

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

General Program Administration
1-FLP (Revision 1)

Amendment 193

Approved by: Deputy Administrator, Farm Loan Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 4 A has been amended to update the National Office FLP organizational structure.

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

Subparagraph 46 B has been amended to update references to the Farm Loan Programs Data Mart and remove the reference to Exhibit 14.

Paragraph 54 has been amended to provide current information on the Farm Loan Programs Data Mart.

Subparagraph 141:

- C has been amended to provide staff appraiser responsibilities
- F has been amended to clarify who may appraise certain property types
- H has been amended to update the contact to consult when an administrative appraisal review concludes that an appraisal is not acceptable for FSA use
- J has been amended to:
 - update who should be consulted on contracts for appraisal service guidance
 - encourage states to clarify who should be consulted regarding the SOW exhibits
- K has been amended to update APOC responsibilities.

Subparagraph 142 B has been amended to provide POAD, Appraisals Branch responsibilities for real estate appraisals.

Subparagraph 142 C has been amended to provide responsibilities for appraisals completed by POAD, Appraisals Branch.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 142 E has been amended to provide updated information for the real estate appraisal software.

Subparagraph 143:

- B has been amended to update the administrative appraisal review process
- C has been amended to update the timeframe for conducting administrative appraisal reviews for any direct loan purpose
- D has been amended to update the real estate technical appraisal reviews process
- E has been amended to update the process of conducting technical appraisal reviews
- I has been amended to provide that POAD, Appraisals Branch employees need to have storage available at their official duty station
- J has been amended to update guidance on FLP appraisal work files
- K has been amended to update ACOR process.

Subparagraph 144 G has been amended to update where errors identified in an appraisal need to be reported.

Subparagraph 145 C has been amended to:

- remove reference to part-time appraisers
- provide POAD, Appraisals Branch appraisers' responsibilities.

Subparagraph 146:

- B has been amended to update the requirements for obtaining State-certified general real estate appraiser status
- C has been amended to remove reference to part-time appraisers
- D has been removed.

Subparagraph 147 C has been amended to provide SED may contact POAD, Appraisals Branch to develop administrative appraisal review training for their State.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 251 F has been amended to update the reference and provide the current website to the Farm Loan Programs Data Mart.

Subparagraph 443 A has been amended to provide that the FLP DataMart contains FLP reports.

Exhibit 2 has been amended to update the administrative appraisal review definition.

Exhibit 5 has been amended to obsolete RD 1922-15.

Exhibits 12, 13 and 13.5 have been amended to remove guidance pertaining to Pigford II.

Exhibit 14 has been withdrawn.

Exhibit 17 has been amended to update the FLP interest rates.

Exhibit 18 has been amended to update the list of available reports in the FLP DataMart.

Exhibit 21 has been amended to update the eligible positions of employees to obtain roles for carrying out PLCE transactions.

Exhibit 36 has been amended as follows, subparagraph:

- A 1 to update guidance on accessing DDORS
- B 1 to update guidance on accessing available user guides
- B 2 and B 3 to update guidance on accessing FLP DataMart reports
- C 2 to provide guidance on accessing direct loan reports
- D Part A 1 A, 1 B, 1 C, 1 D, 3 A II, 3 A III, and 3 B to update information sources
- D Part A 4 to update FLP goals
- E Part B, 1, 2 B, and 2 C to update information sources
- F Part C 1 A, 1 B, 1 C, and 1 D to update information sources.

Exhibits 41, 42, 43, and 44 have been amended as follows, subparagraph:

- 5.4.1 to include estimated fees and costs
- 5.4.2 to include itemized invoice
- 5.4.3 has been removed
- 5.4.4 has been removed
- 5.4.5 has been removed
- 5.5 has been removed.

Amendment Transmittal (Continued)

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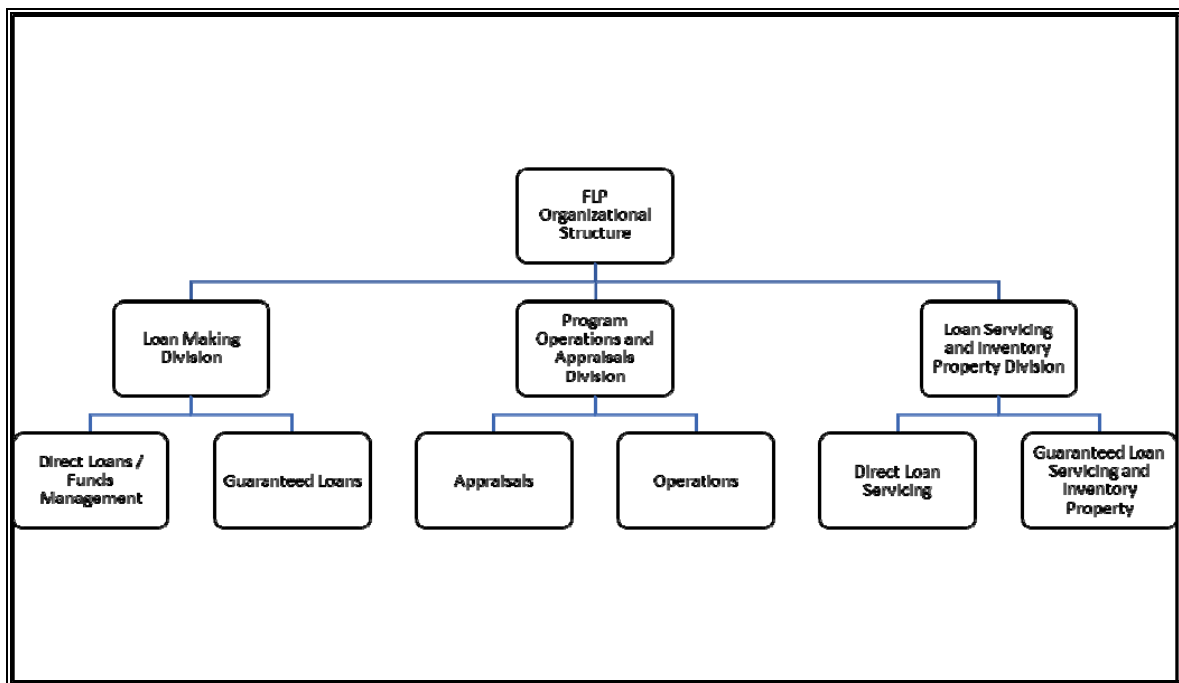
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4 FLP Organizational Structure

A National Office FLP Organizational Structure

The following is the National Office FLP organizational structure.

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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 numbers for the Office of the Deputy Administrator.

Office of the Deputy Administrator		
Name	Title	Telephone Number
William Cobb	Deputy Administrator	202-720-4671
Melody Hinmon	Administrative Support Specialist	202-720-4671
Dana Richey	Assistant to the Deputy Administrator	202-260-8163

4 FLP Organizational Structure (Continued)

C LMD Contacts

The following provides names, address, and telephone 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.

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Office of the Director		
Name	Title	Telephone Number/Address
Houston Bruck	Director	202-690-0756
Faith Carter	Program Analyst	202-692-5255
Mike Moore	Assistant to the Director	202-690-0651
Direct Loans/Funds Management Branch		
Raenata Walker-Cohen	Branch Chief	202-690-0214
Terrick Boley	Senior Loan Officer	202-720-8474
Darlene Gonzales	Senior Loan Officer	
James Jackson	Senior Loan Officer	202-692-4940
Lora Morris	Senior Loan Officer	202-692-4912
Md Mutaleb	Senior Loan Officer	202-720-3168
Ann Smith	Senior Loan Officer	202-720-1656
Branigan Snyder	Senior Loan Officer	202-690-0214
Anne Steppe	Senior Loan Officer	202-690-4017
Guaranteed Loans Branch		
Matthew Henderson	Branch Chief	202-720-5847
Misty Crigger	Senior Loan Officer	202-690-5297
Steve Ford	Senior Loan Officer	202-304-7932
Michael Lindman	Senior Loan Officer	202-690-4014
Nicole Massey	Senior Loan Officer	202-401-0143

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4 FLP Organizational Structure (Continued)

*--D POAD Contacts

The following provides names, address, and telephone numbers for POAD.

For USPS delivery	For FedEx or UPS delivery
USDA FSA DAFLP POAD STOP 0521 1400 INDEPENDENCE AVE SW WASHINGTON, DC 20250-0521	USDA FSA DAFLP POAD 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.

Office of the Director		
Name	Title	Telephone Number/Address
Courtney Dixon	Director	202-720-1360
Niki Chavez	Deputy Director	202-690-6129
Appraisals Branch		
Thomas Dobbin	Branch Chief	208-378-5671
Thomas Dellinger	Staff Appraiser	828-737-0128 Newland FSA County Office 146 West B Street, Unit 3 Newland, NC 28657
Larry DiFiore	Staff Appraiser	570-433-5085 Montoursville FSA County Office 542 County Farm Rd., Suite 203 Montoursville, PA 17754
James Fisher	Staff Appraiser	614-255-2456 Ohio State Office 200 N. High St., Rm 540 Columbus, OH 43215
Robert Fleming	LRA-Southeast States covered: AL, AR, FL/VI, GA, LA, MS, NC, PR, SC, and TN	803-696-3410 Manning-Clarendon USDA Service Center 7 W Rigby St. Manning SC 29102
Steven Gloneck	Staff Appraiser	608-662-4422 extension 159 Wisconsin State Office 8030 Excelsior Dr., Suite 100 Madison, WI 53717

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4 FLP Organizational Structure (Continued)

*--D POAD Contacts (Continued)

Appraisals Branch		
Name	Title	Telephone Number/Address
Michael Glynn	Staff Appraiser	217-608-5019 Hillsboro Service Center, IL 1621 Vandalia Rd., Suite A Hillsboro, IL 62049
David Hansen	Staff Appraiser	801-524-4533 Utah State Office 125 South State Street, Rm 3202 Salt Lake City, UT 84138
Gary Harris	Staff Appraiser	573-624-5939 Dexter Service Center 18450 Ridgeview Lane Dexter, MO 63825
Chip Horton	Staff Appraiser	605-665-2662 Ext. 2 Yankton FSA County Office 2914 Broadway Yankton, SD 57078
Kenton Howard	Staff Appraiser	269-415-3077 Ext. 3077 VanBuren FSA County Office 1035 E. Michigan Ave., STE. A Paw Paw, MI 490079
Sherry Hulseay	Staff Appraiser	270-524-5631 Ext. 108 Munfordville FSA County Office 809 Main Street, Munfordville, KY 42765
Mike Ittel	LRA-Midwest States covered: IA, IL, IN, MI, MN, MO, and WI	320-251-7800, Ext. 117 Stearns USDA Service Center 110 2nd Street South, Suite 125 Waite Park, MN 56387
Dennis Judkins	Staff Appraiser	515-331-8455 or 515-254-1540 Ext 8455 Iowa State Office 10500 Buena Vista Court Urbandale, IA 50322

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4 FLP Organizational Structure (Continued)

*--D POAD Contacts (Continued)

Appraisals Branch		
Name	Title	Telephone Number/Address
Thomas King	Staff Appraiser	662-270-4317 Ext. 2 Oktibbeha County Office 510 Highway 25 North, Suite 1 Starkville, MS 39759
Phillip Parmer	Staff Appraiser	256-773-6541 Hartsell FSA County Office 3120 Highway 36 West Hartselle AL 35640
Anthony Payne	Staff Appraiser	317-295-5950 Indiana State Office 598 Lakeside Blvd., Indianapolis, Indiana 46278
Pless George	Staff Appraiser	704-680-3540 Salisbury FSA County Office 2727 B old Concord Road Salisbury, NC 28146
Everett Purrington	Staff Appraiser	509-717-3269 Ephrata FSA County Office 2145 Basin Street Ste A Ephrata, WA 98823
Lloyd Richardson II	Staff Appraiser	843-773-3851 Florence FSA County Office 215 Third Loop Road, Suite 200 Florence, SC 29505
Chad Rudd	Staff Appraiser	580-540-3924 Garfield FSA County Office 1216 W. Willow RD Ste. C Enid, SD 73703
Terrence Smith	Staff Appraiser	507-405-3674 Olmsted FSA County Office 1485 Industrial Drive Rochester, MN 55906

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4 FLP Organizational Structure (Continued)

*--D POAD Contacts (Continued)

Appraisals Branch		
Name	Title	Telephone Number/Address
Juan Soto	Staff Appraiser	787-294-1615 FSA County Office 654 Munoz Eivera Avenue Suite 829 San Juan, PR
Steen Stone	Staff Appraiser	308-392-3499 Hall FSA County Office 703 South Web Road, Suite A Grand Island, NE 68803
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
Jeff Williams	Staff Appraiser	423-775-2272 Rhea FSA County FSA Office 201 main Street, suite 101 Dayton, TN 37321
Operations Branch		
Linda Baldwin	Program Analyst	202-720-5489
Lorraine Campbell	Senior Writer/Editor	202-690-2850
Jennifer Haley	Program Analyst	202-720-9898
Shwe Htee	Program Assistant	202-690-2549
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
Marquita Peoples	Program Analyst	202-720-8320
Gretchen Thomas	National Office FLP Training Coordinator	205-650-3373

4 FLP Organizational Structure (Continued)

E LSPMD Contacts

*--The following provides names, address, and telephone 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 Branch E-mail: RA.dcwashing2.FSA-AdmException		
Name	Title	Telephone Number
Craig Nehls	Director	202-720-0628
Johnathan (Lee) Nault	Deputy Director	202-720-6834
Sheila Oellerich	Assistant to the Director	202-720-2990
Tyneca Jefferies	Program Support Assistant	202-720-1984
Direct Loan Servicing Branch 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
Mary Durkin	Senior Loan Officer	202-720-1658
Edwin Granell	Senior Loan Officer	202-690-0648
Sharilyn Hashimoto	Senior Loan Officer	202-720-2743
Creg Ivison	Senior Loan Officer	202-720-1557
Susan (Sue) Eilertson	Program Analyst	202 690-9142
Fernando Pineiro	Senior Loan Officer	202-720-2558

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4 FLP Organizational Structure (Continued)

E LSPMD Contacts (Continued)

Guaranteed Loan Servicing and Inventory Property Management Branch		
Name	Title	Telephone Number
Jeff King	Branch Chief	202-720-1651
Rebecca Minter	Senior Loan Officer	202-690-9200
Theresa Rice	Senior Loan Officer	202-720-7862
Cynthia Pawlikowski	Senior Loan Officer	202-720-0900
Matthew Richter	Senior Loan Officer	202-720-8768
Megan Everswick	*--Senior 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	Telephone Number	State Assignment
Shantaye Gladney	Branch Chief	314-679-6716	
Amanda Lammering	Lead Accountant	314-457-4058	
Ryan Loewe	Lead Accountant	314-457-4263	
Joseph Council	Accountant	314-679-6837	NM, NY, PR
Samuel Kayser	Accountant, Intern	314-679-6734	ND, SD, TX
Tracy Bozzo	Accounting Technician	314-457-4193	DE, GA, IA, MD, OH, UT
Kathleen Farid	Accounting Technician	314-679-6826	CO, ME, OR, VT, WY
Lawrence Mullen	Accounting Technician	314-679-6834	KS, MA, MI, MO, MT, PA, RI, SC, WV, WI
Barbara Lee	Accounting Technician	314-679-6846	AL, AZ, CT, IL, IN, LA, NH, OK, VA
Byron Luster	Accounting Technician	314-679-6848	AR, MN, MS, NE, NV, NJ, OH, WA, GU, WP
Stephon Jenkins	Accounting Technician	314-457-4127	ID, KY, NC
Nora Nelson	Accounting Technician	314-457-4131	AK, FL, HI, VI
Preston Hammond	Pathways - Student Trainee (Accountant)	314-679-6880	CA, TN

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

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

45 **Allocating Loan Program Funds (Continued)****M CL Funds (Continued)**

- (3) **An applicant who will use the loan funds to build conservation structures or establish conservation practices to comply with 16 U.S.C. 3812 (section 1212 of the Food Security Act of 1985) for highly erodible land.**

N Transfer of Funds

[7 CFR 761.211] If sufficient unsubsidized guaranteed OL funds are available, then beginning on:

- (a) **August 1 of each fiscal year, the Agency will use available unsubsidized guaranteed OL loan funds to make approved direct FO loans to beginning farmers and socially disadvantaged farmers under the Downpayment loan program; and**
- (b) **September 1 of each fiscal year the Agency will use available unsubsidized guaranteed OL loan funds to make approved direct FO loans to beginning farmers.**

46 **Maintaining Borrower Addresses and Service Center Office Codes****A Changing Borrower Address Records**

An authorized agency official must maintain correct addresses for all direct and guaranteed loan borrowers within the authorized agency official's jurisdiction and caseload.

An authorized agency official should make borrower address changes for borrowers with the following:

- *--direct loans only, by updating BP
- both direct and guaranteed loans, by updating BP and by processing a PLAS TC 4C in GLS
- guaranteed loans only, by updating BP and processing a PLAS TC 4C in GLS.

Note: Name and address data entered in GLS for a customer should exactly match BP--* data for the same customer.

See 1-CM, paragraph 198 for documenting customer data changes * * *.

Forms for requesting updated addresses include FSA-470, which FSA mails to the borrower's last known address, and FSA-137, which requests address information from USPS.

46 Maintaining Borrower Addresses and Service Center Office Codes (Continued)

B Maintaining the Accuracy of Name and Address Information * * *

SCIMS information is matched nightly against PLAS information to detect variances. Any variances between SCIMS and PLAS systematically generate TC 4C to update PLAS.

County Offices shall view the following reports, available through the FSA Data Marts, *--using the Farm Loan Programs Data Mart, at least monthly to ensure name and address information in BP and SCIMS is accurate:

- SCIMS-PLAS Exception
- SCIMS-PLAS Update
- SCIMS-PLAS Discrepancy.

Any necessary corrections to BP or PLAS based on the reports in this subparagraph, **must--*** be made immediately. * * *

Notes: County Offices shall contact State Offices regarding questions about how to process corrections.

BP is a multi-agency database shared by FSA, NRCS, and RD. Consult CED and other agency representatives, as applicable, before making changes/corrections in BP.

C Related Instructions

See 4-FLP, Part 12 for transferring servicing responsibilities when an existing borrower moves to an area serviced by a different County Office.

D Changing Servicing Office Codes

FSA-2125 will be used by State Offices to change servicing office codes and mail codes when all files for 1 or more County Office are moved.

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 Farm Loan Programs Data Mart*A Purpose and Overview**

The Farm Loan Programs Data Mart is an on-demand reporting system used by all offices for monitoring purposes. A user with access to the Farm Loan Programs Data Mart can pull direct and guaranteed data as entered through DLS and GLS. Reports can be downloaded to Excel or PDF format.

B User Assistance

The Farm Loan Programs Data Mart may be accessed on the FSA Data Ware House Production Home Page at <http://fsadw.nitckc.usda.gov/analytics/>.

The FSA Enterprise Data Ware House User Manual for the Farm Loan Programs Data Mart may be accessed on the FSA-Business Intelligence Home Page by clicking User Manual.

C Security

Authorized users may access the Farm Loan Programs 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)

Part 6 Appraisals**141 General Appraisal Requirements****A General**

[7 CFR 761.7(a)] This section describes the requirements for:

- (1) Real estate and chattel appraisals made in connection with the making and servicing of direct FLP loans and Nonprogram loans**
- (2) Appraisal reviews conducted on appraisals made in connection with the making and servicing of direct and guaranteed FLP and Non-program loans.**

B Purpose

Appraisals are an integral part of determining whether there is adequate security to support a loan or servicing action.

FSA uses appraisals to determine the current market value of real and personal property or other security pledged, or to be pledged to support direct loans and loan servicing actions. The value of real estate is based on the highest and best use of the property determined through the appraisal process.

FSA requires a lender to obtain an appraisal in certain guaranteed loan making and servicing cases.

***--C Staff Appraiser Responsibilities**

Staff appraisers shall:

- conduct:
 - real estate appraisals
 - technical appraisal reviews
- provide:
 - chattel appraisal training
 - administrative appraisal review training.

States shall contact POAD, Appraisals Branch for assistance with appraisals.--*

141 General Appraisal Requirements (Continued)

D USPAP Compliance

[7 CFR 761.7(b)(1)] Real estate appraisals, technical appraisal reviews and their respective forms must comply with the standards contained in USPAP, as well as applicable Agency regulations and procedures for the specific FLP activity involved. Applicable procedures and regulations are available for review in each Agency State Office.

To comply with OMB Circular No. A-129, the employee making a real estate appraisal may not approve any action in which the real estate appraisal was used, including loan approval or any servicing action.

E Appraisal Costs

Responsibility for payment of appraisal costs is as follows:

- FSA, for cost of obtaining an appraisal associated with direct loan making and loan servicing activities

Note: See Part 7 for information on FSA appraisal costs and payments.

- the applicant or borrower for costs associated with appealing or negotiating FSA appraisals.

Notes: See:

- paragraph 144 for information on appraisal appeals
- *--5-FLP, subparagraph 230 B for possible exceptions for paying for an appraisal.--*

141 General Appraisal Requirements (Continued)

F Obtaining Appraisals

A chattel appraisal may be conducted by either an FSA employee who has been delegated chattel appraisal authority from SED or a contract appraiser.

*--For direct credit transactions, other than a direct FO microloan and EM loan according to 3-FLP, subparagraph 248 A, a real estate appraisal is obtained according to the following table.

IF type of property is...	THEN appraisal can be completed by...
residential properties, including 1 to 4 single family units or vacant parcel, rural residential properties, small agricultural property, or bare land Note: Rural residential properties are properties located in rural area with highest and best use as residential property.	<ul style="list-style-type: none"> • State-certified residential or State licensed appraiser, if within the scope of the appraiser’s State appraisal license • State-certified general contract appraiser, or • staff appraiser.
property other than residential, small agricultural property, or bare land	<ul style="list-style-type: none"> • State-certified general contract appraiser • staff appraiser.

Notes: A credit transaction includes any action or existing debt secured by real estate and any proposed loans, subordinations, prior liens, or guarantees.

If there are concerns about whether the property under consideration may be appraised by a State-certified residential appraiser, contact POAD, Appraisals Branch.--*

SED shall issue a State supplement providing guidance on the process to request:

- a chattel appraisal from a contract appraiser
- a real estate appraisal.

FSA offices shall release information requested by the appraiser to complete real estate appraisals.

141 General Appraisal Requirements (Continued)

G Using an Existing Appraisal

[7 CFR 761.7(c)] Except where specified elsewhere, when a real estate appraisal is required, the Agency will use an existing real estate appraisal to reach loan making or servicing decisions under either of the following conditions:

- (1) The appraisal was completed within the previous 12 months and the Agency determines that:**
- (i) The appraisal meets provisions of this section and applicable Agency loan making and servicing requirements, and**
 - (ii) Market values have remained stable since the appraisal was completed; or**
- (2) The appraisal was not completed in the previous 12 months, but has been updated by the appraiser or appraisal firm that completed the appraisal and both the update and original appraisal were completed in accordance with USPAP.**

Note: Current USPAP requirements provide that an update of an appraisal is a new appraisal assignment. The appraiser may provide a new report:

- without incorporating the prior report
- by incorporating the prior report by attachments
- by incorporating the prior report by reference only if the original appraiser's firm and original intended users agree.

--An existing chattel appraisal may be used if it was completed within the previous 12--
months and:

- FSA determines that the appraisal meets the loan making and/or servicing requirements
- market values have remained stable since the appraisal was completed.

141 General Appraisal Requirements (Continued)

H Using Third Party Appraisals

FSA may use an appraisal that has been completed by a third party for any direct loan making or servicing action, provided the appraisal meets all of the following:

- appraisal was completed within the previous 12 months
- administrative review is complete and the appraisal is found acceptable.

Notes: If the administrative review concludes the appraisal is not acceptable for FSA use, the reviewer will consult with POAD, Appraisals Branch before rejecting the appraisal. A technical review should not be completed without consultation with the FLC. If the findings are not acceptable, the report will not be used and an FSA appraisal will be completed or ordered.

FSA does not need to be listed as an intended user in a third-party appraisal report for any direct loan making or servicing action; however, FSA must verify that the appraisal was ordered by and prepared for a financial institution or land trust. Borrower-ordered appraisals are not acceptable for loan making or servicing actions except as provided in 5-FLP for special servicing actions.

I Sharing Appraisals with BIA

Upon BIA's written request, FSA may provide a copy of the appraisal report, approved for FSA use after any applicable review, even if FSA is named as the only client, obtained for any direct loan transaction. OGC consent will be obtained for release if the appraisal was obtained as a result of litigation.

J Contracts for Appraisal Services

FSA uses micro-purchase and contract authority, as described by FAR, to acquire appraisal services. Contracts for appraisal services may be obtained for real estate appraisals, technical reviews, or chattel appraisals.

Note: The procurement of a technical appraisal review can only be approved by POAD/Appraisals Branch. SED will consult with POAD, Appraisals Branch for guidance and, if appropriate, will submit the procurement request to POAD, Appraisals Branch.

FSA-2128 will be used for obtaining PLCE funding. See Part 7 for guidance on processing PLCE micro-purchase at or below the micro-purchase threshold, or contract services above the micro-purchase threshold.

141 General Appraisal Requirements (Continued)

J Contracts for Appraisal Services (Continued)

Exhibits 41, 42, 43 and 44 provide guidance for SOW development for appraisal services. SED, after consulting with FLC, shall issue a State supplement establishing the method and standards needed to obtain appraisal services.

- Exhibit 41: Farm Real Estate - SOW
- Exhibit 42: Non-Farm Real Estate Appraisal - SOW
- Exhibit 43: Timber Cruise - SOW
- Exhibit 44: Chattel Appraisal - SOW.

***--Notes:** To allow for consistency of standards and requirements for appraisal services between State boundaries and appraisal regions, States are encouraged to adopt the SOW exhibits as provided.

States may consult with POAD, Appraisals Branch to develop SOW's to meet their needs.

Additional SOW samples can be found at the appraisal sharepoint site at <https://sharepoint.fsa.usda.net/pa/flp/PDEED/appraisal/SitePages/Home.aspx>

Exhibit 45 contains the required clauses that must be included in every SOW and shall not be changed in any State-developed SOW without consultation with POAD, Appraisals Branch.--*

The State supplement will:

- define SOW for each appraisal service, that is real estate appraisal, and chattel appraisal. SOW should contain at a minimum the subparagraphs in Exhibits 41, 42, 43 and 44.

SOW may reference appraisal report guidelines as follows:

- Exhibit 50, Direct Loan Appraisal Assignment Guidelines
- Exhibit 51, Dairy Addendum To FSA Appraisal Guidelines
- Exhibit 52, Hog Addendum to FSA Appraisal Guidelines
- Exhibit 53 Poultry Addendum to FSA Appraisal Guidelines.

***--Note:** Upon SED request, POAD/Appraisals Branch will provide:--*

- further guidance on work and reporting requirements for specialized properties
- technical assistance
- approval of additional SOW's and exhibits created for specialized properties.

141 General Appraisal Requirements (Continued)

J Contracts for Appraisal Services (Continued)

- identify APOC.

SED, in consultation with FLC, will select Service Center and/or State Office employees *--to be the APOC. SED may contact POAD/Appraisals Branch about any additional--* APOC training that may be needed.

Note: See Exhibit 24 for required ARMP/APOC training.

APOC is an ARMP/APOC who handles PLCE transactions related to appraisals and provides oversight of the micro-purchase process for appraisal services. APOC has the authority to commit the Agency for purchasing appraisal services when the cost of services is less than or equal to the micro-purchase threshold.

- establish and maintain vendor information as follows:
 - describe the process to establish a vendor list
 - *--contact POAD/Appraisals Branch if assistance is needed
 - provide at a minimum business name, personal name, address, telephone number, e-mail address, service area described by county(ies), licenses information, DUNS's number and registration date.

Note: FSA-2155 will be used to obtain vendor information.--*

141 General Appraisal Requirements (Continued)

J Contracts for Appraisal Services (Continued)

A vendor must:

- be registered in SAM and properly maintain information required by SAM
- provide and maintain vendor information as requested by FSA
- sign the SOW
- provide acceptable appraisal product that meets SOW requirements and consistently meet agreed upon timeframes
- attend required meetings with FSA
- describe the process for acquiring appraisal services.

SED will:

- determine if appraisal service requests will be processed at the Service Center, District, or State Office level
- see Part 7 for guidance on processing contractual acquisition for services when the cost of the service exceeds the micro-purchase threshold
- at a minimum, establish work order request form and engagement letter for services

Note: The engagement letter shall be used with a micro-purchase and may be used if the Contracting Officer makes the award.

- continue to use the appraisal ordering documents that the State has established for appraisal services for real estate or chattel and adopt the appraisal service engagement letter as provided in Exhibit 64.

*--**Note:** Exhibit 64 may be modified to meet State-specific needs with POAD, Appraisals Branch review and approval.

- describe where, when, and the acceptable method of delivery of the appraisal services product. This should include notification documents, log to track appraisal services--* requests and document rotation of vendors.

Note: PDF with a digital signature or e-signature of the appraisal is acceptable for use by the Agency. The security of a PDF appraisal services product is the responsibility of the vendor.

141 General Appraisal Requirements (Continued)

J Contracts for Appraisal Services (Continued)

SED is encouraged to adopt the following exhibits.

- Exhibit 66, Applicant/Borrower Notification of Appraisal Services
- Exhibit 67, Appraisal Services Award Log
- Exhibit 68, Appraisal Services Rotation List
- Exhibit 69, Notice to Vendor For Cause.

Contract appraisers must remain independent from other FSA processes that are not appraisal-related.

Note: FSA processes that are not appraisal-related include completion of environmental screening questionnaires or forms.

K APOC Responsibilities

APOC's:

- * * * ensure that Part 7 is followed for purchases of appraisal services at or below the micro-purchase threshold limit
- review FSA-2128, Part B, to ensure that there is adequate documentation and support and provide approval of the selected or recommended vendor
- assist field offices and vendors with basic procurement issues
- *--coordinate issues that need further clarification by either County Office or POAD, Appraisals Branch
- provide oversight for appraisal services requests to ensure that requests for procurement are needed and meet the Agency's mission
- ensure that documentation and concerns are clarified to adequately obtain a quote from vendors
- ensure proper rotation of vendors within their service area and that the best value is the basis of vendor selection.--*

Note: Best value is defined in Exhibit 2.

- issue work order for micro-purchases and the engagement letter to the vendor to proceed with assignment as described by the work order.

Note: See Exhibit 21 for PLCE roles and responsibilities.

142 Appraisal Reports

***--A Chattel Appraisals**

[7 CFR 761.7(b)(2)] When a chattel appraisal is required it must be completed on an applicable Agency form (available in each Agency State Office) or other format containing the same information.

FSA may use FSA-2160. If FSA-2160 is not used, the chattel appraisal, as a minimum, will identify all chattel items appraised, including the following details:

- documentation of the appraiser's physical on-site inspection of the chattel property

Note: Physical inspection of the chattel property is required unless a written exception is provided.

- the quantity, kind, sex, breed, color, weight or average weight, brands or other identification, and value of livestock

Note: Weight is not required for breeding stock.

- the quantity, kind, manufacturer, size and type, condition, year of manufacture, serial or motor number, and value of machinery and other equipment.

The appraised value of chattel property will be based on public sales or wholesale values of the same or similar property in the market area. In the absence of public sale data, reputable publications may be used to establish market value.--*

142 Appraisal Reports (Continued)

B Real Estate Appraisals

A real estate appraisal, as a minimum, will be an appraisal report as defined by USPAP. Any *--exception to allow the use of a restricted appraisal report requires approval by POAD, Appraisals Branch. Approval of restricted reports will only be granted under--* extraordinary circumstances, limited to situations where there will be only a single user of the report. Only FSA staff appraisers are authorized to complete the reports. These reports will be for internal FSA use only.

Real estate appraisals must include as a minimum, the following details:

- documentation of the physical onsite inspection of the subject and comparable properties by the appraiser

Note: Physical inspections are required for the appraisal unless an exception in writing *--is provided by POAD, Appraisals Branch.--*

- documentation of the results of the following 3 approaches to estimating value, as determined to be applicable and necessary, except as provided in the scope of work in USPAP:
 - sales comparison approach
 - cost approach
 - income approach
- if adjustments are made, the basis for these adjustments as recognized by the market and supported by adequate documentation within the appraisal report
- at least a 3-year sales history of the property
- the comparable sales used, including a breakdown of land and improvement features and photographs of improvements and land.

Note: Using the subject property's pending sale as a comparable is prohibited without *--written consent from POAD, Appraisals Branch. FLC may contact POAD, Appraisals Branch for guidance and written approval.--*

142 Appraisal Reports (Continued)

B Real Estate Appraisals (Continued)

Before the passage of the Agricultural Act of 2014 (Pub. L. 113-79) on February 7, 2014, CONACT provided for direct FO loans secured by real estate after December 23, 1985, the appraisal **must** consider the value of oil, gas, and other minerals for FSA to perfect its lien on the minerals. FSA is no longer required to include the value, even if nominal, of oil, gas, and other minerals to perfect its lien.

When the value of mineral rights is needed to adequately collateralize the loan, FSA-2164, Part D or other formats that provide the same information, will be included in the appraisal report to support the market value arrived at by the appraiser.

***--C Real Estate Appraisals Completed by POAD, Appraisals Branch**

Real estate appraisals completed by POAD, Appraisals Branch must meet the same work and reporting requirements as provided in the State’s SOW for contract appraisals. POAD, Appraisals Branch must remain independent from other FSA processes that are not appraisal-related.

Note: FSA processes that are not appraisal-related include completion of environmental screening questionnaires or forms.

If States are unable to obtain appraisal services through micro-purchase and contract authority, SED will request assistance from POAD, Appraisals Branch.

When an appraisal request is beyond the position description of POAD, Appraisals Branch staff appraiser, the assignment must be contracted out or conducted by a staff appraiser--* of a higher grade.

* * *

142 Appraisal Reports (Continued)

D Approved Appraisal Formats

Any appraisal format that meets USPAP requirements is acceptable. The preferred format for * * * appraisal reports is the UAAR format.

FSA has the following available formats that may be used along with additional documentation to meet USPAP requirements:

- FSA-2161
- FSA-2162
- FSA-2163
- FSA-2164.

142 Appraisal Reports (Continued)**E Real Estate Appraisal Software**

--FSA has appraisal software available for staff appraisers to provide appraisal reports and-- sales documentation and management.

Information on the most current version of software, source of software, installation instructions and user guides can be obtained from the appraisal SharePoint web site at <https://sharepoint.fsa.usda.net/pa/flp/PDEED/appraisal/SitePages/Home.aspx>. The “Appraiser Software” section is located at the right side of the home page.

To obtain a copy of the software, or if there are questions about the software, contact Thomas *--Dobbin, POAD, Appraisals Branch by either of the following:

- *--e-mail at thomas.dobbin@usda.gov--*
- telephone at 208-378-5671.

143 FSA Review of Appraisal Reports

A Overview

[7 CFR 761.7(d)(1)] With respect to a real estate appraisal, the Agency may conduct a technical appraisal review or an administrative appraisal review, or both.

[7 CFR 761.7(d)(2)] With respect to a chattel appraisal, the Agency may conduct an administrative appraisal review.

Real estate appraisals used for any direct or guaranteed loan making or servicing purpose are subject to a technical appraisal review and/or an administrative appraisal review by FSA for compliance with applicable FSA regulations and procedures.

Chattel appraisal administrative reviews will be completed on FSA-2167.

B Administrative Appraisal Reviews

Administrative appraisal reviews are conducted by FSA employees, * * * delegated the responsibility by SED. Employees must have completed training on conducting appraisal reviews, according to paragraph 147, before receiving this delegation.

An administrative appraisal review is performed as a due diligence function in the context of a loan making or servicing decision and to ensure compliance with organizational requirements. After the administrative appraisal review, the appraisal user will be in a position to understand the strengths and weaknesses of the information in the report. An administrative appraisal review is completed to verify that the:

- correct property was appraised
- math is correct
- appraisal is logical and understandable
- appraisal complies with FSA SOW requirements.

Note: An administrative appraisal review does not include a determination of compliance with USPAP.

*--The administrative reviewer will refer to POAD, Appraisals Branch any areas of concern or problems detected. An administrative reviewer may not express a different opinion of value and may not certify to the type and extent of review.

The administrative appraisal review is completed for farm and residential properties on FSA-2165, or in any other format containing, at a minimum, the same information.--*

143 FSA Review of Appraisal Reports (Continued)

C Conducting Administrative Appraisal Reviews

FSA will complete an administrative appraisal review:

- *--within 7 calendar days of receiving a contracted appraisal obtained for any direct loan--*
purpose
- of chattel appraisals completed by FSA employees, as determined by SED
- on all third party appraisals
- on all appraisals submitted for guaranteed liquidation and/or writedown.

143 FSA Review of Appraisal Reports (Continued)

D Technical Appraisal Reviews Overview

A technical appraisal review will be in writing to address all requirements of USPAP, Standard Rules 3 and 4. Under the scope of the technical appraisal review, the appraiser * * * forms an opinion as to:

- the adequacy and relevance of the data used
- the propriety of any adjustments to the data
- the appropriateness of the appraisal methods and techniques used
- whether the analysis and conclusion of the appraisal under review is credible, and if not, the reason for expressing different opinion of value.

--Unless written authority is granted by DAFLP, a technical appraisal review must be completed by a State-certified general appraiser or State-certified residential appraiser if within the scope of the appraisal license, whose services are obtained under a contract, or POAD, Appraisals Branch, who will determine whether the appraisal is in compliance with USPAP standards. The appraiser must certify as to the type and extent of the review process. A technical appraisal review may include a desk review and/or a field review. The appraiser may express a different opinion of value from the appraiser, only after-- complying with USPAP Standards 1 and 2.

The technical appraisal review is completed for agriculture properties on FSA-2166, or any other format containing, at minimum, the same information and complies with USPAP standards.

A technical desk review:

- is an analysis of the material presented in the appraisal report as to the adequacy of the documentation of the final value estimate
- may reveal concerns, such as math errors, discrepancies of legal descriptions, comparable sales used that are not recent or similar to the subject property, failure to give value consideration to all items located on the subject property, and failure to address the condition of the subject and comparable sales.

143 FSA Review of Appraisal Reports (Continued)

D Technical Appraisal Reviews Overview (Continued)

A technical field review involves an examination of all aspects of developing and reporting *--the appraisal. Most information contained in the appraisal report is verified, inspected,--* and researched. Other information, such as other comparable sales, not included in the report may be addressed.

Problems or areas of concern detected during the technical appraisal review will be referred to the appraiser who conducted the appraisal.

* * *

The appraiser completing the technical review will provide the SED a memorandum summarizing the findings.

IF technical review...	AND...	THEN...
finds appraisal acceptable		the memorandum will: <ul style="list-style-type: none"> • state that the appraisal is acceptable • describe major and minimum areas of concern, if clarification is needed, and provide recommended corrective actions, if applicable or any modifications needed.
Finds appraisal unacceptable		the memorandum will: <ul style="list-style-type: none"> • itemize USPAP discrepancies • provide the USPAP standard rule, as well as state the standard • include explanation of the concern.

143 FSA Review of Appraisal Reports (Continued)

D Technical Appraisal Reviews Overview (Continued)

IF technical review...	AND...	THEN...
finds appraisal unacceptable (cntd)	appraisal was completed for a direct loan or servicing action	<ul style="list-style-type: none"> • SED will notify the appraiser who conducted the appraisal of the discrepancies found • SED may contact the appraiser who conducted the appraisal and request the appraiser provide information correcting the discrepancies. <p>*--Note: SED may request POAD, Appraisals Branch to provide technical support to explain discrepancies found to the appraiser who conducted the appraisal under review. POAD, Appraisals Branch will notify SED of discrepancies found.</p>
	appraisal was completed for a guaranteed loan liquidation or writedown	<ul style="list-style-type: none"> • SED will notify the guaranteed lender about the findings as provided in the memorandum POAD, Appraisals Branch • SED may request technical support to explain discrepancies found to the lender <p>Note: If an acceptable appraisal report cannot be obtained, FSA will inform the lender that the appraisal is unacceptable and provide the lender appeal rights, according to 2-FLP. The issue for appeal will be whether the--* lender's appraisal is consistent with USPAP. The lender may only provide an independent technical appraisal review of the lender's appraisal.</p> <ul style="list-style-type: none"> • SED will advise and remind the lender of their responsibilities under the Lender's Agreement.

143 FSA Review of Appraisal Reports (Continued)

D Technical Appraisal Reviews Overview (Continued)

--Technical appraisal reviews will be kept by the appraiser who conducted the review. Technical review reports will not be released except with written consent of POAD, Appraisals Branch as required by an appeal according to 1-APP or as directed by POAD, Appraisals Branch. The technical review memorandum will be filed in the applicant or-- borrower case file with the appraisal report according to 32-AS.

Technical appraisal reviews may be used to evaluate risk assessment of direct loans to ensure:

- quality necessary to support loan security and loan servicing needs
- compliance with USPAP standards and FSA's appraisal regulations.

143 FSA Review of Appraisal Reports (Continued)

E Conducting Technical Appraisal Reviews

FSA will complete a technical appraisal review:

- on direct 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.

- *--of appraisals conducted by contractors and staff appraisers in a random spot check method that is established by POAD, Appraisals Branch

Note: Each year, POAD, Appraisals Branch will vary the method used to select appraisals for review to ensure that adequate internal controls are maintained.--*

- on a more frequent basis, if problems have been detected in the scheduled spot check review
- on appraisals submitted for guaranteed loan liquidation or writedown that were found unacceptable during the administrative review.

Notes: If the technical review shows the appraisal to be unacceptable, approval of a loss claim or writedown will not be granted until an acceptable appraisal is obtained.

When a technical review indicates that an appraisal is unacceptable, the appraiser completing the review will provide a memorandum outlining deficiencies and USPAP standards not met to SED and FLC according to subparagraph D. FLC shall coordinate contacting the lender to discuss deficiencies documented in the memorandum, and decide on appropriate actions depending on the request and status of the loan as outlined in subparagraph D.

143 FSA Review of Appraisal Reports (Continued)

***--F Guaranteed Loan Evaluations or Appraisals Submitted to FSA**

When an evaluation or appraisal is required to be submitted for a guaranteed loan, the authorized agency official will review the document to determine whether the correct type of valuation (evaluation or appraisal) was performed based on the loan amount and other risk factors.

Evaluations will be reviewed using FSA-2234. Appraisals for guaranteed loan making will be reviewed to determine whether the:

- correct type of appraisal report was used
- **Note:** Restricted appraisal reports are not acceptable. Residential appraisal reports should only be used where appropriate based on the property's characteristics.
- person completing the appraisal had the required qualifications
- correct property was valued, including any improvements to be added
- value of the real estate is adequate to secure the loan as proposed by the lender.

Findings will be document in a running case record.

If issues relating to these items are found and cannot be corrected, the evaluation or appraisal cannot be used and the conditions of the guarantee have not been met. The authorized agency official will contact the lender and discuss the actions needed to correct the issues. This discussion should be documented in writing to the lender and discussed in the running record. If the lender is unable to provide corrections as discussed, FSA will provide the lender appeal rights according to 2-FLP and FSA-2235 will not be issued.--*

143 FSA Review of Appraisal Reports (Continued)

***--G Guaranteed Loan Evaluations or Appraisals Not Submitted to FSA**

FSA will conduct lender reviews according to 2-FLP, paragraph 267. During the lender review, the authorized agency official will review the:

- file to determine whether the correct type of valuation (evaluation or appraisal) was performed based on the loan amount and other risk factors

Note: Evaluations not previously reviewed by FSA based on the files selected for review and findings will be documented using FSA-2234.

- appraisals not previously reviewed by FSA based on the files selected for review to determine whether the:

- correct type of appraisal report was used

Note: Restricted appraisal reports are not acceptable. Residential appraisal reports should only be used where appropriate based on the property's characteristics.

- person completing the appraisal had the required qualifications
- correct property was valued, including any improvements to be added
- value of the real estate is adequate to secure the loan as proposed by the lender.

Note: Any errors noted by the review will be discussed with the lender during the lender review exit conference and documented in the letter to the lender outlining the results of the lender review. The lender will be reminded of their responsibilities under the Lender's Agreement and reminded that any loss incurred because of the unacceptable evaluation or appraisal may result in a reduced or denied loss claim.--*

143 FSA Review of Appraisal Reports (Continued)**H 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.

I 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 POAD, Appraisals Branch employees at their official duty station for the duration of the required documentation retention period.

J FLP Appraisal Work Files

Appraisal work files:

- can be destroyed or otherwise removed from FSA when USPAP retention requirements expire
- must be relinquished to FSA when appraisers leave POAD, Appraisals Branch employment positions.

Note: POAD, Appraisals Branch appraisers may:

- make copies of their work files at no cost before departing
- be provided access to their work files on an as-needed basis to address State Board concerns.--*

143 FSA Review of Appraisal Reports (Continued)

K ACOR

*--ACOR:

- an internal quality control review that provides oversight of FSA's administrative review function and appraisal/technical review requirements
- promotes a consistent and effective approach to conducting quality assurance reviews for appraisals, administrative reviews, and technical reviews
- is **not** USPAP technical review.

For direct loans:

- the primary objectives of ACOR are to evaluate the effectiveness of FLP delivery systems and ensure compliance with applicable statutes, regulations, and directives related to appraisals
- ACOR will be completed during FLPPRA as well as on a random sampling basis to provide an internal quality control oversight methodology and identify training needs for appraisals, administrative reviews, and technical reviews.

For guaranteed loans:

- the primary objectives of ACOR are to evaluate the effectiveness of lenders' appraisal and appraisal review process and provide oversight of lenders' appraisal process and appraisal review process
- ACOR may be completed during FLPPRA and during lender reviews conducted by the National Office.

ACOR for POAD, Appraisals Branch appraisers will be conducted on 1 appraisal or 1 technical review when an appraisal has not been completed during the 2-year cycle, selected at random.--*

144 Appeals of Decisions Based on Appraisals (Continued)

E Real Estate and Chattel Appraisal Appeals (Continued)

If the borrower:

- is being considered for PLS under 5-FLP, the appeal challenging FSA's appraisal may include the borrower's independent appraisal according to 5-FLP, paragraph 230

Note: In Homestead Protection under 5-FLP, Part 7, the borrower has the right to select an independent appraiser from a list of appraisers provided by the authorized agency official. The issue on appeal will be whether FSA's appraisal is consistent with USPAP and the borrower may only provide an independent technical appraisal review of FSA's appraisal. The borrower does **not** have the right to provide a second independent appraisal for consideration or negotiation of the appraisal.

- disagrees with the appraised value used to determine the amount due under a shared appreciation agreement or net recovery buyout recapture agreement, the issue on appeal will be whether FSA's appraisal is consistent with USPAP, and the borrower may only provide an independent technical appraisal review of FSA's appraisal.

Note: Subparagraphs 42 D and E provide text to be added to the reconsideration paragraph in adverse decision letters involving appraisals.--*

144 Appeals of Decisions Based on Appraisals (Continued)**F Releasing FSA Appraisal Reviews**

Administrative appraisal reviews performed by an FSA employee:

- before an initial decision are part of the FSA record and must be submitted to NAD as part of the appeal process
- after an initial decision are not part of the FSA record and would not be releasable except under a subpoena from NAD according to 7 CFR 11.8(a), and only after any information prohibited from disclosure is deleted.

Technical appraisal reviews performed before or after an initial decision are part of the FSA record and must be submitted to NAD as part of the appeal process.

G Errors Identified in an Appraisal

If either the authorized agency official or borrower discovers any mathematical or property *--description errors in the appraisal, the discrepancies must be reported to SED or POAD, Appraisals Branch. POAD, Appraisals Branch shall review the nature of the discrepancy--* and make a determination to:

- contact the appraiser to correct the appraisal
- determine whether the discrepancies are material to the final value determined in the appraisal report.

The appraiser may make corrections to the appraisal up until the time the appeal hearing begins or as a result of the appeal hearing.

145 Appraiser Qualifications**A Chattel Appraisals**

An FSA employee delegated chattel appraisal authority from SED, or a contractor hired to complete chattel appraisals, must:

- possess sufficient experience or training to establish market value of chattel property based on public sales of the same or similar property in the market area
- demonstrate, to SED's or designee's satisfaction, sufficient experience and training to establish market values of chattel property.

Notes: A contract appraiser's qualifications shall be documented and maintained in the contract file.

Contract appraisers must meet any State licensing requirements if required by state law.

B Real Estate Contract Appraisers

Contract appraisers:

- must meet license requirements according to subparagraph 141 F
- must be licensed in the State in which the property to be appraised is located.

***--C POAD, Appraisals Branch Appraisers**

POAD, Appraisals Branch appraisers are FSA employees who are responsible only for real estate appraisals and technical real estate appraisal reviews, and who have or are fulfilling--* the training requirements in paragraph 146.

* * *

--Appraisers must be a State-certified general appraiser or obtain State-certified general appraiser status within 5 years of being designated as an appraiser.--

146 Appraiser Training Requirements

A Obtaining Chattel Appraisal and Chattel Administrative Review Authority

An FSA employee delegated chattel appraisal and chattel administrative review authority from SED, or a contractor hired to complete chattel appraisals, must:

- possess sufficient experience or training to establish market value of chattel property based on public sales of the same or similar property in the market area
- demonstrate, to SED's or designee's satisfaction, sufficient experience and training to establish market values of chattel property.

In addition, employees are required to:

- take the appropriate training to obtain initial chattel appraisal and administrative review authority
- have training every three years to maintain their authority to complete chattel appraisal and chattel administrative reviews.

Note: Training modules that can be used to conduct training for chattel appraisal and chattel administrative reviews are available at the Appraisal SharePoint website at <https://sharepoint.fsa.usda.net/pa/flp/PDEED/appraisal/SitePages/Home.aspx>.

*--SED may contact POAD, Appraisals Branch to help develop a customized training plan for their State.

Notes: A contract appraiser's qualifications shall be documented and maintained in the--* contract file.

Contract appraisers must meet any State licensing requirements if required by State law.

146 Appraiser Training Requirements (Continued)

B Obtaining State-Certified General Real Estate Appraiser Status

--Appraiser trainees must acquire State-certified general appraiser status within 5 years from being designated as an appraiser. To acquire this status, the appraiser must meet their-- respective State licensing requirements and complete the following categories, at a minimum.

Category	Description
1	255 hours of appraisal training, of which a majority must concentrate in farm real estate-related courses, in: <ul style="list-style-type: none"> • sales comparison approach • cost approach • income approach.
2	15 hours of training in USPAP.
3	30 hours report writing and case studies
4	A minimum of 40 hours of technical appraisal review
5	Education Requirements - Applicants for the Certified General credential must hold a Bachelor's degree or higher from an accredited college or university.

146 Appraiser Training Requirements (Continued)

B Obtaining State-Certified General Real Estate Appraiser Status ((Continued))

Required courses may be taken from approved institutions, such as:

- colleges or universities
- community or junior colleges
- real estate appraisal or real estate-related organizations
- State or Federal agencies or commissions
- proprietary schools
- other providers approved by the State certification-licensing agency.

* * *

146 Appraiser Training Requirements (Continued)

C Maintaining State-Certified General Appraiser Status

*--POAD, Appraisals Branch appraisers are required to maintain their State-certified general appraiser status by completing continuing education courses according to the standards established by the State Appraisal Board.

These courses must be:

- taken from approved institutions
- accredited by the State Appraisal Board.

The appraiser, with supervisor approval, should select the continuing education course--* topics.

* * *

147 **Training Requirements for Performing Real Estate Administrative Appraisal Reviews**

A State Responsibility

State Offices are responsible for developing and delivering a training program to an adequate number of employees to perform administrative appraisal reviews.

B Available National Training

An online course has been developed to supplement State-developed training. The AgLearn course titled “**Administrative Appraisal Review**” is required training for all employees receiving administrative appraisal review authority.

*--**Note:** The “Administrative Appraisal Review” course can be located in the “Find Learning” section in AgLearn.--*

147 **Training Requirements for Performing Real Estate Administrative Appraisal Reviews
(Continued)**

C Other Available Training

Training modules that trainers can use for real estate administrative reviews are available at the Appraisal SharePoint.

***--Note:** The trainer must be a POAD, Appraisals Branch appraiser.

SED may contact POAD, Appraisals Branch to help develop a customized training plan--* for their State using these modules.

Other modules available for consideration include chattel appraisal training materials and can be found at

<https://sharepoint.fsa.usda.net/pa/flp/PDEED/appraisal/SitePages/Home.aspx>.

148 Release of Appraisal Report

A General

An appraisal report, paid by FSA, is considered an administrative document for collateral valuation and may not be released to the public or other parties except through FOIA, in accordance with subparagraph 141 I and this subparagraph.

B Release to Applicant or Borrower

Upon an applicant or borrower's written request, FSA will provide a copy of the appraisal--* obtained for the loan.

An appraisal report that was completed for a loan servicing action is not released unless:

- the release meets the requirements in subparagraph 144 F
- there is foreclosure action pending on the real estate security
- it is in the best interest of the Government to facilitate alternative source of financing to satisfy all debts to FSA to avoid forbearance action.

C Release to Lender

An appraisal report may be released to a lender if either:

- an intended user stated in the report

Note: A lender that is listed as an intended user in the appraisal report may not request changes or add requirements to the appraisal assignment. FSA, as the client, is the only party that may request changes or add requirements to the appraisal assignment.

- participating in a loan transaction and has a participation arrangement with FSA.

Note: The participation arrangement will be in writing with the applicant or borrower's acknowledgement.

148 Release of Appraisal Report (Continued)

D Release to Peer Review Committee or Regulatory Authority

A real estate appraisal report may be released to a peer review committee or regulatory authority upon written request with consultation with POAD, Appraisals Branch. The SED shall inform the review committee in writing that, appraisal information developed for USDA is protected from unauthorized use and unauthorized disclosure pursuant to the administrative and/or civil remedies/criminal penalties identified in applicable Federal statutes to include the Privacy Act of 1974 (5 U.S.C. 552a - as amended).

To ensure proper awareness, individuals/organizations granted access to federally protected information are advised that they may be held legally liable should they commit an unauthorized use/unauthorized disclosure of the protected information in violation of Federal statute.

149-160 (Reserved)

Section 4 Borrower Account Classification

251 Overview

A CONACT Requirements

CONACT requires FSA to classify borrower accounts and to review annually for graduation each direct loan borrower classified as “commercial” or “standard”. FSA uses the borrower account classification system to identify borrowers with the best potential to obtain commercial credit, except CL. See 4-FLP, Part 4 for graduation. Classification also identifies borrowers in need of special loan servicing and helps the National Office evaluate the quality of FSA’s direct loan portfolio.

Classifications are not disclosed to credit bureaus or other lenders. A borrower cannot appeal an account classification.

B Classification Categories

Accounts will be identified as 1 of the following.

Classification	Classification Category
1	Commercial
2	Standard
3	Acceptable
4	Marginal
5	Not Classified

C When Classification Is Required

--All classifications will be completed using FBP. See the Farm Business Plan User Guide at <https://inside.fsa.usda.gov/program-areas/daflp/software-manuals/index> for guidance on completing the classification. If the account is classified as commercial or standard,-- the authorized agency official must thoroughly document that the borrower has met the test for credit and therefore meets the eligibility requirements for the loan being granted.

Direct loans will be classified using the FBP credit presentation that is used to analyze and approve the loan.

At the end of YEA, done according to Section 5, the authorized agency official must also classify the account.

Subsequently, the authorized agency official at minimum must classify the account every 2 years with the updated data collected according to 4-FLP, subparagraph 47 B.

Before an account is identified as “Currently Not Collectible (CNC)”, the current classification will be reviewed.

251 Overview (Continued)

C When Classification Is Required (Continued)

- Accounts which have not been previously classified, or those with a classification score of 1 or 2 will be assigned a score of “5,” “Not Classified” using the D-Loan/Special Classification Credit Action.
- Accounts previously scored 3, 4, or 5 will not be reclassified prior to CNC.

CNC accounts returned from cross servicing are not required to be classified.

D Classification of Youth Loans

New youth loans will be classified as “3” when completing the Youth Loan Credit Action. For existing youth loans, that are current, complete a D-Loan/Special Classification Credit Action. A score of “3”, “Acceptable” will be assigned. For existing youth loans that are delinquent, the D-Loan/Special Classification Credit Action shall be used and will be assigned a score of “5”, “Not Classified”. The values of FSA’s Security Margin and percent of FSA Loss will be calculated from the best information available for the borrower. The basis for these values will be documented in FBP.

E Classification of CL’s

CL’s will be classified using the FBP credit presentation that is used to analyze and approve the loan. There is no test for credit for CL’s, so a classification of commercial or standard is acceptable without further documentation.

At the time of YEA, completed according to Section 5, the authorized agency official must classify the account.

Subsequently, the authorized agency official at minimum must classify the account every 2 years with the updated data collected according to 4-FLP, subparagraph 47 B.

Streamlined CL’s will be classified as “2” using the D-loan/special classification credit action.

If CL, including Streamlined, subsequently becomes delinquent or financially distressed, all documents will be obtained to complete an analysis and the account will be classified using the updated information.

F Classification Reporting

Field Offices must use the Active FLP Borrowers Report from FLP Data Mart at ***--<https://fsadw.nitckc.usda.gov/analytics> to monitor classifications. This report identifies--*** the classification category and date for the most recent classification for each borrower. When a new classification is completed in FBP, the authorized agency official must update the Classification Review Workflow in DLS as soon as it is possible to do so.

404 National Office Reporting Requirements**A State Visit Reports**

The National Office will provide a findings report from on-site visits to State management within 30 calendar days after completing the review. The format of this report is detailed in the National Office Review Process Guide, Section 6. This report will:

- *--clearly present conclusions that are supported by facts obtained during the review--*
- include recommended mitigative actions.

Mitigative actions will:

- be developed in conjunction with State management during the on-site visit
- have a specified date to provide an update on the State's progress in mitigating identified risks.

***--B POAD Action**

Upon receiving a State's risk mitigation plans, POAD shall:--*

- evaluate and approve risk mitigation plans
- establish a follow-up system to ensure that risk mitigation plans are implemented
- assess the success of the risk mitigation plan on reducing identified high risks
- provide an annual report to DAFLP summarizing the area of potential risk in the States visited.

405-440 (Reserved)

442 DDORS (Continued)

***--G User Roles (Continued)**

- **Service Center User Role**

Service Center user role allows users to:

- view submitted and auto-submitted oversight reports for their Service Center
- followup pending action items in submitted and auto-submitted reports by adding followup comments.

- **Proxy User Role**

Proxy user's:

- are temporarily assigned to a Service Center to manage its oversight reports
- can complete, certify, and submit oversight reports for the assigned Service Center
- can followup and close the assigned Service Center's action items.

Proxy assignments are terminated if DD's district assignment changes or if DD or proxy's account is inactivated.

Note: During the time period a proxy is assigned to a Service Center, DD can view, but cannot edit, the Service Center's oversight reports.

- **Specialist User Role**

Specialist users are State users who are assigned to work on a Service Center's oversight report along with DD or proxy. Specialist users can add and modify review information anywhere in the oversight report.

Specialist users cannot:

- delete review records added by others
- add new action items or close existing action items
- certify (sign) or submit oversight reports.--*

443 Responsibilities

A DD Responsibilities

See Exhibit 36 for detailed guidance on completing the oversight report online and creating *--various FLP Data Mart and GLS reports.--*

DD's shall:

- coordinate and plan all FLP oversight review site visits with FLP State Office staff so that participation by FLC or FLS can be arranged when necessary
- notify SED and FLC of any apparent problems that may require immediate attention
- use DDORS to:
 - complete reviews for each Service Center quarterly
 - document specific findings for each case file or operational file reviewed
 - record and followup on any noted problems or inconsistencies as an "Action Item"
 - submit completed Service Center oversight reports.

Note: Submitting the report online in DDORS is the:

- certification for that report
- DD's signature.

B Service Center Responsibilities

Service Center staff shall:

- assist as needed with items to be reviewed
- be available to discuss specific cases or to answer questions from DD
- followup on any action items identified by DD's in DDORS.

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-2199	Claimants With Closed Settlement Claims With Appeal Hearing in Suspension		Ex. 13.5
FSA-2201	Lender's Agreement		43, 47
FSA-2211	Application for Guarantee		44, 47, Ex. 36
FSA-2212	Preferred Lender Application for Guarantee		44, 47, Ex. 36
FSA-2232	Conditional Commitment		Ex. 7
FSA-2234	FSA Review of Lenders Evaluation of Collateral		143
FSA-2235	Loan Guarantee		143, Ex. 7
FSA-2241	Guaranteed Farm Loan Status Report		61
FSA-2242	Assignment of Guarantee		Ex. 7
FSA-2248	Guaranteed Farm Loan Default Status Report		61
FSA-2292	Guaranteed Loan Processing Checklist		Ex. 36
FSA-2301	Request for Youth Loan		44, 47, 48
FSA-2304	Notice of Incomplete Application		Ex. 36
FSA-2305	Second Notice of Incomplete Application		Ex. 36
FSA-2306	Notice of Application Withdrawal/Pending Withdrawal		Ex. 36
FSA-2307	Notice of Complete Application		Ex. 36
FSA-2308	Notice of Eligibility for FSA Assistance		Ex. 36
FSA-2313	Notification of Loan Approval and Borrower Responsibilities		202
FSA-2314	Streamlined Request for Direct OL Assistance		48
FSA-2330	Request for Microloan Assistance		44, 48
FSA-2341	Certification of Attorney		43
FSA-2342	Certification of Title Insurance Company		43
FSA-2510	Notice of Availability of Loan Servicing to Borrowers Who Are 90 Days Past Due		3
FSA-2512	Notice of Availability of Loan Servicing to Borrowers Who Are Current, Financially Distressed, or Less Than 90 Days Past Due		3
FSA-2514	Notice of Availability of Loan Servicing to Borrowers Who Are in Non-Monetary Default		3
FSA-2535	Conservation Contract		3
FSA-2543	Shared Appreciation Agreement		3
FSA-2544	Request for Information on Capital Improvements		Ex. 36
FSA-2545	Borrower Notification of Shared Appreciation Due		Ex. 36
FSA-2585	Acquisition or Abandonment of Secured Property		5
FSA-2721	List of Currently Not Collectible (CNC) Debts Eligible to be Referred to Treasury for Cross-Servicing		5
FSA-2722	Update to TOP and Cross-Servicing Information		5

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

Forms (Continued)

Number	Title	Display Reference	Reference
IRS 1098	Mortgage Interest Statement		5
IRS 1099-A	Acquisition or Abandonment of Secured Property		5
IRS 1099-C	Cancellation of Debt		5
IRS 1099-G	Statement for Recipient of Certain Government Payments		5
IRS 1099-INT	Interest Income		5
OF-347	Order for Supplies and Services		165
RD 1922-15	Administrative Appraisal Review for Single Family Housing		143
SF-87	Fingerprint Chart		Ex. 41-44
SF-1449	Solicitation/Contract/Order for Commercial Items		165

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AASM	Application Authorization Security Management	Ex. 18
ACCP	accelerated payment	167, 171
ACIF	Agricultural Credit Insurance Fund	163
ACOR	Appraisal Compliance Oversight Review	143
ADR	alternative dispute resolution	42
ARMP	Agency Representative for Micro-Purchase	141, Part 7
ARRA	American Recovery and Reinvestment Act of 2009	28, 163, Ex. 16
APOC	Appraisal Point of Contact	Text, Ex. 2, 41-44, 60, 62
AS	Agricultural Specialist	23, 26, Ex. 7
BIR	Business Information Report	48
BOB	Budget Oversight Branch	171
BOPR	Borrower Property Table	166
BP	Business Partner	44, 46, Ex. 14
BPA	Blanket Purchase Agreement	161, 162, 165, 166
***	***	***
CAFO	confined animal feed operation	Ex. 51
CCR	Central Contractor Registration	162
CDAT	Consent Decree Action Team	Ex. 12, 13.5
CL	conservation loan	Text, Ex. 2, 16
CMDB	Cash Management Disbursement Branch	5

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
CMT	Constant Maturity Treasury	Ex. 17
CMVB	current market value buyout	23
CNC	currently not collectible	251, Ex. 5, 13, 13.5
CO	Contracting Officer	141, 166, Ex. 41-44, 60, 69
CONACT	Consolidated Farm and Rural Development Act	1, 21, 29, 142, 251
CPA	Certified Public Accountant	Ex. 26
CSA	community supported agriculture	242, Ex. 28
DATA	Digital Accountability and Transparency Act	Part 7
DCIB	Debt Collection Improvement Branch, NFAOC	4, 444, Ex. 36
DDORS	District Director Oversight Reporting System	442, 443, 444, Ex. 2, 36
eDALR\$	electronic Debt and Loan Restructuring System	Ex. 13.5, 17
DUNS	Data Universal Numbering System	Ex. 41-44
ECM	Enterprise Content Management	5, 52
EIN	employer identification number	53
EPM	Enterprise Performance Management	54
ERSR	Electronic Repository of Security Requests	53
FAIN	Federal Award Identification Number	66
FaSB	Farm Services Branch, NFAOC	5, 41, 52
FAR	Federal Acquisitions Regulation	141, 161, 162, 165, 166, Ex. 2, 61
FBC	Farm Production and Conservation Business Center	Text
FCSB	Farm and Community Services Branch, NFAOC	5, 50, 52
FCAO	Farm Credit Applications Office	49
FHP	Farm and Home Plan	Ex. 5
FLOTRACK	Farm Loan Officer Trainee Tracking System	25
FLPRA	Farm Loan Programs Risk Assessment	401-403, 443, Ex. 36
FmHA	Farmers Home Administration	52, Ex. 5
FMMI	Financial Management Modernization Initiative	162-169
FPAC	Farm Production and Conservation	161, 163, 168
FPDS-NG	Federal Procurement Data System -New Generation	168
IAS	Integrated Acquisition System	168
ITLAP	Indian Tribal Land Acquisition Program	2, Ex. 16
KZ	cancellation	169
LOA	Loan Analyst	23, 26, Ex. 7
LOC	line of credit	29, Ex. 16
LR	limited resource	223, 261, 263, Ex. 16
LRA	Lead Regional Appraiser	4, 141, 142, Ex. 41-43
LRS	Loan Resolution Specialist	23, 26, Ex. 7

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
ML	microloan	222, 242, Ex. 16
MRT	Master Reference Table	444
NFAOC	National Financial Accounting and Operations Center	5, Ex. 14
OA	Office of Adjudication	41
OTI	Opportunity to Improve Plan	25
PAC	Program Authority Code	163, 166, 168
PAO	Policy Accountability and Oversight	161, 162, 163, 167
PARLC, LAO (FFIS Team)	Policy, Accounting, Reporting, and Loan Center, Loan Accounting Office	169
PCA	Production Credit Association	Ex. 18
PIID	Placeholder Procurement Identification Number	162, 168
PIP	Performance Improvement Plan	25
PLP	Preferred Lender Program	29, 43, Ex. 5, 36
PLS	Primary Loan Servicing	23, 25, 27, 29, 42, 144, Ex. 5, 36
POAD	Program Operations and Appraisals Division	Text
PPA	Post payment adjustment	161
PRB	Programs Report Branch, NFAOC	5
PVND	Term in the FMMI User Guide representing the creation of a vendor record	165
* * *	* * *	* * *
RCN	replacement cost new	Ex. 51
RRA	Regional Review Appraiser	4
SALP	Special Apple Loan Program	2, 29
SAM	System for Award Management	43, 141, 161, 164-166, Ex. 41-44
SAP	Simplified Acquisition Procedure	60, 61, 141, 142, Ex. 60-62
SDMS	State Directives Management System	3, 103
SEL	standard eligible lender	25, 43, Ex. 5, 36
SLR	Security Liaison Representative	53, Ex. 14
SOW	Statement of Work	141, 142, 143, Ex. 41-44, 64, 69
TC	transaction code	46, 49, 50, 52, 164, 169 Ex. 14

Definitions of Terms Used in This Handbook (7 CFR 761.2 (b))

Administrative Appraisal Review

Administrative appraisal review is a review of an appraisal to determine whether the appraisal:

- meets applicable Agency requirements; and
- is accurate outside the requirements * * * of USPAP.

Adversely Affect

Adversely affect means that a change unrelated to the issue resolved through the appeal will result in the borrower no longer being eligible for the loan servicing action requested, or the previously developed FBP not being feasible.

Agency

Agency is the FSA.

Agency Official

The agency official is any employee with the agency. This term is used when the action does not require inherent or delegated authority.

Appraisal Compliance Oversight Reviews (ACOR)

Appraisal Compliance Oversight Reviews are internal quality control reviews of the agency's administrative review function and appraisal/technical review requirements.

Appraisal Point of Contact (APOC)

The appraisal point of contact is the authorized agency official selected to be the point of contact for obtaining appraisal services under the micro purchase threshold and is authorized to complete micro-purchases for appraisal services within their delegated authority. This authorization will be provided by delegation per FAR 1.603-3 by FPAC Director.

Note: Duties and responsibilities include reviewing requests for purchase of appraisal services that does not involve the use of a Government purchase card. APOC has the authority to commit the Agency to purchase a good or service.

Approval Official

The approval official is the specific employee who has the authority to approve or deny the described action.

Definitions of Terms Used in This Handbook (7 CFR 761.2 (b)) (Continued)

Authorized Agency Official

The authorized agency official is the FSA official that is authorized to perform specific tasks related to loanmaking or loan servicing. The appropriate official is determined by inherent authorities or delegations applicable to a particular task.

Beginning Farmer

Beginning farmer is an individual or entity who:

- (1) Meets the loan eligibility requirements for a direct or guaranteed CL, FO, or OL, as applicable;**
- (2) Has not operated a farm for more than 10 years. This requirement applies to all members of an entity;**
- (3) Will materially and substantially participate in the operation of the farm:**
 - (i) In the case of a loan made to an individual, individually or with the family members, material and substantial participation requires that the individual provide substantial day-to-day labor and management of the farm, consistent with the practices in the county or State where the farm is located.**
 - (ii) In the case of a loan made to an entity, all members must materially and substantially participate in the operation of the farm. Material and substantial participation requires that the member provide some amount of the management, or labor and management necessary for day-to-day activities, such that if the individual did not provide these inputs, operation of the farm would be seriously impaired;**
- (4) Agrees to participate in any loan assessment and borrower training required by Agency regulations;**
- (5) Except for an OL applicant, does not own real farm property or who, directly or through interests in family farm entities owns real farm property, the aggregate acreage of which does not exceed 30 percent of the average farm acreage of the farms in the county**

--where the property is located. If the farm is located in more than one county, the average farm acreage of the county where the applicant's residence is located will be used in the calculation. If the applicant's residence is not located on the farm or if the applicant is an entity, the average farm acreage of the county where the major portion of the farm is located will be used. The average county farm acreage will be determined from the most--

recent Census of Agriculture;
- (6) Demonstrates that the available resources of the applicant and spouse (if any) are not sufficient to enable the applicant to enter or continue farming on a viable scale; and**
- (7) In the case of an entity:**
 - (i) All the members are related by blood or marriage; and**
 - (ii) All the members are beginning farmers.**

Forms List (Continued)

B Forms (Continued)

Old Form Number	New Form Number	Title	Date Made Obsolete
FSA 462-4	FSA-2465	Assignment, Acceptance, and Release (Wool and Mohair)	
FmHA 462-7 (State)		Continuation Statement (Generic Version)	12-31-07
FSA 462-11	4-FLP, Exhibit 28	Request for Continuation Statement Filing Fee	
FmHA 462-12		Statements of Continuation, Partial Release, Assignment, Etc.	12-31-07
FmHA 462-12 (State)		Continuation of Termination Statement	12-31-07
FmHA 462-14		Change in List of Farmers Home Administration Borrowers Note: Reinstated as Exhibit 30 to 4-FLP.	5-18-04
RD 465-1	FSA-2060	Application for Partial Release, Subordination, or Consent	
RD 465-5	FSA-2476	Transfer of Real Estate Security	
FmHA 465-12 (State)		Quitclaim Deed	12-31-07
FSA-580	FSA-2580	Primary and preservation Loan Servicing Checklist	
FSA-581	FSA-2581	Review data for inequitable treatment	
FmHA 838-B		Invoice - Receipt Certification	12-31-07
FSA-838-C	FSA-2171	Substitute Invoice	
FSA-839	FSA-2172	Request for Emergency Payment	
FSA-845	FSA-2173	Foundation Financial information System (FFIS) Vendor Code Request	
FmHA 1007		Square Foot Appraisal Form	12-31-07
FmHA 1900-1		Request for Appeal of Adverse Action	7-8-98
FmHA 1902-7		Financial Institution Summary For CBS	7-8-98
FmHA 1905-1		Management System Card-Individual	12-31-07
FmHA 1905-4		Application and Processing Card--Individual	12-31-07
RD 1905-12		Monthly Expirations	12-31-07

Forms List (Continued)

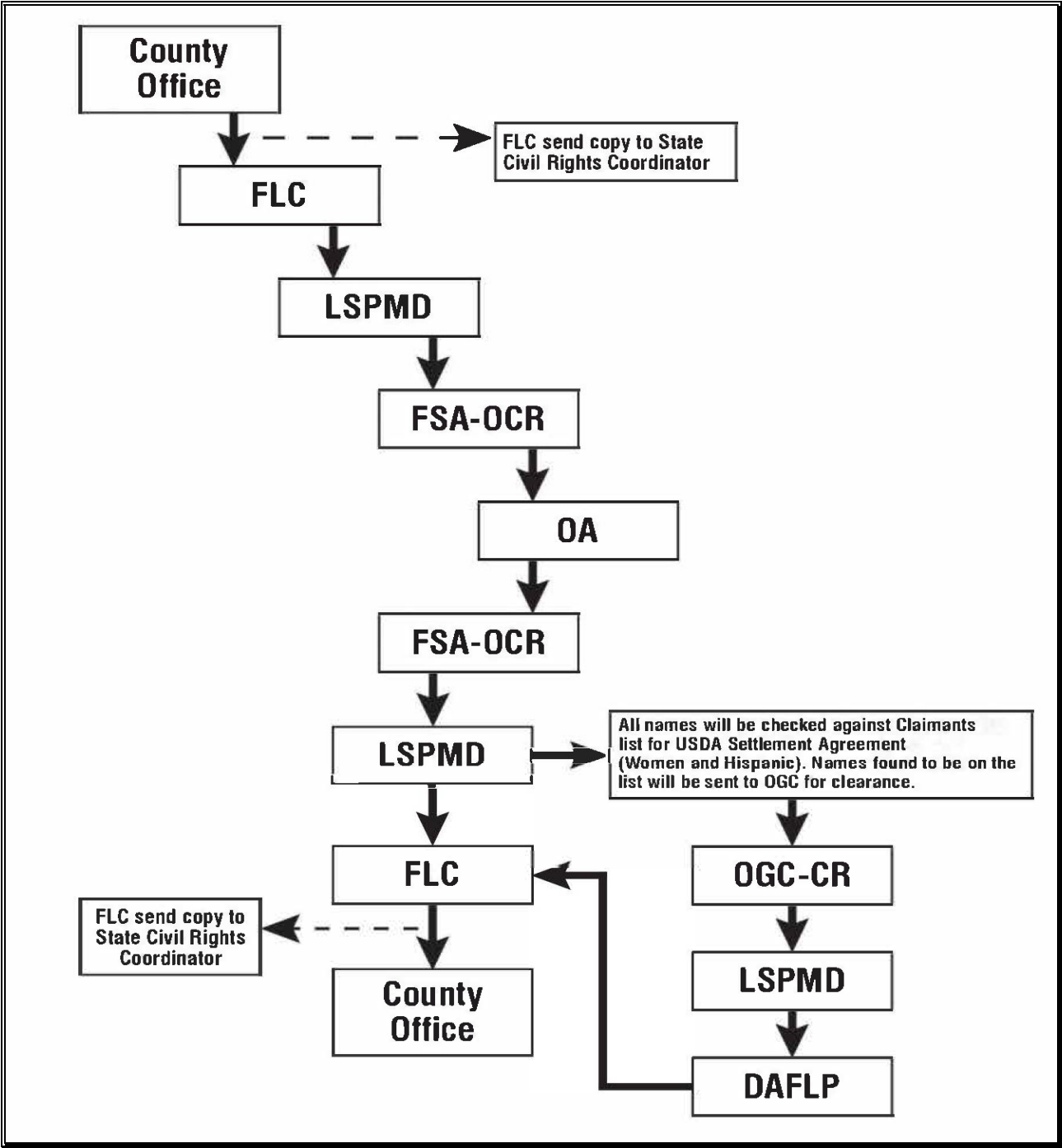
B Forms (Continued)

Old Form Number	New Form Number	Title	Date Made Obsolete
RD 1910-5	FSA-2014	Verification of Income	
FmHA 1910-11		Applicant Certificate Federal Collection Policies For Consumer or Commercial Debts	9-9-03
FmHA 1922-1		Appraisal Report - Farm Tract	10-99
FSA-1922-1 & Addendum	FSA-2161	Appraisal Report - Agricultural Tract	
FmHA 1922-2		Supplemental Report-Irrigation Drainage, Levee, and Mineral	10-99
FmHA 1922-3 & L3		Map of Property	4-12-00
FmHA 1922-4		Township Plate Map	4-12-00
FmHA 1922-5		Appraisal Review Note: Reinstated as FSA-2166.	1-9-04
FmHA 1922-6		Multiple Township Plat Map	4-12-00
FmHA 1922-8		Uniform Residential Appraisal report	4-12-00
FSA 1922-9	FSA-2162	Real Estate Sales Data	
FSA 1922-10	FSA-2163	Supplemental Forms-Agricultural Appraisal	
FSA 1922-11	FSA-2164	Appraisal for Mineral Rights	
RD 1922-12		Nonfarm Tract Comparable Sales Data	12-31-07
RD 1922-14		Residential appraisal review for SFH	1-9-04
***	***	***	
FSA 1922-16	FSA-2165	Administrative Appraisal Review	
FSA-1922-17		Appraisal certification program semiannual report	6-17-08
RD 1924-1	FSA-2150	Development Plan	
FmHA 1924-2		Description of Materials	12-31-07
FmHA 1924-3		Service Building Specifications	12-31-07
FmHA 1924-5		Invitation for Bid (Construction Contract)	12-31-07
FmHA 1924-6		Construction Contract	12-31-07
FmHA 1924-7		Contract Change Order	12-31-07
FmHA 1924-9		Release by Contractor Note: Reinstated as FSA-2154.	7-26-04
RD 1924-10	FSA-2153	Release by Claimants	

Discrimination Complaint E-Mail Clearance System

The following illustrates the clearance process used before acceleration for all accounts.

*--



--*

Instructions for E-Mail to the National Office for Discrimination Complaint Status

A E-Mail Recipients

FLC or designee shall provide an e-mail to the National Office at
-- fsa-directloans.wdc.usda.gov--

B E-Mail Subject

The e-mail subject block should read, “Civil Rights Complaint Clearance - Borrower’s Name and State”.

C E-Mail Attachment

The e-mail attachment shall:

* * *

- include the following information for the primary borrower:
 - name and 12-digit account number (State and county code and SSN/TIN)
 - complete residence address
 - race
 - gender
 - ethnicity (Hispanic or not Hispanic)
 - youth loan only (yes or N/A)
- include the following information for **all liable parties**:
 - name
 - SSN
 - race
 - gender
 - ethnicity (Hispanic or not Hispanic)

* * *

- include prior review history including the following information:
 - previously cleared for acceleration by memo or e-mail on (specific date)
 - case review (specific date) and returned for additional servicing
- include prior civil rights complaint information, including complaint number if known.

Note: The prior civil rights complaint information will help to clarify complaints that may have been previously closed or to further identify the race or involvement in
--Keepseagle, Pigford, Love, or Garcia; ALJ Case #XXXXXXXXX, last contact (specific date).--

Instructions for E-Mail to the National Office for Discrimination Complaint Status (Continued)

C E-Mail Attachment (Continued)

If the case involves a borrower who is a claimant under * * * USDA Settlement Agreement (Women and Hispanic), follow guidance in Exhibit 13.5.

Servicing Settlement Claimants and National Office FLP Programmatic Review

A Background

*--USDA's settlement agreement (Women and Hispanic) has affected the way FSA services delinquent loan accounts of claimants.

B Closed Settlement Claims

A claim is considered closed when a final decision has been issued. State Offices were advised by memorandum from DAFLP when Women, and Hispanic claims were closed.--*

All closed claims fall into 1 of the following 2 categories.

- Category 1 – individuals:
 - whose settlement claims have been closed and were **not** delinquent on their FLP debt at that time; or
 - who had no FLP loans.
- Category 2 – individuals whose settlement claims have been closed and were delinquent on their FLP debt at that time.

Servicing Settlement Claimants and National Office FLP Programmatic Review (Continued)

C County Office Servicing Actions

Upon receiving notification that the claim of a settlement claimant has been closed, the County Office will service the account according to the following.

- Category 1 cases require no special servicing.
- Category 2 cases.
- **Delinquent borrowers with outstanding servicing applications that have not been concluded.** Contact the borrowers to determine whether they want to continue with the existing loan servicing application or receive a new notification of the availability of loan servicing.

Note: Use FSA-2198 or FSA-2199, as appropriate, to contact these borrowers.

- For borrowers who return FSA-2198 or FSA-2199, as appropriate, within 15 calendar days, begin the loan servicing process again by sending a new notification of the availability of loan servicing according to 5-FLP, Part 3.
- For borrowers who do not return FSA-2198 or FSA-2199, as appropriate, within 15 calendar days, continue processing the pending application.

Note: Claimants may have an appeal hearing in suspension, pending closure of their claim. When the authorized agency official is notified that the claim has been closed, the official should notify the Appeal Hearing Officer of the closure.

- **Delinquent borrowers with no pending servicing request.** For delinquent borrowers where the special servicing application has been concluded and the account has not been accelerated, send a new notification of the availability of loan servicing according to 5-FLP, Part 3. The decision on the settlement claim may have improved borrowers' financial conditions and could affect their ability to qualify for FSA assistance.

Note: When all loan servicing rights have been concluded for Category 2 borrowers, without resolving the delinquency, submit the completed FSA-2580 and FSA-2581, to the State Office, as required by 5-FLP, subparagraph 533 B.

Servicing Settlement Claimants and National Office FLP Programmatic Review (Continued)

C County Office Servicing Action (Continued)

- **Delinquent borrowers whose accounts have already been accelerated.** Except for cases already held by DOJ, submit the completed FSA-2580 and FSA-2581 to the State Office requesting civil rights clearance review * * * or pre-CNC if liquidation has already *--occurred. The clearance process will be similar to Exhibit 12. If DOJ is holding--* a case, the U.S. Attorney's office should be advised when the claim is closed.

If a Category 2 borrower's delinquency is cured by payment, rescheduling, writedown, or any other resolution, and a new delinquency occurs at a later date, the normal pre-acceleration review required by Exhibits 12 and 13 will be performed. Likewise, Category 1 individuals who later become delinquent on any FLP debt will be subject to the same review process.

D State Office Servicing Action

For Category 2 borrowers, when requesting the National Office civil rights clearance * * *, in addition to the documentation required by Exhibit 13, the State Office will include FSA-2580 and FSA-2581 documenting the findings of the State Civil Rights Review Group.

* * *

E National Office Action

The National Office shall:

- review FSA-2580 and FSA-2581, other documentation provided according to Exhibit 13 and supporting documentation found in DLS-Special Servicing, FBP, and eDALR\$ to ensure that all servicing and appeal rights were properly administered before further consideration of acceleration, foreclosure, or CNC
- provide written guidance to the State Office for each case after completing the review.

Servicing Settlement Claimants and National Office FLP Programmatic Review (Continued)

***--F Acceleration/Foreclosure**

Do not take acceleration or foreclosure action for Category 2 borrowers, until the National Office has provided written guidance according to subparagraph E.--*

FLP Rates

A Interest Rates for FLP's

--The following provides interest rates for FLP's as of March 1, 2020.--

Loan Type	Current Rate (%)	Date Set
Loans Currently Made		
Emergency – Amount of Actual Loss	3.625	1/1/20
Farm Ownership and Conservation Loans	3.250	1/1/20
Farm Ownership – Down Payment	1.500	5/22/08
Farm Ownership – Joint Financing	2.500	2/7/14
Farm Ownership – Limited Resource	5.000	4/1/86
Farmer Program – Homestead Protection	3.250	1/1/20
Indian Land Acquisition	5.000	2/1/91
Operating	2.625	1/1/20
Operating – Limited Resource	5.000	12/1/90
Operating – Microloan – “Special Interest Rate”	5.000	2/7/14
Shared Appreciation Amortization	2.250	1/1/20
Interest Rates for Servicing Loans no Longer Being Made		
Apple Loans	1.625	1/1/20
Association – Grazing	3.250	1/1/20
Association – Irrigation and Drainage	3.250	1/1/20
Economic Emergency – Operating	2.625	1/1/20
Economic Emergency – Real Estate	3.250	1/1/20
Emergency – Annual Production	6.125	2/1/20
Emergency – Major Adjustment: Subtitle A Purpose (Excess of Loss)	*--5.375	3/1/20--*
Emergency – Major Adjustment: Subtitle B Purpose (Excess of Loss)	6.125	2/1/20
Recreation – Individual	3.250	1/1/20
Rural Housing – Farm Loan Purposes		
Note: For the current interest rate, contact the National Office.		
Softwood Timber Loans	3.250	1/1/20
Soil and Water	3.250	1/1/20
Soil and Water – Limited Resource	5.000	7/1/92
Other Loans		
Nonprogram – Chattel Property	6.125	2/1/20
Nonprogram – Real Property	*--5.375	3/1/20--*

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

- attached to a ServiceNow request sent to MSD using the myFPAC portal at https://usdafpachb.service-now.com/fpac?id=ms_intake&sys_id=32b0dc14dbd523008ebefd721f961992
- mail to:

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

FLP Rates (Continued)

B Treasury Rates

The following table provides the applicable Treasury rates.

Treasury Rates	Current Rate (%)	Date Set
90-Day Treasury Bill	*--1.500	3/1/20
Treasury Judgment Rate (see Note)	1.480	3/1/20--*

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

The treasury judgment rate is the interest rate applicable to deficiency judgments for all loan types (pursuant to 28 U.S.C. Section 1961). The rate is based on **the daily** 1-year CMT yield published by the Federal Reserve System, Board of Governors. The rate shown is the most current rate posted to the Federal Reserve web site and is **the daily** *--rate as of **February 4, 2020**. The actual judgment rate is the rate for the **calendar--*** week preceding the date the defendant becomes liable for interest. Access the Federal Reserve website <https://www.federalreserve.gov/datadownload/Choose.aspx?rel=H15> for the weekly average 1-year CMT yield.

C Historical 90-Day Treasury Bill Rates

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

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

List of Available Reports

A Farm Loan Programs Data Mart

*--1 FLP Direct Reports, FLP Loan Making Reports, Direct Applications

The following are the available FLP Direct Application Reports.

Report Name	Report Description	User Selection Criteria	Date Last Modified
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"> • State • District • Servicing Office • County • Status • Ethnicity • Race • Gender • Date Type 	10/27/17
Direct Applications Report	Provides comprehensive information on the loan application process from Application Received Date through Loan Closing Date. Includes both FLP and FSFL applications. Carryover applications received in prior FY will be displayed until withdrawn, rejected or closed. Includes Veteran code.	<ul style="list-style-type: none"> • State • District • Service Office • County • Ethnicity • Race • Gender • Application Type • Loan Type • Status • Borrower • Date Type • Fiscal Year 	12/14/17
Direct Applications Summary Reports	Provides the number of applications received, the number of applications for a variety of statuses, and the 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, County, or Borrower.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Ethnicity • Race • Gender 	12/14/17

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

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

Report Name	Report Description	User Selection Criteria	Date Last Modified
Direct Applications on Hand	Provides number of applications by loan type for the following statuses: Applications In Process; Applications Unprocessed; Approved Not Closed; Approved Not Obligated; Obligated Not Closed. Report initially defaults to applications received during current FY.	<ul style="list-style-type: none"> State 	3/30/18
DLS Loan Making Checklist Queries Report	Provides information on the DLS Checklist sorted by Process Type and Item Description.	<ul style="list-style-type: none"> State District Service Office County Process Type Section Date Type Item Description 	10/9/18
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 	10/27/17

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--1 FLP Direct 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 • Display • Application Completion Date 	10/27/17
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 • Program Type • Task Status • Task • Application Received Date • Task Completion Date • Date Type 	7/5/18
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 	1/16/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--1 FLP Direct 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 	6/27/19
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 	10/27/17

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List of Available Reports (Continued)

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

2 FLP Direct Reports, FLP Loan Making Reports, Obligations

The following are the available FLP Obligations 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 	9/19/18
Microloan Collateral Analysis Report	Provides a list of all microloan collateral identified during the loan making process.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Ethnicity • Race • Gender • Excess Collateral 	12/26/19
Obligation Transactions Report	Provides a list of transactions that affect the obligated loan amount. This includes obligations (1A & 1B transactions) and deobligations (1D & 1Y transactions). This report replaces the PLDATA FOCUS Report.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Transaction Date 	9/19/18
Undisbursed Obligations Report	Lists obligations where there is an undisbursed balance.	<ul style="list-style-type: none"> • State • District • Servicing Office • County 	12/14/17

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

***--3 FLP Direct Reports, FLP Loan Servicing Reports, Routine Servicing**

The following are the available FLP Routine Servicing Reports.

Report Name	Report Description	User Selection Criteria	Date Last Modified
Active FLP Borrowers Report	Lists all active FLP borrowers, along with the most recent classification.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Classification Code • 2+ Years Old • Report Selection 	10/27/17
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"> • State • District • Service Office • Report Code • Report Date • Report Type 	10/10/18
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"> • State • District • Servicing Office • County • Borrower Type 	10/27/17

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--3 FLP Direct Reports, FLP Loan Servicing Reports, Routine Servicing (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
Borrower Financing Statement Report	Allows users to monitor the 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"> • State • District • Servicing Office • County • Program Type • Date Type • Status • Report Selection 	3/30/18
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"> • State • District • Servicing Office • County • Program Type • Status 	1/16/18
Classification Review 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"> • State • District • Servicing Office • County • Status • Date Type • Reason for Review 	6/1/18
Collateral Code Report (COLLCODE)	Provides collateral code information for active farm loans.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Report Date • Collateral Type 	10/4/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--3 FLP Direct Reports, FLP Loan Servicing Reports, Routine Servicing (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
Direct Active Disaster Set-Asides Report (FDSA51T)	Provides information on accounts with active disaster set-asides. Can be used to support FLPRAs reviews.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Report Date • Report Selection 	3/30/18
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"> • State • District • Servicing Office • County • Report Date • Race • Ethnicity • Gender • Veteran Status • Borrower Type • Loan Type • Flags • Report Selection • Litigation Status • Unpaid Balances 	6/1/18
Direct Deferred Accounts (DEFERRED)	Provides information on actively deferred accounts. Can be used to support FLPRAs reviews.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Report Date • Report Selection 	10/4/18
Direct Delinquency Aging Report (DIRDLQ3C)	Summarizes and lists direct customers based on delinquency/ aging categories.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Report Date • Aging Category • Race • Gender • Ethnicity • Report Selection 	10/10/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--3 FLP Direct Reports, FLP Loan Servicing Reports, Routine Servicing (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
Direct Delinquent Borrowers Monitored Report	Provides information on borrowers who are 120+ days delinquent and are not flagged PLS, OACI, or ACL. Can be used to support FLPPRA reviews.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Report Date • Report Selection 	10/30/18
Direct Flagged Accounts (FLAGLIST)	Summarizes and lists accounts that are flagged. Users can see all flagged accounts or select specific flags.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Report Date • Flag • Report Selection 	3/30/18
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"> • State • District • Servicing Office • County • Status • Date Type 	8/30/18
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"> • State • District • Servicing Office • County • Status • Date Type • No Significant Changes 	10/27/17
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"> • State • District • Servicing Office • County • Program Type • Status • Visit Type • Date Type • Completed by Contractor 	12/14/17

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--3 FLP Direct Reports, FLP Loan Servicing Reports, Routine Servicing (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
FLP Payment History Report	Provides information on farm loan collection transactions.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Date Type • Payment Application Description 	8/30/18
FLPRA Direct Loss Trend (FLPRALSS)	Provides information on direct loss rates as used for FLPRA reviews.	<ul style="list-style-type: none"> • State • Servicing Office • Report Selection 	5/4/18
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"> • State • District • Servicing Office • County • Status • Date Type 	8/14/18
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"> • State • District • Servicing Office • County • Status • Date Type 	6/17/19
Outstanding Subordinations Report	Provides information on approved subordination requests that have not been paid in full or settled.	<ul style="list-style-type: none"> • State • District • Servicing Office • County 	7/5/18
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"> • State • District • Servicing Office • County • Program Type • Date Type 	7/5/18
Potential Purchaser Report	List potential purchasers as entered in DLS.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Borrower • Purchaser 	3/7/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--3 FLP Direct Reports, FLP Loan Servicing Reports, Routine Servicing (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
Related Entities Report	Identifies related entities currently liable for all direct FLP loans and all active FSFL loans. Based on Related Entities linked on Customer Profile.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Loan Status • Borrower 	8/30/18
Reminder Report	Provides information on all routine loan servicing workflows. User can select pending, postponed, closed, or all reminders. Users can search based on Alert Date, Due Date, or Closed Date. Includes both FLP and FSFL reminders.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Status • Program Type • Date Type • Workflow • Reminder Type 	7/27/18
Security Instrument Processing Report	Provides tracking information for activities within the Security Instrument - Other workflow. User can search on Request type, Request Date, Final Disposition Date, or Workflow Completion Date.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Request Type • Date Type 	8/14/18
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"> • State • District • Servicing Office • County • Status • Date Type 	10/27/17
Status of Farm Loan Program (Report Code 540) Report	Provides status information for all outstanding FLP and FSFL loans.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Report Date • Report Type 	4/29/19

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--3 FLP Direct Reports, FLP Loan Servicing Reports, Routine Servicing (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
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"> • State • District • Servicing Office • County • Status • Security Type • Date Type 	6/1/18
Terminated Workflows Report	Provides a list of terminated servicing workflows.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Termination Date • Borrower Name 	6/5/19
Transfer Assumption Application Processing Report	Provides information for tracking Assumption requests.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Status • Date Type 	6/17/19
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 	1/16/18
Year End Analysis 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 • Date Type • Reason for Review • Completed by Contractor 	1/16/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--4 FLP Direct Reports, FLP Loan Servicing Reports, Special Servicing

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 • Application Status • Race • Gender • Date Complete Application Received • Category Name • Report Selection 	1/16/18
5-FLP Special Servicing Queries Report	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 • Queries 	5/4/17
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 	12/14/17
Primary Loan Servicing Actions Report	Provides information on primary loan servicing activity transactions that have been processed. User can obtain summary and detailed information based on specific date range.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Report Date • Action • Report Selection 	3/7/19

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

***--5 FLP Direct Reports, Farm Business Plan**

The following are the available FBP Reports.

Report Name	Report Description	User Selection Criteria	Date Last Modified
FBP Borrower Classification Reports	Provides a summary report and two detail reports for identifying active borrowers who are not in FBP and those who are in FBP but do not have a classification. There is also a second summary report showing the age of classifications and a detail report to identify borrowers who have not been classified in the past two years.	<ul style="list-style-type: none"> • State • District • Service Office • County 	4/15/19
FBP Compared to active DLS Borrowers Report	This report ensures that there are no duplicate borrowers in FBP and that inactive borrowers are removed from FBP in a timely manner. It provides a summary report along with two detail reports for identifying FBP records for clients who are no longer active borrowers and customers with more than one FBP record.	<ul style="list-style-type: none"> • State • Service Office 	4/15/19

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

***--6 FLP Funding & Goal Report, FLP Funding Reports**

The following are the available FLP Funding Reports.

Report Name	Report Description	User Selection Criteria	Date Last Modified
Funds Not Available	Provides the borrower name, loan amount, and program group for current funds not available.	<ul style="list-style-type: none"> • State • Program Group • Fund Code 	10/27/17
Funds Requested	Provides the borrower name, loan amount, and program group for current funds requested.	<ul style="list-style-type: none"> • State • Program Group • Fund Code 	10/27/17
Obligation Allotment and Appropriation Dashboard	Provides the number and amount of direct and guaranteed obligations for the current FY. This report is similar to the PFCS Allocation and Appropriation Report.	<ul style="list-style-type: none"> • State • Fiscal Year • Program Class • Program Parent • Program Name • Report Selection 	7/27/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

***--7 FLP Funding & Goal Reports, Goals Reports**

The following are the available FLP Goals Reports.

Report Name	Report Description	User Selection Criteria	Date Last Modified
Reduce Direct Delinquency Rates on Loans LS- Goal 1	Provides current direct loan delinquency rates for goal monitoring purposes.	<ul style="list-style-type: none"> • State • District • Servicing Office • County 	6/1/18
Reduce First Year Delinquency Rates on New Loans- Goal 1	Provides the current rate.	<ul style="list-style-type: none"> • State • District • Servicing Office • County • Report Selection 	9/26/18
Reduce Guaranteed Delinquency Rates on Loans LS- Goal 2	Provides current guaranteed loan delinquency rates for goal monitoring purposes.	<ul style="list-style-type: none"> • State • Servicing Office • County 	6/18/18
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 	6/1/18
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 	6/1/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--7 FLP Funding & Goal Reports, Goals Reports (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
Special Servicing Processing Times LS- Goal 3	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 	8/30/18
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 	6/1/18
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 	6/1/18
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 	6/1/18
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 	6/1/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

***--8 FLP Guaranteed Reports, Guaranteed Loan system (GLS) 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 Report	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 	7/5/18
Current Lender Designations Report	Provides a list of current lender designations (similar to GLS4023), including effective date of agreement.	<ul style="list-style-type: none"> • State • Lender Status 	7/5/18
FLPRA Guaranteed Average Loan Loss Rate Report	Provides information on guaranteed average loan loss rates to support FLPRA review.	<ul style="list-style-type: none"> • State • Servicing Office • County • Fiscal Year 	7/27/18
FLPRA Guaranteed Loans Closed Report	Provides a list of loans closed in specific fiscal year to support FLPRA elements.	<ul style="list-style-type: none"> • State • Fiscal Year 	7/27/18
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 • Report Selection 	6/18/18
FLPRA Loans made to refinance lenders own debt	Provides a list of guaranteed loans made to refinance lenders own debt to support FLPRA review.	<ul style="list-style-type: none"> • State • Servicing Office • County • FLPRA • Fiscal Year 	9/25/19
Guaranteed Annual Loan Loss Rate Report	Provides the guaranteed loan loss rate for the current fiscal year.	<ul style="list-style-type: none"> • State • Servicing Office • County • Report Selection 	7/27/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

***--8 FLP Guaranteed Reports, Guaranteed Loan system (GLS) Reports (Continued)**

Report Name	Report Description	User Selection Criteria	Date Last Modified
Guaranteed Fees Report	Provides information on guaranteed fees collected during specified date range.	<ul style="list-style-type: none"> • State • Servicing Office • County • Report Selection 	7/5/18
Guaranteed Obligation Transactions Report	Provides a list of transactions that affect the obligated loan amount. This includes 1 A and 1 D transactions.	<ul style="list-style-type: none"> • State • Servicing Office • County 	7/5/18
Lender Representative List Report	Displays current lender representative information for lenders with active FLP loans.	<ul style="list-style-type: none"> • State 	6/18/18
Loans Sold on Secondary Market Report	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 	6/18/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

***--9 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 • Borrower • Application Received Date 	3/30/18
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 	6/1/18
FSFL Congressional District Report	Provides information on FSFL obligations by congressional district.	<ul style="list-style-type: none"> • State • Congressional District • Fiscal Year 	8/14/18
FSFL Original Report	Provides a summary of 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 	4/23/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--9 FSFL Reports, FSFL Loan Making (Continued)

The following are the available FLP Goal reports.

Report Name	Report Description	User Selection Criteria	Date Last Modified
Office Management FSFL Dashboard	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 Status • Task • Date Type 	4/23/18
Related Entity Report FSFL Dashboard	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 • Ethnicity • Race • Gender • Status • Related Entity Type • Report Selection 	4/23/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

***--10 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 Mortgage Monitoring FSFL Dashboard	Provides a list of recorded mortgages for FSFL loans. User can search on Active or Released mortgaged instruments.	<ul style="list-style-type: none"> • State • County • Status 	5/16/19
Borrower Financing Statement Report FSFL Dashboard	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 • Date Type 	6/5/19
FSFL Capacity Report	Provides capacity information for FSFL applications, disbursements, and closed loans.	<ul style="list-style-type: none"> • State • County • Fiscal Year • Category 	6/1/18
FSFL Delinquency Report	FSFL's that are \$25 or more delinquent.	<ul style="list-style-type: none"> • State • County 	1/16/18
Farm Visit FSFL Dashboard	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 • Date Type • Completed by Contractor 	5/16/19
FSFL Disbursement Report	Report of FSFL disbursement loans based on the last four fiscal years of obligation.	<ul style="list-style-type: none"> • State • County • Disbursement Date 	4/23/18
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 	4/23/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--10 FSFL Reports, FSFL Loan Servicing (Continued)

Report Name	Report Description	User Selection Criteria	Date Last Modified
FSFL Payment History Report	Provides a detailed list of payment collected during specified fiscal years.	<ul style="list-style-type: none"> • State • County • Fiscal Year • Borrower • Loan Type 	5/4/18
FSFL Repayment Report	Provides information on FSFL repayments based on fiscal year.	<ul style="list-style-type: none"> • State • County • Fiscal Year 	4/23/18
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 • Date Type 	5/4/18
Reminder Report-FSFL Only Report	Provides information on FSFL routine loan servicing workflow reminders. User can select pending, postponed, closed, or all reminders. User can search based on Alert Date, Due Date or Closed Date.	<ul style="list-style-type: none"> • State • County • Status • Date Type • Borrower 	4/23/18
Related Entities FSFL	Identifies related entities currently liable for all active FSFL loans. Based on Related Entities linked on Customer Profile. Note: For a list of parties identified at the time of application, use the Related Entity Report located in the FSFL Loan Making Reports folder.	<ul style="list-style-type: none"> • State • County • Borrower 	4/24/18
Status of Farm Storage Facility Loans Report	Provides status information for all outstanding FSFL loans.	<ul style="list-style-type: none"> • State • County 	7/5/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

***--11 FSFL Reports, FSFL Accounting**

The following are the available FSFL Accounting Reports.

Report Name	Report Description	User Selection Criteria	Date Last Modified
IRS 1098 Reconciliation Correction Report	Provides a list by calendar year of all reportable interest for FSFL loans	<ul style="list-style-type: none"> • Calendar Year 	1/16/18
Reconciliation Report Original 1098 Forms	Provides a list by calendar year of all 1098's that were corrected for FSFL loans	<ul style="list-style-type: none"> • Calendar Year 	1/16/18

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List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

*--12 PLAS Reports

The following are the available PLAS Reports.

Report Name	Report Description	User Selection Criteria	Date Last Modified
Office Lookup Dashboard	This report provides State, district, servicing office, and county information based on existing alignments. The information is provided only as an aid during office realignments. To request changes, FSA-2125 must be completed and provided to NFAOC.	<ul style="list-style-type: none"> State 	10/27/17
SCIMS to PLAS Discrepancy	Daily report that lists PLAS 4C Transaction discrepancies resulting from the previous night's update. These discrepancies do not appear in ADPS and must be corrected by NFAOC. Users have the option to view reports from the last 30 days.	<ul style="list-style-type: none"> State District Servicing Office 	9/26/18
SCIMS to PLAS Exception	Provides information on exceptions between current PLAS borrower information and current SCIMS borrower information that prevents updating name and address information in PLAS from SCIMS.	<ul style="list-style-type: none"> State District Servicing Office 	3/18/19
SCIMS to PLAS Update	Daily report that shows the transactions that have updated PLAS using information in SCIMS. Users have the option to view reports from the past 30 calendar days.	<ul style="list-style-type: none"> State District Servicing Office Date Selection 	6/5/19

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List of Available Reports (Continued)

B GLS

1 Application Reports

The following are the available Application Reports.

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Report Number	Report Name	Report Description
GLSAPP02	Guaranteed Loan Applications Detail Report	Displays lender, borrower and application information for each application that matches the specified search criteria. Provides both first and final disposition information.
GLSAPP01	Guaranteed Loan Applications Summary Report	Displays the number of applications and total dollar amount for user specified breakpoints.
GLS2208	Guaranteed Loan Average Processing Times	Summarizes the number of applications received, completed, average number of days between application received and completed, average number of days from completed to final disposition, and the total of the two averages. The primary sort is State and secondary sort options are borrower race, lender status, or loan type. A drill-down to detail by mail code is also available. Report can be used to monitor Loan Making Goal 3 by selecting Environmental Review Type of CATEX.
GLS2209	Guaranteed Loan Application Tracking Summary Report	Tracks applications from received date to final disposition by State.
GLS2209A	Guaranteed Loan Application Tracking Detail Report	Tracks applications from received date to final disposition. Provides both first and final disposition information.

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List of Available Reports (Continued)

B GLS (Continued)

*--2 Activity Reports

The following are the available Activity Reports.

Report Number	Report Name	Report Description
GLS4290	Application Activity Summary	<p>Summarizes the following activities:</p> <p>Applications received; applications completed; eligibility determinations; final dispositions; obligations; loans closed; environmental reviews; real estate appraisal reviews; and chattel appraisal reviews.</p> <p>User must specify a date range.</p>
GLS4291	Application Activity Detail	<p>Validates the counts from the GLS4290 report displaying the following information:</p> <p>Applications received; applications completed; eligibility determinations; final dispositions; obligations; loans closed; environmental reviews; real estate appraisal reviews; and chattel appraisal reviews.</p> <p>User must specify a date range.</p>

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List of Available Reports (Continued)

B GLS (Continued)

2 Activity Reports (Continued)

Report Number	Report Name	Report Description
GLS4292	Servicing Activity Summary	<p>Summarizes the following activities:</p> <p>SEL File Reviews; CLP File Reviews; PLP File Reviews; Chattel Appraisal Reviews; Real Estate Appraisal Reviews; SEL Annual Analysis Reviews; CLP Annual Analysis Reviews, PLP Annual Analysis Reviews; Line of Credit Reviews; Restructure Pre Reviews; or Restructure Post Reviews.</p> <p>User must specify a date range.</p>
GLS4293	Servicing Activity Detail	<p>Validates the counts from the GLS4292 report displaying the following information:</p> <p>SEL File Reviews; CLP File Reviews; PLP File Reviews; Chattel Appraisal Reviews; Real Estate Appraisal Reviews; SEL Annual Analysis Reviews; CLP Annual Analysis Reviews; PLP Annual Analysis Reviews; Line of Credit Reviews; Restructure Pre Reviews; or Restructure Post Reviews.</p> <p>User must specify a date range.</p>
GLS4294	Servicing Review Activity Needed	<p>Lists active loans and displays the most recent review date for the specified review activity. This allows the user to identify loans where review activity has not been completed.</p> <p>Includes additional information to assist the user in prioritizing loans for review.</p>

List of Available Reports (Continued)

B GLS (Continued)

3 GLS Status Reports

The following are the available Status Reports.

Report Number	Report Name	Report Description
GLSSR02	Past Due Status and Default Status Report	Displays status reports and default status reports that were due and have not been recorded in GLS.
GLSSR04	Past Due Status and Default Status Summary Report	Summarizes the total number of lender branches/loans with past due status reports or default status reports.
GLS4265	Submitted Status Reports	Lists lenders who have submitted a status report. Displays all data collected on Semi-Annual and Default Status Reports, including advanced amounts. Excel version includes delinquency code description and comments.

4 Delinquency Reports

The following are the available Delinquency Reports.

Report Number	Report Name	Report Description
GLS2001	List of Delinquent Borrowers	Displays delinquent loan information by mail code for all loans past due.
GLS2002	Guaranteed Loans Behind Schedule	Summarizes loans that are not yet considered delinquent, but payment is behind schedule. Used to investigate and resolve issues to prevent loans from becoming delinquent.
GLS4067	Analysis of Delinquencies	On-request report provides a summary of borrower and loan counts, amount unpaid principal, delinquency counts, amount past due and delinquency percentages by State or loan type for active guaranteed loans.
GLS4067	Analysis of Delinquencies National Summary	On-request report provides a national summary of borrower and loan counts, amount unpaid principal, delinquency counts, amount past due and delinquency percentages for active guaranteed loans.

List of Available Reports (Continued)

B GLS (Continued)

5 Borrower Reports

The following are the available Borrower Reports.

Report Number	Report Name	Report Description
GLSLN01	Overdue Guaranteed Loan Closing Fees	Weekly report will list all borrower loans with a Suspend Code equal to 4 and a Date of Loan Closing or a Date of Last Register greater than 30 days from the Run Date of the Report. Provides a listing by Borrower ID Number within State and County codes. The primary purpose of this report is to provide Finance Office users with a list of borrower loans that have unpaid Guaranteed Loan Closing Fees outstanding for more than 30 days.
GLSLN03	Parties Liable for GLS Loans	Weekly report will list all borrowers and co-borrowers responsible for GLS loans.

6 Loan Reports

The following are the available Loan Reports.

Report Number	Report Name	Report Description
GLSLN02	Trial Balance Guaranteed Loan Lender	On-request report provides a listing of all active guaranteed loans for a lender. The primary purpose of this report is to provide user with information concerning a lender's active portfolio.
GLS2212	Borrowers Having Direct & Guaranteed Loans Summary	Provides a total of unduplicated borrowers having both direct and guaranteed loans by State.
GLS2213	Borrowers Having Direct & Guaranteed Loans Detail	Provides list of Borrower's ID and name of unduplicated borrowers having both direct and guaranteed loans for selected State.
GLSREAM1	Reamortized Loans Summary	Provides a summary of loans reamortized.

List of Available Reports (Continued)

B GLS (Continued)

6 Loan Reports (Continued)

Report Number	Report Name	Report Description
GLSREAM2	Reamortized Loans Detail	Provides a detail listing of loans reamortized.
GLS4263	Lender Loans Closed - Pending Closing in GLS Report	Lists all loans that are closed by the lender but are waiting for approval to be closed in GLS.
GLSIA06	Guaranteed Loans That Require Attention	Provides a list of loans that are delinquent, past due, or past the maturity date.

7 Loan Reports - A/R

The following are the available Loan Reports - A/R.

Report Number	Report Name	Report Description
GLS4011	Accounts Receivable Summary	Summarizes the number of claims and unpaid principal and interest by geographic State for the loan types selected.
GLS4010	Accounts Receivable Listing	Provides a detailed listing of accounts receivable along with unpaid principal and interest amounts.
GLS2113	Guaranteed Loan Repurchases Summary by Fiscal Year	Provides a national summary of counts of guaranteed loan repurchases by State across FY. A drill-down to detail is also available.
GLS2113	Guaranteed Loan Repurchases Detail	Provides detailed information for guaranteed loan repurchases for the selected State.

List of Available Reports (Continued)

B GLS (Continued)

8 Lender Notices

The following are the available Lender Notices Reports.

Report Number	Report Name	Report Description
GLSNT01	Guaranteed Loan Holder Purchase Report	Notifies the lender and field offices that USDA has purchased all or part of a loan's guaranteed portion. It also provides instructions for lenders to submit payments applicable to the guaranteed portion to USDA.
GLSNT02	Notice of Pending Interest Assistance Review Date	System-generated report listing the Borrower ID, Loan Number, Loan Amount, Date of Annual Review for Interest Assistance, and Current Interest Assistance Rate. The primary purpose of this report is to notify the Lender that in order to keep Interest Assistance active on the Loan, they must submit FSA-2222 Form 1980-24, within 60 days prior to Annual Review Date.
GLSNT05	Notice of Loan Maturing	This report is a notice to lender of Loan Note Guarantees maturing within 30 days and notice to lender of Contract of Guarantee expiring within 30 days. System generated within 30 days of guaranteed expiration date.
GLSNT03	Notice of Termination of a Guaranteed Loan	Provides identification information for each guaranteed loan account, which the lender informs USDA has been terminated, paid off, etc. The primary purpose of this report is to confirm to the lender that USDA's records show the loan as "terminated" and to inform the State and County Offices that a guaranteed loan account within their jurisdiction has been closed. Processing of TC 4031, TC 4033, TC 4041, and TC 4048 generates report.

List of Available Reports (Continued)

B GLS (Continued)

8 Lender Notices (Continued)

Report Number	Report Name	Report Description
GLSNT06	Notice of Final Maturity Date of Guaranteed Loan	Same as Report 4072. Serves as notification to a lender, and to the State and County Offices, on each loan guarantee that has expired due to final maturity. The guarantee will expire and therefore this report will be generated when the loan is 45 days past its expiration date. The primary purpose of this report is to notify a lender that guarantee has expired. System generated.
GLSNT04	Notice of Loss Settlement	This report is similar to the notice that is generated in batch and distributed to the servicing lender who has a borrower with either an estimated or final loss or a loss refund.

9 Caseload Reports

The following are the available Caseload Reports.

Report Number	Report Name	Report Description
GLS2003	Guaranteed Loans by Lender Caseload	Lists guaranteed loan information by lender ID within lender name, giving a total amount by lender name.
GLS2085	Guaranteed Caseload/Delinquency Summary	Contains a summary with drill-down capabilities to a detail report. The summary report displays counts of borrowers, loans, delinquent loans, unpaid principal, dollar amount delinquent, percent of delinquent loans, and percent of delinquent amount listed by State name. The drill-down capability is on the State name, which takes user to a detail report identical to the summary, but it will be listed by county name for the State that was drilled on.

List of Available Reports (Continued)

B GLS (Continued)

9 Caseload Reports (Continued)

Report Number	Report Name	Report Description
GLS2091	Borrowers Owing More than a Specified Amount by State	Provides a summary of borrower counts, delinquency counts, unpaid principal, P & I outstanding and P & I delinquent by State for active guaranteed borrowers owing over a specified amount. Summary by county is available as a drill-down on State.
GLS2120	Total Amount of Loans Outstanding by Gender and Race	Provides a breakout by gender and race of the guaranteed unpaid principal balance.
GLS2121	Count of Borrowers with Guaranteed Loans Outstanding by Gender and Race	Displays a count of borrowers with guaranteed loans outstanding by gender and race.
GLS4051	Assistance to Employees, Relatives and Associates	Summarizes loan statuses for employees, relatives and associates.
GLS4105	Loan Caseload Summary Report	Summarizes borrowers and loans by servicing State and loan type.
GLS4110	Loan Caseload Detail Report	Provides loan detail information for each borrower by loan type and servicing State and county.
GLS4115	Analysis by Interest Rate Summary Report	Displays number of loans and principal outstanding by sort options selected by interest rate category for all active FSA loans.
GLS4115A	Analysis by Interest Rate Detail Report	Displays detail information to analyze interest rates by sort options selected for all active FSA loans.
GLS4120	Conservation Loan Summary Report	Summarizes CL's by TOA code, either Active loans only or all loans made. Data can be sorted by State, Lender ID, Lender Status or Lender Type.

List of Available Reports (Continued)

B GLS (Continued)

10 Lender Reports

The following are the available Lender Reports.

Report Number	Report Name	Report Description
GLS4023	Current Lender Designation Report	Lists lenders that meet the lender designation requested on the criteria page. The lender's current designation is provided by State for each lender that meets the selection criteria.
GLS4103	Lender Listing	Provides the name and address of every lender with an active loan by loan type, servicing State, and lender name.
GLS4103I	Lender Listing - Internal Use Only	Provides the Lender ID and Branch, name and address, Loan Amt and Outstanding Principal of every lender with an active loan by loan type, servicing State, and lender name. Note: Do not distribute to outside sources.
GLS2009	Loans Made by Lender Summary Report	Summarizes the total number of loans made by a lender distinguishing between those made in the last 5 years and the last 2 years along with the loss percent. The ability to drill-down to the detail report is also available.
GLS2009A	Loans Made by Lender Detail Report	Details each loan made by a lender providing borrower ID, name and address along with the loan amount, closing date, loan status and loss paid.
GLSIA05	Top Lenders	Provides a list of the top lenders based on the number of active loans or amount of outstanding principal.

List of Available Reports (Continued)

B GLS (Continued)

11 Activity Register Reports

The following are the available Activity Register Reports.

Report Number	Report Name	Report Description
GLSBR01	Borrower Register	<p>System generated from each update, daily listing of the results of all borrower transactions processed by the system during the processing cycle. The report is produced in geographic State, county, borrower ID, loan number, and transaction code sequence.</p> <p>Detail transaction and loan/borrower record data will be displayed in a free format, depending on the transaction code. The primary purpose of this report is to serve, as a detail record of all processing for reference, discrepancy, and audit trail purposes.</p>
GLSLR01	Lender Register	<p>Daily listing of the results of all lender transactions and borrower transactions updating lender records processed by the system during the processing cycle. The report will be in Lender ID Number, Branch Number, and transaction sequence.</p> <p>Detail transaction and lender record data will be displayed in a free format, depending on the transaction. The primary purpose of this report is to serve as a detail record of all processing for reference, discrepancies, and audit trail purposes.</p>

List of Available Reports (Continued)

B GLS (Continued)

12 Paid Loss Reports

The following are the available Paid Loss Reports.

Report Number	Report Name	Report Description
GLS2095	Completed Loss Paid Data on Loans Guaranteed	Counts loans, loans with losses and loss percent.
GLS2101	Status of Completed Guaranteed Losses Paid by Fiscal Year	Counts and totals losses, recoveries and liquidation costs by FY of the loss.
GLS2111	Estimated Guaranteed Loan Losses Where Final Loss Has Not Been Paid	National summary of type 1 guaranteed loan losses by State across FY. Either loss counts, or dollar amounts are summarized based on selection from criteria screen.
GLS4131	Summary of Completed Losses by State	Provides numbers and totals for each loss type by State.
GLS4130	Completed Loss Listing	Lists loss information for borrowers in State and loan type order. Information will either be summarized into the last loss type and amount or detail information based on user selection.

List of Available Reports (Continued)

B GLS (Continued)

13 Loss Review Reports

The following are the available Loss Review Reports.

Report Number	Report Name	Report Description
GLS5101	Loss Claim Status Summary Report	Summary report provides information on the claim status of losses initiated in GLS.
GLS5101A	Loss Claim Status Detail Report	Detail report provides information on the claim status of losses initiated in GLS.
GLS5102	Key Liquidation Dates Summary Report	Summary report calculates the average number of days between the date the loan became delinquent and the Interest Accrual Termination Date, as well as the average number of days between the Liquidation Decision Date and the Interest Accrual Termination Date (final liquidation losses only).
GLS5102A	Key Liquidation Dates Detail Report	Detail report displays the date the loan became delinquent, the Liquidation Decision Date, and Interest Accrual Termination Date (final liquidation losses only).
GLS5103	Emergency Advances, Protective Advances and Legal Expenses Summary Report	Summary report provides information on Emergency Advances, Protective Advances and Legal Expenses.
GLS5103A	Emergency Advances, Protective Advances and Legal Expenses Detail Report	Detail report provides information on Emergency Advances, Protective Advances and Legal Expenses.

List of Available Reports (Continued)

B GLS (Continued)

13 Loss Review Reports (Continued)

Report Number	Report Name	Report Description
GLS5104	Liquidation Costs Summary Report	Summary report provides information on Liquidation Costs.
GLS5104A	Liquidation Costs Detail Report	Detail report provides information on Liquidation Costs.
GLS5105	Deductions to Final Liquidation Loss Claim Summary Report	Summary report compares the loss amount requested by the lender to the amount approved by the Agency (final liquidation losses only).
GLS5105A	Deductions to Final Liquidation Loss Claim Detail Report	Detail report compares the loss amount requested by the lender to the amount approved by the Agency (final liquidation losses only).
GLS5106	Losses with Additional Interest Summary Report	Summary report provides information on Additional Interest paid (all loss types).
GLS5106A	Losses with Additional Interest Detail Report	Detail report provides information on Additional Interest paid (all loss types).
GLS5107	Loss Claim Processing Times Summary Report	Summary report calculates the number of days between the lender's submission of the claim to the Agency's approval (only includes loss types 01, 02, 05, 06, or 07).
GLS5107A	Loss Claim Processing Times Detail Report	Detail report calculates the number of days between the lender's submission of the claim to the Agency's approval (only includes loss types 01, 02, 05, 06, or 07).

List of Available Reports (Continued)

B GLS (Continued)

14 Interest Assistance Reports

The following are the available Interest Assistance Reports.

Report Number	Report Name	Report Description
GLS2094	Guaranteed Interest Assistance Summary Report	Provides a summary of borrower counts, loan counts, and loan counts broken into various categories for active guaranteed interest assistance by State. Summary by count is available as a drill-down on State.
GLS4235	Unliquidated Interest Assistance Obligations	Totals loan balance, buydown obligated amount, interest assistance paid, and unliquidated obligated buydown amount by borrower.
GLSIA01	List of Guaranteed Loans with IA Agreements	Provides a list of all guaranteed loans with active Interest Assistance Agreements.
GLSIA02	Interest Assistance Claims Processed	Provides a list of paid Interest Assistance Claims.
GLSIA03	Oldest IA Agreements	Provides information on a borrower's first Interest Assistance Agreement.
GLSIA04	IA Claims Not Yet Processed	Lists all Interest Assistance Claims coming due within the next 30 days, or those that are past due.

List of Available Reports (Continued)

B GLS (Continued)

15 Obligation and Closing Reports

The following are the available Obligation and Closing Reports.

Report Number	Report Name	Report Description
GLS2006	Guaranteed Obligated Loans by Mail Code	Displays guaranteed loans that are obligated for the specified obligated FY by mail code, lender name and borrower name.
GLS2210	Farm Loan Program Obligations Report	Shows all loan obligations for the date range selected with the ability to limit the data by SDA, Beginning Farmer, Lender Status or Assistance Type.
GLS2008	Farmer Programs Guaranteed Unclosed Loans Obligated	Displays guaranteed loans that are obligated, but not yet closed. It is broken out by borrower name and borrower ID.

16 CLP/PLP Reports

The following are the available CLP/PLP Reports.

Report Number	Report Name	Report Description
GLS2010	Lenders Eligible for Certified Status Report	Shows all loan providers who meet requirements for status of Certified Lender.
GLS2011	Lenders Eligible for Preferred Status Report	Shows all loan providers who meet requirements for status of Preferred Lender.
GLS2014	Certified Loan Providers Report	Shows only the loan providers who already have the status of Certified Lender.
GLS2015	Preferred Loan Providers Report	Shows only the loan providers who already have the status of Preferred Lender.
GLS2012	Certified Loan Providers Not Meeting CLP Criteria	Shows all loan providers who currently have a status of Certified and no longer meet the specified criteria for that status.
GLS2013	Preferred Loan Providers Not Meeting PLP Criteria	Shows all loan providers who currently have a status of Preferred and no longer meet the specified criteria for that status.

List of Available Reports (Continued)

B GLS (Continued)

17 Debt Offset Receivable Reports

The following are the available Debt Offset Receivable Reports.

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

List of Available Reports (Continued)

B GLS (Continued)

17 Debt Offset Receivable Reports (Continued)

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

List of Available Reports (Continued)

B GLS (Continued)

17 Debt Offset Receivable Reports (Continued)

Report Number	Report Name	Report Description
GLSDC10	Offset Collections - Summary	Summarizes information on DCIA collections made through offset.
GLSDC10A	Offset Collections - Detail	Provides detailed information on DCIA collections made through offset.
GLSDC13	Internal Administrative Offset Collections - Summary	Summarizes DCIA collections made through IAO offset.
GLSDC14	Offset Collections/Refund - Summary	Provides financial data related to offset collections and refunds for FSA Guaranteed Loan receivables in summary format.
GLSDC14A	Offset Collections/Refund - Detail	Provides financial data related to offset collections and refunds for FSA Guaranteed Loan receivables in detail format.
GLSDC19	360-6 Refunds	Displays detail refund information for 4062 and 4962 transactions.
GLSDC15	Debts Written Off from IAO/TOP Offset - Summary	Provides financial data related to Debts Written Off for FSA guaranteed loan receivables in summary format.
GLSDC15A	Debts Written Off from IAO/TOP Offset - Detail	Provides financial data related to Debts Written Off for FSA guaranteed loan receivables in detail format.
GLSDC11	Annual Lender Notifications	Provides detailed information on recoveries processed through DCIA. Report will be provided to lenders on an annual basis.
GLSDC18	Unpaid Principal Balance	Displays daily balancing file activity against GL activity for the prior day. Account 850065 only.

List of Available Reports (Continued)

B GLS (Continued)

18 Application Authorization Security Management (AASM)

The following are the available AASM Reports.

Report Number	Report Name	Report Description
GLS4264	List of Lenders Not Established as Security Administrators in AASM Summary Report	Summarizes number of lenders, applications, obligations, and loans by servicing State where the lender has no security administrators for GLS Level 1 or Level 2 under AASM.
GLS4264A	List of Lenders Not Established as Security Administrators in AASM Detail Report	Lists lenders with active applications, obligations, or loans for FSA that have no security administrators for GLS Level 1 or Level 2 under AASM.
GLS4266	List of Lenders Established as Security Administrators in AASM Summary Report	Summarizes number of lenders, applications, obligations, and loans by servicing State where the lender has security administrators for GLS Level 1 or Level 2 under AASM.
GLS4266A	List of Lenders Established as Security Administrators in AASM Detail Report	Lists lenders with active applications, obligations, or loans for FSA that have security administrators for GLS Level 1 or Level 2 under AASM.
GLS4267	AASM User List Report	Lists users in AASM along with their status, system, role, intermediary/lender ID, branch, State, and program.
GLS4268	AASM User Maintenance Register Report	Lists all data from the user maintenance register.

List of Available Reports (Continued)

B GLS (Continued)

19 Program Reporting Group

The following are the available Program Reporting Group Reports.

Report Number	Report Name	Report Description
GLSDC48	Debts Written Off from IAO/TOP Offset - Summary	Provides financial data related to Debts Written Off for FSA guaranteed loan receivables in summary format.
GLSDC48A	Debts Written Off from IAO/TOP Offset - Detail	Provides financial data related to Debts Written Off for FSA guaranteed loan receivables in detail format.

20 MRE Reports for State Office Usage

The following are the available MRE Reports for State Office usage.

Report Name	Report Description
Alternate - Guaranteed Loss Rate - FY 2015	Provides the current loss rate, which is calculated by dividing the amount of losses during the current FY by the unpaid principal at the beginning of the FY.
Borrower Maintenance Report by Servicing Office	Displays data from the Borrower Maintenance screen. User may specify State, Office, or Borrower ID Number.
Borrowers Who Have Loans with Both PCA (ACA) & FLB (FLCA) Lenders	Provides a list of borrowers who have active guaranteed loans with both PCA and FLB.
Breakout of Loans Made by Lender Status	Provides the number and percentage of loans closed for specified FY by lender status.
Caseload/Delq with County and Office Names	Modified from GLS2085. Includes servicing office and county names.
Final Losses Paid Within the Past Three Years	Lists loans where a final loss claim has been processed within three years of the current date.

List of Available Reports (Continued)

B GLS (Continued)

20 MRE Reports for State Office Use (Continued)

Report Name	Report Description
FLPRA - Guaranteed Average Loan Loss Rate	Provides the net loss amount and original loan amount for loans used to calculate the Guaranteed Average Loan Loss Rate FLPRA element.
FLPRAOBL MRE - Guaranteed Obligations Only	Provides list of obligations used to calculate the various guaranteed obligation FLPRA elements.
GLS2120 - Specific State by Mail Code	GLS2120, Total Amount of Loans Outstanding by Gender and Race, modified to allow user to select a specific State.
GLS2121 - Specific State by Mail Code	GLS2121, Count of Borrowers with Guaranteed Loans Outstanding by Gender and Race, modified to allow user to select a specific State.
*--GLS2208 – Guaranteed Loan Average Processing Times	Modified for LMD Goal – By Servicing Office.
GLS4023 Modified to Include Effective Date of Agreement	GLS4023, Current Lender Designation Report, modified to include effective date of designation agreement.
GLS2208 – Guaranteed Loan Average Processing Times	Summarizes the number of applications received and completed, average number of days between application received and completed, average number of days from completed to final disposition, and the total of the two averages. The primary sort is State and secondary sort options are borrower race, lender status, or loan type. A drill-down to detail by mail code is also available.--*
GLS4110 Modified to add several fields for LMD & LSPMD	GLS4110, Loan Caseload Detail Report, modified to add lender type, primary loan purpose, IA indicator, beginning farmer indicator, SDA indicator, race, gender, ethnicity, borrower address, and lender designation
GOAL2 - Guaranteed Delinquency Rate - FY 2015	Provides guaranteed delinquency rates for the current goal period. Works best for States that have not had significant office realignments during goal period.
GOAL2 Alternate - Guaranteed Delinquency Rate - FY 2015	Provides current guaranteed delinquency rate for goal monitoring purposes. Useful for States who have had office realignments during goal period.
Guaranteed Fees	Summarizes the amount of guaranteed fees collected by deposit date. User must specify date deposit date range.

List of Available Reports (Continued)

B GLS (Continued)

20 MRE Reports for State Office Use (Continued)

Report Name	Report Description
Lender Representative List	Provides information from Lender Representative screen for all lenders with active loans within a State.
List of Active Guaranteed Loan Borrowers with Race, Ethnicity & Gender	Provides a list of active borrowers for specified State. Includes race, gender, ethnicity and unpaid principal balance.
Loan Purpose Breakout	Provides the amount of loan funds approved for the various loan purposes. User must specify closing date range.
* * *	* * *
Loans Made by Lenders	Summarizes the number and amount of loans closed by lender. User may specify State, lender and/or closing date range.
Loans Made to Refinance Lender's Own Debt - for specific Lender	Provides a list of loans made for the purpose of refinancing debt with the same lender. User must specify FY and Lender ID.
Loans Made to Refinance Lender's Own Debt - for specific Service Center	Provides a list of loans made for the purpose of refinancing debt with the same lender. User must specify FY and 5-digit mail code.
Loans Made to Refinance Lender's Own Debt - for specific State	Provides a list of loans made for the purpose of refinancing debt with the same lender. User must specify a FY and State abbreviation.
Loans Sold on Secondary Market	Modified from GLS4110, Loan Caseload Detail Report. Limits output to loans that have been sold on the secondary market.
OCR Race Request	Summarizes the number and amount of loans closed by race and gender. User must specify race and closing date range.
PLDATA MRE - Replaces FOCUS PLDAPA Report	Provides obligation and deobligation transaction activity for both direct and guaranteed loans for specified date range. Report is useful to monitor funds usage.
PLP Review Report - List of Active Loans - State Summary	Provides a list of loans for specified State and lender. Report is used to plan PLP Review activity.
Unmatched Lender Designations	Provides a list of lender branches where designation information does not match for all branches.

PLCE Roles and Responsibilities

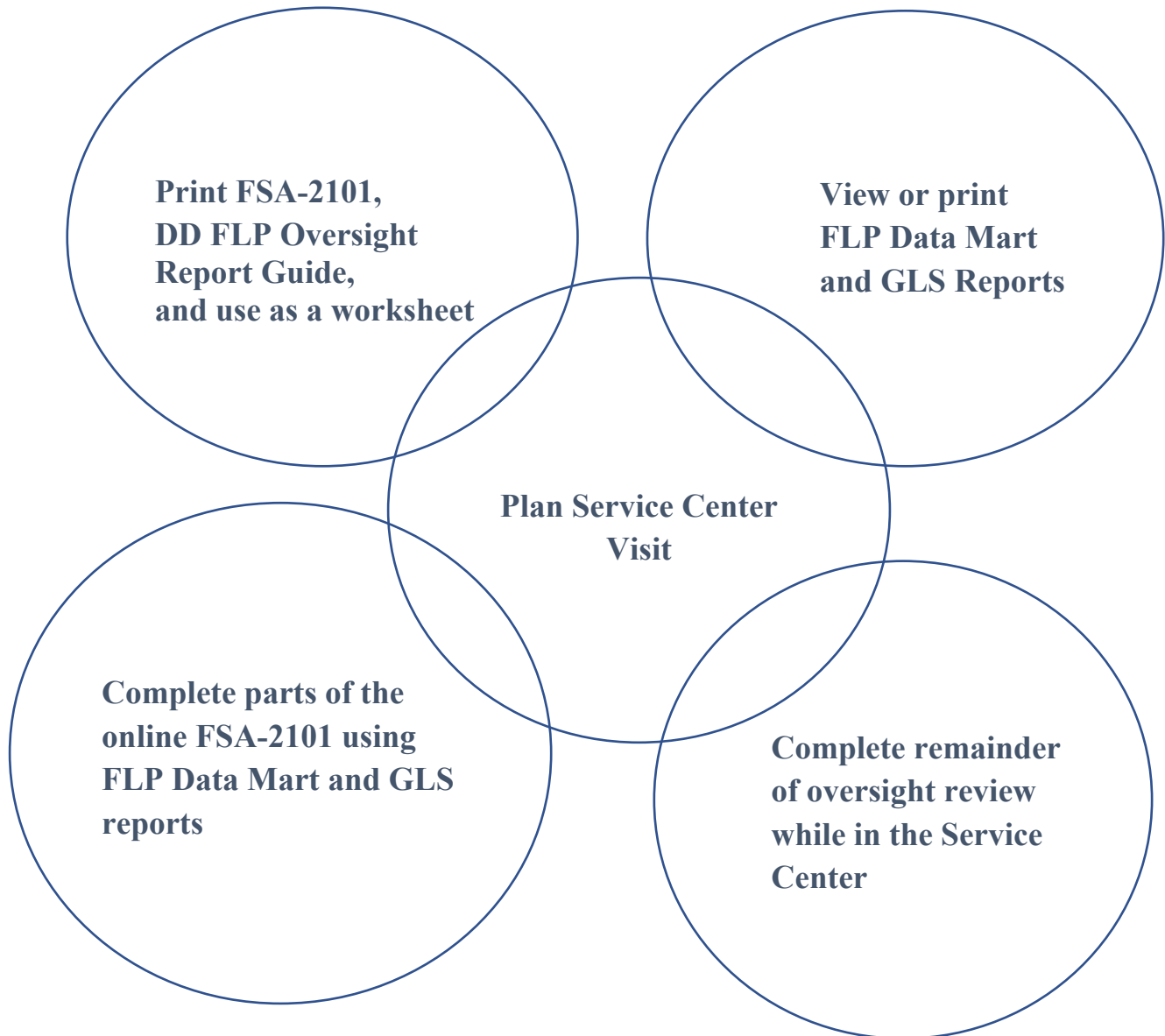
Following are the roles and responsibilities for employees carrying out PLCE transactions.

Role	Responsibilities	Eligible Positions	Training Requirements	Authority	Other Permissible Roles
TPOC	Identifies PLCE need; Receives completed work; Recommends payment for completed work	FLC; FLS; DD; FLM; FLO; LA; *--LRA; PT; Staff--* appraiser	Ethics training	Inherent to position or delegated according to 1-FLP, subparagraph 23 C and Exhibit 7	IAS Requisitioner; FMMI PLCE PO Processor and FMMI PLCE TY Processor
PLCE Monitor	Certifies PLCE budget availability on FSA-2126 or FSA-2128; Assigns Federal Award Identification Number (FAIN) when required; Obtains Procurement Instrument Identification (PIID) from Contracting Officer; and Responds to vendor payment inquiries	FLP staff selected by SED and FLC	<ul style="list-style-type: none"> Ethics training 	No delegation required – identified in required 1-FLP State supplement	FMMI PLCE PO Approver; FMMI PLCE TY Approver; IAS Budget Approver. Note: cannot have ARMP or APOC role.
ARMP	Obtains bids; Makes micropurchase; Notifies Vendor of award; issues Task Order to Vendor; Notifies County Office of Vendor award; Coordinates modifications of initial award with PLCE Monitor and Contracting Officer; Receives copy of completed work; Submits invoice to FMMI TY Processor; Maintains log of transactions and rotation of awards among vendors	FLC, FLS, DD, FLM, FLO, LA, *--LRA, Staff--* appraiser; Contracting officer	<ul style="list-style-type: none"> Procurement Integrity, .5 hours (score of at least 70% is required) 508 Awareness, 1 hour (score of at least 95% is required) ARMP Farm Loan Programs Micropurchase Payments (Exhibit 24) .25 hours to read and sign Ethics training 	delegated by AMD after submission of training certification	APOC Contracting Officer Note: cannot have PLCE Monitor role.

PLCE Roles and Responsibilities (Continued)

Role	Responsibilities	Eligible Positions	Training Requirements	Authority	Other Permissible Roles
APOC	For appraisals only: Obtains bids, makes micropurchase, notifies vendor of award, issues task order to vendor. Notifies County Office of Vendor award. Coordinates modifications of initial award with PLCE Monitor and Contracting Officer. Receives verification of completed work with a copy of approved administrative or technical review. Submits invoice to FMMI TY Processor; and maintains a log of transactions and rotation of awards among vendors	FLC, FLS, DD, FLM, FLO, LA, *--LRA, Staff--* appraiser	<ul style="list-style-type: none"> • ARMP required training. 	Delegated by AMD after submission of required ARMP training certification	ARMP Note: cannot have PLCE Monitor role.
FMMI PLCE PO Processor and FMMI PLCE TY Processor	Enters information from FSA-2126 and FSA-2128 into FMMI and creates Purchase Order (ZMY); Enters information from FSA 2126 and FSA-2128 into FMMI and creates Invoice Document (TY)	FLC; FLS, DD, FLM, FLO, LA, PT, *--Staff appraiser,--*	<ul style="list-style-type: none"> • Ethics training. 	no delegation required – identified in required 1-FLP State supplement	IAS Requisitioner, TPOC
FMMI PLCE PO Approver AND FMMI PLCE TY Approver	Approves Purchase Order (ZMY) in FMMI; Approves payment of Invoice Document (TY) in FMMI	Must not be in a subordinate position to the Processor	<ul style="list-style-type: none"> • Ethics training 	No delegation required – identified in required 1-FLP State supplement	PLCE Monitor; IAS Budget Approver
IAS Requisitioner	Enters procurement request	Any FSA employee who has system access	<ul style="list-style-type: none"> • Ethics training. • No specific IAS training required; however, encouraged to attend training listed at https://ias.usda.gov. 		TPOC; FMMI PLCE PO Processor and FMMI PLCE TY Processor
IAS Approver	Approves use of funds	Must be in a supervisory position or non-supervisory position of a higher grade than IAS Requisitioner	<ul style="list-style-type: none"> • Ethics training. • No specific IAS training required; however, encouraged to attend training listed at https://ias.usda.gov. 		FMMI PLCE PO Approver and FMMI PLCE TY Approver
IAS Budget Approver	Certifies completion of ZMY Obligation of PLCE funds/budget commitment	PLCE Monitor Only	<ul style="list-style-type: none"> • Ethics training • No specific IAS training required; however, encouraged to attend training listed at https://ias.usda.gov. 		PLCE Monitor; FMMI PLCE PO Approver and FMMI PLCE TY Approver

DDORS User Guide



DD FLP Oversight Review User Guide (Continued)

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DD FLP Oversight Review User Guide (Continued)

This guide:

- is a resource to assist in completing the online oversight report
- *--identifies the electronic direct loan making and servicing reports available from the Farm Loan Programs Data Mart, along with the guaranteed loan making and servicing reports available in--* GLS
- follows the order of the online oversight report
- provides step-by-step instructions when deemed necessary.

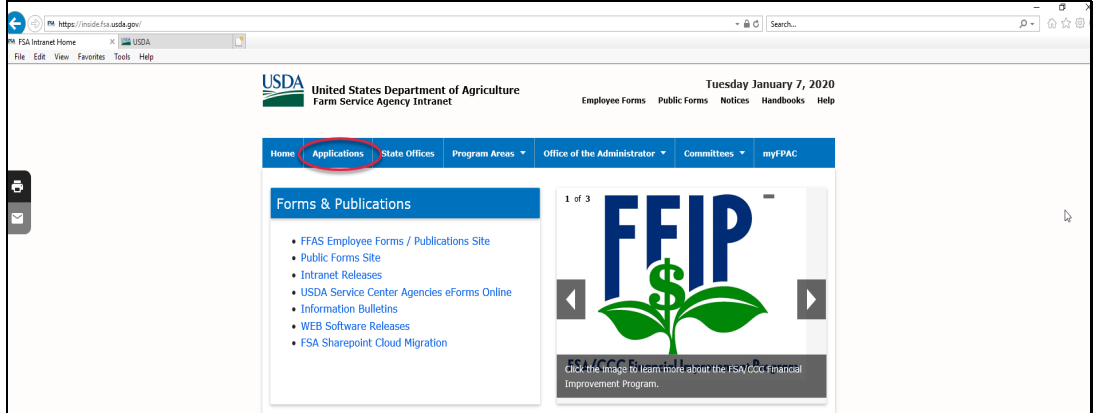
Paragraphs 441 through 444 address all issues of reporting timeframes, user roles and responsibilities, and distribution of reports.

A DDORS Access

1 Web Access

*--Authorized users can access DDORS by either of the following:

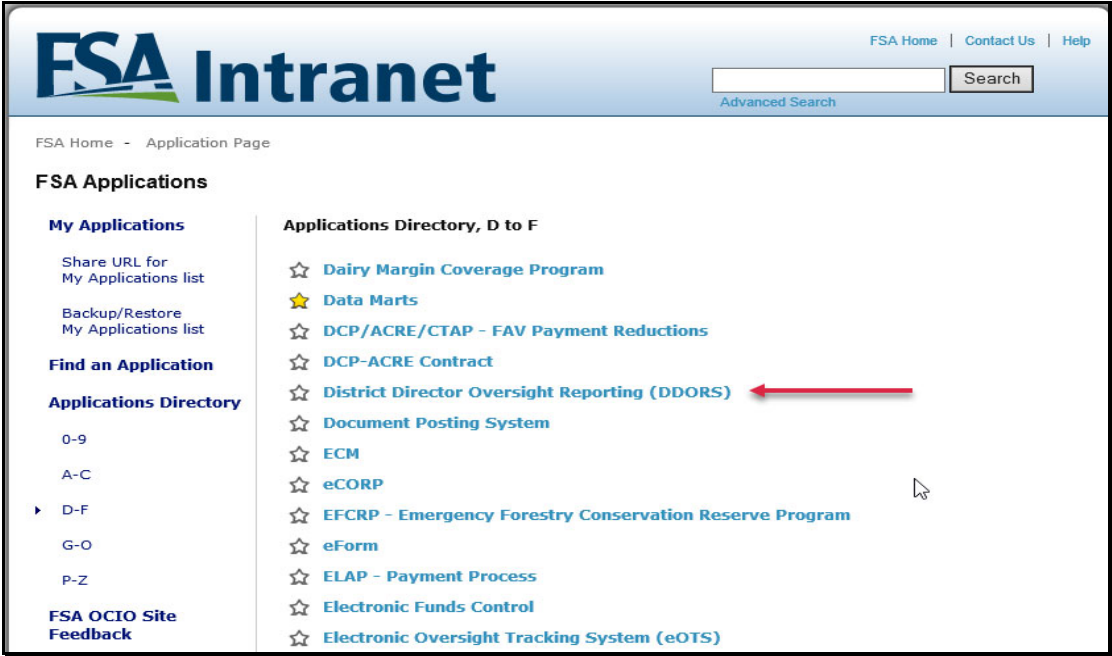
- Internet at <https://emso.fsa.usda.gov/DDors/homepage.aspx>*--*
- Intranet, as follows.

Step	Action
1	<p>*--To access DDORS, go to the FSA Intranet at https://insidefsa.usda.gov and on the FSA Intranet Home Page, and CLICK “Applications”.*--*</p>  <p>The screenshot shows the FSA Intranet Home Page. The top navigation bar includes 'Home', 'Applications', 'State Offices', 'Program Areas', 'Office of the Administrator', 'Committees', and 'myFPAC'. The 'Applications' menu item is circled in red. Below the navigation bar, there is a 'Forms & Publications' section with a list of links: 'FFAS Employee Forms / Publications Site', 'Public Forms Site', 'Intranet Releases', 'USDA Service Center Agencies eForms Online', 'Information Bulletins', 'WEB Software Releases', and 'FSA Sharepoint Cloud Migration'. To the right of this list is a banner for the 'FFIP' (Financial Improvement Program) featuring a green plant with a dollar sign and the text 'Click the image to learn more about the FSA/ODG Financial Improvement Program.'</p>

DD FLP Oversight Review User Guide (Continued)

A DDORS Access (Continued)

1 Web Access (Continued)

Step	Action
2	<p>*--From the FSA Applications Screen, CLICK “District Director Oversight Reporting DDORS”. Log in with eAuthentication user ID and password, or LincPass and PIN.</p>  <p>The screenshot shows the FSA Intranet 'Applications Directory' page. The page title is 'FSA Intranet' with navigation links for 'FSA Home', 'Contact Us', and 'Help'. Below the title is a search bar with an 'Advanced Search' link. The main content area is titled 'FSA Applications' and is divided into two columns. The left column contains 'My Applications' (with links for 'Share URL for My Applications list' and 'Backup/Restore My Applications list'), 'Find an Application', and 'Applications Directory' (with a list of letters: 0-9, A-C, D-F, G-O, P-Z). The right column is titled 'Applications Directory, D to F' and lists various programs, each with a star icon: Dairy Margin Coverage Program, Data Marts, DCP/ACRE/CTAP - FAV Payment Reductions, DCP-ACRE Contract, District Director Oversight Reporting (DDORS), Document Posting System, ECM, eCORP, EFCRP - Emergency Forestry Conservation Reserve Program, eForm, ELAP - Payment Process, Electronic Funds Control, and Electronic Oversight Tracking System (eOTS). A red arrow points to the 'District Director Oversight Reporting (DDORS)' entry.</p>
3	<p>From the Farm Loan Programs Systems Main Menu, under “Other FLP Systems”, CLICK “District Director Oversight Reporting System (DDORS)”.</p> <p>* * *</p>

DD FLP Oversight Review User Guide (Continued)

A DDORS Access (Continued)

2 Accessing DDORS Online Report

DD’s can access the online DDORS report for the Service Center being reviewed, from the DDORS Home Page, by selecting the Service Center name.

Oversight reports can be viewed by authorized users as soon as the DD or proxy begins adding information. Follow this table to view previously submitted reports.

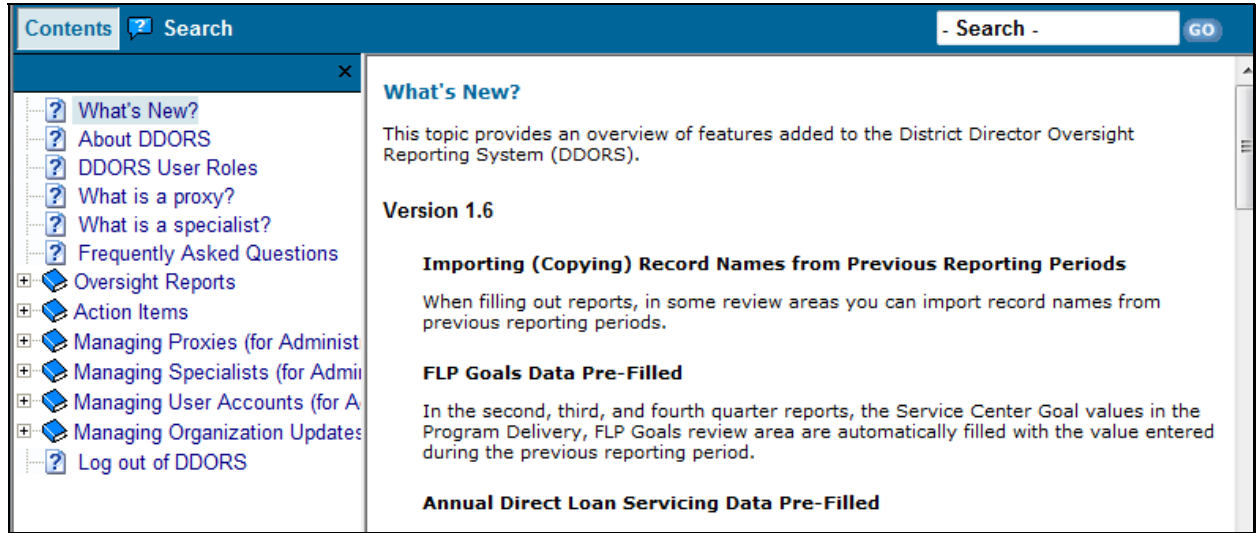
Step	Action
1	Select Home in the menu at the top of the page, if not already on the Home Page.
2	In the menu on the left, indicate the reporting period by using the “Fiscal Year” and “Quarter” drop-down lists. Use the “State” drop-down list to select the applicable State, if user has access to more than 1 State. CLICK “Go”. <div data-bbox="350 848 721 1234" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Oversight Reports</p> <p>Fiscal Year: 2013</p> <p>Quarter: Third Quarter</p> <p>State: Alabama</p> <p style="text-align: right;">Go</p> </div>
3	*--From the list of all Service Centers that will be displayed, locate a Service Center--* with a report status of “In Progress”, “Submitted”, or “Auto-Submitted” and select the “Service Center” name.

DD FLP Oversight Review User Guide (Continued)

A DDORS Access (Continued)

4 Help Access (Continued)

The following is an example of the screen that will be displayed with topics for assistance.



DD FLP Oversight Review User Guide (Continued)

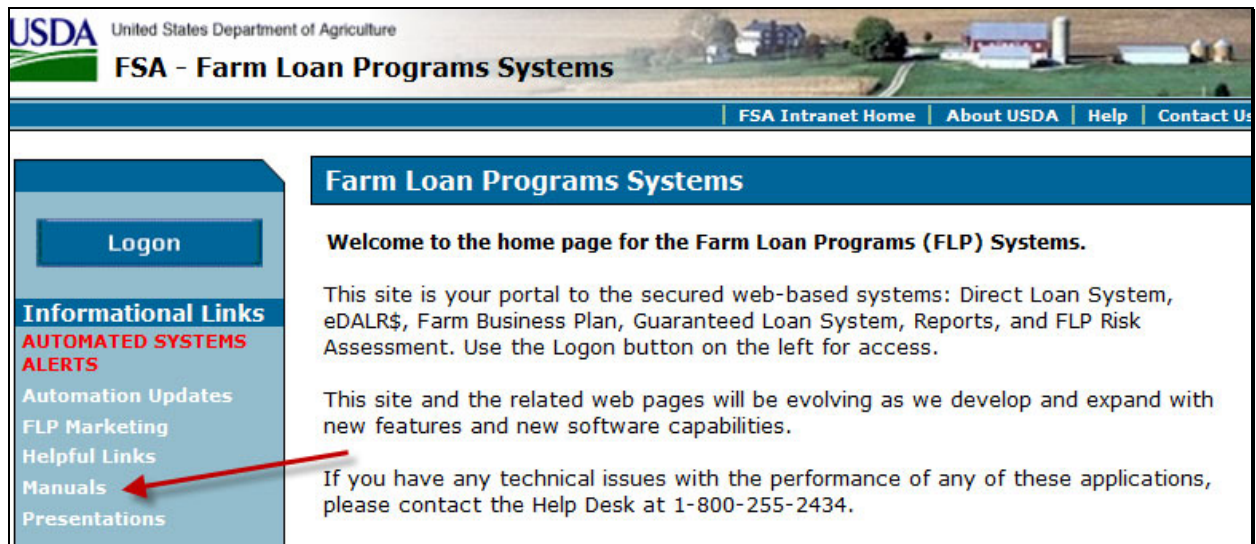
B Online Guides and Reports

1 User Guides

*--On the Farm Loan Programs Systems Home Page, under “Information Links”, if users CLICK “Manual”, the following user guides will be available:

- DLS-Loan Making and Servicing User’s Guide, that includes:
 - Direct Loan System training
 - Loan Servicing Questions
 - Special Servicing Reference and User Guide
- GLS-Guaranteed Loan System User Guide.

Following is an example of the Farm Loan Programs Systems Home Page.--*



* * *

DD FLP Oversight Review User Guide (Continued)

B Online Guides and Reports (Continued)

***--2 Farm Loan Programs Data Mart**

Farm Service Agency Data Ware House access is **required** to have Data Mart access. Users--* who do not already have access to Data Mart must complete FSA-13-A and submit it to the appropriate Security Liaison Representative.

* * *

DD FLP Oversight Review User Guide (Continued)

B Online Guides and Reports (Continued)

*--3 Farm Service Agency Data Warehouse

The following is a quick review of how to access Farm Loan Programs Data Mart reports needed for completing DDORS.

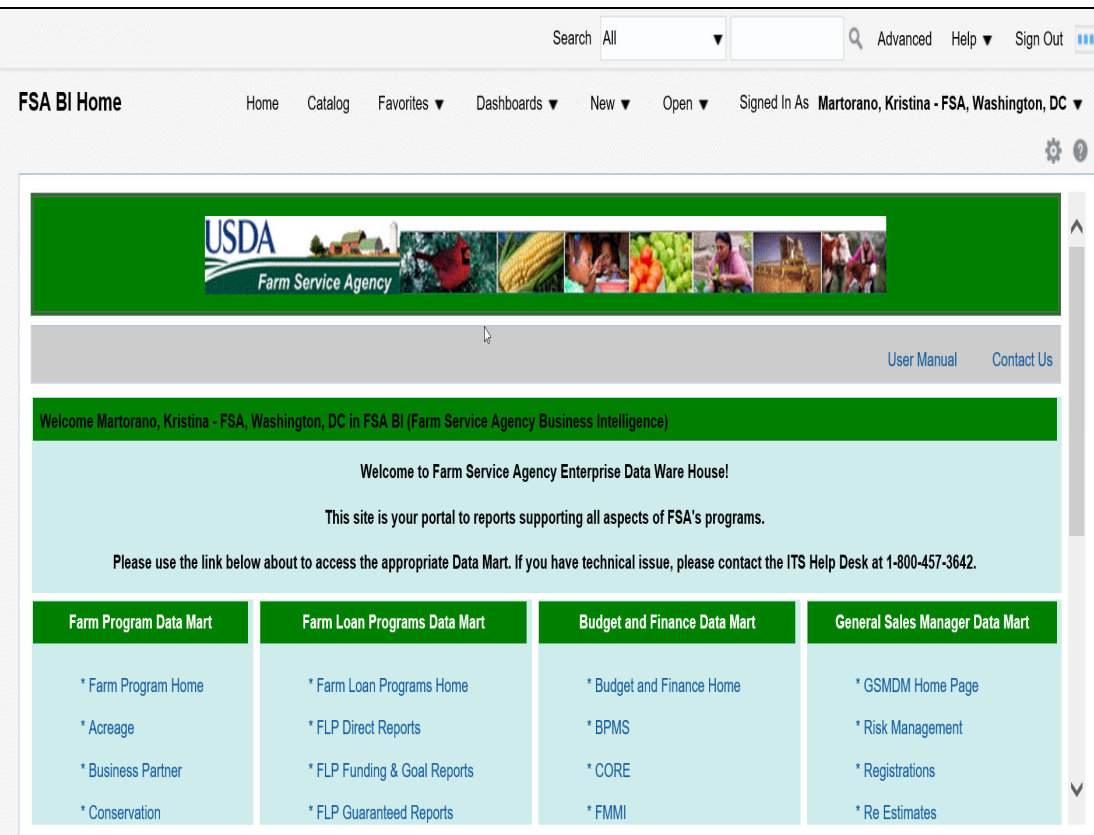
Step	Action
1	<p>From the FSA Intranet Home Page, under “Applications”, CLICK “Data Marts” and the FSA Data Warehouse Production Home Page will be displayed.</p> <p>CLICK “OBIEE Reports/Dashboards”.</p>  <p>The screenshot shows the 'FSA - Data Warehouse Production Home Page' with a navigation menu on the left containing the following links: Link, OBIEE Reports/Dashboards, Informational Links, Help Desk Support, Data Security Access Authorization Form, and Obtain E-Auth Id. The main content area includes a welcome message and instructions on how to use the site.</p> <p>USDA United States Department of Agriculture FSA - Data Warehouse Production Home Page</p> <p>FSA Intranet Home About USDA Help Co</p> <p>FSA Data Warehouse Production Home Page</p> <p>Welcome to the FSA Data Warehouse Production Home Page.</p> <p>This site is your portal to the FSA Production Data Warehouse. Use the OBIEE Reports/Dashboards link on the left to proceed.</p> <p>This site and the related web pages will be evolving as we develop and expand new features and new software capabilities.</p> <p>If you have any technical issues, please contact the Help Desk at 1-800-457-3642</p> <p>The informational links provide how to obtain Help Desk support, FSA 13a for access, and an E-Auth Id to logon to the system.</p> <p>USDA Internet USDA Intranet FSA Internet FSA Intranet FOIA Accessibility Statement Privacy Policy Non-Discrimination Statement Information Quality FirstGov White H</p>

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DD FLP Oversight Review User Guide (Continued)

B Online Guides and Reports (Continued)

***--3 Farm Service Agency Data Warehouse (Continued)**

Step	Action																				
2	<p data-bbox="349 451 1388 514">On the Farm Service Agency Data Warehouse Home Page, CLICK “Farm Loan Programs Home”.</p>  <p data-bbox="373 1144 1412 1365"> <table border="1"> <thead> <tr> <th>Farm Program Data Mart</th> <th>Farm Loan Programs Data Mart</th> <th>Budget and Finance Data Mart</th> <th>General Sales Manager Data Mart</th> </tr> </thead> <tbody> <tr> <td>* Farm Program Home</td> <td>* Farm Loan Programs Home</td> <td>* Budget and Finance Home</td> <td>* GSMDM Home Page</td> </tr> <tr> <td>* Acreage</td> <td>* FLP Direct Reports</td> <td>* BPMS</td> <td>* Risk Management</td> </tr> <tr> <td>* Business Partner</td> <td>* FLP Funding & Goal Reports</td> <td>* CORE</td> <td>* Registrations</td> </tr> <tr> <td>* Conservation</td> <td>* FLP Guaranteed Reports</td> <td>* FMMI</td> <td>* Re Estimates</td> </tr> </tbody> </table> </p>	Farm Program Data Mart	Farm Loan Programs Data Mart	Budget and Finance Data Mart	General Sales Manager Data Mart	* Farm Program Home	* Farm Loan Programs Home	* Budget and Finance Home	* GSMDM Home Page	* Acreage	* FLP Direct Reports	* BPMS	* Risk Management	* Business Partner	* FLP Funding & Goal Reports	* CORE	* Registrations	* Conservation	* FLP Guaranteed Reports	* FMMI	* Re Estimates
Farm Program Data Mart	Farm Loan Programs Data Mart	Budget and Finance Data Mart	General Sales Manager Data Mart																		
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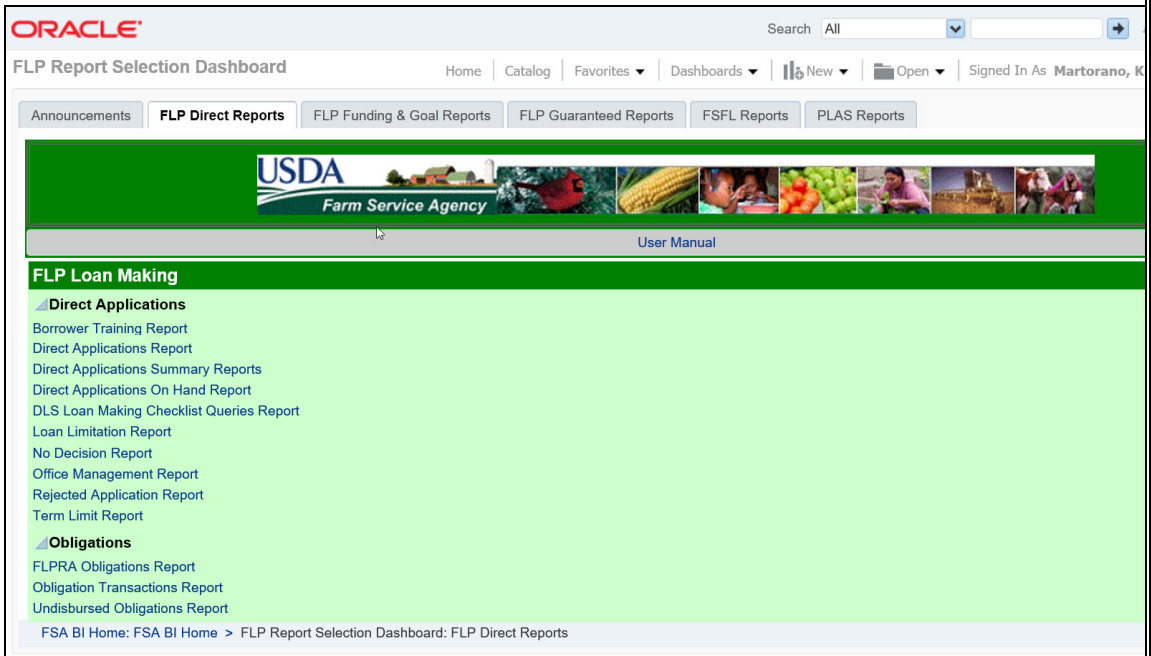
--*

DD FLP Oversight Review User Guide (Continued)

B Online Guides and Reports (Continued)

***--3 Farm Service Agency Data Warehouse (Continued)**

Step	Action
3	<p>On the FLP Report Selection Dashboard, under:</p> <ul style="list-style-type: none"> “FLP Direct Reports”, both direct loan making and loan servicing reports will be displayed <p>Note: Information from these reports will be used to complete parts of the oversight report.</p> <ul style="list-style-type: none"> “FLP Funding and Goal Reports”, information needed to complete the direct loan making goals section of the oversight report will be provided.



--*

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information


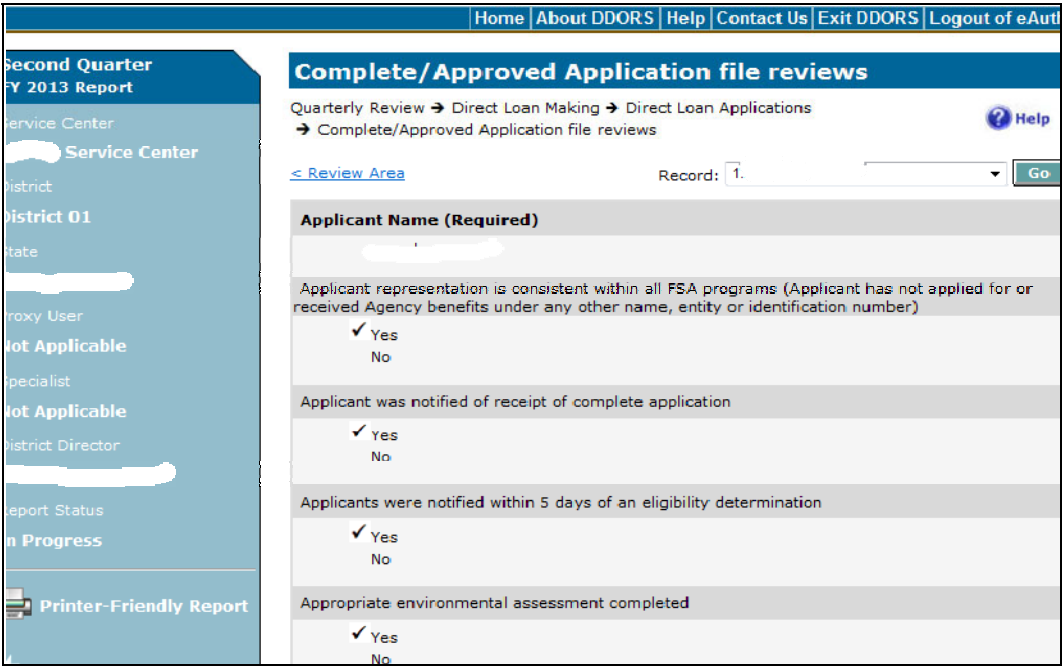
--Online Farm Loan Programs Data Mart and GLS reports should be created in advance of the--
Service Center visit. DD can begin the oversight review by using the reports to complete sections of the online report in DDORS, from any location, to maximize time spent in the Service Center.

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

1 Accessing DDORS Online Report

Access the online report from the DDORS Home Page and select the Service Center name.

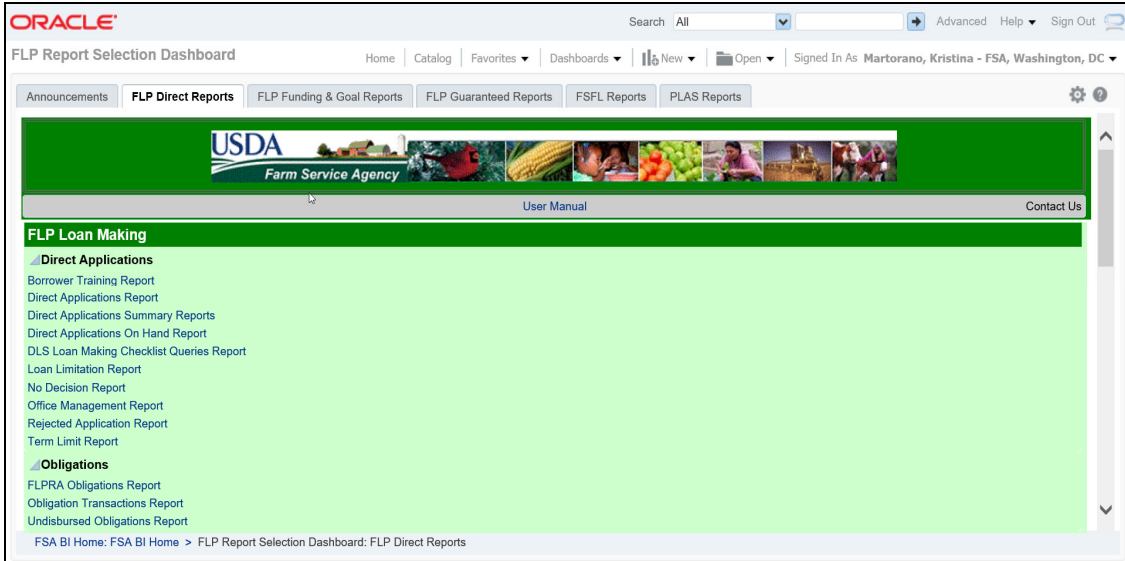
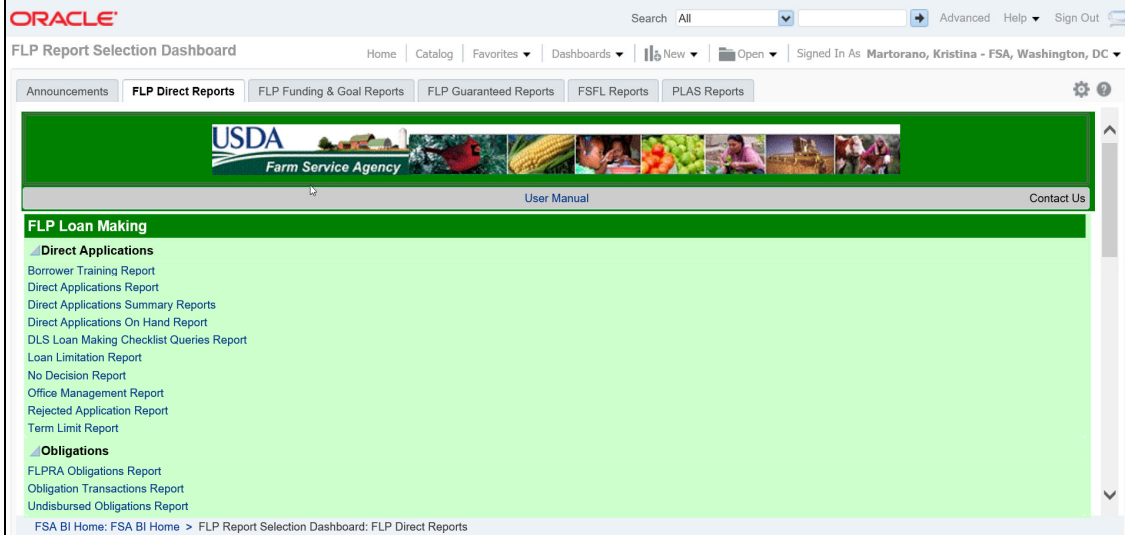
Step	Action
1	<p>On the Report Outline Screen, select the hyperlink for the desired section of the report.</p> 
2	<p>The questions are answered online within DDORS.</p> 

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

2 Accessing Direct Loan Reports

*--Access the direct loan reports from the Farm Loan Programs Data Mart. This following report will provide information needed for all 4 direct loan making review items.

Step	Action
1	<p>On the Farm Loan Programs Data Mart, CLICK “FLP Direct Reports”.</p> 
2	<p>On the Farm Loan Programs Data Mart/FLP Direct Reports Screen, under “Direct Applications”, CLICK “Direct Applications Report”.</p> 

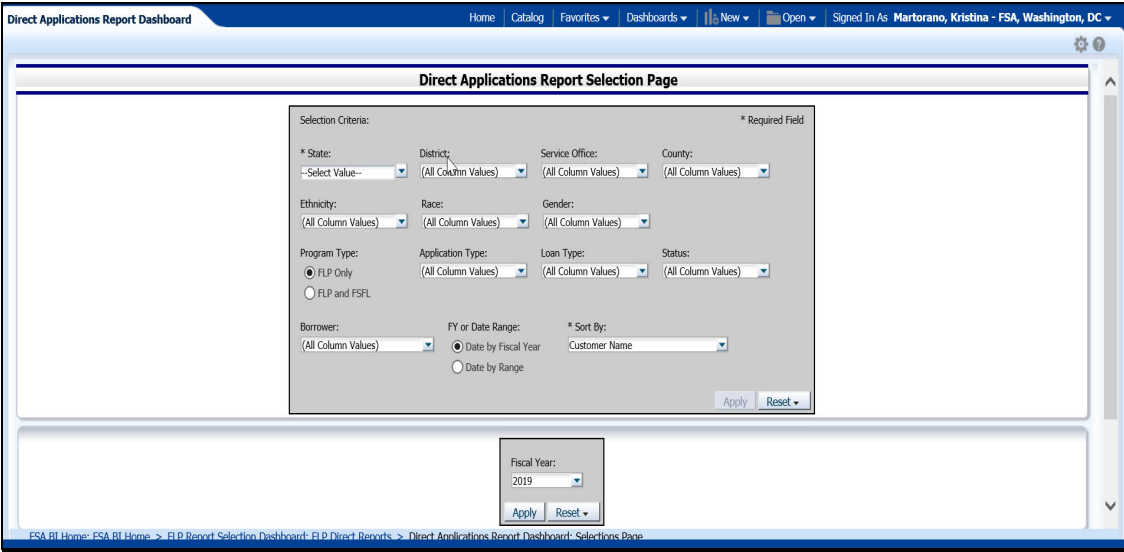
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DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

2 Accessing Direct Loan Reports (Continued)

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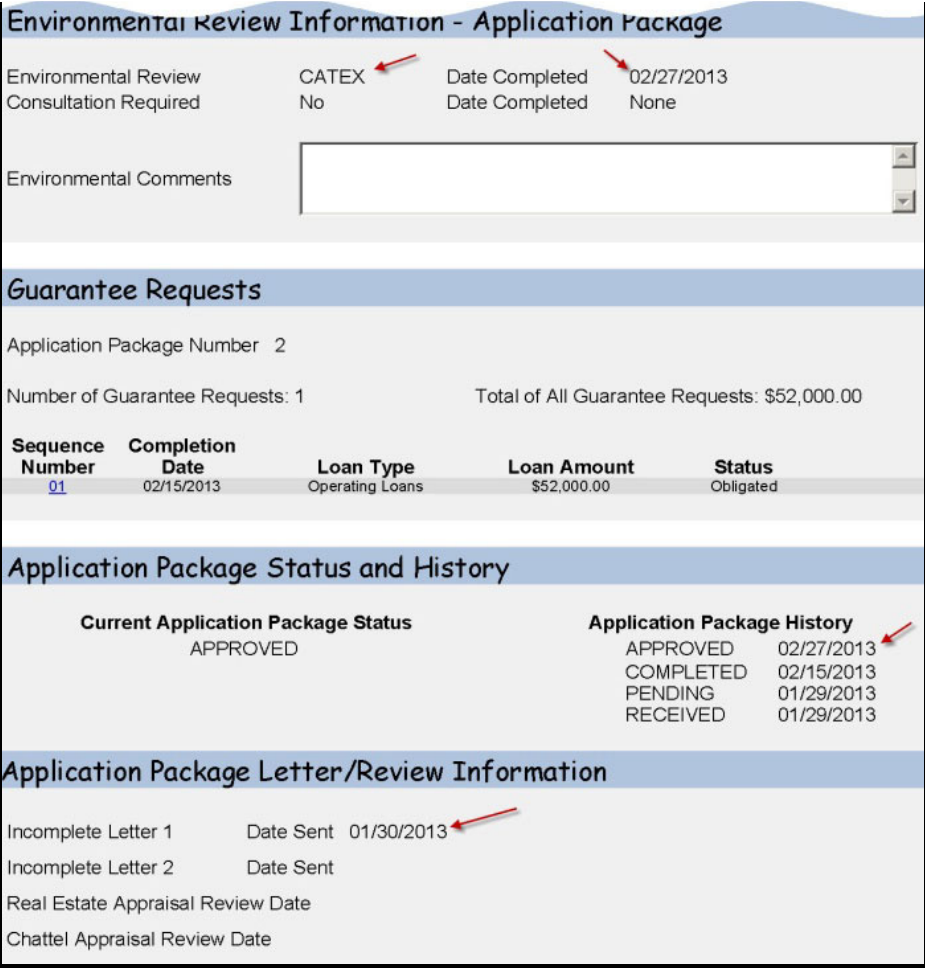
Step	Action
3	<p>On the Direct Applications Report Selection Page, select:</p> <ul style="list-style-type: none"> • State • district • servicing office • county, as follows: <ul style="list-style-type: none"> • all counties • specific county. <p>The report can be run by FY or by specific date range. There are numerous sort options for the report, with up to 4 sort criteria possible, and the report can be run in 4 different formats. Excel format allows further sorting capability.</p>  <p>The screenshot shows the 'Direct Applications Report Selection Page' with the following options:</p> <ul style="list-style-type: none"> Selection Criteria: <ul style="list-style-type: none"> * State: (Required Field, dropdown menu) District: (All Column Values, dropdown menu) Service Office: (All Column Values, dropdown menu) County: (All Column Values, dropdown menu) Ethnicity: (All Column Values, dropdown menu) Race: (All Column Values, dropdown menu) Gender: (All Column Values, dropdown menu) Program Type: <ul style="list-style-type: none"> <input checked="" type="radio"/> FLP Only <input type="radio"/> FLP and FSFL Application Type: (All Column Values, dropdown menu) Loan Type: (All Column Values, dropdown menu) Status: (All Column Values, dropdown menu) Borrower: (All Column Values, dropdown menu) FY or Date Range: <ul style="list-style-type: none"> <input checked="" type="radio"/> Date by Fiscal Year <input type="radio"/> Date by Range * Sort By: (Customer Name, dropdown menu) Fiscal Year: (2019, dropdown menu) <p>Buttons for 'Apply' and 'Reset' are present at the bottom of the selection criteria and fiscal year sections.</p>

--*

DD FLP Oversight Review User Guide (Continued)

C Oversight Review General Information (Continued)

3 Accessing Guaranteed Loan Reports (Continued)

Step	Action																										
11 (Cntd)	<ul style="list-style-type: none"> environmental review type and date completed approval date incomplete letter dates closing date.  <p>The screenshot displays the 'Environmental Review Information - Application Package' section with the following data:</p> <table border="1"> <tr> <td>Environmental Review</td> <td>CATEX</td> <td>Date Completed</td> <td>02/27/2013</td> </tr> <tr> <td>Consultation Required</td> <td>No</td> <td>Date Completed</td> <td>None</td> </tr> </table> <p>The 'Guarantee Requests' section shows:</p> <ul style="list-style-type: none"> Application Package Number: 2 Number of Guarantee Requests: 1 Total of All Guarantee Requests: \$52,000.00 <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>The 'Application Package Status and History' section shows:</p> <ul style="list-style-type: none"> Current Application Package Status: APPROVED Application Package History: <table border="1"> <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> </table> <p>The 'Application Package Letter/Review Information' section shows:</p> <ul style="list-style-type: none"> Incomplete Letter 1: Date Sent 01/30/2013 Incomplete Letter 2: Date Sent Real Estate Appraisal Review Date Chattel Appraisal Review Date 	Environmental Review	CATEX	Date Completed	02/27/2013	Consultation Required	No	Date Completed	None	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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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
- *--Direct Applications Report.--*

Question	Source
1: Applicant Name	*--Select 5 applications from FLP Direct Reports, Direct Applications 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 Direct Applications Report if comments have been inserted.
7: Credit decision (approval/rejected) was made within 60 days of receipt of complete loan application	Data Mart Direct Applications 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)

B “Incomplete Application File Reviews”

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

- borrower case file
- DLS Loan Making Checklist
- FSA-2304
- FSA-2305
- *--Direct Applications Report.--*

Question	Source
1: Applicant Name	*--Select 3 applications from FLP Direct Reports, Direct Applications Report.
2: Required notifications were sent to applicants within required timeframes	Direct Applications Report will show the date--* that the decision was made. Borrower case files will have copies of FSA-2304 and FSA-2305.
3: Items needed for a complete application are clearly identified in notifications	FSA-2304 and FSA-2305. DLS Loan Making Checklist may have information if it was entered into DLS “Loan Processing” section.
4: Applicants are notified of required due dates for items needed for complete application	FSA-2304 and FSA-2305.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

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

C “Withdrawn Application File Reviews”

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

- borrower case file
- FSA-2304
- FSA-2305
- FSA-2306
- *--Direct Applications Report.--*

Question	Source
1: Applicant Name	*--Select 3 applications from FLP Direct Reports, Direct Applications Report.--*
2: SDA	Application report.
3: Reason for the withdrawal of application is clearly documented	FSA-2306 and FBP should be clearly documented.
4: A complete application was received	Documented in DLS and on FSA-2001.
5: If a complete application was not received, an effort was made to obtain a complete application	FSA-2304 and FSA-2305.
6: ECOA and non-discrimination statements have been included in correspondence to applicant	FSA-2306 and the borrower case file.

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
- *--Direct Applications Report--*
- rejection letter.

Question	Source
1: Applicant Name	*--Select 3 applications from FLP Direct Reports, Direct Applications 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.-- * * *

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing”

A “Delinquent Account Servicing”

I “Borrowers With Loans 90 Days Or More Past Due”

Review all accounts in this category. Information sources include the following:

- borrower case file
- discussions with Service Center
- DLS Special Servicing (SS) Borrower History Report
- *--Status of Farm Loan Programs (Report Code 540) Report.--*

Question	Source																																																																																																																																																												
1: Borrower Name	<p>*--Status of Farm Loan Programs 540, available from the Farm Loan Programs Data Mart, lists all borrowers who are 90 days or more--* past due. All borrowers listed in this section will be reviewed.</p> <table border="1" data-bbox="570 999 1471 1394"> <thead> <tr> <th colspan="2">Farm Loans 540</th> <th colspan="10">Status of Farm Loan Programs</th> </tr> <tr> <td colspan="12">As of: 06/30/2013</td> </tr> <tr> <td colspan="12">SERVICING OFFICE LOCATION: _____ COUNTY FSA ()</td> </tr> <tr> <th colspan="2">BORROWER NAME</th> <th colspan="2">CASE NUMBER</th> <th colspan="2">UNPAD BALANCES</th> <th>DAILY INTEREST</th> <th>DATE OF</th> <th colspan="2">PAYMENT STATUS</th> <th>SCHEDULED</th> <th>FY</th> </tr> <tr> <th>LOAN SERVING INFORMATION CODES</th> <th>FD LN CD NO</th> <th>INTEREST</th> <th>PRINCIPAL</th> <th>ACCURAL</th> <th>RATE</th> <th>PAYMENT</th> <th>A - AHEAD</th> <th>B - BEHIND</th> <th>ANNUAL INSTALLMENT</th> <th>LN</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="12">BORROWERS WITH LOANS 90 DAYS OR MORE PAST DUE :</td> </tr> <tr> <td></td> <td></td> <td>01 60</td> <td>AA</td> <td>MALE</td> <td>NON</td> <td>PLS</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>202 PDD</td> <td>1211 41 01</td> <td>\$4,669.13</td> <td>\$50,540.62</td> <td>8.3080</td> <td>6.0000</td> <td>12/15/2011</td> <td>\$3,626.00</td> <td>B</td> <td>\$3,713.00</td> <td>41</td> <td></td> </tr> <tr> <td></td> <td>TOTAL</td> <td>\$4,669.13</td> <td>\$50,540.62</td> <td>8.3080</td> <td></td> <td></td> <td></td> <td></td> <td>\$3,713.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>01 32</td> <td>AA</td> <td>MALE</td> <td>NON</td> <td>PLS</td> <td></td> <td>1M 08/07</td> <td></td> <td></td> <td></td> </tr> <tr> <td>307 PDD</td> <td>0828 41 03</td> <td>\$6,057.85</td> <td>\$141,893.66</td> <td>8.9516</td> <td>4.8750</td> <td>06/03/2013</td> <td>\$7,042.10</td> <td>B</td> <td>\$8,274.00</td> <td>45</td> <td></td> </tr> <tr> <td>307 PDD</td> <td>0020 44 04</td> <td>\$2,000.10</td> <td>\$70,228.06</td> <td>9.1000</td> <td>4.2500</td> <td>08/23/2012</td> <td>\$0,573.70</td> <td>B</td> <td>\$0,574.00</td> <td>22</td> <td></td> </tr> <tr> <td></td> <td>TOTAL</td> <td>\$8,918.03</td> <td>\$220,122.52</td> <td>28.0634</td> <td></td> <td></td> <td></td> <td></td> <td>\$16,648.00</td> <td></td> <td></td> </tr> </tbody> </table>	Farm Loans 540		Status of Farm Loan Programs										As of: 06/30/2013												SERVICING OFFICE LOCATION: _____ COUNTY FSA ()												BORROWER NAME		CASE NUMBER		UNPAD BALANCES		DAILY INTEREST	DATE OF	PAYMENT STATUS		SCHEDULED	FY	LOAN SERVING INFORMATION CODES	FD LN CD NO	INTEREST	PRINCIPAL	ACCURAL	RATE	PAYMENT	A - AHEAD	B - BEHIND	ANNUAL INSTALLMENT	LN		BORROWERS WITH LOANS 90 DAYS OR MORE PAST DUE :														01 60	AA	MALE	NON	PLS						202 PDD	1211 41 01	\$4,669.13	\$50,540.62	8.3080	6.0000	12/15/2011	\$3,626.00	B	\$3,713.00	41			TOTAL	\$4,669.13	\$50,540.62	8.3080					\$3,713.00					01 32	AA	MALE	NON	PLS		1M 08/07				307 PDD	0828 41 03	\$6,057.85	\$141,893.66	8.9516	4.8750	06/03/2013	\$7,042.10	B	\$8,274.00	45		307 PDD	0020 44 04	\$2,000.10	\$70,228.06	9.1000	4.2500	08/23/2012	\$0,573.70	B	\$0,574.00	22			TOTAL	\$8,918.03	\$220,122.52	28.0634					\$16,648.00		
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

I “Borrowers With Loans 90 Days Or More Past Due” (Continued)

Question	Source
<p>2: PLS history report indicates a PLS notice was sent within 15 calendar days of borrower’s account becoming 90 days past due (the receipt of the Report Code 540)</p>	<p>Navigate to the DLS SS Borrower History Report as follows:</p> <p>Step 1: CLICK “SS” icon from the DLS dashboard for the borrower.</p>  <p>Step 2: CLICK “Special Servicing” tab.</p>  <p>Step 3: CLICK “Open Categories Borrower History”.</p>  <p>DLS SS Borrower History Report will indicate an initialization date that is the date that borrower becomes 90 days past due:</p> <ul style="list-style-type: none"> • locate the activity description indicating that the borrower was sent Primary Loan Servicing notifications • ensure that this date is within 15 days of initialization.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

I “Borrowers With Loans 90 Days Or More Past Due” (Continued)

Question	Source																								
<p>3: Offset notice was sent at the same time as the PLS notice (required when account is in monetary default)</p>	<p>Following the steps in Question 2 to determine if borrower was also sent Offset Notifications.</p> <p>After obtaining the information required for Questions 1 through 3, review these items with the Service Center.</p> <div data-bbox="581 810 1446 1398" style="border: 1px solid black; padding: 5px;"> <p>Borrower History</p> <p>Select one of the following Category Assignment(s)</p> <table border="1" data-bbox="581 905 1446 1100"> <thead> <tr> <th colspan="4">Open Categories</th> </tr> <tr> <th>Select</th> <th>Category Name</th> <th>Initiation Date</th> <th>Date of Default</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>90 DAYS PAST DUE</td> <td>09/03/2012</td> <td>09/03/2012</td> </tr> </tbody> </table> <table border="1" data-bbox="581 1010 1446 1100"> <thead> <tr> <th colspan="4">Closed Categories</th> </tr> <tr> <th>Select</th> <th>Category Name</th> <th>Initiation Date</th> <th>Completion Date</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>CURRENT/FINANCIALLY DISTRESSED BORROWER</td> <td>06/15/2009</td> <td>06/16/2009</td> </tr> </tbody> </table> <p>Select the desired version of the Borrower History</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Borrower History by Branch <input type="radio"/> Borrower History by Branch with Comments <input type="radio"/> Borrower History, Chronological by Activity <p style="text-align: center;"><input type="button" value="Submit"/></p> </div> <p>Under “Open Categories”, CLICK “Select” for the borrower and CLICK “Submit” to open the Borrower History Report.</p>	Open Categories				Select	Category Name	Initiation Date	Date of Default	<input checked="" type="radio"/>	90 DAYS PAST DUE	09/03/2012	09/03/2012	Closed Categories				Select	Category Name	Initiation Date	Completion Date	<input type="radio"/>	CURRENT/FINANCIALLY DISTRESSED BORROWER	06/15/2009	06/16/2009
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

I “Borrowers With Loans 90 Days Or More Past Due” (Continued)

Question	Source																																										
<p>4: Enter anticipated resolution</p>	<p>Discuss with Service Center the anticipated resolution for the account.</p> <ol style="list-style-type: none"> 1. Borrower to pay current: enter source of funds in comments. 2. Restructuring of account will be necessary. 3. Borrower will voluntarily liquidate. 4. Account will be accelerated. 5. Other: enter explanation in comments. <p>The Borrower History Report can be used to answer Questions 2 and 3 for this review.</p> <div data-bbox="570 989 1435 1755" style="border: 1px solid black; padding: 5px;"> <p>CUSTOMER: KIM [REDACTED] SPECIAL SERVICING CATEGORY: 90 DAYS PAST DUE RELATED ENTITIES: Yes OPEN ACTIVITIES: Yes STATE: Hawaii DATE OF DEFAULT: 09-03-2012 SERVICING OFFICE: [REDACTED] FARM SERVICE AGENCY LAST UPDATE BY: [REDACTED] LAST UPDATED DATE: 09-04-2012</p> <p>COMPLETE TIME CLOCKS</p> <table border="1" data-bbox="570 1125 1414 1161"> <thead> <tr> <th>TIME CLOCK DESCRIPTION</th> <th>DUE DATE</th> <th>COMPLETION DATE</th> <th>ELAPSED DAYS</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>OPEN TIME CLOCKS</p> <table border="1" data-bbox="570 1192 1414 1228"> <thead> <tr> <th>TIME CLOCK DESCRIPTION</th> <th>DUE DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>PRIMARY BORROWER BRANCH: KIM [REDACTED]</p> <p>ACTIVITY PATH A - Initialized KIM [REDACTED] into 90 DAYS PAST DUE on 09-03-2012</p> <table border="1" data-bbox="570 1266 1414 1598"> <thead> <tr> <th>ACTIVITY NBR</th> <th>DESCRIPTION</th> <th>COMPLETION/ DUE DATE</th> <th>ELAPSED DAYS</th> <th>CHART/ ACTIVITY</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>DETERMINE IF BORROWER HAS BEEN DISCHARGED OF FLP DEBT <ul style="list-style-type: none"> • BORROWER HAS NOT PREVIOUSLY FILED BANKRUPTCY (created activities: KIM, [REDACTED]) </td> <td>09-03-2012</td> <td>0</td> <td>3.1</td> </tr> <tr> <td>A2</td> <td>SEND FSA 2510, 2511, AND 1951-C OFFSET LTR TO ALL B BY SEP CERT MAIL Certified Mail Tracking Number: 70111150000070137268 Offset Letter Tracking Number: 70111150000070137268 <ul style="list-style-type: none"> • FSA 2510, 2511, & 1951-C-1 OFFSET LTR SENT TO B BY SEPARATE CERT MAIL (created activities: KIM, [REDACTED]) </td> <td>09-04-2012</td> <td>1</td> <td>3.2</td> </tr> <tr> <td>A3</td> <td>WAIT FOR MAIL, 1951-C OFFSET LETTER <ul style="list-style-type: none"> • MAIL ACCEPTED • CERTIFIED MAIL UNCLAIMED OR UNDELIVERABLE </td> <td>09-19-2012</td> <td>227</td> <td>3.3</td> </tr> </tbody> </table> <p>ACTIVITY PATH B - Generated by KIM, [REDACTED] A 2 on 09-04-2012</p> <table border="1" data-bbox="570 1629 1414 1745"> <thead> <tr> <th>ACTIVITY NBR</th> <th>DESCRIPTION</th> <th>COMPLETION/ DUE DATE</th> <th>ELAPSED DAYS</th> <th>CHART/ ACTIVITY</th> </tr> </thead> <tbody> <tr> <td>B1</td> <td>WAIT FOR MAIL FSA 2510 & 2511 <ul style="list-style-type: none"> • MAIL ACCEPTED • CERTIFIED MAIL UNCLAIMED OR UNDELIVERABLE </td> <td>09-19-2012</td> <td>227</td> <td>3.4</td> </tr> </tbody> </table> </div> <p>*--Note: See DLS Loan Making and Servicing User’s Guide for--* additional instructions on navigating to a borrower and accessing Special Servicing Borrower History Report.</p>	TIME CLOCK DESCRIPTION	DUE DATE	COMPLETION DATE	ELAPSED DAYS					TIME CLOCK DESCRIPTION	DUE DATE			ACTIVITY NBR	DESCRIPTION	COMPLETION/ DUE DATE	ELAPSED DAYS	CHART/ ACTIVITY	A1	DETERMINE IF BORROWER HAS BEEN DISCHARGED OF FLP DEBT <ul style="list-style-type: none"> • BORROWER HAS NOT PREVIOUSLY FILED BANKRUPTCY (created activities: KIM, [REDACTED]) 	09-03-2012	0	3.1	A2	SEND FSA 2510, 2511, AND 1951-C OFFSET LTR TO ALL B BY SEP CERT MAIL Certified Mail Tracking Number: 70111150000070137268 Offset Letter Tracking Number: 70111150000070137268 <ul style="list-style-type: none"> • FSA 2510, 2511, & 1951-C-1 OFFSET LTR SENT TO B BY SEPARATE CERT MAIL (created activities: KIM, [REDACTED]) 	09-04-2012	1	3.2	A3	WAIT FOR MAIL, 1951-C OFFSET LETTER <ul style="list-style-type: none"> • MAIL ACCEPTED • CERTIFIED MAIL UNCLAIMED OR UNDELIVERABLE 	09-19-2012	227	3.3	ACTIVITY NBR	DESCRIPTION	COMPLETION/ DUE DATE	ELAPSED DAYS	CHART/ ACTIVITY	B1	WAIT FOR MAIL FSA 2510 & 2511 <ul style="list-style-type: none"> • MAIL ACCEPTED • CERTIFIED MAIL UNCLAIMED OR UNDELIVERABLE 	09-19-2012	227	3.4
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

I “Borrowers With Loans 90 Days Or More Past Due” (Continued)

Question	Source
5: Enter target date for resolution of delinquency	Together, create a target date for when delinquent account may be resolved.

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

II “Borrowers With Loans Less Than 90 Days Past Due”

Review all accounts in this category. Information sources include the following:

- borrower case file
- FBP
- DLS Special Servicing (SS) Borrower History Report
- discussions with Service Center
- *--Status of Farm Loan Programs (Report Code 540) Report.--*

Question	Source																																																																																																			
1: Borrower Name	<p>*--Status of Farm Loan Programs 540, available from the Farm Loan Programs Data Mart, contains a section listing all borrowers who are less than 90 days past due. All borrowers listed in this section will--* be reviewed.</p> <div data-bbox="586 1073 1451 1484" style="border: 1px solid black; padding: 5px;"> <p>Farm Loans 540 Status of Farm Loan Programs As of: 06/30/2013</p> <p style="text-align: center;">SERVICING OFFICE LOCATION: _____ COUNTY FSA: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">BORROWER NAME</th> <th colspan="2">CASE NUMBER</th> <th colspan="2">UNPAID BALANCES</th> <th>DAILY INTEREST</th> <th>DATE OF INTEREST LAST CASH</th> <th>PAYMENT STATUS</th> <th>SCHEDULED ANNUAL</th> <th>FY</th> </tr> <tr> <th>LOAN SERVICING INFORMATION CODES</th> <th>FD LN CD NO</th> <th>INTEREST</th> <th>PRINCIPAL</th> <th>ACCURAL</th> <th>RATE</th> <th>PAYMENT</th> <th>A - AHEAD B - BEHIND</th> <th>INSTALLMENT LN</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="11">BORROWERS WITH LOANS LESS THAN 90 DAYS PAST DUE :</td> </tr> <tr> <td>F</td> <td>JND</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>79 PDD</td> <td>FM 44 01</td> <td>\$3.53</td> <td>\$480.36</td> <td>0.0642</td> <td>4.6750</td> <td>05/06/2013</td> <td>\$483.89 B</td> <td>\$0.00</td> <td>13</td> <td></td> </tr> <tr> <td></td> <td>TOTAL</td> <td>\$3.53</td> <td>\$480.36</td> <td>0.0642</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>M.</td> <td>YR</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>81 PDD</td> <td>FYLN, 44 23</td> <td>\$598.26</td> <td>\$15,624.40</td> <td>0.9631</td> <td>2.2500</td> <td>11/17/2011</td> <td>\$8,222.00 B</td> <td>\$0.00</td> <td>14</td> <td></td> </tr> <tr> <td></td> <td>TOTAL</td> <td>\$598.26</td> <td>\$15,624.40</td> <td>0.9631</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	BORROWER NAME		CASE NUMBER		UNPAID BALANCES		DAILY INTEREST	DATE OF INTEREST LAST CASH	PAYMENT STATUS	SCHEDULED ANNUAL	FY	LOAN SERVICING INFORMATION CODES	FD LN CD NO	INTEREST	PRINCIPAL	ACCURAL	RATE	PAYMENT	A - AHEAD B - BEHIND	INSTALLMENT LN			BORROWERS WITH LOANS LESS THAN 90 DAYS PAST DUE :											F	JND										79 PDD	FM 44 01	\$3.53	\$480.36	0.0642	4.6750	05/06/2013	\$483.89 B	\$0.00	13			TOTAL	\$3.53	\$480.36	0.0642							M.	YR										81 PDD	FYLN, 44 23	\$598.26	\$15,624.40	0.9631	2.2500	11/17/2011	\$8,222.00 B	\$0.00	14			TOTAL	\$598.26	\$15,624.40	0.9631						
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

II “Borrowers With Loans Less Than 90 Days Past Due” (Continued)

Question	Source
<p>3: Anticipated resolution</p>	<p>Discuss with Service Center the anticipated resolution for the account.</p> <ul style="list-style-type: none"> • Borrower to pay account current. • Restructuring of account will be necessary. • Other, restructuring not possible.  <p>Use the Borrower History Report to determine if the borrower has requested loan servicing and whether any servicing actions have taken place. This will help determine if the account is anticipated to be resolved before it becomes 90 calendar days past due.</p> <p>*--Note: See DLS Users Loan Making and Servicing User’s--* Guide for additional instructions on navigating to a borrower and accessing the Special Servicing Borrower History Report.</p>
<p>4: Target Date for resolution of delinquency</p>	<p>Together with Service Center, create a target date for when delinquent account may be resolved.</p>

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

A “Delinquent Account Servicing” (Continued)

III “Borrowers With Loans That May Require Attention”

Review all accounts in this category. Information sources include the following:

- 4-FLP
- 5-FLP
- borrower case file
- CCC-257
- discussions with Service Center
- FSA-603
- *--Status of Farm Loan Programs (Report Code 540) Report.--*

Question	Source																																																															
1: Borrower Name	<p>*--Status of Farm Loan Programs 540, available from the Farm Loan Programs Data Mart, lists borrowers with--* loans that may require attention as well as the flags present on the accounts.</p> <div data-bbox="699 1142 1464 1457" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Farm Loans 540 Status of Farm Loan Programs As of: 06/30/2013</p> <p style="text-align: center;">SERVICING OFFICE LOCATION: _____ COUNTY FSA: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>BORROWER NAME</th> <th>CASE NUMBER ST CO BORR-ID</th> <th>DAILY INTEREST</th> <th>UNPAID BALANCES</th> <th>DATE OF INTEREST LAST CASH</th> <th>PAYMENT STATUS</th> <th>SCHEDULED ANNUAL</th> </tr> <tr> <th>LOAN SERVICING INFORMATION CODES</th> <th>FM LN CD NO</th> <th>INTEREST</th> <th>PRINCIPAL</th> <th>ACCUAL RATE</th> <th>A - AHEAD B - BEHIND</th> <th>INSTALLMENT FY LR</th> </tr> </thead> <tbody> <tr> <td colspan="7">BORROWERS WITH LOANS THAT MAY REQUIRE ATTENTION (OTHER):</td> </tr> <tr> <td>EL</td> <td>AA MALE NON</td> <td>0.0202</td> <td>\$173.31</td> <td>3/18/2013</td> <td>B</td> <td>10</td> </tr> <tr> <td>1054 PDD</td> <td>FM 44 01</td> <td>0.0202</td> <td>\$173.31</td> <td>3/18/2013</td> <td>B</td> <td>10</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>0.0202</td> <td>\$173.31</td> <td>3/18/2013</td> <td>B</td> <td>10</td> </tr> <tr> <td>J</td> <td>WH MALE NON</td> <td>2.3073</td> <td>\$14,036.12</td> <td>3/18/2013</td> <td>1M 03/11 1M 02/12</td> <td>21</td> </tr> <tr> <td>0101</td> <td>44 25</td> <td>2.3073</td> <td>\$259.64</td> <td>3/18/2013</td> <td>1M 03/11 1M 02/12</td> <td>21</td> </tr> <tr> <td>ISA</td> <td>44 25</td> <td>2.3073</td> <td>\$732.00</td> <td>3/18/2013</td> <td>1M 03/11 1M 02/12</td> <td>21</td> </tr> </tbody> </table> </div>	BORROWER NAME	CASE NUMBER ST CO BORR-ID	DAILY INTEREST	UNPAID BALANCES	DATE OF INTEREST LAST CASH	PAYMENT STATUS	SCHEDULED ANNUAL	LOAN SERVICING INFORMATION CODES	FM LN CD NO	INTEREST	PRINCIPAL	ACCUAL RATE	A - AHEAD B - BEHIND	INSTALLMENT FY LR	BORROWERS WITH LOANS THAT MAY REQUIRE ATTENTION (OTHER):							EL	AA MALE NON	0.0202	\$173.31	3/18/2013	B	10	1054 PDD	FM 44 01	0.0202	\$173.31	3/18/2013	B	10	TOTAL		0.0202	\$173.31	3/18/2013	B	10	J	WH MALE NON	2.3073	\$14,036.12	3/18/2013	1M 03/11 1M 02/12	21	0101	44 25	2.3073	\$259.64	3/18/2013	1M 03/11 1M 02/12	21	ISA	44 25	2.3073	\$732.00	3/18/2013	1M 03/11 1M 02/12	21
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2: Account Flag	See 5-FLP, Exhibit 11 for more information about account flags.																																																															
3: Payments are being made and are current according to an approved plan or agreement	<p>Questions 3 and 4 can be answered after the following:</p> <ul style="list-style-type: none"> • discussing each account with the Service Center • reviewing the borrower’s case file, and FBP correspondence 																																																															
4: Accounts are serviced according to applicable regulations and/or handbook instructions	<ul style="list-style-type: none"> • reviewing FSA-603 and CCC-257, if necessary. <p>Note: Use 4-FLP and 5-FLP as sources for any regulations or handbook questions.</p>																																																															

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

B “Payments and Collections”

Review a sample of 5 accounts in this category; review all if less than 5. Information sources include the following:

- *--64-FI
- 4-FLP
- borrower case file
- CCC-257
- discussions with Service Center
- FSA-603
- Status of Farm Loan Programs (Report Code 540) Report.--*.

Question	Source																																										
1: Borrower/Account Name	<p>Select 5 accounts from FSA-603 to review. If collection was not made at this Service Center, add the county name where collection was made.</p> <p>FSA-603 provides information about payments received from borrower accounts. This will be used for comparison to other forms/reports to ensure payments are applied correctly.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">A. DATE RECEIVED (MM-DD-YYYY)</th> <th style="width: 25%;">B. NAME OR I.D. NO. OF REMITTER</th> <th colspan="2" style="width: 30%;">C. REMITTANCE INFO.</th> <th style="width: 15%;">D. AMOUNT COLLECTED</th> <th style="width: 15%;">E. SCHEDULE NO. FROM FORM CCC-257</th> </tr> <tr> <td></td> <td></td> <th style="width: 15%;">ENTER CHECK NO.</th> <th style="width: 15%;">IF CASH "X"</th> <td></td> <td></td> </tr> </thead> <tbody> <tr> <td>03/29/2013</td> <td>Doe, John</td> <td>1754</td> <td style="text-align: center;">█</td> <td style="text-align: right;">\$ 12,671.19</td> <td style="text-align: center;">123</td> </tr> <tr> <td>03/29/2013</td> <td>Smith, Borrower</td> <td>1562</td> <td style="text-align: center;">█</td> <td style="text-align: right;">\$ 8,764.12</td> <td style="text-align: center;">123</td> </tr> <tr> <td>03/29/2013</td> <td>Happy Hills Farms</td> <td>2468</td> <td style="text-align: center;">█</td> <td style="text-align: right;">\$ 58.41</td> <td style="text-align: center;">123</td> </tr> <tr> <td>03/29/2013</td> <td>Jones, Michael</td> <td>1313</td> <td style="text-align: center;">█</td> <td style="text-align: right;">\$ 874.55</td> <td style="text-align: center;">123</td> </tr> <tr> <td>03/29/2013</td> <td>Hillshire Farmland</td> <td>3999</td> <td style="text-align: center;">█</td> <td style="text-align: right;">\$ 27,894.73</td> <td style="text-align: center;">123</td> </tr> </tbody> </table>	A. DATE RECEIVED (MM-DD-YYYY)	B. NAME OR I.D. NO. OF REMITTER	C. REMITTANCE INFO.		D. AMOUNT COLLECTED	E. SCHEDULE NO. FROM FORM CCC-257			ENTER CHECK NO.	IF CASH "X"			03/29/2013	Doe, John	1754	█	\$ 12,671.19	123	03/29/2013	Smith, Borrower	1562	█	\$ 8,764.12	123	03/29/2013	Happy Hills Farms	2468	█	\$ 58.41	123	03/29/2013	Jones, Michael	1313	█	\$ 874.55	123	03/29/2013	Hillshire Farmland	3999	█	\$ 27,894.73	123
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

B “Payments and Collections” (Continued)

Question	Source																																																												
2: Payment(s) and collections are applied within prescribed time frames	<p>Compare FSA-603:</p> <ul style="list-style-type: none"> and CCC-257 to ensure that account names, check numbers, and payment amounts match and that deposit is being made timely “Date Received” column and Status of Farm Loan Programs 540, “Date of Last Cash Payment” column to ensure that the dates match. <p>*--Note: 64-FI, subparagraph 32 D provides additional--* information about timeframes for making deposits.</p>																																																												
3: Payment(s) are credited to the account(s) of the correct borrower																																																													
<table border="1"> <tr> <td colspan="2" data-bbox="626 995 1268 1031">CCC-257 (03-02-10)</td> <td colspan="2" data-bbox="1268 995 1474 1031">U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</td> <td colspan="2" data-bbox="1268 1031 1474 1058">1A. Schedule Date 5/29/2013</td> </tr> <tr> <td colspan="4" data-bbox="626 1037 1268 1064" style="text-align: center;">SCHEDULE OF DEPOSIT</td> <td colspan="2" data-bbox="1268 1058 1474 1085">1B. Page 1 of 1</td> </tr> <tr> <td colspan="4" data-bbox="626 1071 1268 1098" style="text-align: center;">For deposit to the account of CCC-Symbol 4992</td> <td colspan="2"></td> </tr> <tr> <td colspan="3" data-bbox="626 1098 1036 1157">2. To: CCC-257 LOCKBOX BANK P.O. BOX 790134 ST. LOUIS MISSOURI 63179-0134</td> <td colspan="3" data-bbox="1036 1098 1474 1157">3. Report Deposit to: (N/A for Manual CCC-257's) N/A</td> </tr> <tr> <td data-bbox="626 1157 764 1226">A. RECEIPT ID (N/A for Manual CCC-257's)</td> <td data-bbox="764 1157 948 1226">B. CHECK/ITEM NO.</td> <td colspan="2" data-bbox="948 1157 1317 1226">C. REMITTER IDENTIFICATION</td> <td colspan="2" data-bbox="1317 1157 1474 1226">D. AMOUNT \$</td> </tr> <tr> <td data-bbox="626 1226 764 1253">N/A</td> <td data-bbox="764 1226 948 1253">1754</td> <td colspan="2" data-bbox="948 1226 1317 1253">Doe, John</td> <td colspan="2" data-bbox="1317 1226 1474 1253">12,671.19</td> </tr> <tr> <td data-bbox="626 1253 764 1281">N/A</td> <td data-bbox="764 1253 948 1281">1562</td> <td colspan="2" data-bbox="948 1253 1317 1281">Smith, Borrower</td> <td colspan="2" data-bbox="1317 1253 1474 1281">8,764.12</td> </tr> <tr> <td data-bbox="626 1281 764 1308">N/A</td> <td data-bbox="764 1281 948 1308">2468</td> <td colspan="2" data-bbox="948 1281 1317 1308">Happy Hills Farms</td> <td colspan="2" data-bbox="1317 1281 1474 1308">58.41</td> </tr> <tr> <td data-bbox="626 1308 764 1335">N/A</td> <td data-bbox="764 1308 948 1335">1313</td> <td colspan="2" data-bbox="948 1308 1317 1335">Jones, Michael</td> <td colspan="2" data-bbox="1317 1308 1474 1335">874.55</td> </tr> <tr> <td data-bbox="626 1335 764 1362">N/A</td> <td data-bbox="764 1335 948 1362">3999</td> <td colspan="2" data-bbox="948 1335 1317 1362">Hillshire Farmland</td> <td colspan="2" data-bbox="1317 1335 1474 1362">27,894.73</td> </tr> </table>		CCC-257 (03-02-10)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1A. Schedule Date 5/29/2013		SCHEDULE OF DEPOSIT				1B. Page 1 of 1		For deposit to the account of CCC-Symbol 4992						2. To: CCC-257 LOCKBOX BANK P.O. BOX 790134 ST. LOUIS MISSOURI 63179-0134			3. Report Deposit to: (N/A for Manual CCC-257's) N/A			A. RECEIPT ID (N/A for Manual CCC-257's)	B. CHECK/ITEM NO.	C. REMITTER IDENTIFICATION		D. AMOUNT \$		N/A	1754	Doe, John		12,671.19		N/A	1562	Smith, Borrower		8,764.12		N/A	2468	Happy Hills Farms		58.41		N/A	1313	Jones, Michael		874.55		N/A	3999	Hillshire Farmland		27,894.73	
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4: Payment(s) are applied to the borrower’s loan(s) according to 4-FLP	Review 4-FLP, Part 5 and discuss payments received to determine if reviewed account payments were Regular or Extra Payments. Ensure that payments were applied correctly to loan(s).																																																												
5: There is a proper separation of duties among employees handling transactions	*--Review 64-FI, subparagraph 32 C with Service Center--* employees to ensure that the separation of duties outlined exists in the Service Center.																																																												

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

3 “Direct Loan Servicing” (Continued)

C “Chattel Security Accounting” (Continued)

Question	Source
5: FLM follows up on all apparent unauthorized dispositions; using *--4-FLP, Exhibit 31 to notify borrowers in all cases and obtains adequate documentation to enable post approval where applicable	For any unapproved disposition: <ul style="list-style-type: none">• review borrower case file and FBP• discuss with Service Center to determine anticipated--* resolution.

DD FLP Oversight Review User Guide (Continued)

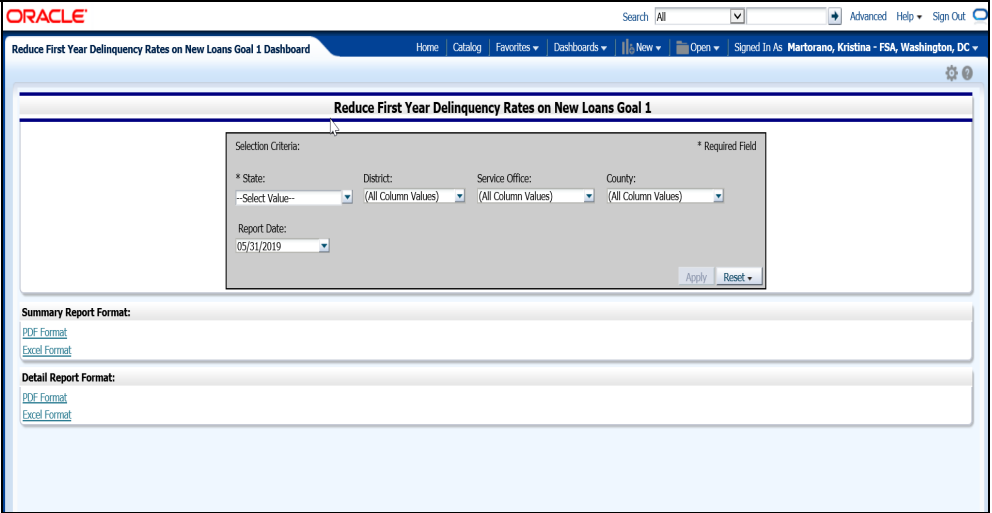
D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state”

For all goals, enter State goal, Service Center goal, and FLP staff progress. Information sources include the following:

- *--direct loan making goals are available from the Farm Loan Programs Data Mart FLP Funding and Goal Reports--*
- guaranteed loan making goals are available from the GLS Reports.

*--

Goal	Source
<p>1: First year delinquency rate on new loans (%). (Direct Loan Making)</p>	<p>From the Farm Loan Programs Data Mart FLP Funding and Goal Reports tab, select “Reduce First Year Delinquency Rates on New Loans Goal 1”. To view all Service Centers within the district, make the following selections on the Reduce 1st Year Delinquency Rate on New Loans by 25% Over 5 Years Screen, and CLICK “Apply”.</p> <ul style="list-style-type: none"> • “State” • “Report Date” • “District” • “All Service Centers”. <p>Then select report format preference.</p>  <p>Notes: All performance data can be input for each Service Center at 1 time.</p>

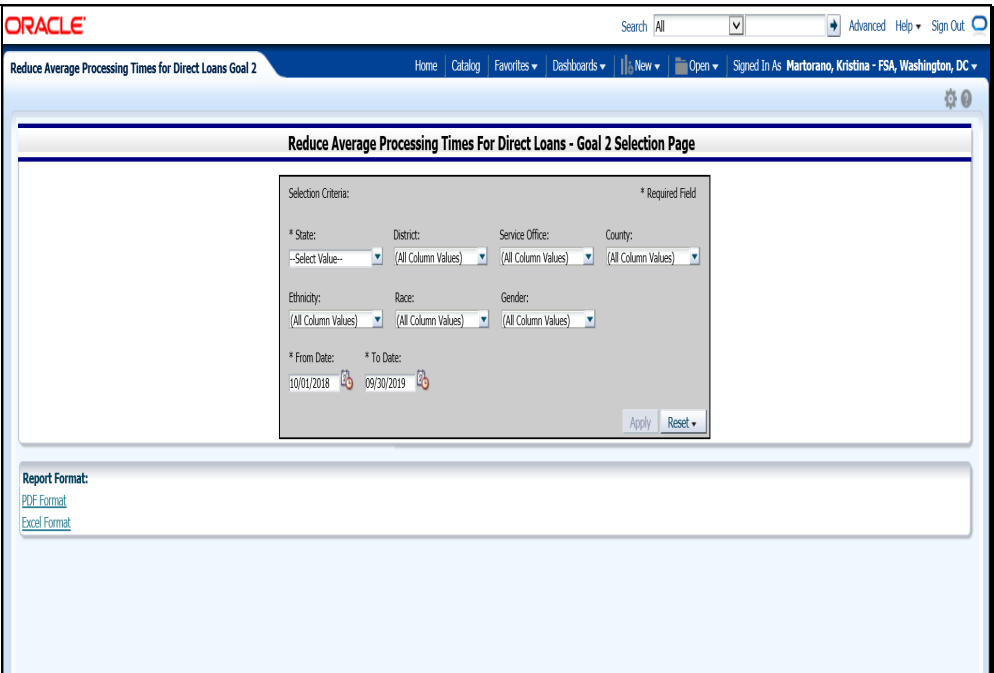
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

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Goal	Source
<p>2: Direct loan processing time (Days). (Direct Loan Making)</p>	<p>From the Farm Loan Programs Data Mart FLP Funding and Goal Reports, select “Reduce Average Processing Times for Direct Loans – Goal 2”. To view all Service Centers within the district, make the following selections on the Reduce Average Processing Times for Direct Loans – Goal 2 Screen, and CLICK “Apply”.</p> <ul style="list-style-type: none"> • “State” • “All Races” and “All Genders” • “District” and “All Service Offices” • “All County Offices” and “All Borrowers”. <p>Then select report format preference.</p> 

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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

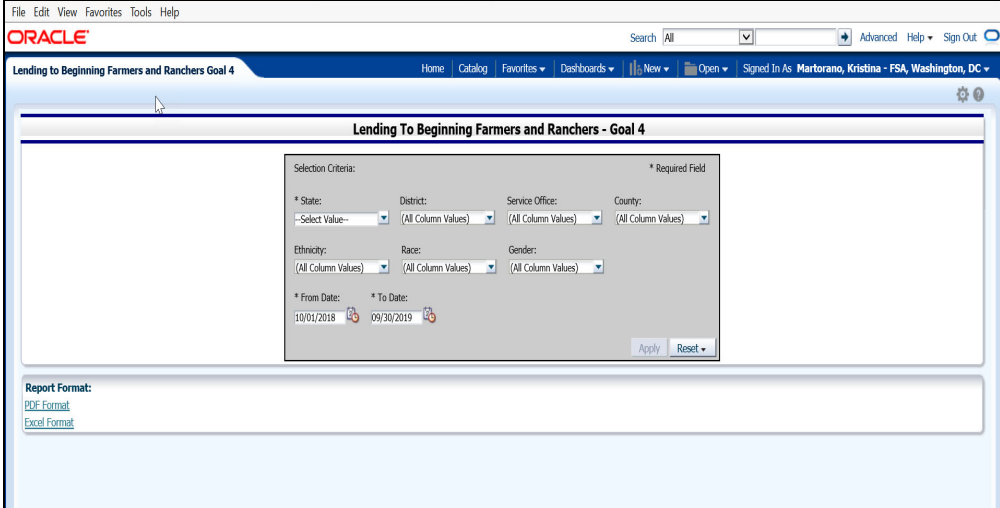
4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

Goal	Source
3: Guaranteed loan processing time (Days)	<p>On the GLS Guaranteed Loan System Screen, CLICK “Reports”. From the GLS Application Reports Screen, CLICK “GLS2208 – Guaranteed Loan Average Processing Times”.</p>  <p>The screenshot shows the USDA GLS Guaranteed Loan System interface. At the top, it says 'USDA United States Department of Agriculture' and 'GLS Guaranteed Loan System'. Below this is a navigation menu with links for 'GLS Home', 'FSA Home', 'Borrower', 'Lender', 'Loans', 'Reports', and 'Help'. A list of menu items is displayed below the navigation menu, including 'Application Package List', 'Application Package Add', 'Loan Guarantee Request Add', 'Loan Guarantee Request Update', 'Loan List', 'Administrative Fee/Treasury Rate List', 'FSA NAICS List', 'FSA Integrator/Contractor List', 'Reference Table List', 'GLS 1099C Control Dates', 'Reports', and 'Forms'. A red arrow points to the 'Reports' link in the list.</p>

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

Goal	Source
<p>4: Lending to beginning farmers and ranchers (%) (Direct Loan Making)</p>	<p>From the Farm Loan Programs Data Mart FLP Funding and Goal Reports, select “Lending To Beginning Farmers and Ranchers - Goal 4”. To view all Service Centers within the district, make the following selections on the Lending to Beginning Farmers and Ranchers - Goal 4 Screen, and CLICK “Apply”.</p> <ul style="list-style-type: none"> • applicable State • “All Races” • “All Genders” • “District” • “All Service Offices” • “All County Offices”. <p>Then select report format preference.</p> 

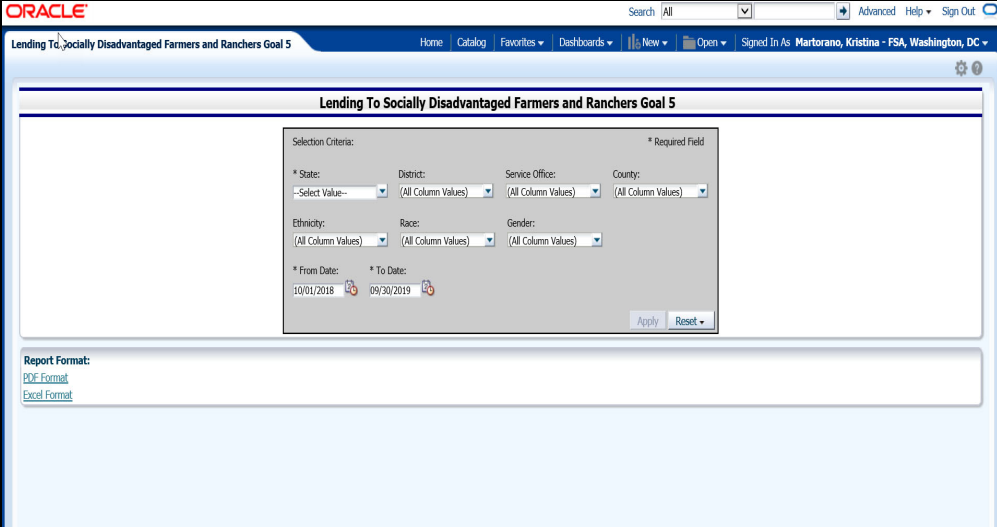
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

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Goal	Source
<p>5: Lending to SDA farmers and ranchers (%) (Direct Loan Making)</p>	<p>From the Farm Loan Programs Data Mart FLP Funding and Goal Reports, select “Lending To Socially Disadvantaged Farmers and Ranchers – Goal 5”. To view all Service Centers within the district, make the following selections on the Lending to Socially Disadvantaged Farmers and Ranchers – Goal 5 Screen, and CLICK “Apply”.</p> <ul style="list-style-type: none"> • applicable State • “All Races” • “All Genders” • “District” • “All Service Offices” • “All County Offices”. <p>Then select report format preference.</p> 

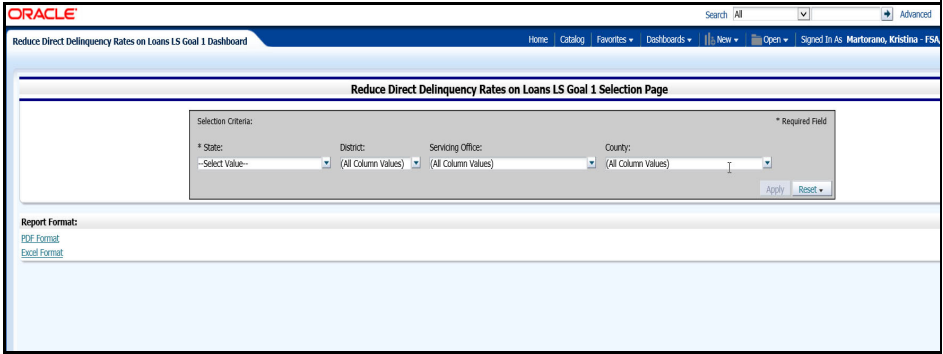
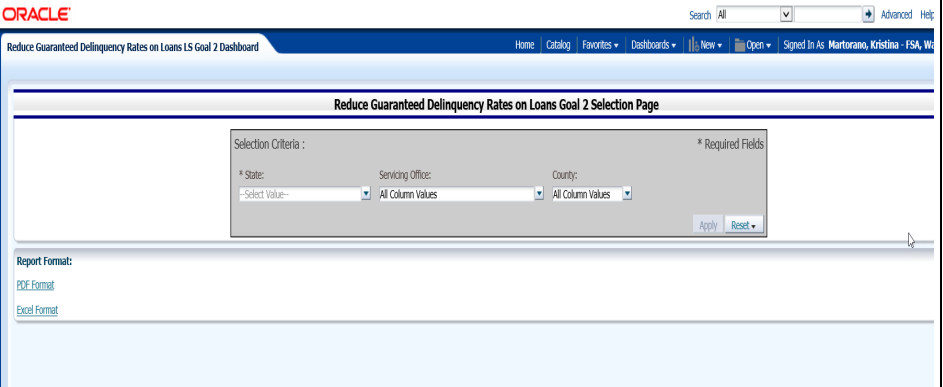
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DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

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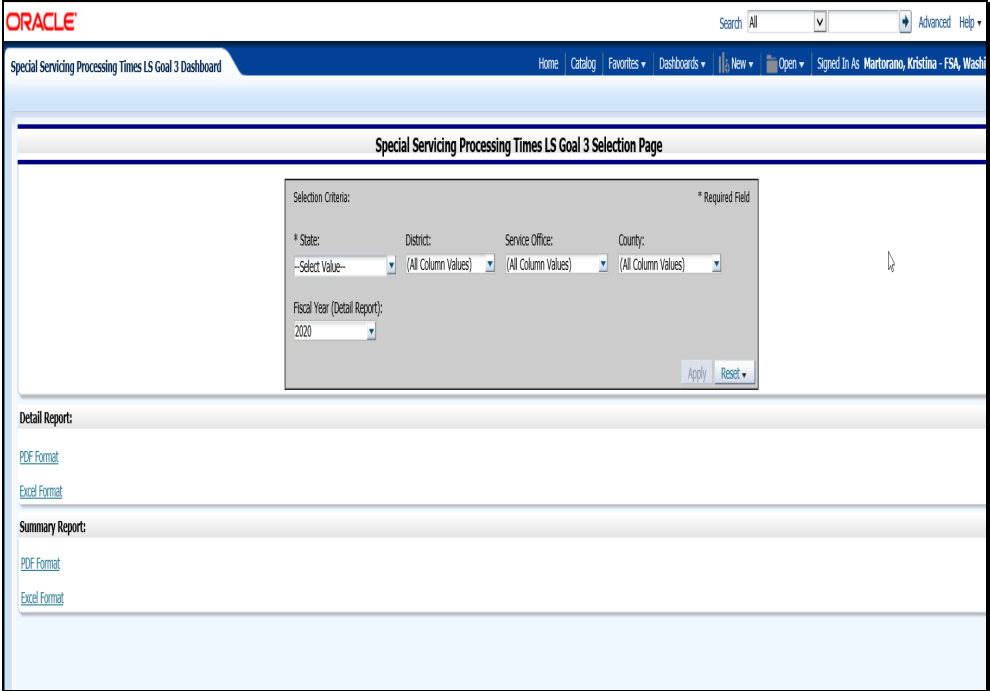
Goal	Source
<p>6: Direct loan delinquency (%) (Direct Loan Servicing)</p>	<p>From the Farm Loan Programs Data Mart, select FLP Funding and Goals Tab and then select “Reduce Direct Delinquency Rates on Loans LS Goal 1”. To view all Service Centers within the district, make the following selections on the Reduce Direct Delinquency Rates on Loans LS Goal 1 Selection Page, and CLICK “Apply”. Then select report format preference:</p> <ul style="list-style-type: none"> • Applicable State • “District” • “All Service Offices” 
<p>7: Guaranteed loan delinquency rate (%)</p>	<p>From the Farm Loan Programs Data Mart, select FLP Funding and Goals Tab and then select Reduce Guaranteed Delinquency Rates on Loans LS Goal 2. To view all Service Centers within the district, select the applicable State on the Reduce Direct Delinquency Rates on Loans LS Goal 1 Selection Page, and CLICK Apply.</p> <p>Then select report format preference.</p> 

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

4 “Program Delivery FLP Goals: From FLP goals established by the National Office for your state” (Continued)

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Goal	Source
<p>8: Primary loan servicing processing times (days). (Direct Loan Servicing)</p>	<p>From the Farm Loan Programs Data Mart, select FLP Funding and Goals Tab and then select “Special Servicing Processing Times LS Goal 3”. To view all Service Centers within the district, make the following selections on the Special Servicing Processing Times LS Goal 3 Selection Page and CLICK “Apply”.</p> <ul style="list-style-type: none"> • Applicable State • “District” • “All Service Offices”. <p>Then select the report format preference.</p> 

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DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews

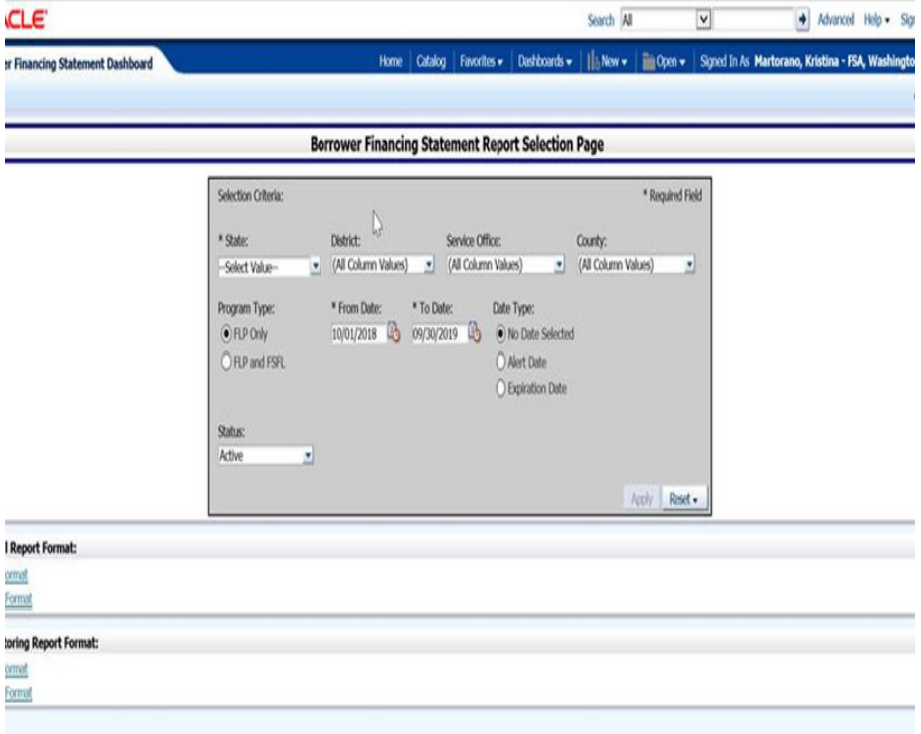
Semi-annual review items shall be completed for the 2nd and 4th quarters of each FY.

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: Loan Security Instruments

Review 5 new chattel or crop loans; review all if less than 5. Information sources include the following:

- FBP Credit Action Report
- *--Borrower Financing Statement Report.

Question	Source
1: Borrower Name	FBP Credit Action Report.
2: Proper UCC Filed	<p>Check the borrower case file to verify the proper UCC filing.</p> <p>The offsite option is to create the report from the Farm Loan Programs Data Mart/FLP Direct Reports, Borrower Financing Statement Report.</p> 

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DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

1 Direct Loan Making: Loan Security Instruments (Continued)

Question	Source
3: Security agreement and promissory note in safe	Verify, while in the Service Center, that the promissory note is filed in the Service Center fire proof safe.
4: Agreement for Disposition of Jointly Owned Property Obtained	If applicable, while in Service Center, review agreement from the borrower case file.
5: CCC-10 has been executed and is in the borrower case file (3-FLP)	Offsite option is the Service Center scans and e-mails the agreement.

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts

Review requires a count of all accounts that should be classified during the current FY. Information sources include the following:

- borrower case file
- discussions with Service Center
- *--Classification Review Report
- Direct Applications Report.

Question	Source
1: New Borrower accounts are classified	<p>Verify borrowers approved for new loans had classification reviews performed on their accounts.</p> <p>Compare the Farm Loan Programs Data Mart Direct Applications Report with the Classification Review Report. Select the report to cover the Service Center and specific review period dates. Save or print both reports to use for comparison.</p> <p>When pulling the Classification Review Workflow Report, select “In Conjunction with a Loan Closing” to limit the search to Classification Reviews only.</p> <p>Note: Some borrowers may be listed on the Direct Applications Report, but their loans may not have closed by the end of the period covered by the report and may not, therefore, show up on the Classification Review Report.</p> <p>Discuss borrowers who were not classified with the Service Center.</p>

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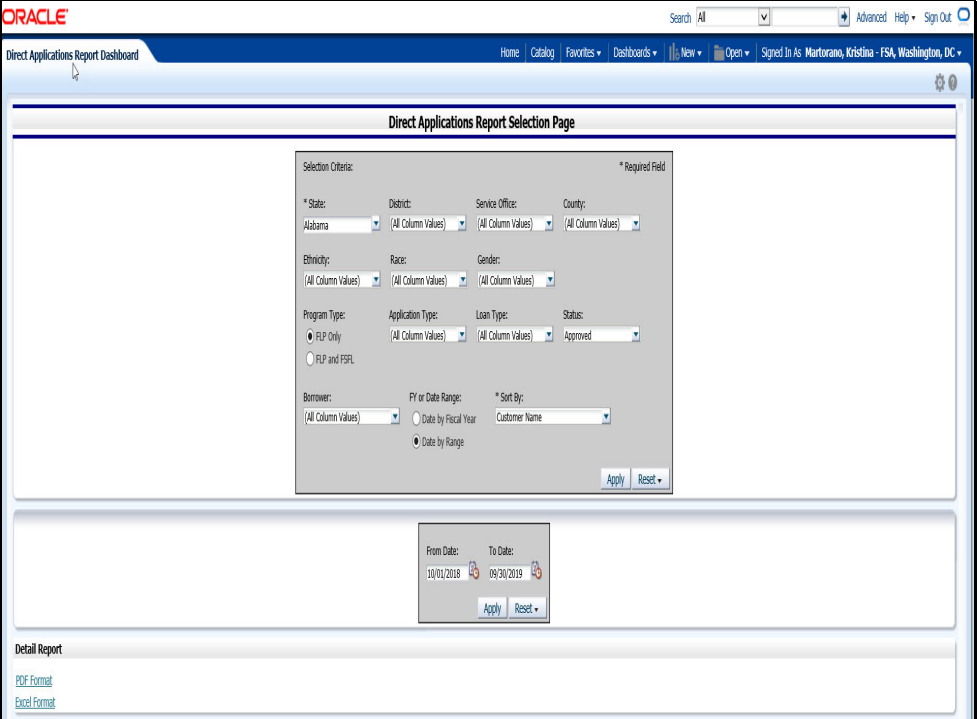
DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts (Continued)

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Question	Source
<p>1: New Borrower accounts are classified (Cntd)</p>	<p>On the Direct Applications Report Selection Page, using the drop-down lists, select the following and CLICK “Apply”.</p> <ul style="list-style-type: none"> • “State”, select applicable State • “District”, “All Districts” • “County”, “All Counties” • “Ethnicity” and CLICK “All” radio button • “Status”, “Approved” • “Race”, “All Races” • “Gender”, “All Genders” • “From” and “TO” dates and CLICK “Date by Range” radio button • “Sort Selection”. <p>Then select the report format preference.</p> 

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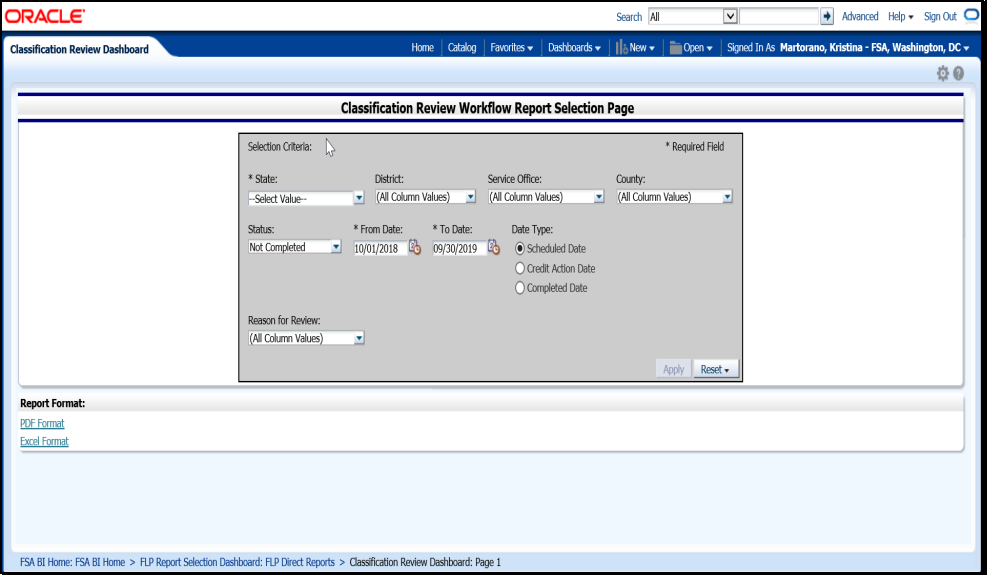
DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts (Continued)

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Question	Source
<p>1: New Borrower accounts are classified (Cntd)</p>	<p>On the Classification Review Workflow Report Page, using the drop-down lists, select the following and CLICK “Apply”.</p> <ul style="list-style-type: none"> • Select State • Select District • “Status”, “All” • “Select Date Type”. <p>Then select the report format preference.</p> 

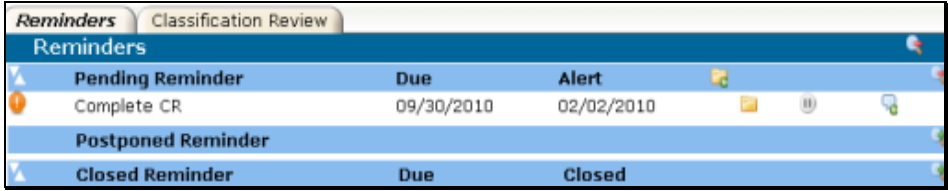
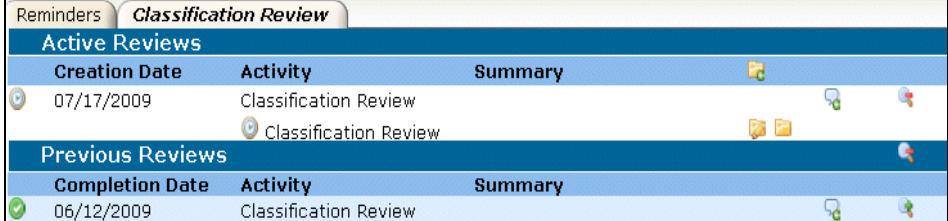
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DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts (Continued)

Question	Source
<p>2: FBP Updated/ Transactions Processed</p>	<p>Borrower accounts may be accessed in DLS to view their specific classification review, determine that it has processed, and verify any questions or concerns about the borrower’s classification.</p> <p>While on Service Center Dashboard, CLICK “Icon” under “CR Header” column and the Classification Review Dashboard will be displayed.</p>  <p>CLICK “Classification Review” tab to access the Classification Review process, allowing a more detailed view of the classification activities performed on that account.</p> 

DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts (Continued)

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Question	Source
<p>3: Annual classification of existing borrower accounts</p>	<p>From the Classification Review Workflow Report Selection Page, create a report for the review time period. Using the drop-down lists, select the following and CLICK “Apply”.</p> <ul style="list-style-type: none"> • State • District • “Status”, “All” • “Date”, “From” and “To”, select date range for Classification Reviews that have not been completed and CLICK “Scheduled Date” radio button • “Reason for Review”, “All”. <p>Then select report format preference.</p> <p>Document the number of classification reviews that need to be completed by the end of review period. Discuss with Service Center the plan to complete any reviews that will need to be completed by the end of the year.</p> <p>Notes: For questions about classifying borrower accounts, see Part 8, Section 4.</p> <p>These instructions demonstrate pulling reviews scheduled for the current review period. To include all reviews that should have been completed before the current timeframe, change the From date to further in the past and select a status of “not completed”.</p>

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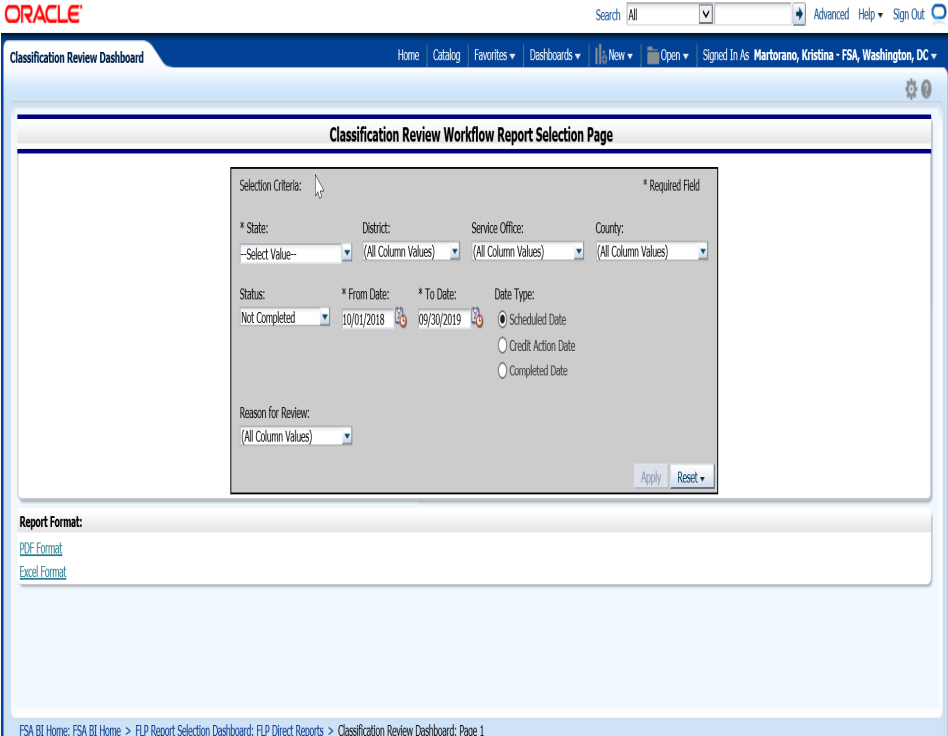
DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

B Classification of Borrower Accounts (Continued)

*--

Question	Source
<p>3: Annual classification of existing borrower accounts (Continued)</p>	

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DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

C Year End Analysis

Review requires a count of all accounts that will require YEA during the current FY. Information sources include the following:

- discussions with Service Center
- *--Year End Analysis Report.--*

Question	Source
1: Number of analyses required this FY	<p>YEA's are required for all accounts with:</p> <ul style="list-style-type: none"> • new loans • chattel subordinations • PLS or DSA in the previous FY • financially distressed or delinquent accounts • accounts with limited resource loans. <p>*--Access from Farm Loan Programs Data Mart Year End Analysis Report for the review time period, to determine if reviews are being--* completed as required.</p> <p>Note: See Part 8, Section 5, for questions about YEA's.</p>

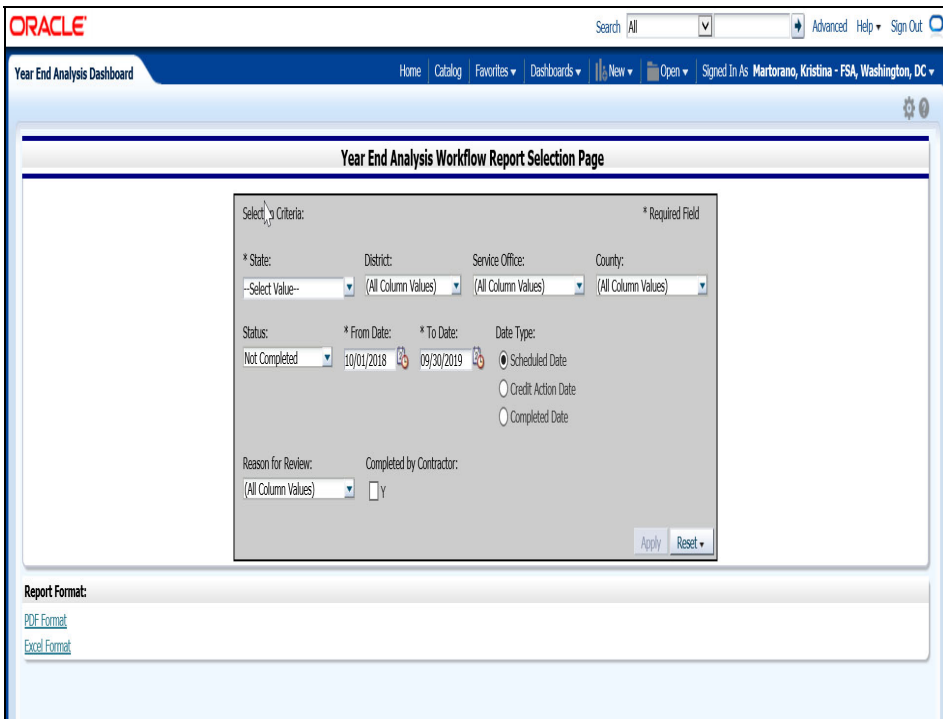
DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

2 Direct Loan Servicing (Continued)

C Year End Analysis (Continued)

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Question	Source
<p>1: Number of analyses required this FY (Continued)</p>	<p>On the Year End Analysis Workflow Report Screen, from the drop-down lists, select the following and CLICK “Apply”.</p> <ul style="list-style-type: none"> • State • District • “Status”, “All” • “Date”, beginning of FY to FY end and CLICK “Scheduled Date” radio button • “Reason For Review”, “All”. <p>Then select report format preference.</p> 

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DD FLP Oversight Review User Guide (Continued)

E Part B: Semiannual Reviews (Continued)

3 Guaranteed Loan Servicing (Continued)

B Lender Reviews

Review requires a count of loans or accounts for each type of lender. Information sources include the following:

- 2-FLP, paragraph 267
- discussions with Service Center
- GLS Report Code GLS2003
- record count from Operational Files.

Question	Source
1: Required Number of SEL borrower files to be reviewed for FY	Access from GLS Reports, GLS Status Reports Code GLS2003, Guaranteed Loans by Lender Caseload.
2: Number of SEL borrower files reviewed year to date	Report lists guaranteed loan information by lender ID within lender name, giving a total amount by lender.
3: Required number of CLP borrower files to be reviewed for FY	Review and discuss the report with FLM, FLO, and/or SFLO.
4: Number of CLP borrower files reviewed year to date	Review items: <ul style="list-style-type: none"> • (1), (3), and (5) will be determined by the number of borrowers for each lender, and the percentage required to be reviewed based on lender status according to 2-FLP, subparagraph 267 B.
5: Required number of PLP borrower files to be reviewed for FY	<ul style="list-style-type: none"> • (2), (4), and (6) will be determined through discussion with FLM, FLO, and/or SFLO.
6: Number of PLP borrower files reviewed year to date	

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews

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

1 Direct Loan Servicing

A Borrower Graduation

Review required for all borrower accounts classified as a “1” or “2”. Information sources include the following:

- 4-FLP Part 4
- discussions with the Service Center
- * * * Graduation Review Monitoring Report
- Operational Files.

Question	Source																																																																								
1: Lender surveys are completed annually	<p>Each October, an authorized agency official shall contact local lenders to obtain their underwriting criteria for making agricultural loans. A summary of this information should be kept in the Operational Files. Review to determine if this information was obtained.</p> <p>For information about borrower graduation requirements, see 4-FLP, Part 4.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="6" style="text-align: center;">Lender Agricultural Loan Underwriting Standards</th> </tr> <tr> <th colspan="6" style="text-align: center;">Short-Term Credit</th> </tr> <tr> <th></th> <th style="text-align: center;">Lender</th> <th style="text-align: center;">Lender</th> <th style="text-align: center;">Lender</th> <th style="text-align: center;">Lender</th> <th style="text-align: center;">Applicant</th> </tr> </thead> <tbody> <tr> <td>Date Completed</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Name</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lending Limit</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Minimum Loan Size</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Percent Equity</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Percent Repayment Margin</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Types of Security Required</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Maximum Loan to Security Value</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Maximum Term of Loan</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">N/A</td> </tr> </tbody> </table> <p>Information gathered from local lenders should be summarized on a table such as 4-FLP, Exhibit 22 representing Short Term, Intermediate Term, and Long Term Credit.</p>	Lender Agricultural Loan Underwriting Standards						Short-Term Credit							Lender	Lender	Lender	Lender	Applicant	Date Completed						Name						Lending Limit					N/A	Minimum Loan Size					N/A	Percent Equity						Percent Repayment Margin						Types of Security Required						Maximum Loan to Security Value					N/A	Maximum Term of Loan					N/A
Lender Agricultural Loan Underwriting Standards																																																																									
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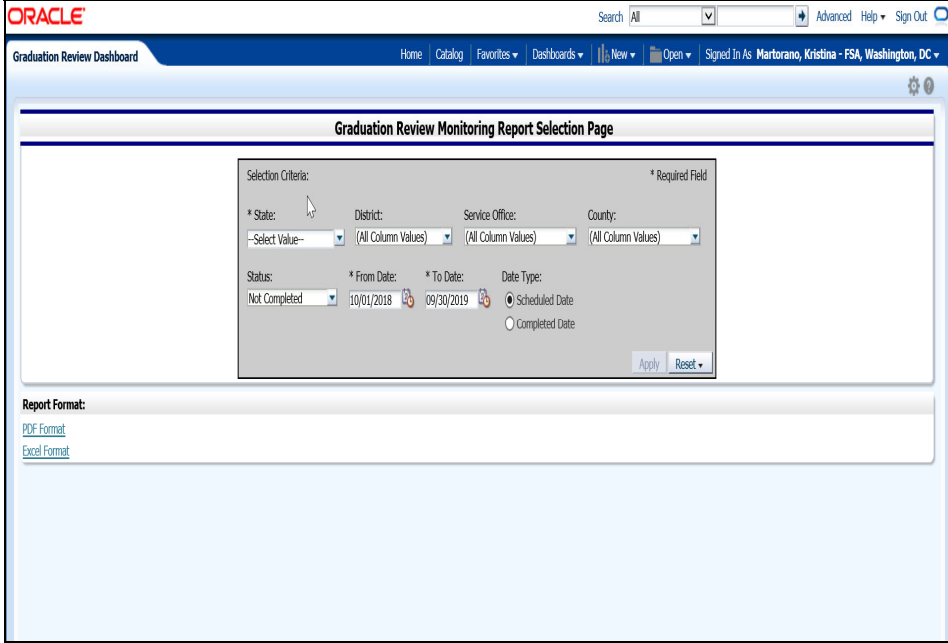
DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

A Borrower Graduation (Continued)

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Question	Source
<p>2: Graduation potential for borrowers is documented in each borrower’s FBP file and the operational file as appropriate</p>	<p>Graduation reviews should be conducted for all borrowers who classify as a “1” or “2”.</p> <p>From the Farm Loan Programs Data Mart, FLP Direct Reports, select “Graduation Review Monitoring Report”. From the Graduation Review Monitoring Report selection page, create the report to determine borrowers who classify as “1” and “2”, but have not yet had a graduation review. Discuss with the Service Center to determine when graduation reviews will be completed for these borrowers.</p> <p>Notes: Answer “Yes” only if all required reviews have been completed for the FY and explain the Service Center plan of action to complete the reviews.</p> <p>Report can be set up to pull all Graduation Reviews “Not Completed” (CLICK “Scheduled Date”) or “Completed” (CLICK “Completion Date”) for the Service Center during the current FY.</p>
	

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DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

A Borrower Graduation (Continued)

Question	Source										
<p>3: Follow-up is completed for borrowers who are asked to graduate</p>	<p>Borrower accounts that are determined eligible for graduation will be submitted to local lenders using a borrower prospectus similar to 4-FLP, Exhibit 24.</p> <p>4-FLP, Exhibit 24 is used to determine local lender interest in refinancing a specific operation.</p> <p>Discuss the status of any borrower that has been asked to graduate with the Service Center.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: right;">4-FLP, Exhibit 24</p> <p>(Use Agency Letterhead format with local return address.)</p> <p style="text-align: center;">BORROWER PROSPECTUS</p> <p>Dear:</p> <p>FSA is required to determine if direct loan applicants can obtain commercial credit with an FSA loan guarantee. Also, FSA direct loan borrowers must be referred to commercial lenders for guaranteed or nonguaranteed financing when they appear to meet the lending criteria of a cross-section of local lenders.</p> <p>Your institution is among those that asked to receive prospectus information on all such FSA applicants and borrowers. Therefore, we have attached financial summary information on the following borrower for your review and consideration:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: center;">Eligible for FSA Loan Guar.</th> <th style="text-align: center;">Total Amount Existing FSA Term Loan(s)</th> <th style="text-align: center;">Estimated Production Loan Needed</th> <th style="text-align: center;">Lender Use Do Not Refer Refer</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">YES NO</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Name	Eligible for FSA Loan Guar.	Total Amount Existing FSA Term Loan(s)	Estimated Production Loan Needed	Lender Use Do Not Refer Refer		YES NO			
Name	Eligible for FSA Loan Guar.	Total Amount Existing FSA Term Loan(s)	Estimated Production Loan Needed	Lender Use Do Not Refer Refer							
	YES NO										

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

A Borrower Graduation (Continued)

Question	Source
<p>3: Follow-up is completed for borrowers who are asked to graduate (Continued)</p>	<p>If lenders exhibit interest in refinancing, the borrower is provided with a letter similar to 4-FLP, Exhibit 25, instructing them to begin the process of refinancing the FSA debt.</p> <p>4-FLP, Exhibit 25 is used to notify borrowers that lenders are interested in refinancing their FSA debt. Borrower responses to this letter should *--be documented in FBP.--*</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: right;">4-FLP, Exhibit 25</p> <p>(Use Agency Letterhead format with local return address.)</p> <p style="text-align: center;">LETTER TO NOTIFY BORROWERS TO REFINANCE THEIR FSA INDEBTEDNESS</p> <p>Dear:</p> <p>The financial progress you have made since receiving your Farm Service Agency (FSA) loan(s) has been reviewed. You should take pride in the progress you have made. We share that pride with you and are pleased that we may have been of service.</p> <p>Your FSA loan and security instruments require you to refinance the unpaid balance of your loan(s), when you have progressed to the extent that you can obtain credit from responsible cooperative or commercial lenders.</p> <p>Lenders have been contacted to determine their requirements and the availability of credit to new customers. We have evaluated your financial progress, together with the lender requirements, and find that you should now be able to secure satisfactory credit to pay your FSA loan(s). Therefore, we request that you refinance your [Enter type of loan, FO, OL, etc] loan(s) in full.</p> <p>This approximate balance is \$ ____.</p> </div>

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

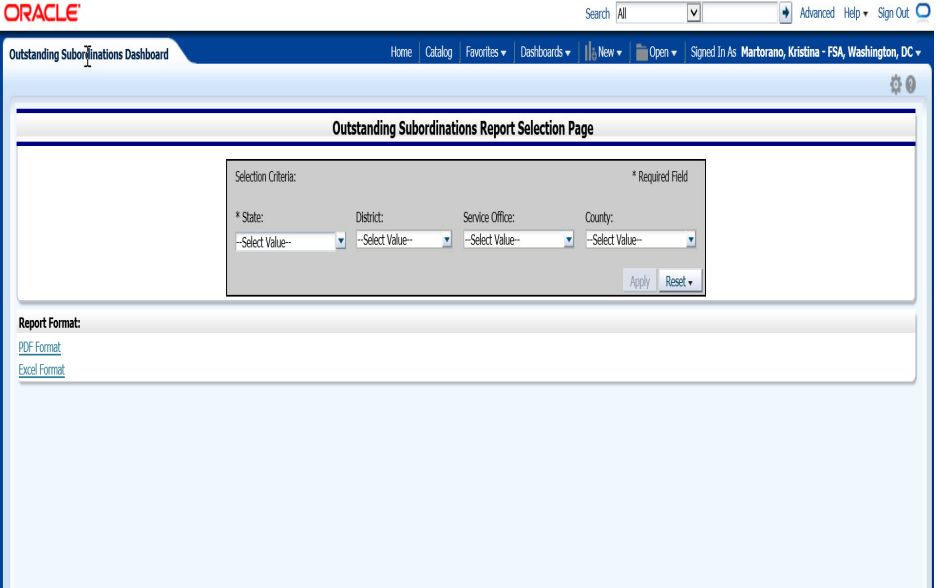
1 Direct Loan Servicing (Continued)

B Subordinations

Review all accounts with outstanding subordinations. Information sources include the following:

- 4-FLP Part 6
- borrower case files
- discussions with Service Center
- * * * Outstanding Subordination Report
- * * * Subordination Request Report.

*--

Question	Source
1: Borrower Name	From the Farm Loan Programs Data Mart, FLP Direct Reports Tab, select “ Outstanding Subordinations Report ”. From the Outstanding Subordinations Report selection page, create the report to generate a list of all borrowers with outstanding subordinations.
2: FLP staff is monitoring outstanding subordination	<p>Discuss all outstanding subordinations with the Service Center to ensure that the accounts are being monitored and serviced.</p> <p>Note: The following example report is set to provide information for a single Service Center. The report will contain information for all outstanding subordinations.</p> 

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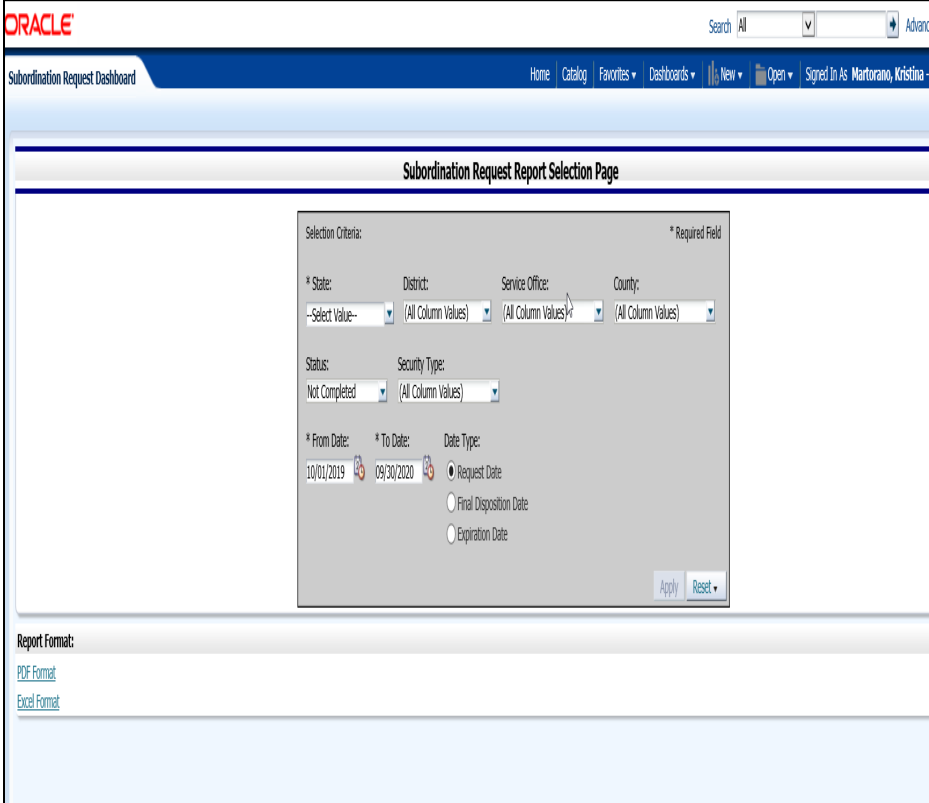
DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

B Subordinations (Continued)

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Question	Source
<p>3: Matured loans have been paid off and the original subordination document has been returned marked “paid-in-full”</p>	<p>From Farm Loan Programs Data Mart, FLP Direct Reports, select “Subordination Request Report”. From the Subordination Request Report Screen, create the report for the current FY to determine any subordination that has been paid-in-full during the year. For all subordination requests made during the current FY select the following and CLICK “Apply”:</p> <ul style="list-style-type: none"> • “Status”, “All” • “Security Type”, “All” • “Date”, “From” and “To”, select all FY to date and CLICK “Request Date” radio button.
	

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DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

B Subordinations (Continued)

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Question	Source
<p>3: Matured loans have been paid off and the original subordination document has been returned marked "paid-in-full" (Continued)</p>	<p>Ensure that the original subordination document was marked paid-in-full and returned.</p> <p>The final column of the report indicates the date the subordination was paid-in-full.</p>
<p>4: Monitor applications for Subordination</p>	<p>From Farm Loan Programs Data Mart, FLP Direct Reports, select "Subordination Request Report". From the Subordination Request Report selection page, create the report for subordination requests with no disposition. Select the following and CLICK "Apply".</p> <ul style="list-style-type: none"> • State • District • "Status" – Not Completed • "Security Type", "All" • "From" and "To" – Select current FY and date Type of "Request Date". <p>Then select the report format preferred.</p> <p>Review borrower files for subordination requests with no disposition.</p> <p>Discuss with Service Center staff the processing of subordination request.</p>

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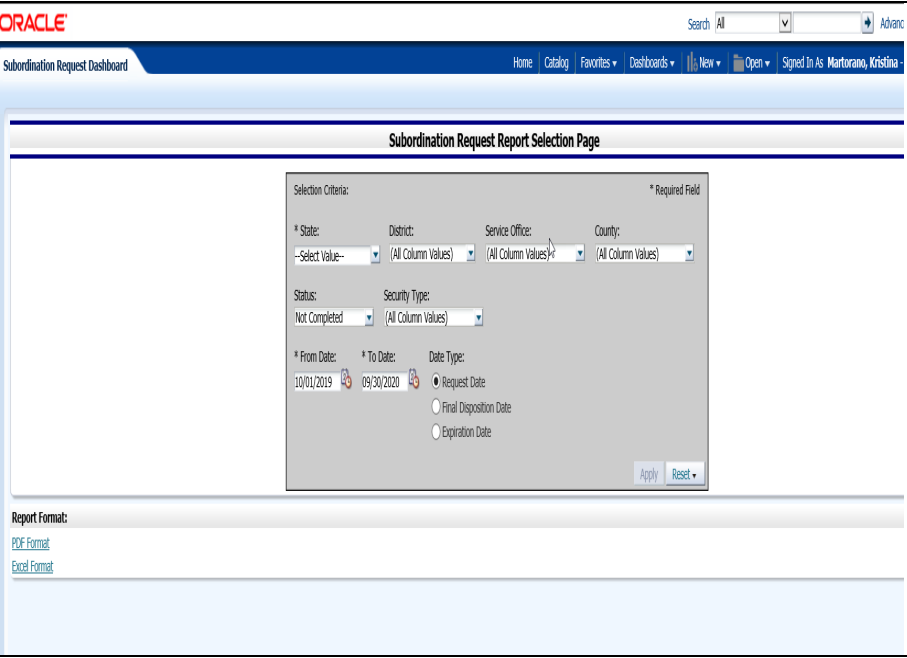
DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

B Subordinations (Continued)

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Question	Source
4: Monitor applications for Subordination (Continued)	 <p>The screenshot shows the Oracle Subordination Request Report Selection Page. It includes a search bar at the top right, a navigation menu with 'Home', 'Catalog', 'Favorites', 'Dashboards', 'New', and 'Open', and a user profile 'Signed In As Martorano, Kristina'. The main content area is titled 'Subordination Request Report Selection Page' and contains a 'Selection Criteria' form with fields for State, District, Service Office, County, Status, Security Type, From Date, To Date, and Date Type. Below the form are 'Apply' and 'Reset' buttons, and a 'Report Format' section with links for 'PDF Format' and 'Excel Format'.</p>

C Chattel Security Accounting

Review a sample of 5 borrower accounts; review all if less than 5. Review more files if deficiencies are found. Information sources include the following:

- borrower case file
- FBP
- discussion with Service Center officials
- Borrower Financing Statement Report
- Farm Visit Workflow Report
- Status of Farm Loan Programs (Report Code540) Report.

Question	Source
1: Borrower Name	Select 5 chattel-secured borrowers at random from the Farm Loan Programs Data Mart, Direct Loan Servicing/Routine Servicing, Status of Farm Loan Programs (Report Code 540) Report.

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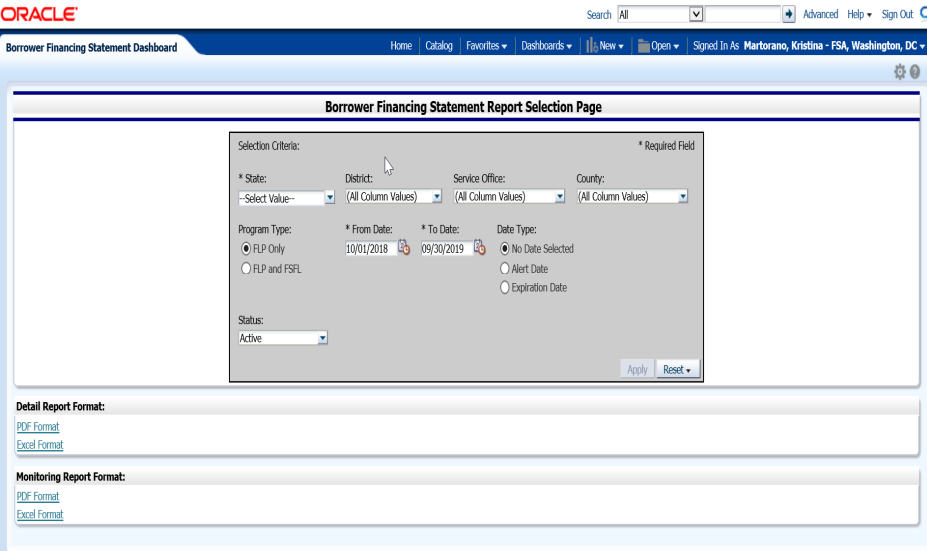
DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

C Chattel Security Accounting (Continued)

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Question	Source
<p>2: UCC filings have been properly continued or amended as applicable and the management system has been updated for correct follow-up date</p>	<p>From the Farm Loan Programs Data Mart, FLP Direct Reports, Routine Servicing Reports, select “Borrower Financing Statement Report”. From the Borrower Financing Statement Report Screen, create the report for the Service Center. To create a report, select the following and CLICK “Apply”.</p> <ul style="list-style-type: none"> • State • District • Service Center • “Date”, “From” and “To”, desired range and CLICK “Expiration Date” radio button • CLICK “Monitoring Report” format button.
	 <p>Review report to assure Service Center is timely continuing borrower Financing Statement.</p>

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DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

C Chattel Security Accounting (Continued)

Question	Source																																												
<p>2: UCC filings have been properly continued or amended as applicable and the management system has been updated for correct follow-up date (Continued)</p>	<p>Review the resulting Borrower Financing Statement Detail Report to see if the borrower select has:</p> <ul style="list-style-type: none"> • financing statements that are in need of continuation • expired financing statements • followup dates (displayed on the screen as “Alert Date”) listed for the next action on the financing statement. <p>Report will indicate the last filing/continuation date and the next expiration date.</p> <div data-bbox="545 999 1476 1411" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY DIRECT LOAN SERVICING Borrower Financing Statement Detail Report</p> <p>Status: All Date: 08/15/2014 District: All Districts Service Office: County: All Counties No Date Selected</p> <table border="1"> <thead> <tr> <th>FLP Mail Code</th> <th>Servicing Office</th> <th>Borrower Name</th> <th>Case Nbr</th> <th>Security Instrument</th> <th>Filing Number</th> <th>Filing Date</th> <th>Filed Where</th> <th>Sec Instr Type</th> <th>Alert Date</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>L</td> <td>Original</td> <td>06-0718251</td> <td>08/15/2008</td> <td>01-000</td> <td>CFS</td> <td>02/15/2016</td> <td>08/15/2014</td> </tr> <tr> <td></td> <td></td> <td></td> <td>L</td> <td>Continuation</td> <td>06-0718251</td> <td>08/02/2011</td> <td>01-000</td> <td>CFS</td> <td>02/02/2016</td> <td>08/02/2011</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Original</td> <td>11-0355381</td> <td>08/02/2011</td> <td>01-000</td> <td>CFS</td> <td>02/02/2016</td> <td>08/02/2011</td> </tr> </tbody> </table> <p>SECURITY INSTRUMENT TYPE: UCC - Uniform Commercial Code CFS - Centralized Filing System EFS - Effective Filing System FFS - Fixture Filing Statement MVL - Motor Vehicle Lien INI - In-Neu Financing Statement</p> </div>	FLP Mail Code	Servicing Office	Borrower Name	Case Nbr	Security Instrument	Filing Number	Filing Date	Filed Where	Sec Instr Type	Alert Date	Expiration Date				L	Original	06-0718251	08/15/2008	01-000	CFS	02/15/2016	08/15/2014				L	Continuation	06-0718251	08/02/2011	01-000	CFS	02/02/2016	08/02/2011					Original	11-0355381	08/02/2011	01-000	CFS	02/02/2016	08/02/2011
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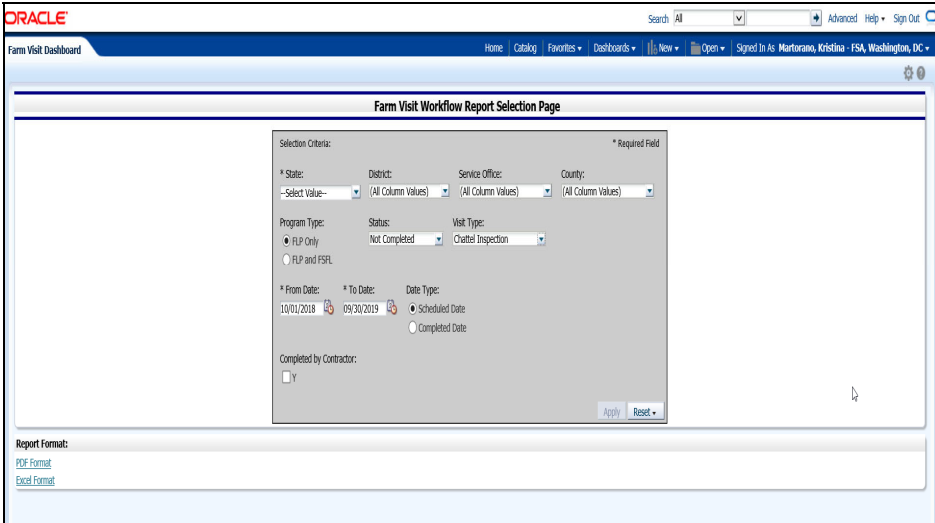
DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

C Chattel Security Accounting (Continued)

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Question	Source
<p>3: Annual inspections of chattels are completed as required</p>	<p>From the Farm Loan Programs Data Mart, FLP Direct Reports, select “Farm Visit Workflow Report”. From the Farm Visit Workflow Report Screen, create the report for chattel inspections to determine if chattel security has been inspected this year. To create the report for chattel inspections only, select the following and CLICK “Apply”.</p> <ul style="list-style-type: none"> • State • District • Service Center • “Status”, “All” • “Visit Type”, “Chattel Inspection” • “Date”, “From” and “To”, select desired range and CLICK “Scheduled Date” radio button. <p>Then select the report format preferred.</p> 

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DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

C Chattel Security Accounting (Continued)

Question	Source
3: Annual inspections of chattels are completed as required (Continued)	The Chattel Inspection Report will indicate date of completed or scheduled inspections, based on selection made on the Farm Visit Workflow Report Screen. Discuss with Service Center the plan for ensuring chattel security is accounted for on inspections that have not been completed.

DD FLP Oversight Review User Guide (Continued)

F Part C: Annual Reviews (Continued)

1 Direct Loan Servicing (Continued)

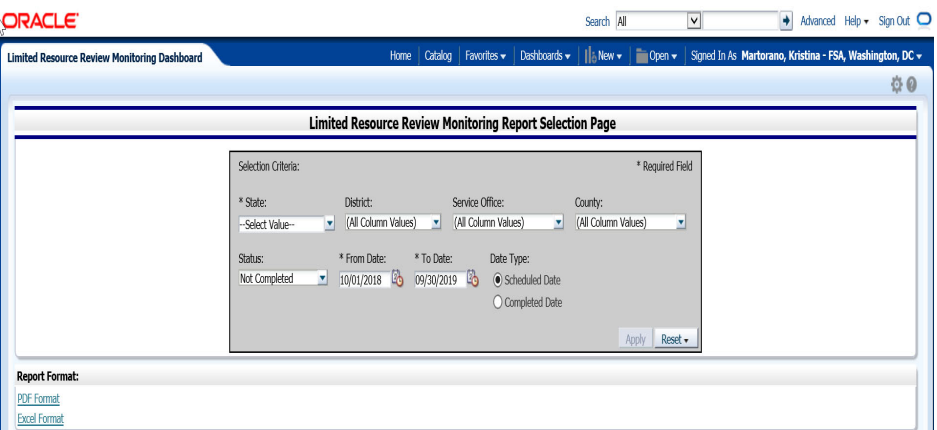
D Limited Resource Reviews

Review 5 limited resource borrower accounts; review all if there are less than 5.

Information sources include the following:

- 4-FLP, Part 3
- borrower case file
- * * * Limited Resource Review Monitoring Report
- documentation, discussion with Service Center officials.

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Question	Source
<p>1: Borrower Name</p>	<p>From the Farm Loan Programs Data Mart, FLP Direct Reports, select “Limited Resource Review Monitoring Report”. From the Limited Resource Review Monitoring Report Screen, create the report for all completed reviews. Report options can be changed to provide “Completed” or “Not Completed” reviews.</p> 

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Farm Real Estate SOW (Continued)

4. Period of Performance 2/

Typically, the period of performance is 30 calendar days from the date of the Engagement Letter or the Purchase Order unless otherwise defined. The appraiser should realistically estimate the timeframe to complete the appraisal assignment. The appraisal report must be received by the requesting office described in the engagement letter and/or work order. A request for an extension of the delivery date must include the reason for the extension and the timeframe that the appraisal report will be completed. Requests for an extension can be submitted via e-mail to the Appraisal Point of Contact (APOC) or the Contracting Officer (CO), if a purchase order was issued, as described in the work order. Written authorization for the extension or modification will be an e-mail response from the Agency.

5. Work Requirements 2/

The appraiser is to fulfill the appraisal process and reporting standards of the USPAP in effect as of the effective date of the appraisal. Farm real estate appraisals shall be completed in accordance with USPAP and any other assignment conditions as further defined in this SOW or the engagement *--letter. Any exceptions to the assignment conditions must be submitted in writing to the APOC. The APOC will respond to the request in writing.

5.1 FSA's Appraisal Requirements

In general, FSA has specific appraisal conditions and requirements for developing and reporting--* the market value of farm or ranch real estate and will be considered as to be part of the Appraisal Assignment. The specific conditions and requirements are described in this section.

5.1.1 Appraiser 1/

The appraiser conducting the appraisal must have a current Certified General License (or equivalent permit) for the state in which the subject is located or can obtain a temporary license from the State where the Subject property is located. No other individual may provide assistance with the appraisal development process without prior written consent from FSA.

5.1.1.1 Notification Requirement of Individual Providing Assistance/Approval 1/

If the appraiser will have an associate or assistant appraiser, who is registered with the State, providing assistance with the development of the appraisal assignment the appraiser or will visit the subject property must notify the APOC in writing and receive written approval. Clerical support and normal information gathering is an exception for approval. The appraiser will provide FSA information as follows

- Associate's name.
- State license or registration number, if provided by the State.
- Length of employment with vendor or explanation of association if not an employee.
- If background investigation has been completed by the State. Provide the date that the background investigation information was provided to the State.

Note: Date of license or registration certification would meet this requirement with a statement that background information was submitted with application for license/registration.

Farm Real Estate SOW (Continued)

If the State has not completed a background investigation, or the requirement of submitting fingerprints, and it is necessary for the individual to provide assistance with the development of the appraisal assignment, FSA may require their own background investigation. In this case, the APOC will provide additional information.

5.1.2 Access to Property 1/

FSA requires that vendor to notify the property owner prior to accessing the property. The vendor shall provide the applicant or the FSA representative the opportunity to accompany the vendor on the property inspection. If the property owner is unavailable or considered uncooperative, the vendor may request assistance and/or guidance from the APOC to coordinate inspection of the property and/or obtaining assistance from a FSA representative.

The authorization to provide appraisal services is the engagement letter. If requested by the property owner the vendor shall provide the engagement letter to the owner as justification to inspect the property and to obtain information necessary for the appraisal assignment.

5.1.3 Client and Intended User

Generally, FSA will be named as the Client and intended user. FSA will advise the vendor if there are additional intended users and they will be listed after FSA. The additional intended user may not require the vendor to do more than FSA requirements would have otherwise done, unless directed by FSA. The FSA Borrower/Applicant will not be listed as an intended user.

5.1.4 Appraisal Process

The appraiser shall follow the real estate appraisal process and reporting standards of the USPAP in effect as of the effective date of the appraisal. The appraiser will need to consider the following requirements of the subject property in the appraisal process:

5.1.5 Intended Use

The intended use will be identified by FSA on the Real Estate Work Order or Engagement Letter. The vendor shall contact the APOC if there are any questions. The stated intended use of the appraisal may have specific requirements that must be considered. If the intended use is not identified in this section of the SOW then FSA has no additional requirements.

Loan servicing intended uses have additional and specific work requirements and are described in Exhibit 4

5.1.6 Use of Subject Property as a Comparable Sale 1/

FSA prohibits the use of the subject property's pending sale as a comparable unless prior written *--consent from POAD, Appraisals Branch has been obtained. If consent is not granted the Subject--* properties pending sale cannot be used as a primary comparable in any of the approaches to value.

5.1.7 Subject Sales History

The vendor shall analyze all agreements of sale, options, listings, and sales of the subject property within 3-years before the effective date of the appraisal.

Farm Real Estate SOW (Continued)

- Property Rights Appraised
- Size
- Improvements (listed)
- Zoning
- Highest and Best Use
- Special Assumptions
- Hazards
- Market Value Conclusion (beneath concluded market value provide Land Value and Contributory Value of Improvements)
- Effective Date of the Appraisal
- Date of the Report
- Appraiser who completed the appraisal

5.2.11 Table of Contents

5.2.12 Legal Description

The legal description should be provided by the APOC or OO. If not available, a plat map that clearly identifies the property boundaries.

5.2.13 Final Market Value

Stated as a whole dollar amount and, if the subject is improved or personal property is appraised, from the final value an allocated value will be stated for:

- Land
- Improvements, if applicable
- Equipment/Fixtures, if applicable
- Personal property, if applicable
- Timber/Mineral Rights/Other, if applicable.

5.2.14 Engagement Letter

A copy of the engagement letter, work order or FSA-2156 will be provided in the addendum of the appraisal report.

5.2.15 Qualifications of the Appraiser

Resume listing applicable appraisal education and experience must be included. FSA does not require a copy of the appraiser's license or E & O Insurance in the appraisal report.

5.3 Personal Identifiable Information (PII)/FSA Program Information 3/

The vendor will comply with the intent of the Privacy Act of 1974 to protect the individual's privacy from unwarranted invasion, to make sure that personal information in their possession, if provided by the federal agency, is properly used, and will prevent any potential misuse of personal information in their possession.

The vendor is contractually bound by the same requirement of information confidentiality as are Government employees.

Farm Real Estate SOW (Continued)

Reference to FSA applicant, producer or borrower's personal identifiable information other than name, address or information that is not of public record shall be considered confidential and not disclosed in the report.

The following reporting restrictions only apply to FSA and information FSA has provided to the vendor.

Since FSA is the client, FSA may provide more specific information regarding FSA programs associated with subject or comparable sale properties such as FSA -156EZ, (Abbreviated 156 Farm Record), FSA -578, "Report of Acreage," agricultural use acres and cropland acres (Common Land Unit (CLU) acres), digital imagery, Conservation Reserve Program (CRP) contract acres, highly erodible land delineations and wetland classifications. Any information provided by FSA on CRP payments per contract, per acre basis or on Direct and Counter-Cycle Payment (DCP)/Average Crop Revenue Election (ACRE), Agriculture Risk Coverage (ARC), Price Loss Coverage (PLC) or related program commodity yield per acre basis is confidential and is protected in accordance with USPAP confidentiality ethics rule and shall not be available to the general public or provided in the report. This information can only be retained in the appraiser's working file and to be identified as confidential.

However, if the owner provides written consent to share FSA program information and to allow such information to be shared in the appraisal report, the vendor may report the information.

FSA program information may be reported only as Government payments, on total payment, total acres and in generic terms in the appraisal report. The appraisal report shall not contain reference to any specific FSA program, tract or farm identification.

In accordance with Section 1619 of the Food, Conservation and Energy Act of 2008, FSA is prohibited in the sharing of the geospatial data including CLU information that is specific to a producer. The FSA CLU information will not be shared with contract appraiser unless the applicant/producer provides written consent that allows FSA to release the information.

The appraiser understands that FSA program information will only be used for the purposes for which the data was intended, namely only being used for the specific appraisal for which the information was requested, such data will not be used in other appraisals or shared with other appraisers. The data will be destroyed at the end of the work file retention period as defined by USPAP or State licensing board requirements.

The appraiser will comply with Section 1619 of the Food, Conservation and Energy Act of 2008, and is responsible to protect FSA program information as described by Section 1619. Section 1619 of the Food, Conservation and Energy Act of 2008 is Exhibit 2 of this SOW.

5.4 Expert Witness/Testimony 3/

5.4.1 Request for Expert Witness

If needed, the appraiser agrees to be an expert witness for FSA concerning the appraisal in an appeal hearing or in court. FSA will issue an engagement letter or work order for expert witness services providing the location, date and time the appraiser will be required to provide expert witness *--testimony and an estimated cost for such services. If estimated fees and cost need to be negotiated, the APOC will contact an agency contracting officer for assistance.--*

Farm Real Estate SOW (Continued)

5.4.2 Documentation of Services

The appraiser will be expected to maintain itemized documentation of prep work time, actual expert witness time, mileage and per diem that was incurred. The appraiser must submit an itemized invoice to be paid. The invoice will itemize the time that was required for preparation for the expert witness with a brief explanation of prep work completed.--*

* * *

5.5 Timber and Timber Cruise

If FSA does not describe timber to be appraised in the appraisal assignment and timber exists, and the appraiser believes that the timber value is significant the vendor appraiser will contact the APOC for further guidance. If the timber is to be valued, the timber cruise should be a variable plot timber cruise with a standard error of not to exceed (plus or minus) 10%. The value should be a market value of the timber, as is, based on either sales or mill price. If market sales are used, then the adjustments need to be shown and if mill prices are used, the deductions need to be shown in the cruise report. The APOC may provide further instructions regarding the valuation of the timber.

***--Farm Real Estate SOW (Continued)**

5.6 Use Of/And Release of the Report 3/

FSA's primary intended use of the appraisal will be stated in the engagement letter or work order. However, FSA may use the appraisal in other loan making and servicing actions, as FSA needs to do in carrying out requirements in government regulations. FSA does have need from time to time to release a copy of the report to the applicant, borrower, their representatives, and to other parties under the regulations that govern FSA's programs. These other parties may include peer groups, such as an appraiser organization or the State Appraiser Certification and Licensure Board. Any request from outside FSA, other than the applicant or lender, will require consent by Agency appraiser.

5.7 Acceptance Criteria 3/

Delivery of the appraisal report will include a properly executed invoice. Invoice for payment will be processed when the appraisal is determined acceptable by FSA. An acceptable product will include:

1. Appraisal report must be delivered by the completion date stated on the engagement letter and/or work order (plus any extension of time granted by FSA)
2. Appraisal report is completed in accordance with current USPAP requirements and meets the work requirements of this SOW that are applicable and any other requirements for a specific property which will be found in the engagement letter and/or work order for each appraisal order.
3. An administrative appraisal review or a technical appraisal review accepts the appraisal report by FSA.

If the administrative appraisal review indicates that the appraisal report may not be acceptable, FSA will request a technical appraisal review. If the FSA Review Appraiser requires additional information to support the adjustments, explanation of the process, or SOW requirements must be met, the invoice approval and payment of the appraisal fee will be held until the appraisal is found acceptable to FSA.

The request for additional information will provide a specific timeframe for the information to be delivered and the criteria for the updated material to be added to the appraisal report. Typically, the timeframe to update the appraisal is 7 calendar days or as specified by the request letter. If the appraiser determines that a completed appraisal report will need to be reissued the contract appraiser will need to have approval from the APOC.

The appraisal report must be delivered by the completion date stated on the engagement letter or work order or as provided by an extension granted by FSA.

5.8 Invoicing 3/

5.8.1 Invoice Information

A properly executed invoice for payment will be submitted to the APOC as directed in the engagement letter or work order. The invoice will include the appraiser's name, address, invoice number, DUNS number, name of the applicant/borrower as identified in the engagement letter or work order, county/borough/parish/city name that the appraisal was completed in and the amount.--*

Non-Farm Real Estate Appraisal – SOW

5.1.6 Use of Subject Property as a Comparable Sale 1/

FSA prohibits the use of the subject property's pending sale as a comparable unless prior written *--consent from POAD, Appraisals Branch has been obtained. If consent is not granted the Subject--* properties pending sale cannot be used as a primary comparable in any of the approaches to value.

5.1.7 Subject Sales History

At least a 3-year sales history of the property will be documented.

5.1.8 Legal and Physical Access to Subject Property

The legal access to the subject property parcels will be considered. The appraiser cannot just assume that there is legal access to all parcels. The appraiser must determine that legal access is a reasonable assumption. If the appraiser cannot make a reasonable assumption of legal access or if there are any individual parcels that appear to be land locked and there is no recorded easement for ingress/egress or access from a publicly owned roadway, the appraiser will contact the APOC for further instructions.

The appraisal report will document in the section that describes the subject property the opinion regarding ingress/egress to all individual parcels.

The appraiser will document in the appraisal report the information provided and the final decision by the APOC regarding any ingress/egress concerns. Any hypothetical conditions or extraordinary assumptions, as approved by FSA, will be documented as required by USPAP. Estate rights should be consistent with subject and comparable sales.

5.1.9 Approaches to Value

The report must explain why an excluded approach is not necessary for credible results. Each approach to value will be reconciled with the strengths and weaknesses. "Explained" is not a defined term in USPAP and therefore has no special meaning. A dictionary definition of explain is "to give the reason for or cause of." The USPAP requirement to include an explanation for the exclusion of an approach to value from the analysis is necessary to provide the client and other intended users with insight into the appraiser's decision as to why the analysis was not performed.

Consider the following approaches to value as part of the appraisal assignment.

5.1.9.1 Sales Comparison Approach 1/

Typical Sales Comparison methodology is defined as a set of procedures in which the appraiser derives a value by comparing the property being appraised to similar properties that have recently been sold, applying the appropriate units of comparison; identifying elements of comparison, and apply the quantitative or qualitative adjustment of each element of comparison to the sale prices of comparable sales.

***--Non-Farm Real Estate Appraisal – SOW**

5.1.9.1 Sales Comparison Approach 1/ (Continued)

Quantitative adjustments are the preferred measure of adjustment.

If the appraiser determines that a different method of analysis, beyond quantitative, for the Sales Comparison approach would be appropriate, then the appraiser must obtain prior approval from APOC. Quantitative and limited qualitative combined analysis is acceptable. Any qualitative adjustment or analysis must be adequately discussed and supported in the appraisal report.

The appraisal report will include:

- Element of comparison - identified and explained
- Market data on each comparable sale used to develop land category ratios or similar methodology recognized by the industry, land values, and land and building adjustments
- The contributory value of all improvements which should be adequately described to include; fences, corrals, irrigation, drainage, tile drainage, ponds, farmstead site improvements, roads, timber, buildings, etc.
- The condition and utility of all improvements
- Adjustments and/or non-adjustments to the comparable sales will be fully explained, documented and supported within the appraisal report.

5.1.9.2 Cost Approach

The appraisal report must contain information on how the depreciation was extracted from the market data and used to determine contributory values for the subject property's improvements. If market data is not available the appraisal report will state as such and the conclusion will be supported. In this situation the Age/Life method can be used and should be adequately documented.

5.1.9.3 Income Approach

For residential real estate it is typically not considered a necessary approach to determine value. Other non-farm real estate it may be appropriate to consider the income approach therefore, the analysis must clearly show calculations of the capitalization rates or discount rates of each comparable sale and the calculations on the subject property's net income and value. Appraisal report will document the appropriate approaches to value depending on the subject's market.

Hazards

Appraisers are asked to be alert to stored chemicals, hazardous wastes, underground storage tanks, etc., which may be found on the property being appraised and document these observations and/or concerns in the appraisal report. The appraiser will advise the APOC of any hazards that will impact value before proceeding any further in the appraisal process. Hazards that impact value will be adequately documented in the appraisal report. Any Underground Storage Tanks (USTs) will require the appraiser to immediately contact the APOC or Ordering Official (OO) for further direction.--*

***--Non-Farm Real Estate Appraisal – SOW**

5.2.12 Summary of Salient Facts or Executive Summary

For other non-farm properties, does not apply to residential single family properties, the Summary of Salient Facts, Executive Summary or similar format shall be provided in the appraisal report. At a minimum the Summary of Salient Facts or Executive Summary **shall** contain the following information:

- Ownership
- Location
- County, Borough or Parish
- Property Type
- Property Rights Appraised
- Size
- Improvements (listed)
- Zoning
- Highest and Best Use
- Special Assumptions
- Hazards
- Market Value Conclusion (beneath concluded market value Contributory Value of Improvements)
- Effective Date of the Appraisal
- Date of the Report
- Appraiser who completed the appraisal

5.2.13 Table of Contents

5.2.14 Legal Description

The legal description should be provided by the APOC or OO. If not available, a plat map that clearly identifies the property boundaries.

5.2.15 Final Market Value

Stated as a whole dollar amount and, if the subject is improved or personal property is appraised, from the final value an allocated value will be stated for:

- Land
- Improvements, if applicable
- Equipment/Fixtures, if applicable
- Personal property, if applicable
- Timber/Mineral Rights/Other, if applicable.--*

Non-Farm Real Estate Appraisal – SOW

5.2.16 *Engagement Letter*

The engagement letter or work order will be provided in the addendum of the appraisal report.

5.2.17 *Qualifications of the Appraiser*

Resume listing applicable appraisal education and experience must be included. FSA does not require a copy of the appraiser's license or E & O Insurance in the appraisal report.

5.3 **Personal Identifiable Information (PII)/FSA Program Information 3/**

The vendor will comply with the intent of the Privacy Act of 1974 to protect the individual's privacy from unwarranted invasion, to make sure that personal information in their possession, if provided by the federal agency, is properly used, and will prevent any potential misuse of personal information in their possession.

The vendor is contractually bound by the same requirement of information confidentiality as are Government employees.

Reference to FSA applicant, producer or borrower's personal identifiable information other than name, address or information that is not of public record or FSA, as a Client, may provide specific information regarding FSA programs that is associated with the subject or comparable sale shall be considered confidential and not disclosed in the report. This confidential information can only be retained in the appraiser's working file and to be identified as confidential.

5.4 **Expert Witness/Testimony 3/**

5.4.1 *Request for Expert Witness*

If needed, the appraiser agrees to be an expert witness for FSA concerning the appraisal in an appeal hearing or in court. FSA will issue an engagement letter or work order for expert witness services providing the location, date and time the appraiser will be required to provide expert witness *--testimony and an estimated cost for such services. If estimated fees and cost need to be negotiated, the APOC will contact an agency contracting officer for assistance.--*

5.4.2 *Documentation of Services*

The appraiser will be expected to maintain itemized documentation of prep work time, actual expert *--witness time, mileage and per diem that was incurred. The appraiser must submit an itemized invoice to be paid. The invoice will itemize the time that was required for preparation for the expert witness with a brief explanation of the prep work completed.--*

* * *

Non-Farm Real Estate Appraisal – SOW (Continued)

* * *

5.5 Use Of/And Release of the Report 3/

FSA's primary intended use of the appraisal will be stated in the engagement letter or work order. However, FSA may use the appraisal in other loan making and servicing actions, as FSA needs to do in carrying out requirements in government regulations. FSA does have need from time to time to release a copy of the report to the applicant, borrower, their representatives, and to other parties under the regulations that govern FSA's programs. These other parties may include peer groups, such as an appraiser organization or the State Appraiser Certification and Licensure Board. Any request from outside FSA, other than the applicant or lender, will require consent by Agency appraiser.

5.6 Acceptance Criteria 3/

Delivery of the appraisal report will include a properly executed invoice. Invoice for payment will be processed when the appraisal is determined acceptable by FSA. An acceptable product will include:

1. Appraisal report must be delivered by the completion date stated on the engagement letter and/or work order (plus any extension of time granted by FSA)
2. Appraisal report is completed in accordance with current USPAP requirements and meets the work requirements of this SOW that are applicable and any other requirements for a specific property which will be found in the engagement letter and/or work order for each appraisal order.
3. An administrative appraisal review or a technical appraisal review accepts the appraisal report by FSA.

***--Non-Farm Real Estate Appraisal – SOW**

If the administrative appraisal review indicates that the appraisal report may not be acceptable, FSA will request a technical appraisal review. If the FSA Review Appraiser requires additional information to support the adjustments, explanation of the process, or SOW requirements must be met, the invoice approval and payment of the appraisal fee will be held until the appraisal is found acceptable to FSA.

The request for additional information will provide a specific timeframe for the information to be delivered and the criteria for the updated material to be added to the appraisal report. Typically, the timeframe to update the appraisal would be not more than 7 calendar days or as specified by the request letter.

If the appraiser determines that a completed appraisal report will need to be reissued the contract appraiser will need to have approval from an Agency appraiser.

The appraisal report must be delivered by the completion date stated on the engagement letter or work order (plus any extension of time granted by FSA or requested by additional information by the review appraiser) in order for the contract terms to be met.

5.7 Invoicing 3/

5.7.1 Invoice Information

A properly executed invoice for payment will be submitted to the APOC as directed in the engagement letter or work order. The invoice will include the appraiser's name, address, invoice number, DUNS number, and name of the applicant/borrower as identified in the engagement letter or work order, county/borough/parish/city name that the appraisal was completed in and the amount.

5.7.2 Invoice Approval

The invoice will be processed for payment when the appraisal is determined acceptable by FSA. If the appraisal is not acceptable the appraisal fee will be held until the appraisal is found to be acceptable to FSA.

5.7.3 Final Payment

Federal Acquisition Regulations provide the U.S. Government 10 business days from receipt date of the appraisal to determine if the appraisal is acceptable. The invoice will be processed for payment within 30 calendar days or less from the date the appraisal was accepted. The appraiser will be notified in writing if the appraisal is unacceptable and at the discretion of the Government will be requested to make changes to the appraisal report in order to meet FSA SOW requirements. An unacceptable appraisal will be considered as in default and at the discretion of the Government the micro purchase/purchase order may be terminated.

The USDA procurement procedures now require that ALL vendors be paid using Electronic Fund Transfer (EFT) system. The Debt Collection Improvement Act (DCIA) of 1996 requires that federal payments of invoices for goods and services received to be paid by EFT. Therefore, each vendor must be registered in the System for Award Management (SAM) system that is available at www.sam.gov.--*

Timber Cruise – SOW (Continued)

5.2.2.6 *Appendices*

The appendices should provide appropriate data, tables, plot map, analysis, data collection, forest type map identifying stands and other relevant information to support valuation and conclusions. Typically, the appendices has log sort, grade and volume data by type in table format and stand tables.

5.2.2.7 *Engagement Letter*

The engagement letter and/or work order should be provided in the Addendum of the Timber Cruise report.

5.2.2.8 *Qualifications of the Appraiser*

Resume listing applicable timber cruise education and experience must be included.

5.3 **Personal Identifiable Information (PII) 3/**

The vendor will comply with the intent of the Privacy Act of 1974 to protect the individual's privacy from unwarranted invasion, to make sure that personal information in their possession, if provided by the federal agency, is properly used, and will prevent any potential misuse of personal information in their possession.

The vendor and any associated employee is contractually bound by the same requirement of information confidentiality as are Government employees.

Reference to FSA applicant, producer or borrower's personal identifiable information other than name, address or information that is of public record shall be considered confidential and not disclosed in the report.

5.4 **Expert Witness/Testimony 3/**

5.4.1 *Request for Expert Witness*

If needed, the appraiser agrees to be an expert witness for FSA concerning the appraisal in an appeal hearing or in court. FSA will issue an engagement letter and/or work order for expert witness services providing the location, date and time the appraiser will be required to provide expert witness *--testimony and an estimated cost for such services. If estimated fees and cost need to be negotiated, the APOC will contact an agency contracting officer for assistance.--*

5.4.2 *Documentation of Services*

The appraiser will be expected to maintain itemized documentation of prep work time, actual expert *--witness time, mileage and per diem that was incurred. The appraiser must submit an itemized invoice to be paid. The invoice will itemize the time that was required for preparation for the expert witness with a brief explanation of prep work completed.--*

Timber Cruise – SOW (Continued)

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5.5 Inspection/Use Of/And Release of the Report 3/

FSA's primary intended use of the appraisal will be stated in the engagement letter and/or work order. However, FSA may use the appraisal in other loan making and servicing actions, as FSA needs to do in carrying out requirements in government regulations. FSA does have need from time to time to release a copy of the report to the applicant, borrower, their representatives, and to other parties under the regulations that govern FSA's programs. These other parties may include peer groups, such as a professional organization.

***--Timber Cruise – SOW (Continued)**

All written authorizations and approval of an extension for delivery will be an e-mail response. The Vendor is aware that failure to deliver Timber Cruise reports twice during a fiscal year, October through September period, within agreed upon timeframe could result in FSA no longer requesting appraisal services from the vendor.

Other non-performance issues the vendor will be notified in writing and the issue will be referred to the CO.

9. Personal Identity Verification of Vendor and Personnel 3/

The Government may request the Vendor to complete a background investigation of the Vendor and/or their employees. Upon request by the Government the vendor will provide the required documents necessary to complete a background investigation within the timeframes identified. The APOC or CO will request in writing the information needed and the timeframe that the documents are to be submitted to the APOC or CO. Typically, background investigations require: OF-306, Declaration of Federal Employment, and two completed FD-258's or SF-87 Fingerprint Charts with the signature and date of the applicant and a jpg format photo ID. Vendor is responsible for any expenses associated with the background investigation.

Failure to comply with the request could result in the termination of the work order or appraisal assignment. Such determination will be provide to the vendor in writing.

If background investigation results are unsatisfactory, FSA can terminate the work order or appraisal assignment. FSA may request restrictions to be applied to the Vendor or their employees. FSA will only respond if there are concerns regarding the background investigation. The APOC or CO will notify the Vendor in writing with notification of immediate termination of work order or assignment or restrictions for employee assistance.

The Vendor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24 and Federal Information Processing Standards Publication (FIPS PUB) Number 201 if requested by APOC or CO.

9.1 Properly Account for All Forms of Government-Provided Identification

The Vendor shall account for all forms of Government-provided identification issued to the Vendor's employees in connection with performance under this contract. The Vendor shall return such identification to the issuing agency at the earliest of any of the following, unless otherwise determined by the Government:

- (1) When no longer needed for contract performance.
- (2) Upon completion of the Vendor employee's employment.
- (3) Upon notification that appraisal services are no longer needed and the Vendor has been removed from the Appraisal Vendor registry or services have been terminated.
- (4) Upon Vendor written request to no longer provide appraisal services. The Vendor shall provide all forms of Government-provided identification issued to the Vendor and its employees.

FSA may delay final payment under a contract if the Vendor fails to comply with these requirements.--*

Timber Cruise – SOW (Continued)

9.2 Subcontract Requirements

The Vendor shall insert the substance of this clause, including this paragraph, in all subcontracts when the subcontractor’s employees are required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system and/or visit FSA applicants or borrowers property. It shall be the responsibility of the prime Vendor to return such identification to the issuing agency in accordance with the terms set forth in paragraph 9.1 of this section, unless otherwise approved in writing by the APOC or CO.

10. Exceptions 3/

Any exceptions to the appraisal requirements in this Statement of Work, may be made on a specific appraisal assignment by the APOC, in consultation with an Agency appraiser. Exceptions may be granted if warranted and justifiable. Exceptions are to be made in writing, detailing the reasons the exception is being requested. The APOC may grant or deny the request and will reply in writing. The exception authority is only to be used on rare occasions and when deemed necessary by the Agency.

11. Exhibits 2/

Exhibits that are included with the SOW are categorized into two groups; general or specific work requirements. General exhibits provide more specific information related to the SOW. Work requirement exhibits specifically address additional work requirements that may be specific to the state, region or specialized real estate as defined by the exhibit.

Vendor acknowledges that exhibits may be added to this SOW and that the vendor accepts the new or modified exhibit by acceptance of the assignment. An exhibit may be provided to the vendor through the Engagement Letter and does not require the vendor to accept a new SOW with the modified exhibit. Vendor should direct their questions regarding added exhibits or modified exhibits received *--with engagement letter to the APOC or POAD, Appraisals Branch as noted in the engagement--* letter.

11.1 General Exhibits

11.1.1 Exhibit 1, “Market Value Definition”

11.1.2 Exhibit 2, “Agency Statement of Work Contact Information”

11.2 Specific Work Requirement Exhibits

11.2.1 None

Chattel Appraisal – SOW

5.2.15 Certification

If the appraiser is not using FSA-2160, the appraiser will date and sign the appraisal report and include a statement that the values provided are based on market information and analysis that was available on the effective date of the appraisal report. If the appraiser is a member of a professional organization and the organization requires the appraiser to sign a certification, such certification will be included with the report.

5.2.16 Qualifications of the Appraiser

A resume listing applicable appraisal education and experience must be included. FSA does not require a copy of the appraiser's license or evidence of any personal liability insurance to be included in the report.--*

5.3 Personal Identifiable Information (PII)/FSA Program Information

The vendor will comply with the intent of the Privacy Act of 1974 to protect the individual's privacy from unwarranted invasion, to make sure that personal information in their possession, if provided by the federal agency, is properly used, and will prevent any potential misuse of personal information in their possession.

The vendor is contractually bound by the same requirement of information confidentiality as are Government employees.

Reference to FSA applicant, producer or borrower's personal identifiable information other than name, address or information that is of public record shall be considered confidential and not disclosed in the report.

5.4 Expert Witness/Testimony 3/

5.4.1 Request for Expert Witness

If needed, the appraiser agrees to be an expert witness for FSA concerning the appraisal in an appeal hearing or in court. FSA will issue an engagement letter or work order for expert witness services providing the location, date and time the appraiser will be required to provide expert witness *--testimony and an estimated cost for such services. If estimated fess and cost need to be negotiated, the APOC will contact an agency contracting officer for assistance.--*

5.4.2 Documentation of Services

The appraiser will be expected to maintain itemized documentation of prep work time, actual expert witness time, mileage and per diem that was incurred. The appraiser must submit an itemized invoice *--to be paid. The invoice will itemize the time that was required for preparation for the expert witness with a brief explanation of prep work completed.--*

Chattel Appraisal – SOW

* * *

5.5 Use Of/And Release of the Report

FSA's primary intended use of the appraisal will be stated in the engagement letter or work order. However, FSA may use the appraisal in other loan making and servicing actions, as FSA needs to do in carrying out requirements in government regulations. FSA does have need from time to time to release a copy of the report to the applicant, borrower, their representatives, and to other parties under the regulations that govern FSA's programs. These other parties may include peer groups, such as an appraiser organization. Any request from outside the agency, other than the applicant or lender, will need consent by an authorized FSA agency representative.