Note: The name and address of the primary customer will always appear on the security agreement. The names and addresses of related entities and entities that pledge *--third-party security will also appear on the security agreement if any 1 of the--* following are checked in “General”, “Related Entities”, and [Entity Name]:

- “Spouse”
- “Co-Applicant”
- “Co-Owner”.

Caution: Do not check “Farm Assmt”.

The following table provides information on additional fields that would be manually entered onto the form, if applicable.

Field	Details
Security Agreement Date	Effective date of the Security Agreement.
(c) State Information	List States where equipment is located.
(10) Fixtures	Enter a description of fixtures, etc. taken as collateral.
(d) State Information	List States where livestock is located.
(e) Accounts, deposit agreements, general intangibles, etc.	Enter additional information about specific accounts, contract rights, general intangibles, etc., as required by State supplements, if *--any. For Microloan collateral enter “(m)” before each item.--*
Additional Security Agreement Verbiage	Add any additional information as needed. Information added to this section will print on the report before the signature lines.

Notes: The Security Agreement may be printed by clicking “Print Security Agreement” located in the upper right hand corner of the document or “Reports Setup”.

Signature requirement: The security agreement **must** be printed and the customers’ signatures obtained.

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 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"> • State • District • Servicing Office • County • Application Received Date • Ethnicity • Race • Gender • Borrower 	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"> • Tax ID • Loan Type 	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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Application Completion Date • Borrower 	*--2/1/2017--*
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"> • State • District • Servicing Office • County • Program Type • Ethnicity • Race • Gender • Task Status • Task • Application Received Date • Task Completion Date • Borrower 	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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Rejection Date • Borrower 	*--2/1/2017--*

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. Note: 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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Status • Related Entity Type • Application Received Date • Borrower • Report Selection 	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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Borrower 	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.

Report Name	Report Description	User Selection Criteria	Date Last Modified
FLPRA Obligations Report	Provides a list of obligations used to calculate FLPRA elements.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • FLPRA Fiscal Year • Report Selection 	6/17/2016
Obligation Transaction Report	<p>Provides a list of transactions that affect the obligated loan amount. This includes obligations (1A & 1B transactions) and deobligations (1D & 1Y transactions).</p> <p>This report replaces the PLDATA FOCUS Report.</p>	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Transaction Date 	6/17/2016
Undisbursed Obligations Report	Lists obligations where there is an undisbursed balance.	<ul style="list-style-type: none"> • State • District • Servicing Office • County 	*--4/18/2017--*

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
Terminated Workflows Report	Provides a list of terminated routine servicing workflows	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Termination Date • Borrower 	6/17/2016
Transfer Assumption Application Processing Report	Provides information for tracking Assumption requests.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Status • Received Date • Final Disposition Date 	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"> • State • District • Servicing Office • County • Status Date 	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"> • State • District • Servicing Office • County • Status • Scheduled Date • Credit Action Date • Completed Date • Reason for Review • Complete by Contractor 	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.

Report Name	Report Description	User Selection Criteria	Date Last Modified
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"> • State • District • Servicing Office • County • Summary or Detail • All or Open Applications • Race • Gender • Date Complete Application Received • Category Name 	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"> • State • District • Servicing Office • County • Status • Hold Reason 	*--3/2/2017--*
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"> • State • District • Servicing Office • County • Report Date • Report Selection • Effective Date • Action 	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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Activity Completion Date • Queries 	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.

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"> • State • County • Loan Type • Status • Race • Gender • Ethnicity • Application Received Date • Borrower 	*--3/21/17--*
*--FSFL Condensed Report	Condensed listing of FSFL loans categorized by State, including loan count, obligated amount, and outstanding amount.	<ul style="list-style-type: none"> • State • County • Fiscal Year 	3/21/17
FSFL Congressional District Report	Provides information on FSFL obligations by congressional district.	<ul style="list-style-type: none"> • State • Congressional District • Fiscal Year 	4/13/17--*
FSFL Non-Obligated Report	Provides non-obligated FSFL loans by State and county.	<ul style="list-style-type: none"> • State • County • Fiscal Year 	1/6/17
--FSFL Original Report	Provides a summary of FSFL obligations based on the last four fiscal years of obligation.	<ul style="list-style-type: none"> • State • County 	4/13/17--
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"> • State • County • Ethnicity • Task Status • Race • Gender • Task • Application Received Date • Task Completion Date • Borrower 	9/23/16
Related Entity Report FSFL	Lists all related entities identified during the FSFL application process. Note: 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"> • State • County • Application Received Date • Status • Related Entity Type • Ethnicity • Race • Gender • Borrower • Report Selection 	9/15/16

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.

Report Name	Report Description	User Selection Criteria	Date Last Modified
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"> • State • County • Status • Alert Date • Expiration Date • Borrower • Detail or Summary 	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"> • State • County • Status 	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"> • State • County • Status • Visit Type • Scheduled Date • Completed Date • Completed by Contractor 	9/15/16
FSFL Delinquency Report	FSFL's that are \$25 or more delinquent	<ul style="list-style-type: none"> • State • County 	11/30/16
*--FSFL Outstanding Report	Provides a summary of outstanding FSFL loans based on the last four fiscal years of obligation.	<ul style="list-style-type: none"> • State • County 	4/13/17
FSFL Repayment Report	Provides information on FSFL repayments based on the fiscal year of the loan.	<ul style="list-style-type: none"> • State • County • Fiscal Year 	4/13/17--*
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"> • State • County • Installment Due Date • Reminder Date 	9/21/16

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

8 Goal OnDemand Reports

The following are the available FLP Goal reports.

Report Name	Report Description	User Selection Criteria	Date Last Modified
--Historical Reduce First Year Delinquency Rates on New Loans Goal 1	Report is valid through 9/30/2016. For current rate, use NEW report.	<ul style="list-style-type: none"> • State • District • Servicing Office 	4/7/2017--
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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Date Range/Fiscal Year • Borrower 	*--4/7/2017--*
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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Date Range/Fiscal Year • Borrower 	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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Date Range/Fiscal Year • Borrower 	*--4/7/2017--*

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

8 Goal OnDemand Reports (Continued)

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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Date Range/Fiscal Year • Borrower 	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"> • State • District • Servicing Office • County • Report Selection • Fiscal Year 	11/17/2016
***	***	***	***
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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Date Range/Fiscal Year • Borrower 	*--4/7/2017--*

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

8 Goal OnDemand Reports (Continued)

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"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Date Range/Fiscal Year • Borrower 	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"> • State • District • Servicing Office • County • Report Date • Report Type 	*--3/21/2017--*

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

***-9 GLS OnDemand Reports**

The following are the available GLS FLPDM reports.

Report Name	Report Description	User Selection Criteria	Date Last Modified
Borrowers Having Loans with Both ACA and FLCA Lenders	Provides a list of borrowers who have active loans with both ACA and FLCA Lenders.	<ul style="list-style-type: none"> • State • Servicing Office • County 	3/21/2017
Current Lender Designations	Provides a list of current lender designations (similar to GLS4023), including effective date of agreement.	<ul style="list-style-type: none"> • State • Lender Status 	3/2/2017
FLPRA Guaranteed Average Loan Loss Rate	Provides information on guaranteed average loan loss rates to support FLPRA review.	<ul style="list-style-type: none"> • State • Servicing Office • County • FLPRA Fiscal Year 	3/2/2017
FLPRA Guaranteed Loans Closed	Provides a list of loans closed in specific fiscal year to support FLPRA elements.	<ul style="list-style-type: none"> • State • Fiscal Year 	3/21/2017
FLPRA Guaranteed Obligations Report	Provides a list of guaranteed obligations used to calculate FLPRA elements.	<ul style="list-style-type: none"> • State • Servicing Office • County • FLPRA Fiscal Year 	3/21/2017
Guaranteed Fees Report	Provides information on guaranteed fees collected during specified date range.	<ul style="list-style-type: none"> • State • Servicing Office • County • Collection Date • Report Level 	3/2/2017
Lender Representative List	Displays current lender representative information for lenders with active FLP loans	<ul style="list-style-type: none"> • State 	3/21/2017
Loans Sold on Secondary Market	Displays a list of guaranteed FLP loans that have been sold on the secondary market.	<ul style="list-style-type: none"> • State • Servicing Office • County 	3/2/2017

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DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

3 Accessing Guaranteed Loan Reports (Continued)

Step	Action																		
<p>11 (Cntd)</p>	<ul style="list-style-type: none"> • environmental review type and date completed • approval date • incomplete letter dates • closing date. <p>Environmental Review Information - Application Package</p> <p>Environmental Review: CATEX Date Completed: 02/27/2013 Consultation Required: No Date Completed: None</p> <p>Environmental Comments: <input type="text"/></p> <p>Guarantee Requests</p> <p>Application Package Number: 2 Number of Guarantee Requests: 1 Total of All Guarantee Requests: \$52,000.00</p> <table border="1"> <thead> <tr> <th>Sequence Number</th> <th>Completion Date</th> <th>Loan Type</th> <th>Loan Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>02/15/2013</td> <td>Operating Loans</td> <td>\$52,000.00</td> <td>Obligated</td> </tr> </tbody> </table> <p>Application Package Status and History</p> <p>Current Application Package Status: APPROVED</p> <p>Application Package History:</p> <table border="1"> <tbody> <tr> <td>APPROVED</td> <td>02/27/2013</td> </tr> <tr> <td>COMPLETED</td> <td>02/15/2013</td> </tr> <tr> <td>PENDING</td> <td>01/29/2013</td> </tr> <tr> <td>RECEIVED</td> <td>01/29/2013</td> </tr> </tbody> </table> <p>Application Package Letter/Review Information</p> <p>Incomplete Letter 1 Date Sent: 01/30/2013 Incomplete Letter 2 Date Sent: Real Estate Appraisal Review Date: Chattel Appraisal Review Date:</p>	Sequence Number	Completion Date	Loan Type	Loan Amount	Status	01	02/15/2013	Operating Loans	\$52,000.00	Obligated	APPROVED	02/27/2013	COMPLETED	02/15/2013	PENDING	01/29/2013	RECEIVED	01/29/2013
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RECEIVED	01/29/2013																		

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review

Note: Use the “**Review Area Comments**” section to note issues on which to followup or other comments relevant to the review.

1 “Direct Loan Making: Review Of Direct Loan Applications”

A “Complete/Approved Application File Reviews”

Review 5 applications received since last review; review all if less than 5. Information sources include the following:

- DLS Loan Making Checklist
- DLS Loan Request Detail Screen
- FSA-850 in FBP or Environmental Assessment
- FSA-851
- FSA-2307
- FSA-2308
- OY FLPDM Direct Application Report

Question	Source
1: Applicant Name	Select 5 applications from DLS Reports, Loan Making Reports, Direct Applications, and OY FLPDM Direct Application Report.
2: Applicant representation is consistent within all FSA programs (Applicant has not applied for or received Agency benefits under any other name, entity or identification number)	Compare the application against the Farm Program Eligibility report.
3: Applicant was notified of receipt of complete application	Check the date on FSA-2307 from the borrower case file and DLS Loan Making Checklist.
4: Applicants were notified within 5 days of an eligibility determination	Check the date on FSA-2308 from the borrower case file and on DLS Loan Making Checklist.
--5: Appropriate level of environmental review was completed (7 CFR, Part 799, and 1-EQ, Part 3)	FSA-850 is online under the credit action used to approve the loan in FBP that documents there were no impacts to protected resources and there were no extraordinary circumstances. Alternatively, an environmental assessment has been completed and a copy is in the file, if required. Also check that FSA-851 has been completed for each tract of real estate security.--
6: If application was held over 45 days without a loan decision, was a reason entered in DLS?	Review the DLS Loan Request Detail Screen. This will also print out on the Data Mart Application Report if comments have been inserted.
7: Credit decision (approval/rejected) was made within 60 days of receipt of complete loan application	DLS FLP Application Report. Information should be in FBP Credit Action.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

1 “Direct Loan Making: Review Of Direct Loan Applications” (Continued)

D “Rejected Application File Reviews”

Review 3 applications rejected since last review; review all if less than 3. Information sources include the following:

- borrower case file
- OY FLPDM Direct Application Report
- rejection letter.

Question	Source
1: Applicant Name	Select 3 applications from DLS reports, Loan Making Reports, Direct Applications, and OY FLPDM Direct Application Report.
2: SDA	Application report
3: Reasons for denial including applicable citations of requirements from CFR are clearly documented in the notification letter to the applicant	DLS has a drop-down list to select the reasons for denial. This is just a summary, to determine the reason. Review the rejection letter, if necessary.
4: Appropriate review/appeal rights were included in the notification letter to the applicant according to 1-APP	Review the rejection letter.
5: ECOA and non-discrimination statements were included in the notification letter to the applicant according to 1-FLP	

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

2 “Guaranteed Loan Making: Review Of Guaranteed Loan Applications”

Review 5 applications received since last review; review all if less than 5. Information sources include the following:

- Farm Program Eligibility Report
- FSA-850 or Environmental Assessment
- * * *
- FSA-2292
- GLS 2209A report
- GLS Farm Loan Application Package View Screen
- GLSAPP02 – Guaranteed Loan Applications Detail Report

Question	Source
1: Applicant Name	GLSAPP02.
2: Lender Name	GLSAPP02, GLS2209A, and GLS Farm Loan Guarantee Request View Screen.
3: Lender Type: 1-SEL, 2-CLP, 3-PLP	GLS2209A and GLS Farm Loan Guarantee Request View Screen for each applicant.
4: Applicant representation is consistent within all FSA programs (Applicant has not applied for or received Agency benefits under any other name, entity or identification number)	Compare the application against the Farm Program Eligibility report.
5: Lender was notified of incomplete and/or complete application within timeframes prescribed in 2-FLP (2-FLP, paragraph 95)	GLS Farm Loan Guarantee Request View Screen for each applicant.
6: Eligibility of borrower and loan purposes have been evaluated; denial/withdrawal are thoroughly documented and appropriate appeal/review rights were provided (2-FLP, paragraph 108)	Borrower case file documentation and correspondence and FSA-2292.
7: Processing times are within timeframes prescribed in 2-FLP for lender type (2-FLP, paragraph 83)	GLS2209A.
--8: Appropriate level of environmental review was completed (7 CFR, Part 799, 1-EQ, Part 3, and 2-FLP, paragraph 208)	FSA 850 is in the file that documents there were no impacts to protected resources and there were no extraordinary circumstances. Alternatively an environmental assessment has been completed and a copy is in the file, if required. Confirm that environmental information has been entered into the GLS Farm Loan Application Package View Screen. Also check that the lender answered the environmental questions on FSA-2211 or FSA-2212.--
	* * *