

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

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

**Amendment 195**

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



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**Amendment Transmittal**

**A Reasons for Amendment**

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

Subparagraph 5 B has been amended to update NFAOC contacts.

Paragraph 46 has been amended to provide guidance on SCIMS to PLAS discrepancies.

Subparagraph 171 F has been amended to update e-mail addresses.

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

Exhibit 25 has been amended to update the Loan Making and Loans Servicing PAC's for Loan Account Maintenance, and revise Note 5.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	1-7, 1-8 1-8.5, 1-8.6 1-9 through 1-12 3-19, 3-20 3-20.5, 3-20.6 3-20.7 through 3-20.10 (add) 7-39	1, pages 3-6 17, pages 1, 2 25, pages 1-8

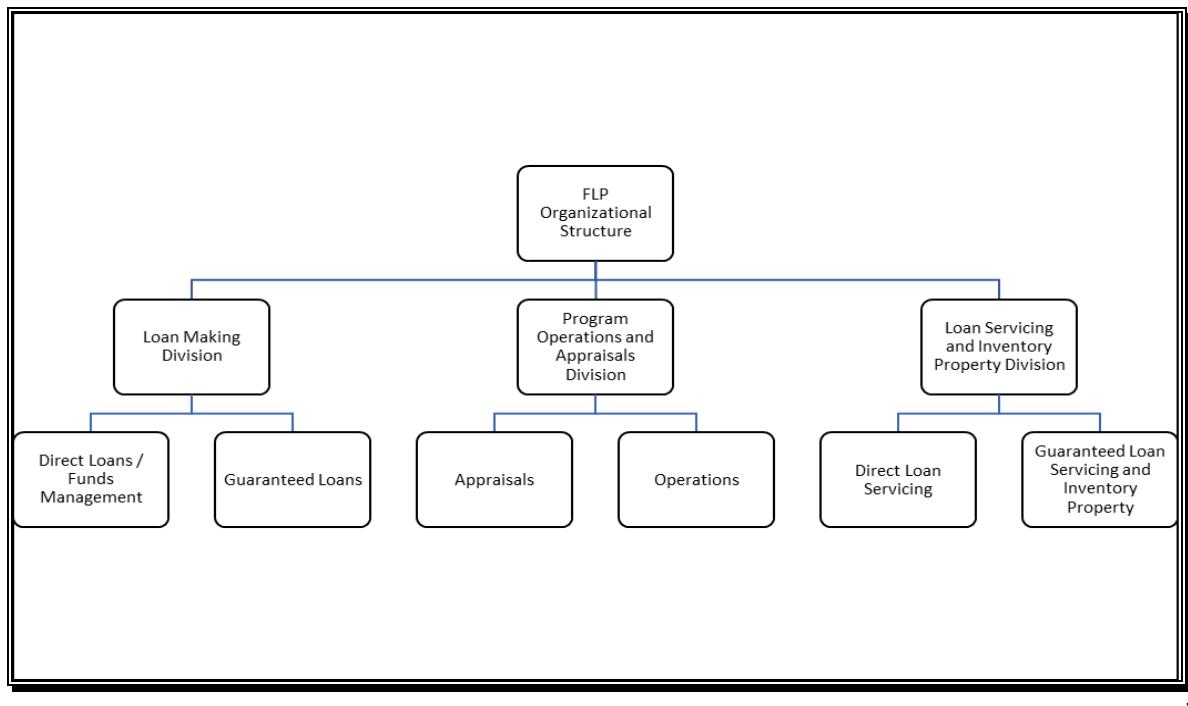


## 4 FLP Organizational Structure

### 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.

Office of the Director		
Name	Title	Telephone Number/Address
Houston Bruck	Director	202-690-0756
James Jackson	*--Deputy Director--*	202-692-4940
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	*--202-401-9143--*
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

## 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
*--Cynthia Pawlikowski	Assistant to the Director	202-720-0900--*
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

## 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 Hulsey	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
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		
*--Fernando Pineiro	Branch Chief	202-720-2558--*
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
*--Brian Rueckl	Senior Loan Officer--*	
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.

<b>Office of the Director</b> <b>Branch E-mail: RA.dcwashing2.FSA-AdmException</b>		
<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>
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
<b>Direct Loan Servicing Branch</b> <b>e-mail SM.FSA.DCWa2.AdmException or adminexception@usda.gov</b> <b>e-mail SM.FSA.DCWa2.DirectLoans or fsa-directloans@wdc.usda.gov</b>		
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
***	***	***

**4 FLP Organizational Structure (Continued)**

**E LSPMD Contacts (Continued)**

<b>Guaranteed Loan Servicing and Inventory Property Management Branch</b>		
<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>
Jeff King	Branch Chief	202-720-1651
Rebecca Minter	Senior Loan Officer	202-690-9200
Theresa Rice	Senior Loan Officer	202-720-7862
* * *	* * *	* * *
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.

<b>For USPS Delivery</b>	<b>For FedEx or UPS Delivery</b>
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.

<b>Direct Loan, FaSB</b> <b>Telephone Number 314-457-6404</b> <b>ECM FAX Number 314-457-4539</b>			
<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>	<b>State Assignment</b>
*--Vacant--*	Branch Chief	* * *	
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
*--Antoinette Taylor	Accountant	314-457-4070	AR--*
Tracy Bozzo	Accounting Technician	314-457-4193	DE, GA, IA, MD, OH, UT
Kathleen Farid	Accounting Technician	314-679-6826	CO, ME, OR, * * * 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, *--VT
Byron Luster	Accounting Technician	314-679-6848	MN, MS, NE, NV, NJ, WA, GU, WP
Stephon Jenkins	Accounting Technician	314-457-4127	CA, ID, KY, NC
Nora Nelson	Accounting Technician	314-457-4131	AK, FL, HI, TN,--* VI
* * *	* * *	* * *	* * *

**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.

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

**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 that name and address information in BP and SCIMS are accurate. Select the “Farm Loan Programs Data Mart > PLAS Reports” link to display the following options:--\*

- 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 SCIMS to PLAS Exception Report

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

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

The SCIMS to PLAS Exception Report is a cumulative report; therefore, only the most recent report is viewable each day. The following is an example format of the data that may be displayed.

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

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

### \*--C SCIMS to PLAS Exception Report (Continued)

The following is an example of the FLP Data Mart SCIMS to PLAS Exception Report.

Case Number	Exception Type	Borrower Information (P = PLAS, S = SCIMS)
01-014-	NO SCIMS CURR-MAILING-INDICATOR	(P) TAYLOR RD ASHLAND, AL 36251 (S) TAYLOR RD ASHLAND, AL 36251
01-056-	NO SCIMS CURR-MAILING-INDICATOR	(P) HIGHWAY 77 WADLEY, AL 36276 (S) HIGHWAY 77 WADLEY, AL 36276

Case Number	Exception Type	Borrower Information (P = PLAS, S = SCIMS)
01-034	NO SCIMS CURR-MAILING-INDICATOR	(P) ROBERTS ST HEADLAND, AL 36345 (S) RORFRTS ST HEADLAND, AL 36345

FSA BI Home: FSA BI Home > FLP Report Selection Dashboard: PLAS Reports > SCIMS to PLAS Exception: SCIMS to PLAS Exception > SCIMS to PLAS Exception

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

Exception Type	Description	Corrective Action
NO SCIMS BUSINESS NAME	Business name is missing in SCIMS.	Add the missing information to BP.
NO SCIMS LAST NAME	Last name is missing in SCIMS.	
NO SCIMS FIRST NAME	First name is missing in SCIMS.	
NO SCIMS DELIVERY ADDRESS	Delivery address is missing in SCIMS.	
NO SCIMS CITY	City is missing in SCIMS.	
NO SCIMS STATE	State is missing in SCIMS.	
NO SCIMS ZIP CODE	ZIP Code is missing in SCIMS.	
SCIMS CONTAINS "DECEASED"	Invalid information is in the SCIMS name or address fields.	Modify borrower information in BP to correct invalid information.
SCIMS CONTAINS "INVALID"		
SCIMS CONTAINS "DELETED"		
SCIMS CONTAINS "UNKNOWN"		
SCIMS CONTAINS "INACTIVE"		

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

## \*--C SCIMS to PLAS Exception Report (Continued)

Exception Type	Description	Corrective Action
NO SCIMS CURR-MAILING- INDICATOR	The borrower is in SCIMS, but the current mailing indicator has not been set.	Set the BP current mailing indicator.
NO SCIMS MATCH FOR PLAS BUSINESS	The borrower is present in both SCIMS and PLAS, but the type of applicant code in PLAS does not correspond to the customer type/tax ID type combination in SCIMS.	<b>Change BP to reflect the correct type.</b>
NO SCIMS MATCH FOR PLAS PERSON		<b>Note:</b> The code in PLAS is frequently incorrect and the update may need to be made in PLAS.
SCIMS TAXID INACTIVE	Tax ID code in SCIMS is set to "Inactive".	<b>Contact the State Office.</b>
NO SCIMS INFORMATION FOR TAXID	Borrower is not present in SCIMS.	<b>Research and determine whether BP input is required. Input should be justified by more than clearing the exception.</b>
SCIMS ADDRESS EXCEEDS 38 CHARACTERS	The borrower's delivery address in SCIMS exceeds the characters accommodated in PLAS address fields (2 address fields of 19 characters each). In this case, delivery address information is truncated during the nightly update process.	<b>Modify address information in BP to condense it, using standard USPS abbreviations.</b>

**Notes:** Users must exercise caution when entering/modifying information for "Delivery Address" in BP, as there is no exception type provided for invalid name/address.

Misspelling a name or an invalid address in BP will result in an update from SCIMS to PLAS that is inaccurate and may not be detected until mail is returned as undeliverable.--\*

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

### \*--C SCIMS to PLAS Exception Report (Continued)

A triple space between characters is used systematically to terminate the collection of SCIMS address information during the nightly PLAS update process. Erroneous spacing in SCIMS:

- will decrease the information input to PLAS
- will likely update PLAS with an incomplete address
- may sometimes create an exception for “SCIMS address exceeds 38 characters”.

### D SCIMS-PLAS Update Report

The SCIMS-PLAS update process does not update PLAS for a borrower that has only guaranteed loans.

The SCIMS-PLAS Update Report displays the current PLAS case number, TC, “PLAS” field, information in PLAS before the update, and information now in SCIMS that has most recently updated PLAS. This is a daily report and users have the option to view reports from the past 30 calendar days. The following is an example of the SCIMS-PLAS Update Report’s format.

PLAS				
Case Number	Date	Tran Code	(PLAS) Field	Borrower Information (P=PLAS, S=SCIMS)
01-001-1234	03/10/2020	4C	NAME/ADDRESS	(P) FARM, IMA GOOD 11 FARM RD CALLA, AL 12345 (S) FARM, IMA G 111 FARM RD CALLA, AL 12345

The following is an example of the FLP Data Mart SCIMS-PLAS Update Report.

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

### \*--D SCIMS-PLAS Update Report (Continued)

**Validation Action:** Users review each item on the report to verify the accuracy of borrower information. If an error is detected for the information in SCIMS, users shall make the necessary modification in BP. A new TC 4C will then be generated as part of the nightly update process.

### E SCIMS-PLAS Discrepancy Report

The SCIMS-PLAS Discrepancy Report lists TC 4C discrepancies that resulted from the previous night's update. These discrepancies are the same as ADPS discrepancies on PLAS; however, they will not appear on ADPS. These discrepancies must be corrected by NFAOC. Users shall contact NFAOC according to paragraph 5 for assistance.

This is a daily report and users have the option to view reports from the past 30 calendar days. The following is an example of the SCIMS-PLAS Update Report's format.

Case Number	Date	Tran	Disc Cde	(PLAS) Field	Borrower Information (P=PLAS, S=SCIMS)
01-001-1234	03/10/2020	4C	03	NAME/ADDRESS	(P) FARM, IMA GOOD 11 FARM RD CALLA, AL 12345 (S) FARM, IMA G 111 FARM RD CALLA, AL 12345

**Note:** The SCIMS-PLAS Discrepancy Report should generally remain empty.

The following is an example of the FLP Data Mart SCIMS-PLAS Discrepancy Report.

SCIMS to PLAS Discrepancy

USDA - FARM SERVICE AGENCY  
FARM LOAN PROGRAMS DATA MART  
SCIMS-PLAS Discrepancy Report

Date: 3/16/2020  
Time: 9:16:59 AM

Page 1

As of 03/11/2020

Report Selection: State

Case Number	Date	Tran	Disc Cde	(PLAS) Field	Borrower Information (P = PLAS, S = SCIMS)
27-032-	03/11/2020	4C	03	NAME/ADDRESS	(P) ACKE, D 43126 800TH ST LAKEFIELD MN 56150 (S) ACKE, D 43126 800TH ST LAKEFIELD, MN 56150
31-028-	03/11/2020	4C	03	NAME/ADDRESS	(P) LEN B PO BOX 47 BROCKWAY, MT 59214 (S) LEN B PO BOX 11 BROCKWAY, MT 59214
40-020-	03/11/2020	4C	03	NAME/ADDRESS	(P) ,ALAN C, PAMELA G BOX BINFORD ND 58416 (S) , ALAN 48TH ST MANDAN, ND 58554
40-041-	03/11/2020	4C	03	NAME/ADDRESS	(P) (S)

Return - Refresh - Print - Create Bookmark Link

FSA BI Home: FSA BI Home > FLP Report Selection Dashboard: PLAS Reports > SCIMS to PLAS Discrepancy: SCIMS to PLAS Discrepancy > SCIMS to PLAS Discrepancy

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

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**47 Ensuring Borrower Compliance With Restrictions on Lobbying****A Overview**

**[7 CFR 761.5] A person who applies for or receives a loan made or guaranteed by the Agency must comply with the restrictions on lobbying in 2 CFR Part 418.**

USDA regulations about restrictions on lobbying are published in 2 CFR Part 418. This paragraph provides guidance for implementing 2 CFR Part 418 for FLP loan applicants and borrowers.

**Note:** CFR citations refer to Departmental regulations.

**B Applicant and Lender Certification**

Any applicant for a direct or guaranteed loan exceeding \$150,000 must certify compliance with lobbying activities requirements. The certification is obtained from all loan applicants on FSA-2001, FSA-2211, FSA-2212, FSA-2301, and FSA-2683.

Lenders applying for a loan guarantee exceeding \$150,000 must certify compliance with lobbying activities requirements. The certification is obtained from all lenders on FSA-2201.

Additional information on certification requirements is available in 2 CFR 418.110, which is included in subparagraph D.



**171 Stopping, Canceling, or Replacing Payments and Requesting Emergency Payments (Continued)**

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

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

- post the ZMY document before requesting the emergency check from NFAOC
- FAX the completed FSA-2126, completed FSA-2172, and the Document Chain Report to the Direct Loan Division at ECM FAX number 314-457-4539
- \*--send an e-mail to **all 5** of the following notifying them of the emergency check request--\* and requesting they send copies of FSA-2126, the FSA-2172 documents, and Document Chain Report to BOB at **RD.NFAOC.BOB.PLCE@STL.USDA.GOV** for the manual input of the check request into FMMI:

\* \* \*

- \*--Joseph Council - **joseph.council@usda.gov**
- Samuel Kayser - **samuel.kayser@usda.gov**
- Antoinette Taylor - **antoinette.taylor@usda.gov**
- Amanda Lammering - **amanda.lammering@usda.gov**
- Ryan Loewe – **ryan.loewe@usda.gov**--\*

The State FMMI PLCE TY Processor will **not** enter the TY transaction into FMMI.

**G Missing Vendor 1099**

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

- e-mail to **1099helpdesk@usda.gov**
- telephone at 1-800-421-0323.

**172-200 (Reserved)**



## 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 Redelegations 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](http://www.gsa.gov/portal/forms/type/TOP).

**Abbreviations Not Listed in 1-CM**

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AASM	Application Authorization Security Management	Ex. 18
ACCP	accelerated payment	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
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
FLOTTRACK	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, 46, 170, 171
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
SOW	Statement of Work	141, 142, 143, Ex. 41-44, 64, 69
TC	transaction code	46, 49, 50, 52, 164, 169

**FLP Rates**

**A Interest Rates for FLP's**

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

<b>Loan Type</b>	<b>Current Rate (%)</b>	<b>Date Set</b>
<b>Loans Currently Made</b>		
Emergency – Amount of Actual Loss	*--2.750	5/1/20
Farm Ownership and Conservation Loans	2.625	5/1/20--*
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	*--2.625	5/1/20--*
Indian Land Acquisition	5.000	2/1/91
Operating	*--1.750	5/1/20--*
Operating – Limited Resource	5.000	12/1/90
Operating – Microloan – “Special Interest Rate”	5.000	2/7/14
Shared Appreciation Amortization	*--1.625	5/1/20--*
<b>Interest Rates for Servicing Loans no Longer Being Made</b>		
Apple Loans	*--0.750	5/1/20
Association – Grazing	2.625	5/1/20
Association – Irrigation and Drainage	2.265	5/1/20
Economic Emergency – Operating	1.750	5/1/20
Economic Emergency – Real Estate	2.625	5/1/20
Emergency – Annual Production	5.375	5/1/20
Emergency – Major Adjustment: Subtitle A Purpose (Excess of Loss)	5.250	5/1/20
Emergency – Major Adjustment: Subtitle B Purpose (Excess of Loss)	5.375	5/1/20
Recreation – Individual	2.625	5/1/20--*
Rural Housing – Farm Loan Purposes		
<b>Note:</b> For the current interest rate, contact the National Office.		
Softwood Timber Loans	*--2.625	5/1/20
Soil and Water	2.625	5/1/20--*
Soil and Water – Limited Resource	5.000	7/1/92
<b>Other Loans</b>		
Nonprogram – Chattel Property	*--5.375	5/1/20
Nonprogram – Real Property	5.250	5/1/20--*

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://usdafpacbc.service-now.com/fpac?id=ms\\_intake&sys\\_id=32b0dc14dbd523008ebefd721f961992](https://usdafpacbc.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.

<b>Treasury Rates</b>	<b>Current Rate (%)</b>	<b>Date Set</b>
90-Day Treasury Bill	*--0.750	5/1/20
Treasury Judgment Rate (see Note)	0.200	5/1/20--*

**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 April 7, 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.

<b>Effective Date</b>	<b>Rate (%)</b>	<b>Effective Date</b>	<b>Rate (%)</b>
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

**Exhibit 25**  
**(Par. 161, 164, 166)**

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

<b>Loan Making</b>					
<b>Contract Purpose</b>	<b>Detail</b>	<b>Comment</b>	<b>PAC Code</b>	<b>Authority</b>	<b>Recoverable/Nonrecoverable</b>
Inspection	Real Estate		1A1	S	Nonrecoverable
	Chattel/Crop		1A2	S	Nonrecoverable
Appraisals	Real Estate	Note 9	1B1	S	Nonrecoverable
	Chattel/Crop		1B2	S	Nonrecoverable
Analysis	Farm Business Planning		1C4	S	Nonrecoverable
	Financial Analysis		1C7	S	Nonrecoverable
Information Services	Data Processing/Info Gathering		1D2	S	Nonrecoverable
	Comparable and Market Studies		1D3	S	Nonrecoverable
	Advertising		1D4	SC	Nonrecoverable
	State Database Access Fees	Note 6	1DA	S	Nonrecoverable
	SAVE Citizenship Verification Database Access		1DB	S	INACTIVE
Professional Services	Interpreter Services		1E9	SC	Nonrecoverable
	Mediation (No State Program)		1EA	S	Nonrecoverable
Environmental	NEPA Compliance	Note 2	1J1	S	Nonrecoverable
	NEPA Environmental Impact Statements		1J2	A	Nonrecoverable
	Archaeological Surveys		1J4	S	Nonrecoverable
	Miscellaneous Historical Preservation Activities		1J5	S	Nonrecoverable
	Endangered Species Studies		1J6	S	Nonrecoverable
	Wetland Delineations		1J7	S	Nonrecoverable
	Phase 1 Environmental Site Assessments	Note 3	1JI	S	Nonrecoverable
	Phase II Environmental Site Assessments	Note 3	1JJ	S	Nonrecoverable
Loan Account Maintenance	Legal Documentation Expenses	Note 4	1N5	SC	Nonrecoverable
	Mediation (State Certified Program)		1N6	SC	Nonrecoverable
	*--State/County Lien and Records Searches/Filings/Recordings--*	Note 5	1NE	SC	Recoverable
Managerial	Credit Reports		1Y1	SC	Recoverable
Other	Miscellaneous	Note 1	1Z1	A	Recoverable/Nonrecoverable

\*--Authorities: A = Administrator; S = State Executive Director; C = Farm Loan Manager; Blank = No Authority--\*

**Exhibit 25**  
**(Par. 161, 164, 166)**

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

<b>Loan Servicing</b>					
<b>Contract Purpose</b>	<b>Detail</b>	<b>Comment</b>	<b>PAC Code</b>	<b>Authority</b>	<b>Recoverable/Nonrecoverable</b>
Inspection	Real Estate		2A1	S	Nonrecoverable
	Real Estate – Foreclosure Only		4A1	S	Recoverable
	Chattel/Crop		2A2	S	Nonrecoverable
	Chattel/Crop – Foreclosure Only		4A2	S	Recoverable
Appraisals	Real Estate	Note 9	2B1	S	Nonrecoverable
	Real Estate – Foreclosure Only		4B1	S	Recoverable
	Chattel/Crop		2B2	S	Nonrecoverable
	Chattel/Crop – Foreclosure Only		4B2	S	Recoverable
Analysis	Year-end Analysis		2C1	S	Nonrecoverable
	Farm Business Planning		2C4	S	Nonrecoverable
	Financial Analysis		2C7	S	Nonrecoverable
Information Services	Data Processing/Info Gathering		2D2	S	Nonrecoverable
	Comparable and Market Studies		2D3	S	Nonrecoverable
	Advertising		2D4	SC	Nonrecoverable
	Advertising – Foreclosure Only		4D4	SC	Recoverable
	State Database Access Fees	Note 6	2DA	S	Nonrecoverable
	SAVE Citizenship Verification Database Access		2DB	S	INACTIVE
Professional Services	Surveying		4E2	S	Nonrecoverable/Recoverable
	Investigation		4E3	S	Recoverable
	Bankruptcy		2E4	S	Nonrecoverable
	Foreclosure (Non-Judicial State)		4E5	S	Recoverable
	Title Search>Title Opinion		2E6	SC	Nonrecoverable
	Title Search>Title Opinion – Foreclosure Only		4E6	SC	Recoverable
	Trustee Agency (Foreclosure Actions)		4E7	S	Recoverable
	Auction Costs/Auctioneer/ Master-in-Equity	Note 8	4E8	S	Recoverable

\*--Authorities: A = Administrator; S = State Executive Director; C = Farm Loan Manager; Blank = No Authority--\*

**Exhibit 25**  
**(Par. 161, 164, 166)**

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

<b>Loan Servicing (Continued)</b>					
<b>Contract Purpose</b>	<b>Detail</b>	<b>Comment</b>	<b>PAC Code</b>	<b>Authority</b>	<b>Recoverable/Nonrecoverable</b>
Professional Services	Interpreter Services		2E9	SC	Nonrecoverable
	Mediation (No State Program)		2EA	S	Nonrecoverable
	Mediation (No State Program) - Foreclosure Only		4EA	S	Recoverable
	Attorney Serv. Foreclosure (Judicial)	Note 16	4EB	S	Recoverable
	Litigation Guarantee		2EG	SC	Nonrecoverable
	Litigation Guarantee - Foreclosure Only		4EG	SC	Recoverable
	Abstract/Stub Abstract		2EH	SC	Nonrecoverable
	Abstract/Stub Abstract - Foreclosure Only		4EH	SC	Recoverable
	Law Enforcement Services	Note 14	4EJ	S	Inactive
	Real Estate Broker		4H1	SC	Recoverable
Maintenance/Management	Property Management/Caretaking		4F1	SC	Recoverable
	Hauling		4F2	SC	Recoverable
	Temporary Custodial	Note 13	4F3	SC	Recoverable
	Ground Rents		4F5	SC	Recoverable
	Harvesting Costs		4F6	SC	Recoverable
	Repairs	Note 13	4G1	SC	Recoverable
Environmental	NEPA Compliance	Note 2	2J1	S	Nonrecoverable
	NEPA Environmental Impact Statements		2J2	A	Nonrecoverable
	Archaeological Surveys		2J4	S	Nonrecoverable
	Miscellaneous Historical Preservation Activities		2J5	S	Nonrecoverable
	Endangered Species Studies		2J6	S	Nonrecoverable
	Wetland Delineations		2J7	S	Nonrecoverable
	Phase 1 Environmental Site Assessments	Note 3	2JI	S	Nonrecoverable

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**Exhibit 25**  
**(Par. 161, 164, 166)**

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

<b>Loan Servicing (Continued)</b>					
<b>Contract Purpose</b>	<b>Detail</b>	<b>Comment</b>	<b>PAC Code</b>	<b>Authority</b>	<b>Recoverable/Nonrecoverable</b>
	Phase 1 Environmental Site Assessments – Foreclosure Only	Note 3	4JI	S	Recoverable
	Phase II Environmental Site Assessments	Note 3	2JJ	S	Nonrecoverable
	Phase II Environmental Site Assessments – Foreclosure Only	Note 3	4JJ	S	Recoverable
	Water Testing/Sewer Inspection		4JK	S	Recoverable
Loan Account Maintenance	Real Estate Taxes		2N1	SC	Recoverable
	Personal Property Taxes		2N2	SC	Recoverable
	Insurance	Note 1	2N3	A	Recoverable
	Prior, Junior, & Judgment Liens		2N4	S	Recoverable
	Legal Documentation Expenses	Notes 4 & 12	2N5	SC	Recoverable/Nonrecoverable
	Mediation (State Certified Program)		2N6	S	Nonrecoverable
	Mediation (State Certified Program) – Foreclosure Only		4N6	S	Recoverable
	Utilities – Foreclosure Only	Note 15	4NA	SC	Recoverable
	Co-Pay/Homestead Appraisals	Note 9	2 <sup>ND</sup>	S	Nonrecoverable
	*--State/County Lien and Records Searches/Filings/Recordings--*	Note 5	2NE	SC	Recoverable
	Online Bidding Registration Fees – Foreclosure Only	Note 1	4NG	A	Recoverable
	State Lease	Note 18	4NH	SC	Recoverable
	Law Enforcement Services	Note 14	4NJ	SC	Recoverable
Managerial	Credit Reports		2Y1	S	Nonrecoverable
Other	Miscellaneous	Note 1	2Z1	A	Recoverable/Nonrecoverable

\*--Authorities: A = Administrator; S = State Executive Director; C = Farm Loan Manager; Blank = No Authority--\*

**Exhibit 25**  
**(Par. 161, 164, 166)**

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

<b>Inventory Property</b>					
<b>Contract Purpose</b>	<b>Detail</b>	<b>Comment</b>	<b>PAC Code</b>	<b>Authority</b>	<b>Nonrecoverable/Recoverable</b>
Inspection	Real Estate		5A1	S	Nonrecoverable
	Chattels/Crops		5A2	S	Nonrecoverable
Appraisals	Real Estate	Note 10	5B1	S	Nonrecoverable
	Chattel/Crop		5B2	S	Nonrecoverable
Information Services	Advertising		5D4	SC	Recoverable
Professional Services	Surveying		5E2	S	Nonrecoverable
	Investigation		5E3	S	Nonrecoverable
	Lien and Title Search/Title Opinion		5E6	SC	Nonrecoverable
	Auction Costs/Auctioneer	Note 9	5E8	S	Recoverable
	Interpreter Services		5E9	SC	Nonrecoverable
	Mediation (No State Program)		5EA	S	Nonrecoverable
	Attorney Serv. Foreclosure (Judicial)	Note 17	5EB	S	Nonrecoverable
	Law Enforcement Services	Note 15	5EJ	S	Inactive
	Real Estate Broker		5H1	SC	Recoverable
Maintenance/Management	Property Management /Caretaking		5F1	SC	Nonrecoverable
	Hauling		5F2	SC	Nonrecoverable
	Ground Rents		5F5	SC	Nonrecoverable
	Harvesting Costs		5F6	SC	Nonrecoverable
	Repairs	Note 14	5G1	SC	Recoverable
Environmental	NEPA Compliance	Note 2	5J1	S	Nonrecoverable
	NEPA Environmental Impact Statements		5J2	A	Nonrecoverable
	Archaeological Surveys		5J4	S	Nonrecoverable
	Miscellaneous Historical Preservation Activities		5J5	S	Nonrecoverable

\*\*Authorities: A = Administrator; S = State Executive Director; C = Farm Loan Manager; Blank = No Authority--\*

**Exhibit 25**  
**(Par. 161, 164, 166)**

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

<b>Inventory Property (Continued)</b>					
<b>Contract Purpose</b>	<b>Detail</b>	<b>Comment</b>	<b>PAC Code</b>	<b>Authority</b>	<b>Nonrecoverable/Recoverable</b>
Environmental (Continued)	Endangered Species Studies		5J6	S	Nonrecoverable
	Wetland Delineations		5J7	S	Nonrecoverable
	Preliminary Assessments		5J8	S	Recoverable
	Site Inspections/Remedial Investigations	Note 11	5J9	S	Recoverable
	Remedial Actions	Note 11	5JA	S	Recoverable
	Removal Actions	Note 11	5JB	S	Recoverable
	Emergency Response Activities	Notes 11 & 12	5JC	S	Recoverable
	Underground Storage Tank Actions	Notes 11 & 12	5JD	S	Recoverable
	Lead Based Paint Testing/Inspections	Notes 11 & 12	5JF	S	Nonrecoverable
	Lead Based Paint Abatement Activities	Note 11	5JG	S	Recoverable
Loan Account Maintenance	Phase 1 Environmental Site Assessments	Note 11	5JI	S	Nonrecoverable
	Phase II Environmental Site Assessments	Note 3	5JJ	S	Nonrecoverable
	Water Testing/Sewer Inspection	Note 3	5JK	S	Nonrecoverable
	Real Estate Taxes		5N1	SC	Recoverable
	Personal Property Taxes		5N2	SC	Recoverable
	Insurance		5N3	A	Recoverable
	Prior, Junior & Judgment Liens		5N4	S	Recoverable
	Legal Documentation Expenses	Note 4	5N5	SC	Nonrecoverable
	Mediation (State Certified Program)		5N6	S	Nonrecoverable
	Utilities		5NA	SC	Nonrecoverable
	Selling Points		5NC	S	Recoverable
	Right of Way Access	Note 8	5NF	S	Recoverable
	State Lease	Note 18	5NG	S	Recoverable
	Law Enforcement Services	Note 15	5NJ	S	Nonrecoverable
	Other	Miscellaneous	Note 1	5Z1	A

\*--Authorities: A = Administrator; S = State Executive Director; C = Farm Loan Manager; Blank = No Authority--\*

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

Note	Description
1	Requires written permission to use from the Administrator or Administrator's designee; contact LMD or LSPMD, as applicable.
2	Includes NEPA Environmental Assessments and Miscellaneous NEPA Studies.
3	These activities refer to due diligence investigations conducted to evaluate real property for the presence of contamination in loan making and loan servicing activities according to 1-EQ.
4	Includes recording and filing fees; obtaining copies of plats, mortgages, judgments, etc.; other similarly related expenses at offices such as Clerk of Court, Register of Mesne Conveyance, Register of Deeds, Department of Motor Vehicles, etc.
5	*--Use for UCC lien and State or county records searches, recordings and filings in situations only when funds have been collected from the applicant and remitted with miscellaneous code 36 or 38 (3-FI, Exhibit 5) to pay Secretary of State or third party vendor charges, or to replenish prepaid accounts.--*
6	Process as a single source financial transaction; includes access to PACER, State databases for real estate, equipment sales, historical sites, etc.
7	Use in the acquisition of real estate or property rights necessary only to sell inventory real property, not for the purpose of increasing the financial return to FSA. Includes easement, right-of-way, ingress/egress.
8	Includes online auction fees, auction storage fees, auction rental fees, auctioneer fees/commission, and other similarly related costs.
9	For appraisals completed for Homestead Protection, use ND, "Co-Pay/Homestead Appraisals". Co-Pay appraisals are not authorized for Government Inventory Property.
10	Activities may be conducted on custodial property if necessary to protect the Agency's security interest.
11	These activities are applicable for pre-remedial and remedial response actions conducted pursuant to the Comprehensive Environmental Response Compensation and Liability Act, Resource Conservation and Recovery Act, and Toxic Substance Control Act or State laws governed by these statutes. All response actions shall be conducted by environmental professionals.

**Exhibit 25**  
**(Par. 161, 164, 166)**

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

<b>Note</b>	<b>Description</b>
12	Servicing activities should be charged as a recoverable cost, <b>except when State law, supported by an opinion from the Regional Attorney</b> , provides otherwise.
13	Expenditures in excess of aggregate amount of \$1,000 per property as provided in 4-FLP and 5-FLP must have prior written approval from SED.
14	Includes payment for serving Summons and Complaint in foreclosure proceedings; costs incurred during an eviction; other similar expenses.
15	Only essential utilities will be paid, including fuel oil, gas, electricity, and propane according to 4-FLP and 5-FLP.
16	Includes cost reimbursement.
17	Includes payments to the Bureau of Land Management, Forest Service, etc.

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