

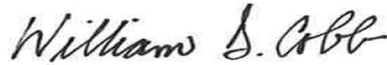
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

General Program Administration  
1-FLP (Revision 1)

Amendment 204

Approved by: Deputy Administrator, Farm Loan Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 3 D has been amended to provide guidance on using digital and scanned signatures on documents.

Subparagraph 22 A has been amended to clarify delegation of authority requirements upon SED changes.

Subparagraph 23 D has been amended to clarify delegation of authority for those in acting positions.

Subparagraphs 45 B, I, J & K have been amended to clarify loan funding targeting requirements.

Exhibit 7 has been amended to update delegation of authority requirements.

Removed/revised references throughout handbook to the terms “husband and wife”, “downpayment”, and “loanmaking”.

Page Control Chart		
TC	Text	Exhibits
	1-1, 1-2	1, pages 7, 8
	1-4.5, 1-4.6 (add)	2, pages 1, 2
	1-5, 1-6	4, page 1
	2-1, 2-2	5, pages 19, 20
	2-5, 2-6	7, pages 1, 2
	3-10.5, 3-10.6	
	3-11 through 3-14	
	3-17, 3-18	
	3-23 through 3-28	
	8-85, 8-86	
	9-1, 9-2	



## Part 1 Introduction and Purpose

### 1 Purpose and Sources of Authority

#### A Handbook Purpose

**[7 CFR 761.1(d)] This part describes the Agency's general and administrative policies for its guaranteed and direct Farm Loan Programs. In general, this part addresses issues that affect both guaranteed and direct loan programs.**

This handbook is designed to assist FSA in understanding:

- general and administrative regulations governing FLP's
- roles and responsibilities in implementing those regulations and other general and administrative responsibilities.

#### B Sources of Authority

The sources of authority for this handbook include:

- 7 CFR Part 761 and other regulations that may be referenced throughout this handbook
- the various laws and statutes passed by Congress, including CONACT.

#### C Regulation References

Text in this handbook that is published in the CFR is printed in **bold** text. The CFR citation is printed in brackets in front of the text. The references and text:

- are intended to highlight the requirement spelled out in CFR
- may be used to support FSA adverse decisions.

#### \*--D FLP Objectives

**7 CFR Parts 761 through 767 set forth FSA's regulations for FLP's. The objective of these programs is to provide supervised credit and management assistance to eligible farmers to become owners or operators, or both, of family farms, to continue such operations when credit is not available elsewhere, or to return to normal farming operations after sustaining substantial losses as a result of a designated or declared disaster. These regulations apply to loan applicants, borrowers, lenders, holders, Agency personnel, and other parties involved in making, guaranteeing, holding, servicing, or liquidating such loans. The programs are designed to allow those who participate to transition to private commercial credit or other sources of credit in the shortest period of time practicable through the use of supervised credit, including farm assessments, borrower training, market placement, and borrower graduation requirements.--\***

2 Related References

A Related FSA Handbooks

The following FSA handbooks concern FLP.

<b>IF the area of concern is about...</b>	<b>THEN see...</b>
State and county organization and administration policies, procedures, principles, and standards, such as work organization	16-AO.
civil rights compliance and administration for FSA programs	18-AO.
appeals and mediation	1-APP.
State and county records management	32-AS.
policies and procedures for the acquisition of supplies, equipment, and services	42-AS.
common management and operating provisions for program management activities, functions, and automated applications, such as forms that cannot be accepted by FAX	1-CM.
environmental requirements	1-EQ.
processing collections and canceling loan checks and payments	3-FI.
guaranteed loan making and servicing	2-FLP.
*--direct loan making--*	3-FLP.
direct loan regular or routine servicing	4-FLP.
direct loan special servicing and inventory property management	5-FLP.
the Emergency Loan Seed Producers Program, Horse Breeder Loan Program, ITLAP, SALP, Land Contract Guarantee Program, and servicing of minor loan programs	6-FLP.
debt collection and resolution	7-FLP.
procedures for making records available to the public, other Federal agencies, and Congress	2-INFO.
procedures for collecting, maintaining, or disclosing data or information about an individual	3-INFO.
personnel management, such as employee conflict of interest	3-PM.
employee development and training	6-PM.

B Helpful Links

The Helpful Links web site at [https://fsaintranet.sc.egov.usda.gov/flp/links\\_0515.htm](https://fsaintranet.sc.egov.usda.gov/flp/links_0515.htm) provides links to useful web sites.

For FLP-related historical directives, including notices and Administrative Notices, click <http://www.fsa.usda.gov/FSA/flpNotices?area=newsroom&subject=landing&topic=foi-er-flp>.

For training information, visit the Farm Loan Programs Training SharePoint site at [https://usdagcc.sharepoint.com/sites/fsa-0a/field-office/Farm\\_Loan\\_Programs\\_Training](https://usdagcc.sharepoint.com/sites/fsa-0a/field-office/Farm_Loan_Programs_Training).

3 FLP Forms (Continued)

**D Applicant and Borrower Signatures**

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

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

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

\*--Scanned and FAXed signatures are acceptable on all FLP forms except those summarized in the following table. An original wet pen and ink signature is required, or a digital signature completed with a platform that provides for a 2-factor authentication process and authorized by DAFLP.

<b>Forms Requiring Original Signatures or an Authenticated Digital Signature</b>	
FSA-2025	Notification of Approval Terms and Conditions and Borrower Responsibilities
FSA-2026	Promissory Note
FSA-2028	Security Agreement
FSA-2029	Mortgage/Deed of Trust
FSA-2043	Assignment of Proceeds from the Sale of Dairy Products and Release of Security Interest
FSA-2044	Assignment of Income
FSA-2140	Deposit Agreement
FSA-2313	Notification of Loan Approval and Borrower Responsibilities
FSA-2465	Assignment, Acceptance, and Release (Wool and Mohair)
FSA-2489	Assumption Agreement
FSA-2570	Offer to Convey Security

**Note:** Mortgages/Deed of Trusts are subject to local requirements that may prohibit the use of digital signatures and require an original wet pen and ink signature. Local OGC should be consulted regarding policies on proper signatures for recorded documents.--\*



3 FLP Forms (Continued)

**E State-Modified National Forms**

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

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

**3 FLP Forms (Continued)**

**F State-Created Forms**

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

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

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

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

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

**G Other Sources of Forms**

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



## Part 2 FLP Authorities

## 21 Overview

## A Purpose

This Part provides information and guidance on:

- FSA's authority to administer FLP
- delegating loan approval, loan servicing, and appraisal authorities
- redelegating SED authority
- maximum loan approval authority by grade and position
- maximum loan limits.

## B Program Authority

CONACT, Section 339 provides the Secretary of Agriculture authority to issue regulations and make delegations of authority as necessary to administer FLP. The Secretary delegated FLP authorities to the Under Secretary for FFAS in 7 CFR 2.16. The Under Secretary further delegated these authorities to the FSA Administrator in 7 CFR 2.42. The Administrator delegates authorities to SED's, as applicable.

**[7 CFR 761.1] (a) The Administrator delegates the responsibility to administer Farm Loan Programs of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) to the Deputy Administrator for Farm Loan Programs subject to any limitations established in 7 CFR 2.16 (a) (2) and 7 CFR 2.42.**

**\*--(b) The Deputy Administrator:**

**(1) Delegates to each State Executive Director within the State Executive Director's jurisdiction the authority, and in the absence of the State Executive Director, the person acting in that position, to act for, on behalf of, and in the name of the United States of America or the Farm Service Agency to do and perform acts necessary in connection with making and guaranteeing loans, such as, but not limited to, making advances, servicing loans and other indebtedness, and obtaining, servicing, and enforcing or releasing security and other instruments related to the loan. For actions that do not result in a loss to the Farm Service Agency, a State Executive Director may redelegate authorities received under this paragraph to a Farm Loan Chief, Farm Loan Specialist, District Director, Farm Loan Manager, or Senior Farm Loan Officer, Farm Loan Officer, Loan Analyst, Loan Resolution Specialist, or Program Technician.**

**(2) May establish procedures for further redelegation or limitation of authority.--\***

CONACT, Section 376 provides the Secretary of Agriculture authority to use CED's to make and service FLP loans to the extent CED's have been trained to do so.

## 22 General Delegation Requirements

### A General Provisions

The following general provisions apply to FLP delegations of authority.

- SED shall consult with FLC before issuing, revising, or revoking delegations of authority.
- Authority should be delegated to the lowest level possible, consistent with employee training and experience, program requirements, and available resources.
- All delegations of authority must be in writing; the format provided in subparagraph B may be used.

**Note:** When a delegation is made to a specific individual, a specific memorandum must be sent to that person, with copies maintained in the appropriate files. However, if SED delegates a position, such as “All DD’s” or “All FLP Specialists”, then a State Supplement to the handbook should be issued establishing the delegation. Only positions should be used and not individual names.

- An employee who has been delegated an authority listed in Exhibit 7, may not redelegate their authority to another employee.

**Note:** This does not apply when designating acting officials.

- Once authority is delegated, it is retained until revised or revoked according to subparagraph C.

**Notes:** See subparagraph 27 A for information about the impact of a change in grade or position on loan approval authority.

\*--A new delegation of SED authorities granted according to Exhibit 7 (loan approval, servicing, and appraisal authority) is not required when SED, FLC, or FLM who issued the original delegation changes. The new SED, FLC, or FLM may modify delegations according to subparagraph C.

However, re-delegation of SED authorities granted according to Exhibit 1 must be completed when a permanent SED changes. Re-delegations are not required for individuals serving as acting SED.--\*

- Delegated authority for procurement of appraisal services is obtained from the AMD Director. The AMD Director may revoke the delegation.

## 23 State Office and Service Center Authorities (Continued)

**D Acting Officials**

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

\*--However, SED may increase the loan approval authority in the following circumstances:

- FLO-GS-11 who is acting FLM for an extended period of time, because of a vacancy or illness, to that of FLM-GS-11 or FLM-GS-12 level, if justified by the employee's performance and FSA's need
- FLM-GS-12 or SFLO-GS-12 who is acting DD for an extended period of time, because of a vacancy or illness, to that of DD-GS-13 level, if justified by the employee's performance and FSA's need.

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

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

When a permanent SED is not appointed, or a permanent SED is on extended leave because of illness or other unforeseen reasons, an acting SED is authorized to approve:

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

Acting SED during routine office absences of an appointed SED does not have these authorities.--\*

23 State Office and Service Center Authorities (Continued)

D Acting Officials (Continued)

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

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

SED must:

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

**43 Debarment and Suspension****A Purpose**

Individuals and entities, other than loan recipients, who have been debarred or suspended from Government procurement or non-procurement programs cannot participate in transactions with FSA. See 2 CFR 180.115 and 417.10.

**Notes:** This does not apply to individuals and entities entering into transactions with applicants and borrowers without FSA involvement.

Obtain current copy of 2 CFR Parts 180 and 417 from the Internet at <http://ecfr.gpoaccess.gov>.

See 1-APP, paragraph 28, and 1-CM, paragraph 823 for additional information.

**\*--B Direct Loan Making--\***

Loan approval officials shall check the debarment and suspension list before providing FSA-2341 or FSA-2342, as appropriate, to attorneys, title companies, title insurance companies, or closing agents conducting loan closing activities.

**Notes:** Loan approval officials may obtain reports containing debarment and suspension lists from the Internet at <https://www.sam.gov/portal/public/SAM>. It is not necessary to create an account to search the Excluded Parties List System database. On the SAM Home Page, CLICK "Search Records". On the Search Records Screen, enter the name or DUNS number of the person or entity being checked for exclusion. SAM does not have DUNS or Cage Code identifiers for every record.

When matches are found, there may be instances where an individual or entity has the same or similar name as the search request but is actually a different party. Therefore, it is important to verify the intended search to the returned results. If the attorney, title company, title insurance company, or closing agent selected is debarred or suspended, the applicant must make a new selection.

A copy of the returned search record will be filed in the applicant's case file.



**43 Debarment and Suspension (Continued)**

**\*--C Guaranteed Loan Making--\***

SED shall review CLP and PLP lenders and their officers and agents for debarment or suspension as follows:

- before submitting to DAFLP for approval to obtain status
- during the annual review of lender's status according to 2-FLP, paragraph 267.

Loan approval officials shall review SEL's and their officers and agents before issuing FSA-2201 to the lender for the first time and then annually thereafter.

**D Causes for Debarment or Suspension**

The causes for initiating and the actions required to initiate:

- debarment are in 2 CFR Part 180, Subparts F and H, and 2 CFR Part 417, Subpart H
- suspension are in 2 CFR Part 180, Subparts F and G, and 2 CFR Part 417, Subpart G.

**E Exceptions**

The Secretary of Agriculture or designee may grant a written exception permitting a debarred or suspended person or entity to participate in a covered transaction according to 2 CFR 180.135.

**44 Collecting and Coding Ethnicity, Race, and Gender Information**

**A Purpose**

FSA collects ethnicity, race, and gender information for reporting purposes and to ensure that targeted funds are made available to SDA's and monitor SDA participation rates in FLP.

**B Procedure for Collecting and Coding Ethnicity, Race, and Gender Information**

FSA-2001, FSA-2211, FSA-2212, FSA-2301, FSA-2330, and FSA-2683 are used to request ethnicity, race, and gender information of the applicant. This information may be requested only on an FSA approved form. An applicant's response to this request is optional.

However, the authorized agency official must inform all applicants that for an applicant to be \*--eligible for targeted funds, FSA will need his or her ethnicity, race, and gender information.

When FSA receives a loan application, FSA will enter the ethnicity, race, and gender information into BP and GLS if guaranteed customer.--\*



**44 Collecting and Coding Ethnicity, Race, and Gender Information (Continued)****C Ethnicity, Race, and Gender Classifications**

An applicant, including individual entity members, may identify:

- his or her ethnicity as either of the following:
  - Hispanic or Latino - a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race
  - not Hispanic or Latino
- himself or herself as a member of 1 or more of the following races:
  - Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
  - American Indian or Alaskan Native - a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment
  - Black or African American – a person having origins in any of the black racial groups of Africa
  - Native Hawaiian or other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
  - White - a person having origins in any of the original peoples of Europe, North Africa, or the Middle East
- his or her gender as male or female.

**45 Allocating Loan Program Funds****A General**

**[7 CFR 761.201(a)] This subpart addresses:**

- (1) The allocation of funds for direct and guaranteed FO, CL, and OL loans;**
- (2) The establishment of socially disadvantaged target participation rates; and**
- (3) The reservation of loan funds for beginning farmers.**

**[7 CFR 761.201(b)] The Agency does not allocate EM loan funds to State Offices but makes funds available following a designated or declared disaster. EM loan funds are available on a first-come first-served basis.**

**B Timing of the Allocation of FO, CL, and OL Funds**

**[7 CFR 761.202] The Agency's National Office allocates funds for FO, CL, and OL loans to the State Offices on a fiscal year basis, as made available by the Office of Management and Budget. However, the National Office will retain control over the funds when funding or administrative constraints make allocation to State Offices impractical.**

**\*--DAFLP may elect to not make State allocations should doing so result in impractical administrative constraints.--\***

**[7 CFR 761.201(c)] State funding information is available for review in any State Office.**

**C National Reserves for FO and OL Funds**

**[7 CFR 761.203(a)] At the start of each fiscal year, the National Office reserves a portion of the funds available for each direct and guaranteed loan program. These reserves enable the Agency to meet unexpected or justifiable program needs during the fiscal year.**

**[7 CFR 761.203(b)] The National Office distributes funds from the reserve to one or more State Offices to meet a program need or Agency objective.**

45 **Allocating Loan Program Funds (Continued)****G Distribution of Farm Loan Funds by State Offices**

**[7 CFR 761.207] A State Office may distribute its allocation of loan funds to District or County level using the same allocation methods that are available to the National Office. State Offices may reserve a portion of the funds to meet unexpected or justifiable program needs during the fiscal year.**

**H Target Participation Rates for Socially Disadvantaged Target Groups**

**[7 CFR 761.208(a)] (1) The Agency establishes target participation rates for providing FO, CL, and OL loans to members of socially disadvantaged groups.**

**(2) The Agency sets the target participation rates for State and County levels annually.**

**(3) When distributing loan funds in counties within Indian reservations, the Agency will allocate the funds on a reservation-wide basis.**

**(4) The Agency reserves and allocates sufficient loan funds to achieve these target participation rates. The Agency may also use funds that are not reserved and allocated for socially disadvantaged groups to make or guarantee loans to members of socially disadvantaged groups.**

**I FO and CL's Based on Ethnicity or Race**

**[7 CFR 761.208(b)] The FO and CL loan target participation rate based on ethnicity or race in each:**

**(1) State is equal to the percent of the total rural population in the State who are members of such socially disadvantaged groups.**

**(2) County is equal to the percent of rural population in the county who are members of such socially disadvantaged groups.**

**\*--Note: Target rates will be based on nationwide data if State allocations are not made.--\***

**J OL Based on Ethnicity or Race**

**[7 CFR 761.208(c)] The OL loan target participation rate based on ethnicity or race in each:**

**(1) State is equal to the percent of the total number of farmers in the State who are members of such socially disadvantaged groups.**

**(2) County is equal to the percent of the total number of farmers in the county who are members of socially disadvantaged ethnic groups.**

**\*--Note: Target rates will be based on nationwide data if State allocations are not made.--\***

45 **Allocating Loan Program Funds (Continued)****K Target Participation Rate for Women Farmers**

**[7 CFR 761.208(d)] (1) The target participation rate for women farmers in each:**

- (i) State is equal to the percent of farmers in the State who are women.**
  - (ii) County is equal to the percent of farmers in the county who are women.**
- (2) In developing target participation rates for women, the Agency will consider the number of women who are current farmers and potential farmers.**

**\*--Note:** Target rates will be based on nationwide data if State allocations are not made.--\*

**L Loan Funds for Beginning Farmers**

**[7 CFR 761.209] Each fiscal year, the Agency reserves a portion of direct and guaranteed FO and OL loan funds for beginning farmers in accordance with section 346(b)(2) of the Act.**

Direct FO and OL funds are reserved until September 1 of each FY. Beginning farmer down payment funds are reserved until April 1 of each FY.

**Note:** Between April 1 and September 1 of each FY, beginning farmer down payment funds may be used by any eligible beginning farmer.

Guaranteed FO and OL funds are reserved until April 1 of each FY.

**Note:** An FLP notice will be issued before the lifting of targets.

**M CL Funds**

**[7 CFR 761.210(a)] The following applicants and conservation projects will receive priority for CL funding:**

- (1) Beginning farmer or socially disadvantaged farmer;**
- (2) An applicant who will use the loan funds to convert to sustainable or organic agriculture production system as evidenced by one of the following:**

**A conservation plan that states the applicant is moving toward a sustainable or organic production system, or**

**An organic plan, approved by a certified agent and the State organic certification program, or**

**A grant awarded by the Sustainable Agriculture Research and Education (SARE) program of the National Institute of Food and Agriculture, USDA.**

## 47 Ensuring Borrower Compliance With Restrictions on Lobbying (Continued)

**D USDA Certification and Disclosure Requirements (Continued)**

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- (e) All disclosure forms, but not certifications, shall be forwarded from tier to tier until received by the person referred to in paragraphs (a) and (b) of this section. That person shall forward all disclosure forms to the agency.
- (f) Any certification or disclosure form filed under paragraph (e) of this section shall be treated as a material representation of fact upon which all receiving tiers shall rely. All liability arising from an erroneous representation shall be borne solely by the tier filing that representation and shall not be shared by any tier to which the erroneous representation is forwarded. Submitting an erroneous certification or disclosure constitutes a failure to file the required certification or disclosure, respectively. If a person fails to file a required certification or disclosure, the United States may pursue all available remedies, including those authorized by section 1352, title 31, U.S. Code.
- (g) For awards and commitments in process prior to December 23, 1989, but not made before that date, certifications shall be required at award or commitment, covering activities occurring between December 23, 1989, and the date of award or commitment. However, for awards and commitments in process prior to the December 23, 1989 effective date of these provisions, but not made before December 23, 1989, disclosure forms shall not be required at time of award or commitment but shall be filed within 30 days.
- (h) No reporting is required for an activity paid for with appropriated funds if that activity is allowable under either Subpart B or C [of 2 CFR Part 418].

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## 48 Credit Reports

### A Overview

FSA uses credit reports to assist in determining:

- eligibility of applicants and borrowers requesting FSA loans and loan servicing options
- feasibility of the applicant's farming operation
- debt settlement eligibility and feasibility.

\*--See 3-FLP for direct loan making and 4-FLP and 5-FLP for direct loan servicing to specify--\* when credit reports are required.

### B Confidentiality

The information in a credit report is confidential and is used only as an aid in conducting FSA business. FSA must make credit reports available to the subject of the report in response to a request made under the Privacy Act of 1974. See 3-INFO.

### C Mortgage Credit Reports

The following are the 2 types of mortgage credit reports:

- an individual report provides information on 1 person only
- a joint report provides information on a married couple.

FSA will order a mortgage credit report to obtain all credit and public record information available for at least the previous 2 years.

### D Commercial Credit Report

A commercial credit report provides information on an entity. A commercial credit report is available only for a separate legal entity. Thus, FSA will order a mortgage credit report rather than a commercial credit report when the applicant is an informal partnership. FSA also may order an individual mortgage credit report on the majority owners (principal members) of an entity.

A commercial credit report normally consists of BIR. BIR is a component of a commercial credit report that includes the following:

- summary section that highlights important data elements
- historical background on the business entity's principals and the entity itself
- review of the entity's financial condition and trend of sales and earnings
- payment record reported by suppliers
- brief description of related entities
- public filings
- special events
- description of the entity's operation.

**48 Credit Reports (Continued)****E Ordering Mortgage Credit Report**

Authorized agency officials who have access to FBP will access Equifax, Experian, and Trans Union data through the FBP “General” menu screen.

\*--See the Farm Business Plan User Guide at <https://inside.fsa.usda.gov/program-areas/daflp/software-manuals/index> for ordering credit reports through FBP.--\*

**F When Mortgage and Commercial Credit Reports Are Not Acceptable**

If a County Office has problems with a credit report or credit reporting agency (e.g. data on the report is incomplete or the contractor is not complying with contract terms), then the County Office will contact the State Office for assistance.

**Note:** Agency officials will not intervene on behalf of the applicant/borrower in matters about disputed information, balances, or credit scores or ratings. These disputes will be handled according to subparagraph H.

If the issue is significant and the State Office needs assistance in resolving, the State Office shall contact DAFLP according to subparagraph 4 D.

**G When the Applicant Disputes Information on the Credit Report**

If the applicant/borrower disagrees with or disputes information reflected on the credit report, refer the applicant/borrower to the company or companies issuing the credit report at the following phone numbers:

- Trans Union at 312-258-1717 to obtain a copy of their credit report or 800-916-8800 for customer service
- Experian at 888-397-3742 to obtain a copy of their credit report or 800-831-5614, extension 3 for customer service
- Equifax at 800-685-1111 to obtain a copy of their credit report or 800-685-5000, extension 2 for customer service.

**Note:** Agency officials will not intervene on behalf of the applicant/borrower in matters concerning disputed information, balances, credit scores, or ratings.

48 Credit Reports (Continued)

**H Credit Report Fees - Cost to the Applicant**

Applicants will be charged for reports according to the following.

Applicant	Cost
Individual	\$16.00
Joint	\$24.50
Entity	\$50.00

\*--Notes: Married persons, who are members of an entity, **will** be charged a joint credit--\* report fee. Individual credit reports will then be obtained for each.

No fee will be collected for servicing only applications according to 4-FLP, subparagraph 116 A or 5-FLP, subparagraph 81 C.

The credit report fee change is effective on October 17, 2016.

**I Recording Fees**

The appropriate fee for credit reports collected will be recorded on FSA-2001, FSA-2301, FSA-2314, FSA-2330, and FSA-2683.

**J Processing Credit Report Fees**

See 3-FI to process credit report fees.

**K Payment of Invoices for Credit Reports**

The National Office will:

- receive monthly invoices showing State usage
- submit payment to the vendor for credit reports generated through FBP.



## 49 DLS

## A DLS Uses

DLS is the required system for loan making and servicing information and activities.

DLS:

- tracks each loan request in an application package from receipt to final disposition
- obligates loans through its interaction with PLAS
- submits check/EFT requests through PLAS
- submits loan closings to PLAS
- provides an interactive tasks checklist
- monitors the disbursement of loan funds
- \*--provides reports of loan making activities and processing timeframes--\*
- tracks routine loan servicing activities, and timeframes
- has automated follow-up reminders to assist County Office employees in meeting deadlines for routine loan servicing activities
- provides loan account information, such as principal and interest amounts, and account flags
- provides the ability to manage case numbers and mail codes for customer accounts
- warehouses information for reporting purposes
- has automated reporting capabilities.

The National Office uses DLS data in reports to Congress, CR, and FSA senior management. In addition, the data is used to determine whether FSA loan servicing goals are being/have been met.

49 DLS (Continued)

**B User Assistance**

The DLS Loan Making and Loan Servicing User’s Guide can be referenced for any specific questions. The guide may be obtained by accessing [https://inside.fsa.usda.gov/Assets/USDA-FSA-Intranet/intranetfiles/program-areas/daflp/flp-manuals/DLS\\_User\\_Guide.pdf](https://inside.fsa.usda.gov/Assets/USDA-FSA-Intranet/intranetfiles/program-areas/daflp/flp-manuals/DLS_User_Guide.pdf).

**C Maintaining and Updating DLS**

FCAO is responsible for computer implementation and upgrades. The National Office is responsible for user requirements, updates to accommodate regulatory and statutory changes, and other revisions as needed. State and County Office employees are responsible for data entry of customer and loan information as it is received.

**D Security**

To obtain an ID and password, users must submit requests according to appropriate IRM directives.

**\*--E Important Calendar Year 2020 Year-End Dates**

Various transactions are suspended or disabled as needed to perform calendar year-end activities. The following dates are applicable to the availability of DLS.

Action	Date	
<b>Loan Activity Cutoff</b> – the last day that loan activity dated in calendar year 2020 can be processed to be reflected on FSA-2065 for 2020 and related IRS forms	Thursday, January 7, 2021	
Transactions, Suspension, and Enabled Dates		
Transactions	Suspension Date	Enabled Date
<ul style="list-style-type: none"> <li>• TC 4A</li> <li>• TC 4D</li> <li>• SCIMS to PLAS data upload to create TC 4C</li> </ul> <p><b>Notes:</b> MIDAS CRM data <b>must</b> be entered by December 29, 2020, to generate TC 4C on December 30, 2020.</p> <p>Until TC 4A and TC 4D are enabled, do <b>not</b> use the following DLS sections:</p> <ul style="list-style-type: none"> <li>• Transfer and Assumption</li> <li>• Manage case number under Customer Management.</li> </ul>	December 31, 2020	January 13, 2021

--\*

## Section 3 Farm Operating Plan

### 241 Overview

#### A Objective

The primary objective of the farm planning process is to develop a plan that most accurately reflects the expected cash flow and business activities for the operating cycle. The farm operating plan documents the operation's:

- financial position
- cash flow
- repayment ability.

The applicant or borrower must use a FBP system. FSA primarily uses FBP to evaluate loan feasibility and the likelihood of achieving financial viability. An applicant or borrower may use an alternative format for the farm operating plan, if approved by FSA. An original signed copy of the farm operating plan must be retained in the case file.

#### B Farm Operating Plan Format

FSA uses FBP to perform financial planning, analysis, loan origination and servicing \*--functions, and manage the FLP portfolio. See the Farm Business Plan User Guide at <https://inside.fsa.usda.gov/program-areas/daflp/software-manuals/index> for--\* instructions on using FBP.

Borrowers may use other automated or manual FBP's if they are approved by FSA. The authorized agency official may approve using other systems and formats for the farm operating plan, if formats contain the same information as required by FBP and the following statement is signed by the applicant or borrower:

“I agree to follow this plan and to discuss with the authorized agency official, any important changes that may become necessary. This is a projected plan and does not release the security interest of the Government in any security referred to in this plan. I recognize that making any false statement on this plan or any other loan document may constitute a violation of Federal criminal law.”

#### C Timing of Farm Operating Plan

The period of time covered by a farm operating plan should reflect the norm for the type of commodity or agricultural enterprise being farmed in a particular area, considering climate conditions and other factors vital to the successful production of the commodity or agricultural enterprise. If there are any changes to the operation during the cycle of the plan, the changes will be noted on the plan. The revised operating plan will be signed and dated by the borrower and the authorized agency official, and will be documented in FBP. In most cases, the period covered by the plan should not exceed 18 months unless special circumstances dictate a longer planning period.

## 242 Developing Farm Operating Plans

### A General

**[7 CFR 761.104(a)] An applicant or borrower must submit a farm operating plan to the Agency, upon request, for loan making or servicing purposes.**

\*--A farm operating plan used for loan making or loan servicing decisions will be based on:--\*

- a typical year's plan for existing farm operations or enterprises without changes
- accurate, verifiable, reliable, and realistic information for new enterprises.

**[7 CFR 761.104(b)] An applicant or borrower may request Agency assistance in developing the farm operating plan.**

Applicants will be encouraged to obtain technical assistance. Sources of technical assistance include Extension Service, Land Grant Universities, State Programs, USDA 2501 grant recipient organizations and institutions, and private consultants.

**[7 CFR 761.104(c)] The farm operating plan will be based on accurate and verifiable information.**

Poultry or hog production contracts are the basis of grower income and facility value. The dependability of production contracts has a profound impact on the prospect for loan repayment. "Flock-to-flock" or "turn-by-turn" type arrangements alone may not be a dependable source of income or a reasonable projection of income for poultry or hog applicants who do **not** have current financial performance history with FSA.

**Note:** For contract income to be considered dependable, the contract must:

- be for a minimum period of 3 years
- provide for termination based on objective "for cause" criteria only
- require that the grower be notified of specific reasons for cancellation
- provide assurance of the grower's opportunity to generate income to ensure loan repayment, by incorporating requirements, such as a minimum number of flocks or turns per year, minimum number of bird or hog placements per year, or similar quantifiable requirements.

**Part 9 Internal Controls****Section 1 FLPRA****401 Overview****A Background**

FSA is mandated by the Federal Managers Financial Integrity Act of 1982 (Pub. L. 97-255) to maintain an efficient and effective internal control system. FLPRA fulfills this mandate by:

- establishing program evaluation criteria and reporting requirements
- providing a method to administer program evaluations
- providing a framework for performance analysis, risk mitigation identification, risk mitigation implementation, and annual reporting.

**B Purpose**

FLPRA is the primary tool that FLP uses for ongoing reviews and oversight of field office operations. FLPRA evaluates FLP using a risk-based approach and provides the framework for evaluating FLP management and oversight by State Offices and FLP delivery by Service Centers.

FLPRA evaluates the potential for risk in the following 3 areas.

- Program Objectives – Assessing whether or not the objectives of the program, as set forth in agency policies and procedures, are being met.
- Financial Integrity – Determining the soundness and quality of the loan program.
- Program Management – Evaluating the effectiveness of the leadership and guidance provided in delivering FLP.

**401 Overview (Continued)****B Purpose (Continued)**

FLPRA is divided into the following 3 review areas:

- Direct Loanmaking
- Direct Loan Servicing.
- Guaranteed Loan Programs.

\*--**Note:** This area includes both guaranteed loan making and servicing.

**C Objectives--\***

The primary objectives of FLPRA are to evaluate the effectiveness of FLP delivery systems and ensure compliance with applicable statutes, regulations, and directives. To promote a consistent and effective approach to conducting reviews, FLPRA focuses on:

- evaluating program delivery by assessing the condition and performance in the risk areas of program objective, financial integrity, and program management
- determining the overall degree of risk existing in FLP programs and identifying the factors contributing to the risk
- recommending or requiring management to take mitigation action, as needed, to strengthen FLP programs and/or ensure compliance with applicable regulations.

**D SED Responsibilities**

SED is responsible for implementing the FLPRA process in their State by ensuring that all required reviews, analyses, applicable risk mitigation plans, and reports are completed according to this Part.

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
TDCLC	term debt capability lease coverage	252
TI	treasury in transit	169
TPOC	Technical Point of Contact	162, 166, 167, 168,
TR	treasury reversal	169
TY	payment voucher transaction	161, 165-169
UAAR	Uniform Agriculture Appraisal Report	142
USPAP	Uniform Standards of Professional Appraisals Practice	Ex. 40
WP	Western Pacific	5
YEA	year-end analysis	162, 201, 251, 261-263, Ex. 26, 36
ZMY	Obligating document or purchase order created in FMML.	161, 163, 165-166, 168 169

Redelegations of Authority

\*--The following provides authorities SED's may redelegate. A new re delegation of authority must be completed when the permanent SED changes. Redelegations of authority are not required when an employee is serving in an acting SED capacity.--\*

Authority	Redelegate to				
	FLC	FLS	DD	FLM	SFLO
SED's loan approval authority:	X	X	X		
• approve subordinations, or release and refiling lien instruments instead of subordinations	X	X	X		
• approve severance agreements	X	X	X		
• approve surface leases for farm property no longer in use (such as old barns) or for nonfarm purposes (such as wind turbines, communication towers, or other similar installations)	X	X	X		
• approve transfer and assumption	X	X	X		

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

Re delegations of Authority (Continued)

Authority	Re delegate to				
	FLC	FLS	DD	FLM	SFLO
• waive real estate appraisal (requirement for CMVB when chattel security appraised value exceeds total debt)	X	X	X		
• approve PLS where the borrower (or any entity member) has received PLS two or more times in the previous 5 years	X				
• reject debt settlement requests when debtors do not provide all necessary documentation or information	X	X	X	X	X
• cancel delinquent debt settlement adjustment agreement.	X	X	X	X	X

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

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



## 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 loan making 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.**

**State Supplements**

<b>Subparagraph</b>	<b>State Supplement</b>
3 C	Guidance on notary acknowledgement.
3 D	Guidance on signature requirements.
* * *	* * *
* * *	* * *
141 F	Guidance on the process to request: <ul style="list-style-type: none"> <li>• chattel appraisal from a contract appraiser</li> <li>• real estate appraisal.</li> </ul>
141 J	Establish the method and standard needed to obtain appraisal services.
161	Guidance on: <ul style="list-style-type: none"> <li>• State PLCE monitor</li> <li>• fund availability</li> <li>• UCC filings and lien searches</li> <li>• Micropurchases.</li> </ul>
242 A	<ul style="list-style-type: none"> <li>• List of unit prices for all commodities produced in the State.</li> <li>• 3-year history of disaster declarations by: <ul style="list-style-type: none"> <li>• county</li> <li>• type of disaster</li> <li>• incident period.</li> </ul> </li> </ul>

**Note:** SED's shall:

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



Forms List (Continued)

B Forms (Continued)

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

Forms List (Continued)

B Forms (Continued)

Old Form Number	New Form Number	Title	Date Made Obsolete
FSA-2300	FSA-2303	Notice of Farm Loan Programs Application Received	
FSA-2301	(*)	Youth Loan Application	
*--FSA-2308		Notice of Eligibility for FSA Assistance	11-6-20--*
	FSA-2425	Request to Cancel Undisbursed Loan Funds	
FSA-2620	(*)	Indian Tribal Land Acquisition Program Loan Application	
FSA-2621	(*)	Indian Tribal Land Acquisition Program Tribal Council Resolution and Certification	
FSA-2622	(*)	Indian Land Acquisition Program Assignment of Tribal Income and Funds	
FSA-2623	(*)	Indian Tribal Land Acquisition Program Subordination Agreement	
FSA-2648	(*)	Civil Rights Compliance Review	
FSA-2651	(*)	Request for Special Apple Loan Program Assistance	
FSA-2652	(*)	Special Apple Program Promissory Note and Security Agreement	
FSA-2661	(*)	Request for Emergency Loan for Seed Producers Program Assistance	
FSA-2662	(*)	Emergency Loans for Speed Producers Promissory Note and Security	
FSA-2663	(*)	Subordination Agreement in Favor of the Government Emergency Loans for Seed Producers	
FSA-2664	(*)	Emergency Loans for Seed Producers Program Notice of Claim Assignment	
FSA-2670	(*)	Horse Breeder Loan Program Promissory Note	
FSA-2680	(*)	Letter of Interest	
FSA-2681	(*)	Loan Payment Guarantee Agreement and Contract Modification	
FSA-2683		Request for Land Contract Guarantee Assistance	

**Delegating FLP Authority**

**A SED Delegations**

SED may delegate the following authorities to employees who have experience and completed the required training authority to:

- prepare chattel appraisals and real estate evaluations
- complete administrative appraisal reviews
- establish and document the estimated value of real estate security when an appraisal has been waived for an EM according to 3-FLP, subparagraph 248 A.

**\*--B FLC/DD/FLM/SFLO Delegations--\***

The following is a list of authorities that may be delegated to employees who have experience and have completed any required training according to subparagraph 23 C.

<b>Authority</b>	<b>AS</b>	<b>FLO</b>	<b>LOA</b>	<b>LRS</b>	<b>PT</b>
Sign correspondence as regular signing official.	X	X	X	X	X
*--Sign correspondence "for" (see note).--*	X	X	X	X	X
Establish supervised bank account and deposit loan checks.	X	X	X	X	X
Countersign supervised bank account checks/withdrawals.	X	X	X	X	X
Input pre-note information for EFT.	X	X	X	X	X
Plan and inspect site development work.	X	X	X	X	X
Check preliminary title opinion for exceptions.	X	X	X	X	X
Check final title opinion or mortgage policy for proper lien position.	X	X	X	X	X
Review loan closing statement for proper funds disbursement.	X	X	X	X	X
Execute financing statements or other legal instruments to obtain and preserve security on chattel loans.	X	X	X	X	X
Approve FSA-2242.	X	X	X	X	X

**Delegating FLP Authority (Continued)**

**\*--B FLC/DD/FLM/SFLO Delegations (Continued)--\***

<b>Authority</b>	<b>AS</b>	<b>FLO</b>	<b>LOA</b>	<b>LRS</b>	<b>PT</b>
Review loan closing and issue FSA-2235.		X			
Approve satisfaction/release of security instruments.	X	X	X	X	X
Prepare FSA-2040.	X	X	X	X	
Release chattel/crop security per approved FSA-2040.	X	X	X	X	X
Revise Farm Business Plan and FSA-2040 when necessary.	X	X	X	X	
Approve replacement/development - use of insurance proceeds.	X	X			
Approve servicing actions, including liquidation plans submitted by lenders.	X	X			
Requests for PLCE goods and services.	X	X	X	X	X
Approve loan restructuring.	X	X			
Approve emergency advance requests.	X	X	X	X	
Complete lender reviews.	X	X	X	X	
Ordering credit reports.	X	X	X	X	X
Execute FSA-2232.		X			
Execute FSA-2235.		X			
Consent to a junior lien.		X			
Estimate value of real estate for dispositions less than \$25,000.		X			
Execute FSA-2025.		X			

**\*--Notes:** Routine correspondence and form letters may be signed by a delegated employee on behalf of the authorized agency official. This includes, but is not limited to, forms FSA-2304, FSA-2305, FSA-2307 and FSA-2313. To effectively sign on behalf of an authorized agency official, the delegated employee must ensure the name of the official they are signing for is included in the document signature block. The signature of the delegated employee should be preceded by either the word “for” or “p.p.”, short for per procuracionem.--\*

Delegated authorities for agency officials that were granted before December 31, 2007, using previous form numbers or regulation citation will not have to be reissued. These delegations remain valid and it is not necessary to modify them if the reason is only to change references to streamlined handbooks.