

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

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<b>General Program Administration 1-FLP (Revision 1)</b>	<b>Amendment 208</b>
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**Approved by:** Deputy Administrator, Farm Loan Programs



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**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 4 E has been amended to update National Office contacts.

Paragraph 5 has been amended to reflect the recent reorganization for the RD Business Center.

Subparagraphs 46 E, 170 B, and 171 F have been amended to remove references to NFAOC and replace with the RD Business Center.

Subparagraphs 50 C and 52 A, E, and I have been amended to replace references to FCSB with GCB.

Subparagraphs 171 D and E have been amended to replace references to Cash Management Collections Branch with Collections Branch.

Exhibit 13 has been amended to update an e-mail address.

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

Exhibit 18, paragraph 12 has been amended to remove references to NFAOC and replace with the RD Business Center.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibits</b>
1, 2	1-11 through 1-16 1-17 3-20.7, 3-20.8 3-29 through 3-38 7-33, 7-34 7-37 through 7-40	1, pages 3-6 13, pages 1, 2 17, pages 1, 2 18, pages 25, 26



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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
*--Steven Dusek--*	Senior Loan Officer	580-928-3113 Ext. 3018
Megan Everswick	Senior Loan Officer	202-720-7205
Carol Hoyt	Senior Loan Officer	479-968-3497 Ext. 119
Rebecca Minter	Senior Loan Officer	202-690-9200
Timothy Reimer	Senior Loan Officer	402-443-4106 Ext. 103
Theresa Rice	Senior Loan Officer	202-720-7862

\*--5 RD Business Center Contacts

A RD Business Center Contact Information

The following provides name, address, telephone, and FAX numbers for the main points of contact in the RD Business Center.--\*

**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 *--RD Business Center, FaSB, FC-1311 Building 104 4300 Goodfellow Blvd. #1321 St. Louis, MO 63120-1703	USDA Rural Development Attn: RD Business Center FaSB, FC-1311--* Building 105E - Dock Delivery 4300 Goodfellow Blvd. St. Louis, MO 63120-1703

**\*--5 RD Business Center 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>
Ryan Loewe	Branch Chief	314-457-4263	
*--Vacant	Section I Supervisor		
Vacant	Section II Supervisor		
Joseph Council	Accountant	314-679-6837	AR, MN, OK
Samuel Kayser	Accountant	314-679-6734	NE, PR
Antoinette Taylor	Accountant	314-457-4070	ND, TX
Karen King	Accountant	314-679-6623	NV, WI
Shauntae Swan	Accounting Technician	314-457-5950	AK, NH, WY--*
Kathleen Farid	Accounting Technician	314-679-6826	AZ, FL, IA, KY, MD, MT, VI, VT
Lawrence Mullen	Accounting Technician	314-679-6834	CA, IN, LA, OH, RI, SC, SD, UT, VA
Barbara Lee	Accounting Technician	314-679-6846	CO, GU/WP, IL, KS, MA, NY, PA, TN
Byron Luster	Accounting Technician	314-679-6848	AL, DE, ME, MI, NC, NM, WA, WV
Nora Nelson	Accounting Technician	314-457-4131	CT, GA, HI, ID, MO, MS, NJ, OR

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

**\*--5 RD Business Center Contacts (Continued)--\***

**C Guaranteed Loan Servicing**

The following provides the Guaranteed Loan Servicing address.

<b>For USPS, FedEx, or UPS Delivery</b>
USDA, Rural Development *--Guaranteed Commercial Branch, FC-1321 RD Business Center, Building 104--* 4300 Goodfellow Blvd St. Louis, MO 63120

\*--The following provides names and contact information for the RD Business Center – Guaranteed Commercial Branch.

<b>RD Business Center-Servicing Office-Guaranteed Commercial Branch (GCB)--*</b> <b>Main Line 314-457-6402</b> <b>ECM Fax Number 314-457-4539</b>			
Name	Title	Telephone Number	Assignments
Sharon Sachs	Branch Chief	314-679-6804	
Richard Lahr	RD Lead Accountant	314-457-4206	
Kim Dixon	Accountant	314-457-4325	RD programs only
Katrina Holloway	Accountant	314-457-4080	RD programs only
*--Carrie Walker	Accountant	314-457-4201	RD programs only--*
Monique Kelly	FSA Lead Accountant	314-457-4103	MN, WV
Cameron Balentine	Accountant	314-457-4045	AR, IA, LA, NY, OK, OR, TN
Mary Jordan	Accounting Technician	314-679-6831	AZ, CA, CO, CT, DE, FL, GA, IL, KS, ME, MD, MA, MT, NE, NH, NM, NV, RI, SC, SD, VT, AK, HI, WP, VI, PR
Barbara Jungenberg	Financial Specialist	314-679-6805	AL, ID, IN, KY, MI, MS, MO, ND, NC, NJ, OH, PA, TX, UT, VA, WA, WI, WY

**\*--5 RD Business Center Contacts (Continued)--\***

**D Debt Collection**

The following provides the DCIB address.

<b>For USPS Delivery</b>	<b>For FedEx or UPS Delivery</b>
USDA - RURAL DEVELOPMENT DEBT COLLECTION IMPROVEMENT BRANCH, FC-1331 *--RD BUSINESS CENTER, BUILDING 104 4300 GOODFELLOW BLVD. ST. LOUIS, MO 63120	USDA - RURAL DEVELOPMENT ATTN: <i>(Insert Name)</i> , RD BUSINESS CENTER/DCIB, FC-1331--* BUILDING 105E - DOCK DELIVERY 4300 GOODFELLOW BLVD. ST. LOUIS, MO 63120

The following provides contact information for DCIB.

<b>DCIB</b> <b>Telephone Number 314-679-6870</b> <b>ECM FAX Number 314-457-4478</b> <b>FAX Number 844-587-2958</b> <b>DCIB E-Mail Address: RD.NFAOC.DCIB@STL.USDA.GOV</b>			
<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>	<b>Assignments</b>
Lisa Randolph	Branch Chief	314-679-6851	
Karen Warr	Lead Accountant	314-457-4291	DCIA Status Reports; Treasury Report on Receivables; Problem Case Resolution; Coordinate IT Development Initiatives
Donald Folston	Accountant, Task Source	314-457-4351	Adhoc Reporting; DCIA Support
Kim Gant	Accounting Technician, Task Source	314-457-4053	RD (non-SFH) Proof of Debt, RD Disputes, and Returned to Agency Debts; RD AMAS Bills
Wyvone Haymon	Accountant	314-679-6864	FLP TOP Timeline Notifications and ADPS Screen Messages; FLP Cross Servicing Tasks, Recalls, Repayment Agreements, and Compromise Offers; FLP and RD CAIVRS; FLP and RD Do Not Pay
Katina Mims	Accountant	314-679-6833	FLP TOP and DCIA Referrals; FLP TOP Weekly Updates; FLP and RD Commercial Credit Bureau Reporting; FLP Federal Salary Offset
Timothy Oge	Accountant	314-679-6844	FLP Cross Servicing Support; FLP Cross Servicing Proof of Debt and Disputes; FLP Cross Servicing Referrals
Jose Ramirez	Accountant	314-457-5930	RD BP Loss Adds; MFH Unauthorized Assistance DCIA Referrals; RD AWG Hearings/Billing; RD IAA/MOU AWG Hearings; RD Unauthorized Assistance Cross Servicing Collections; RD (non-SFH) Reconciliation TOP/Cross Servicing



**\*--5 RD Business Center Contacts (Continued)--\***

**D Debt Collection (Continued)**

<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>	<b>Assignments</b>
Charles Spencer	Accountant	314-679-6868	FLP TOP Refunds (FSA-2722); FLP Debt Exposure Report; FLP DOJ Listings and Fees; Bankruptcy Notifications; RD (non-SFH) DCIA Processes; FLP Internal Administrative Offset (IAO) Reporting; FLP IAO Refund Notifications
Shanna Wakefield	Accountant	314-457-4027	

**E Program Reporting**

The following provides PRB address.

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

The following provides contact information for PRB.

<b>PRB</b>			
<b>Telephone Number 314-457-4310</b>			
<b>FAX Number 1-844-241-4641</b>			
<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>	<b>Assignments</b>
Debra Deters	Branch Chief	314-457-4307	
Jessica Ly	Lead Accountant	314-457-4319	County Information File
Timothy Orf	Lead Accountant	314-457-4256	RC 573, RC 593, RC 595, RC 597, RC 661
Jaemi Lovellette	Accountant	314-457-4321	RC 960/961; FSA-2585; FSA-2065, IRS Form 1098, IRS 1099-A
Raymond Metcalf	Accountant	314-457-4323	RC 531, RC 533, RC 534, RC 535, RC 540, RC 541, RC 565, RC 606, RC 655, RC 676, RC 830, RC 980/981; IRS Form 1099-G
Kendra Hill	Pathways Intern	314-679-6875	RC 542, RC 543, RC 547, RC 970/971; IRS Form 1099-C

**\*--5 RD Business Center Contacts (Continued)**

**F Disbursements Branch**

The following provides the Disbursements Branch address.

<b>Mailing Address</b>
USDA, RURAL DEVELOPMENT DISBURSEMENTS BRANCH, FC-1412 RD BUSINESS CENTER-FINANCE OFFICE 4300 GOODFELLOW BLVD ST. LOUIS, MO 63120

The following provides contact information for the Disbursements Branch.

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

<b>Disbursements Branch--*</b>		
<b>Main Line 314-457-4031</b>		
<b>ECM FAX Number 314-457-4371</b>		
<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>
Sharon Maull	Branch Chief	314-457-4146
***	***	***
Charles Butler	Accountant	314-457-4173
JoAnn Fults	Accountant	314-457-4025
Erin Greco	Accountant	314-679-6728
Donna Rogers	Accountant	314-457-4213
Seth Wheatley	Accountant	314-679-6677
Lisa Bray	Financial Specialist	314-457-4034
Cynthia McCarrell	Financial Specialist	314-457-4304
Curtis Hunt	Accounting Technician	314-457-4093
Kelly Oliver	Accounting Technician	314-457-4036

**G \*\*\* Collections Branch**

The following provides \*\*\* Collections Branch address.

<b>Mailing Address</b>
USDA/RURAL DEVELOPMENT *--RD BUSINESS CENTER, CB, FC-1411--* 4300 GOODFELLOW BLVD ST. LOUIS, MO. 63120-1703

**\*--5 RD Business Center Contacts (Continued)--\***

**G \* \* \* Collections Branch (Continued)**

The following provides contact information for the \* \* \* Collections Branch.

<b>* * * Collections Branch</b> <b>Main Line 314-457-4023</b> <b>ECM FAX Number 314-457-4370</b>			
<b>Name</b>	<b>Title</b>	<b>Telephone Number</b>	<b>State Assignment</b>
Candy Wall	Branch Chief	314-457-4017	
CeSandra Shumpert	Accountant Team Leader	314-457-4035	
Janet Pearson	Financial Specialist	314-457-4004	AL, AR, CT, DE, GA, HI, ID, IN, IA, LA, ME, MI, PA, RI
Nicole Loepker	Accountant	314-679-6624	AZ, NE, NV, NJ, NM, NC, ND, TN
BethAnn Willis	Accountant	314-457-4054	CO, MS, MO, NH, OR, SC, VT, WI, WY
Becky Crossin	Accountant	314-457-4033	AK, CA, FL, IL, KS, KY, MN, MT, OH, OK, SD, TX, UT, VI, WP, PR
Meghna Tanna	Accountant	314-457-6856	MD, MA, NY, VA, WA, WV
Julie Carlson	Accountant	314-457-4022	
William Shelton	Lockbox Accounting Technician	314-457-4019	
*--Obinwa Anugwo	Accounting Technician	314-457-4039	
Eddie Jones	Accounting Technician	314-457-4181--*	

**6-20 (Reserved)**



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.

Case Number	Date	PLAS 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.

The screenshot shows a web application interface for "SCIMS to PLAS Update". The title bar includes navigation links: Home, Catalog, Favorites, Dashboards, and New. The main content area is titled "USDA - FARM SERVICE AGENCY FARM LOAN PROGRAMS DATA MART SCIMS-PLAS Update Report".

Report Selection Criteria:

- Date: 3/16/2020
- Time: 9:20:55 AM
- State: (All Column Values)
- District: (All Column Values)
- Service Office: (All Column Values)

As of 03/10/2020

Report Selection: State (dropdown menu)

**Alabama**

Case Number	Date	PLAS Tran Code	(PLAS) Field	Borrower Information (P = PLAS, S = SCIMS)
01-060- [REDACTED]	03/10/2020	4C	NAME/ADDRESS	(P) [REDACTED], CHERRYLL [REDACTED] (S) [REDACTED], CHERRYLL C [REDACTED]

**Arkansas**

Case Number	Date	PLAS Tran Code	(PLAS) Field	Borrower Information (P = PLAS, S = SCIMS)
03-025- [REDACTED]	03/10/2020	4C	NAME/ADDRESS	(P) KOHL 373 WOOD LN VIOLA AR 72583 (S) [REDACTED], KOHL W 373 WOOD LN VIOLA, AR 72583
03-067- [REDACTED]	03/10/2020	4C	NAME/ADDRESS	(P) CHAN LAWRENCE : [REDACTED] (S) CHAN LAWRENCE G : [REDACTED]
03-069- [REDACTED]	03/10/2020	4C	NAME/ADDRESS	(P) [REDACTED]

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

--\*

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 RD Business Center. Users shall contact RD Business Center 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.

**50 GLS****A Purpose and Overview**

GLS was designed to account for all loan making and servicing activity for guaranteed loans. GLS is used to:

- track the processing of guaranteed loan applications, including obligation and loan closing
- process all loan servicing transactions, including interest assistance claims, transfers and assumptions, repurchases, reamortizations, and loss claims
- record guaranteed loan status and default status reports
- maintain lender information, including lender status
- obtain reports for monitoring the guaranteed loan portfolio.

The data entered into GLS is used to monitor individual loan accounts, as well as to provide reports to Congress, CR, Executive Branch, FSA senior management, and parties making FOIA requests. It is FSA's accounting tool for the Guaranteed Loan Program.

**B GLS User Assistance**

\*--For specific guidance, the GLS User Guide can be found by doing either of the following:

- logging in the GLS web site using required eAuthentication permissions and selecting "Help"
- selecting the GLS User Guide from the Farm Loan Programs Home Page.--\*

50 GLS (Continued)

**C Responsibility for Maintaining and Updating GLS**

\*--GCB is responsible for system upgrades. The National Office is responsible for user requirements, updates to accommodate regulatory and statutory changes, and other revisions as needed. County Office and GCB employees are responsible for data entry of customer--\* and loan information.

**D Security**

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

**E Important Calendar 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 GLS.

<b>Action</b>	<b>Date</b>	
<b>Loan Activity Cutoff</b> – the last day that loan activity dated in calendar year 2020 can be processed to be reflected on 2020 IRS forms.	Thursday, January 7, 2021	
<b>Transactions, Suspension, and Enabled Dates</b>		
<b>Transactions</b>	<b>Suspension Date</b>	<b>Enabled Date</b>
<ul style="list-style-type: none"> <li>• TC 4A</li> <li>• TC 4C</li> <li>• TC 4D</li> </ul> <p><b>Note:</b> Transactions for Debt Offset Collection, Refund, and Write-off maintenance <b>cannot</b> be processed during this period.</p>	December 31, 2020	January 13, 2021



**51 FOCUS****A Purpose and Overview**

FOCUS is an ad-hoc reporting system used by the National and State Offices for monitoring purposes. Users may choose to use “canned” reports or may prepare specific reports, as needed, using:

- direct loan data entered through ADPS
- application data entered in DLS.

**B User Assistance**

Refer to the USDA FOCUS Ad Hoc Reporting System Manual – Field Office User’s Manual for guidance. The User’s Manual may be obtained by ordering Item 257 from the Kansas City Warehouse.

**C Training**

State Office employees shall submit requests for training, through SED, to either of the following:

- USDA FSA DAFLP  
STOP 0520  
1400 INDEPENDENCE AVE SW  
WASHINGTON DC 20250-0520
- FAX: 202-690-3573

**D Security**

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

**52 ADPS****A Purpose**

ADPS is a terminal application system that allows users to process FLP accounting transactions and view borrower or acquired property information. ADPS connects users \*--located at State and County Offices to FaSB, GCB, and PLAS. Authorized users shall--\* enter and use information in ADPS for both loan making and servicing purposes.

**B Overview**

ADPS is used to:

- manuscript select transactions and analyze and correct those transactions if rejected from PLAS (discrepancies)
- view a borrower's loan status information, which lists the following:
  - unpaid balances of existing direct loans along with basic information about each loan
  - cross-reference data from throughout the nation
  - detailed history of transactions
- route selected ADPS-manuscripted or discrepancy transactions that are only processed by FaSB using special routing codes
- view received, processed, and corrected payment activity
- view acquired property information and detailed history of transactions processed for an acquired property.

**52 ADPS (Continued)****C ADPS Assistance**

ADPS Online Help is:

- a computer-based system that provides ADPS processing information in the form of online reference material (Reference) and pop-up windows
- accessed from the terminal screen.

The online material reference provides general information about ADPS transactions, definitions, and code values for all short descriptions and mnemonics on transaction detail screens and status screens, discrepancy code definitions, and corrective actions. Pop-up windows provide information for pre-manuscripting validations and manuscript transactions.

For information on ADPS, contact the State Office Automation Coordinator or, if authorized, the Help Desk at 1-800-457-3642. The Help Desk will provide information, guidance, and technical assistance in resolving problems about ADPS operations.

**D Requesting Changes to the User Documentation**

To initiate a change to the user documentation, submit FmHA 2006-21 to the following.

USDA RURAL DEVELOPMENT  
USER DOCUMENTATION STAFF  
MAIL CODE 421  
\*--4300 GOODFELLOW BOULEVARD--\*  
ST LOUIS MO 63120

**52 ADPS (Continued)****E Maintaining Program Records**

\*--When submitting transaction information through ECM to FaSB and GCB, the authorized--\* agency official must retain the original documents, screen printouts, and transmittal letters. These will be filed in the case folder after verifying that the transaction has been processed.

ADPS screen printouts must be retained in position 2 of the case folder according to 32-AS retention requirements for the folder and its entire contents.

When applicable, users must access ADPS to determine that the selected transactions have been processed or rejected. Users must file processed transaction screens, correct discrepancies, and annotate the related source/input document with the corrected information. Users must generate screen printouts of all corrections and file them with the original input document.

**F Using “OK to Apply Codes”**

“OK to Apply Codes” are used to process a transaction or correct a discrepancy as required by the online assistance for processing transactions. The user shall file a copy of the screen printout to verify the use of an “OK to Apply Code”. Screen printouts will be retained in the case folder according to 32-AS retention requirements for the folder and its entire contents.

**G Processing Schedule**

Users must process transactions within 10 calendar days of the effective date. If a discrepancy occurs, the transaction must be corrected within 5 calendar days of the initial rejection date. An additional 15 calendar days are allowed for correcting discrepancies with a suspend code on the borrower account.

52 ADPS (Continued)

**H State Office Action**

SED shall ensure timely automation processing and that a County Office is at an acceptable level by:

- training at least 2 employees to process transactions
- processing ADPS transactions as of the effective date or the next workday thereafter
- using “Action Pending Codes” from Online Help when necessary to delay initial processing or make discrepancy corrections.

**I ADPS and DLS TC’s and Titles**

The following provides ADPS TC’s and titles.

TC	Title
1A <u>2/</u>	Direct or Guaranteed Loan - Obligation Only
1C <u>2/</u>	Check Request
1D <u>2/</u>	Cancellation of Loan/Grant - Obligation Only
1E <u>1/</u>	Check Cancellation - Obligation Retained

- \*--1/ Transactions processed by FaSB only.--\*
- 2/ Transactions processed through DLS to PLAS.

## 52 ADPS (Continued)

## I ADPS and DLS TC's and Titles (Continued)

TC	Title
1F <u>2/</u>	Loan Closing
1G	Credit Sale
1H	Cash Sale/Transfer - Acquired Property
1I	Judgment Cost
1J <u>1/</u>	Cancellation of Loan and/or Check
1K <u>1/</u>	Nonrecoverable Cost
1L/L1	Recoverable Loan Cost
1M <u>2/</u>	Assumption
1M <u>2/</u>	Consolidation
1M <u>2/</u>	Reamortization
1M <u>2/</u>	Reschedule
1O <u>1/</u>	Natural Resource Conservation Service Advance
1P <u>1/</u>	Insurance Charge
1R <u>1/</u>	Default Charge
1S	Lease of Real Property
1T	Correction of Statistical Information
1W <u>1/</u>	Loan Charge Adjustment
1X	Acquired Property Cost
1Y <u>1/</u>	Loan/Grant Cancellation - Obligation and Check
2A <u>1/</u>	Field Office Cash Collection - Initial Update
2B <u>1/</u>	Field Office Cash Collection - Subsequent Update
2C <u>1/</u>	Cash Uncollectible - Field Office Payment
2E <u>1/</u>	Cash Collection - Acquired Property or Lease Payment
2F <u>1/</u>	Reversal and Reapplication of Payment - Same Borrower
2R <u>1/</u>	Cash Collection Refund
2U <u>1/</u>	Reversal and Reapplication of Payment - Different Borrower
2W <u>1/</u>	Cash Uncollectible - Direct Payment
2X <u>1/</u>	Direct Payment Cash Collection - Initial Update
2Y <u>1/</u>	Direct Payment Cash Collection - Subsequent Update
2Z <u>1/</u>	Reapplication - Correct Payment Type
3B	Notice of Judgment
3C <u>1/</u>	Default Credit

\*--1/ Transactions processed by FaSB and GCB.--\*

2/ Transactions processed through DLS to PLAS.

## 52 ADPS (Continued)

## I ADPS and DLS TC's and Titles (Continued)

TC	Title
3E	Acquisition - Property
3F <u>1/</u>	Employee Defalcation
3G <u>1/</u>	Noncash Credit - Administrative Adjustment
3H <u>2/</u>	Conservation Contract
3K	Debt Settlement
3L	Writeoff Lease Account
3N <u>1/</u>	Noncash Application - Assumption Agreement
3O <u>1/</u>	Equity Receivable Amortization - Shared Appreciation Loan
3P <u>1/</u>	Noncash Credit - 3 <sup>rd</sup> Party Judgment
3Q	Net Recovery Buyout/SFH Equity Recapture
3Q <u>2/</u>	Market Value Buyout
3R	Shared Appreciation Writedown
3T	Notice of 3 <sup>rd</sup> Party Judgment
3V <u>2/</u>	Equity Receivable - Full Sale
3V <u>2/</u>	Equity Receivable - Maturity
3V <u>2/</u>	Equity Receivable - Maturity With Partial Sale
3V <u>2/</u>	Equity Receivable - Partial Sale
3Y	Acquired Property - Conservation Easement
4A <u>2/</u>	Loan Transfer
4A <u>2/</u>	Manage Case Number - Loan
4C <u>1/</u>	Change in Name and Address
4D <u>2/</u>	Customer Transfer
4D <u>2/</u>	Manage Case Number - Customer
4E <u>1/</u>	Replacement of Interim Instruments - Amortized/Bond Accounts
4F <u>1/</u>	Change in Loan Number
4G <u>1/</u>	Assumption Agreement - Same Rates and Terms
4J <u>1/</u>	Focal Interest Adjustment
4K <u>1/</u>	Reopen Closed Property/Lease Account
4K/K4	Reopen Closed Borrower/Holder/Equity Account - Establish Settlement Code
4L <u>1/</u>	Correction of Annual Installments
4M <u>1/</u>	Maturing of Account
4N <u>1/</u>	Acceleration of a Borrower Account
4O <u>1/</u>	Deceleration of a Borrower Account

\*-1/ Transactions processed by FaSB and GCB.--\*

2/ Transactions processed through DLS to PLAS.

52 ADPS (Continued)

I ADPS and DLS TC's and Titles (Continued)

TC	Title
4P <u>1</u> /	Schedule Status Adjustment
4Q <u>1</u> /	Loan Bond Installments
4R <u>1</u> /	Adjustment of Bond Installments
4S <u>1</u> /	Miscellaneous Adjustments
4U <u>1</u> /	Reestablish Loan Account - Name and Address
5A	Case Reclassification - Collection Only to Active
5B	Case Reclassification - Active to Collection Only
5C <u>1</u> /	Change in Kind Code
5D	Change in Veteran Status - to Veteran
5E <u>1</u> /	Establish Suspend Code
5F <u>2</u> /	Remove Suspend Code
5G <u>2</u> /	Add Customer Flag
5H <u>2</u> /	Remove Customer Flag
5J <u>1</u> /	Change Purchase Code
5K	Change in Veteran Status - to Nonveteran
5L	Acquired Property Maintenance
5M	Change in Race/Type of Applicant/Collateral/Acceleration Date/Training Code and Dates
5N	Change in Statistical Codes
5Q <u>1</u> /	Correction of Association/Bond/Document/Payment Code
5R <u>1</u> /	File Adjustment

\*--1/ Transactions processed by FaSB only.--\*  
2/ Transactions processed through DLS to PLAS.



**169 FMMI (Continued)****C Requesting FMMI Access**

\*--Request access to FMMI according to the following.

**New FMMI users are required to complete the FMMI Quiz – Introduction to FMMI-PLCE Policies course which is available in AgLearn.**

- Before submitting paperwork to the National Office, employee logs into the FMMI url portal at <https://portal.fms.usda.gov> to register for an account. Account holder will see their name listed on the page; however, no roles will be displayed until the ASA FMMI Security Team has approved the user access request.
- Using encrypted e-mail procedures, submit the following documents to [ann.smith2@usda.gov](mailto:ann.smith2@usda.gov):
  - copy of FMMI quiz certificate--\*
  - completed and signed:
    - FSA-13-A
    - FM1, which is obtained from the contact listed in subparagraph 161 C.

Once the required documents are received, the National Office will process a user access request through the FMMI portal. NFC Security completes the user access request and notifies the employee when full FMMI-PLCE access is granted.

**D Unlocking a FMMI Account**

Employees whose accounts are administratively locked due to the 30-day inactivity guidelines are required to log a Remedy ticket on the FBC ServiceNow site – Financial Management/Systems at <https://usdafpacbc.servicenowservices.com/fpac>.--\*

170 Correcting or Changing FMMI Transactions

**A Modifying or Canceling a Financial Commitment (ZMY)**

State Office shall see the **FMMI Document Chain Report** to confirm the status of the financial commitment ZMY transaction or invoice TY requiring modification.

**Note:** If making a vendor change, a new purchase order and ZMY transaction is required. The original ZMY must be modified in FMMI to reflect a \$0.00 line item amount.

To initiate a modification or cancellation of an obligation, the County Office will submit FSA-2126 to the PLCE monitor for processing in FMMI. Contracting officers should be informed of any modification or cancellations of contractual requests.

The process for modifications or cancellations of current FY obligations is as follows.

Document Status Action	Document Status Action
Obligation (ZMY) with No Disbursement.	Obligation Modification/Obligation Change.
Obligation (ZMY) with Partial Disbursement.	Obligation Modification/Obligation Change.  If changing amount, new line amount may not go below available balance.
Obligation (ZMY) with Full Disbursement of All Line Items.	Obligation Modification to reflect amount actually paid.
Invoice TY with No Treasury Activity.	Pre-Payment Modification/Invoice Change.
Invoice TY <b>with</b> Treasury-in-Transit (TI) or TC.	Post-Payment Modification.

Additional guidance is located in the FMMI User Guide.

**B Correcting PLCE Transactions on Discrepancy**

Although FMMI has any number of checks and balances to ensure accurate transactions, errors occasionally happen. If there is a problem with the FMMI to PLAS backfeed of a recoverable cost item, the 1L, 1X, or 1Y will sit on the discrepancy with no notification to the County Office that the discrepancy exists.

Using the PLAS Transaction Manager in DLS, recoverable PLCE charges should be monitored to confirm the charge is applied to a borrower’s account or inventory property within 30 to 45 calendar days from the date of the FMMI TY transaction. If a County Offices notices a PLCE charge on discrepancy, the **only** way to correct that discrepancy is **\*--through FMMI using the Post Payment Adjustment process.** The RD Business Center does not have the authority to alter PLCE transactions.

If the charge is not found using DLS, County Offices are advised to access NITC/ADPS to research a possible issue with the PLAS to DLS backfeed of PLCE cost items. If a problem is found, the PLCE monitor should be contacted for additional assistance. Do not contact the RD Business Center unless directed by the National Office.--\*

**171 Stopping, Canceling, or Replacing Payments and Requesting Emergency Payments  
(Continued)****D Canceling U.S. Treasury Check**

When cancelling a U.S. Treasury check issued for a PLCE vendor payment that was **not** issued for an emergency check the County Office or PLCE Monitor will mail the check directly back to Treasury using the following address:

Department of the Treasury  
Philadelphia Regional Finance Center  
P.O. Box 51320  
Philadelphia, PA 19154

**Note:** Do not use FedEx, UPS, or similar mailing method.

From Treasury, the funds are returned to NFC. NFC will cancel the invoice and notify BOB of the cancellation. BOB will then e-mail the State Office to cancel the obligation in FMMI. Both the invoice and obligation cancellations will be back-fed through ADPS to the borrower's account.

If the U.S. Treasury check needing to be cancelled **was** issued for an **emergency check**, the check and FSA-2072 will be mailed to:

USDA/Rural Development  
\* \* \* Collections Branch  
4300 Goodfellow Boulevard, FC 1411  
St. Louis, MO 63120

The \* \* \* Collections Branch will provide the cancellation information to BOB. BOB will manually input the cancellation in to FMMI and will notify the State Office of the cancellation. Upon notification of the cancellation, the State PLCE Monitor will ensure the obligation is cancelled in FMMI.

**171 Stopping, Canceling, or Replacing Payments and Requesting Emergency Payments (Continued)****E Canceling Non-U.S. Treasury Check**

**Do not** send personal checks or third party checks back to Treasury.

Along with a completed and signed FSA-2072 for the transaction being cancelled, the third-party or personal check for full or partial refund will be sent to:

USDA/Rural Development  
\* \* \* Collections Branch  
4300 Goodfellow Boulevard, FC-1411  
St. Louis, MO 63120

The \* \* \* Collections Branch will then provide the information to BOB to manually input the cancellation into FMMI. BOB will notify the State Office of the cancellation so the State Office can cancel the obligation in FMMI.

**F Requesting an Emergency Check**

Using the ACCP payment term on the TY document works as quickly as an emergency check request and is the preferred method of processing emergency check requests.

Emergency checks will **not** be requested for items covered by DLS workflows, such as UCC renewals. Field Offices should request assistance through the normal PLCE process at least **21 days in advance** of the UCC deadline to ensure time payment is received. Using the ACCP payment term on the invoice should be used in these instances; See the FMMI User Guide for guidance on processing an invoice under ACCP terms.

Emergency check requests should be a rarity and used **only** in emergency situations, such as:

- an unexpected foreclosure sale, U.S. Marshal's sale or similar
- delinquent real estate taxes
- FMMI system issue or other problem affecting the ability to process a timely TY document.

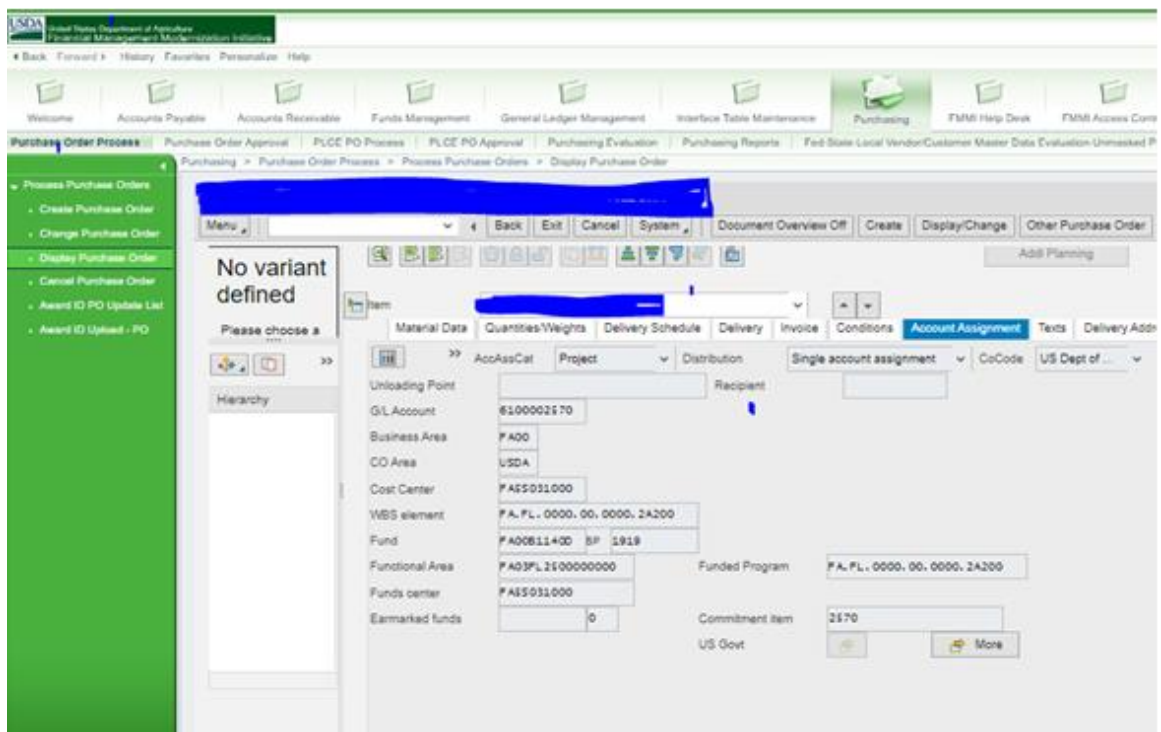
171 Stopping, Canceling, or Replacing Payments and Requesting Emergency Payments (Continued)

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 the RD Business Center--\*
- FAX the completed FSA-2126, completed FSA-2172, Document Chain Report, and a print screen of fund and treasury symbol information shown within the Accounts Assignment tab for the ZMY to the Direct Loan Division at ECM FAX number 314-457-4539

The following is an example of the account assignment screen.



Instructions for obtaining information from the account’s assignment tab within FMFI:

- Select Purchasing > Purchase Order Process
- Select Display Purchase Order > Other Purchase Order tab
- Enter ZMY document in the field
- Select Item Detail tab > Accounts Assignment tab
- Take screen print of the information to be included with the emergency check request.

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

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

- \*--send an e-mail to **all 5** of the following notifying them of the emergency check request
  - Joseph Council - **joseph.council@usda.gov**
  - Samuel Kayser - **samuel.kayser@usda.gov**
  - Antoinette Taylor - **antoinette.taylor@usda.gov**
  - Amanda Metzger – **amanda.metzger@usda.gov**
  - Ryan Loewe – **ryan.loewe@usda.gov**--\*
  
- send copies of FSA-2126, the FSA-2172 documents, Document Chain Report, and screen print of the account’s assignment information to BOB at **RD.NFAOC.BOB-PLCE@STL.USDA.GOV** for the manual input of the check request into FMMI:--\*

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 Delegations of Authority (Continued)

## Forms (Continued)

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

**Note:** SF-1449 is available on GSA's form web site at [www.gsa.gov/portal/forms/type/TOP](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, 40-44, 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



## 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, RD Business Center	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, RD Business Center	5, 41, 52
FAR	Federal Acquisitions Regulation	141, 161, 162, 165, 166, Ex. 2, 61
FBC	Farm Production and Conservation Business Center	Text
FCAO	Farm Credit Applications Office	49
FHP	Farm and Home Plan	Ex. 5
FLOTRACK	Farm Loan Officer Trainee Tracking System	25
FLPRA	Farm Loan Programs Risk Assessment	401-403, 443, Ex. 36
FmHA	Farmers Home Administration	52, Ex. 5
FMMI	Financial Management Modernization Initiative	161-171
FPAC	Farm Production and Conservation	161, 163, 168
FPDS-NG	Federal Procurement Data System -New Generation	168
GCB	Guaranteed Commercial Branch, Servicing Office	5, 50, 52
IAS	Integrated Acquisition System	168, Ex. 21-22
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
OA	Office of Adjudication	41
OTI	Opportunity to Improve Plan	25
PAC	Program Authority Code	163, 166, 168
POA	Policy Oversight and Accountability	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
PLV	potential liquidation value	142, Ex. 40
POAD	Program Operations and Appraisals Division	Text, Ex. 40
PPA	Post payment adjustment	161
PRB	Programs Report Branch, RD Business Center	5
PVND	Term in the FMMI User Guide representing the creation of a vendor record	165
RCN	replacement cost new	Ex. 51
REO	real estate owned	Ex. 40
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. 40-44, 64, 69
TC	transaction code	46, 49, 50, 52, 164, 169

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

### A E-Mail Recipients

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

### B E-Mail Subject

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

### C E-Mail Attachment

The e-mail attachment shall:

- include the following information for the primary borrower:
  - name and 12-digit account number (State and county code and SSN/TIN)
  - complete residence address
  - race
  - gender
  - ethnicity (Hispanic or not Hispanic)
  - youth loan only (yes or N/A)
- include the following information for **all liable parties**:
  - name
  - SSN
  - race
  - gender
  - ethnicity (Hispanic or not Hispanic)
- include prior review history including the following information:
  - previously cleared for acceleration by memo or e-mail on (specific date)
  - case review (specific date) and returned for additional servicing
- include prior civil rights complaint information, including complaint number if known.

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

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

**C E-Mail Attachment (Continued)**

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

**FLP Rates**

**A Interest Rates for FLP’s**

\*--The following provides interest rates for FLP’s as of February 1, 2021.--\*

<b>Loan Type</b>	<b>Current Rate (%)</b>	<b>Date Set</b>
<b>Loans Currently Made</b>		
Emergency – Amount of Actual Loss	2.375	1/1/21
Farm Ownership and Conservation Loans	*--2.625	2/1/21--*
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	2/1/21--*
Indian Land Acquisition	5.000	2/1/91
Operating	1.375	1/1/21
Operating – Limited Resource	5.000	12/1/90
Operating – Microloan – “Special Interest Rate”	5.000	2/7/14
Shared Appreciation Amortization	*--1.625	2/1/21--*
<b>Interest Rates for Servicing Loans no Longer Being Made</b>		
Apple Loans	0.250	1/1/21
Association – Grazing	*--2.625	2/1/21
Association – Irrigation and Drainage	2.625	2/1/21--*
Economic Emergency – Operating	1.375	1/1/21
Economic Emergency – Real Estate	*--2.625	2/1/21--*
Emergency – Annual Production	4.625	1/1/21
Emergency – Major Adjustment: Subtitle A Purpose (Excess of Loss)	*--4.375	2/1/21--*
Emergency – Major Adjustment: Subtitle B Purpose (Excess of Loss)	4.625	1/1/21
Recreation – Individual	*--2.625	2/1/21--*
Rural Housing – Farm Loan Purposes		
<b>Note:</b> For the current interest rate, contact the National Office.		
Softwood Timber Loans	*--2.625	2/1/21
Soil and Water	2.625	2/1/21--*
Soil and Water – Limited Resource	5.000	7/1/92
<b>Other Loans</b>		
Nonprogram – Chattel Property	4.625	1/1/21
Nonprogram – Real Property	*--4.375	2/1/21--*

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.

Treasury Rates	Current Rate (%)	Date Set
90-Day Treasury Bill	0.125	6/1/20
Treasury Judgment Rate (see Note)	0.100	1/1/21

**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 January 5, 2021**. The actual judgment rate is the rate for the **calendar--\*** **week** preceding the date the defendant becomes liable for interest. Access the Federal Reserve website <https://www.federalreserve.gov/datadownload/Choose.aspx?rel=H15> for the weekly average 1-year CMT yield.

**C Historical 90-Day Treasury Bill Rates**

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

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

List of Available Reports (Continued)

A Farm Loan Programs Data Mart (Continued)

12 PLAS Reports

The following are the available PLAS Reports.

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

**List of Available Reports (Continued)**

**B GLS**

**1 Application Reports**

The following are the available Application Reports.

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

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