

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

General Program Administration
1-FLP (Revision 1)

Amendment 236

Approved by: Deputy Administrator, Farm Loan Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 4 C through E, 5 C, and 161 C have been amended to update contact information.

Subparagraph 41 J has been amended to remove the reference to Exhibit 13.5.

Subparagraph 43 B has been amended to update reporting information for debarment and suspension.

Subparagraphs 44 B and 47 B and Exhibits 5 and 36 have been amended to remove references to FSA-2212.

Subparagraph 49 C has been amended to add guidance on submitting a remedy ticket for corrections to DLS transactions.

Subparagraphs 49 E, 50 E, and 52 K have been amended to provide important calendar year-end dates.

Subparagraph 52 I has been added to provide instruction on requesting corrections to borrower information in ADPS.

Paragraph 62 has been added to include guidance concerning FLP dishonored remittances.

Subparagraphs 146 A and 147 B have been amended to remove the requirement to upload delegation of authority documents to NATS.

Subparagraphs 161 B and 167 A have been amended to add a reference to Exhibit 20.

Subparagraphs 165 A and 167 A and G and Exhibit 44 have been amended to add reference to UEI number.

Subparagraphs 165 A and 167 G have been amended to add a resource for SAM records searches.

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

Subparagraph 171 F has been amended to change an email address.

Exhibit 5 has been amended to add a reference to FSA-2211.

Exhibit 12 has been amended to remove the reference to “USDA Settlement Agreement (Women and Hispanic)”.

Exhibit 13 has been amended to remove references to “USDA Settlement Agreement (Women and Hispanic)” and Exhibit 13.5.

Exhibit 13.5 has been withdrawn because programmatic reviews for this settlement have been completed.

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	3-10.5, 3-10.6	13.5, pages 1-4 (remove)
	3-11, 3-12	36, pages 31, 32
	3-20.9, 3-20.10	44, pages 11, 12
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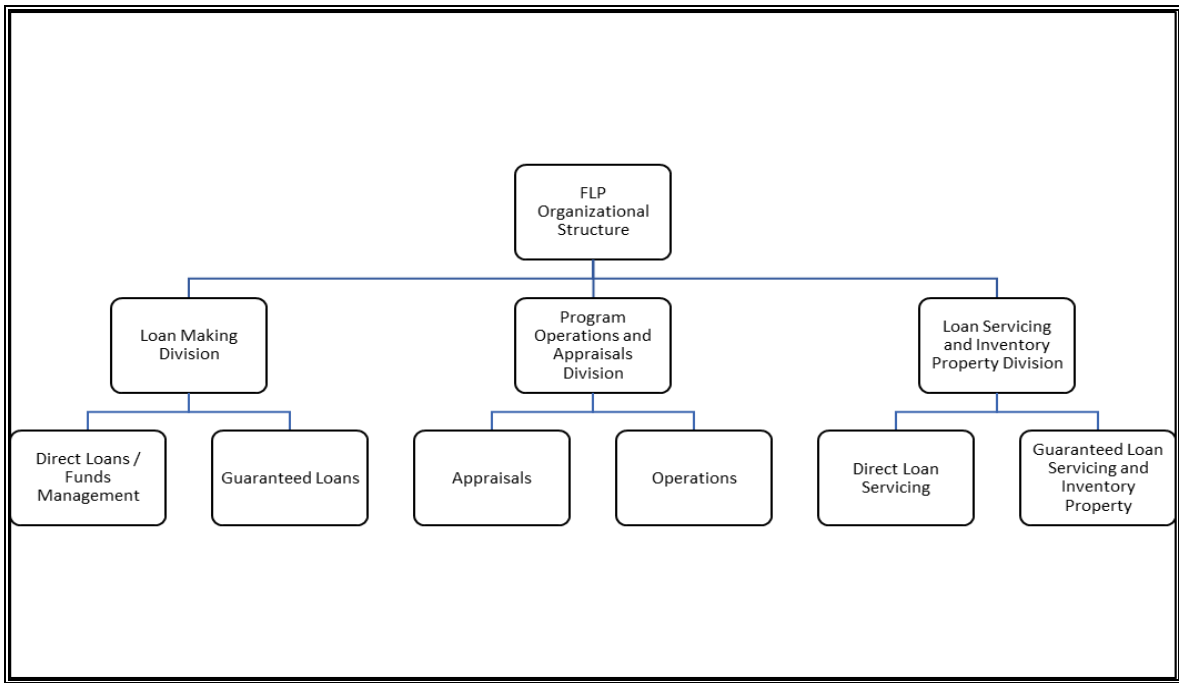
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4 FLP Organizational Structure

A National Office FLP Organizational Structure

The following is the National Office FLP organizational structure.



B Contacts for the Office of the Deputy Administrator

The following provides the address for the Office of the Deputy Administrator.

For USPS delivery	For FedEx or UPS delivery
USDA FSA DAFLP STOP 0520 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0520	USDA FSA DAFLP ROOM 3605 SOUTH BUILDING 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0520

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

The following provides names, titles, and telephone numbers for the Office of the Deputy Administrator.

Office of the Deputy Administrator		
Name	Title	Telephone Number
William Cobb	Deputy Administrator	202-720-4671
Melody Hinmon	Administrative Support Specialist	202-720-4671
Dana Richey	Assistant Deputy Administrator	202-260-8163
*--Abraham Atansuyi	Assistant to the Deputy Administrator	202-690-0756
Houston Bruck	Advisor to the Deputy Administrator	202-650-7874--*

4 FLP Organizational Structure (Continued)

C LMD Contacts

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

For USPS delivery	For FedEx or UPS delivery
USDA FSA DAFLP LMD STOP 0522 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0522	USDA FSA DAFLP LMD ROOM 3629 SOUTH BUILDING 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0522

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

Office of the Director		
Name	Title	Telephone Number/Address
James Jackson	Director	202-692-4940
Vacant	Deputy Director	
Faith Carter	Program Analyst	202-692-5255
Mike Moore	Assistant to the Director	202-690-0651
Adriana Aguilar	Loan Specialist – Innovation	
Direct Loan Making and Funds Management Branch		
Raenata Walker-Cohen	Branch Chief	202-205-0682
Matthew Christian	Senior Loan Officer	423-788-2007
--Darlene Canlas--	Senior Loan Officer	202-401-9143
Md Mutaleb	Senior Loan Officer	202-720-3168
Ann Smith	Senior Loan Officer	202-720-1656
Branigan Snyder	Senior Loan Officer	202-690-0214
Jennifer Thompson	Senior Loan Officer	202-720-8474
Robert White	Senior Loan Officer	*--202-720-2559
Kimberly Eilerman	Senior Loan Officer	202-619-8519--*
Guaranteed Loan Making Branch		
Vacant	Branch Chief	
Steve Ford	Senior Loan Officer	202-304-7932
Matthew Henderson	Senior Loan Officer	202-720-5847
Nicole Massey	Senior Loan Officer	202-401-0143

4 FLP Organizational Structure (Continued)

D POAD Contacts

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

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

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

Office of the Director		
Name	Title	Telephone Number/Address
--Vacant--	Director	* * *
Niki Chavez	Deputy Director	202-690-6129
Cynthia Pawlikowski	Assistant to the Director	202-720-0900
Jennifer Ranke	Data Analyst	207-990-9132
Appraisals Branch		
Donald Howard	Branch Chief	503-404-1131
Midwest Region		
Steven Glonek	Supervisory Review Appraiser States Covered: IA, IL, IN, MI, MN, MO, and WI	608-662-4422 Ext. 159
Scott Anderson	Staff Appraiser States Supported: IL	309-164-1486 Milan USDA Service Center 3020 1 st Ave. E Milan, IL 61264
Cavin Joesting	Staff Appraiser States Supported: MO	573-876-9468 * * *

4 FLP Organizational Structure (Continued)

D POAD Contacts (Continued)

Appraisals Branch		
<i>Midwest Region</i>		
Name	Title	Telephone Number/Address
Dennis Judkins	Staff Appraiser States Supported: IA	515-331-8455 or 515-254-1540 Ext. 8455 * * *
Anthony Payne	Staff Appraiser States Supported: IN and *--MI--*	317-295-5950 Indiana State Office *--5981 Lakeside Blvd.--* Indianapolis, IN 46278
Terrence Smith	Staff Appraiser States Supported: MN, ND, and SD	507-405-3674 * * *
<i>Northeast Region</i>		
Sherry Hulsey	Supervisory Review Appraiser States Covered: CT, DE, KY, MA, ME, MD, NH, NJ, NY, *--OH, PA, RI, VA, VT,--* and WV	270-524-5631 Ext. 108 * * *
--Jeff Williams	East Review Appraiser	423-775-2272--
James Fisher	Staff Appraiser *--States Supported: MA, ME, NH, NJ, NY, OH, RI, and VT--*	614-255-2456 * * *
Timothy More	Staff Appraiser States Supported: PA	*--724-269-5260--*

4 FLP Organizational Structure (Continued)

D POAD Contacts (Continued)

Appraisals Branch		
<i>Southeast Region</i>		
Name	Title	Telephone Number/Address
Robert Fleming	Supervisory Review Appraiser States Covered: AL, AR, FL/VI, GA, LA, MS, NC, PR, SC, and TN	803-696-3410
Thomas Dellinger	Staff Appraiser States Supported: AR and NC	828-737-0128
Thomas King	Staff Appraiser States Supported: LA and MS	662-270-4317 Starkville USDA Service Center 510 Highway 25 North, Suite 1 Starkville, MS 39759
Phillip Parmer	Staff Appraiser *--States Supported: AL and TN--*	256-773-6541 Hartselle USDA Service Center 3120 Highway 36 West Hartselle AL 35640
George Pless	Staff Appraiser States Supported: AR and NC	704-680-3540 Salisbury USDA Service Center 2727 B Old Concord Road Salisbury, NC 28146
Lloyd Richardson II	Staff Appraiser *--States Supported: FL, GA,--* SC, and VI	843-773-3851
Juan Soto	Staff Appraiser States Supported: PR	787-294-1615

4 FLP Organizational Structure (Continued)

D POAD Contacts (Continued)

Appraisals Branch		
<i>West Region</i>		
Name	Title	Telephone Number/Address
Michael Glynn	Supervisory Review Appraiser States Covered: AK, AZ, CA, CO, HI, ID, KS, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, and WY	979-680-5255 *--Texas FSA State Office--* 2405 Texas Ave S College Station, TX 77840
Karen Peterson	West Review Appraiser States Supported: AK, CA, HI, OR, and WA	360-488-4858
David Hansen	Staff Appraiser States Supported: CO, ID, MT, NV, UT, and WY	801-524-4533 Utah State Office 125 South State Street, Rm 3202 Salt Lake City, UT 84138
Chad Rudd	Staff Appraiser States Supported: AZ, NM, OK, and TX	580-540-3924 Enid USDA Service Center 1216 W. Willow Road, Ste. C Enid, OK 73703
John Wurdeman	Staff Appraiser States Supported: NE	*--402-437-5623--*

4 FLP Organizational Structure (Continued)

D POAD Contacts (Continued)

Operations Branch		
Name	Title	Telephone Number/Address
Fernando Pineiro	Branch Chief	202-720-2558
Linda Baldwin	Program Analyst	202-720-5489
Jennifer Haley	Program Analyst	202-720-9898
Shwe Htee	Program Assistant	202-690-2549
Tracy Jones	Agricultural Loan and Grants Program Specialist	202-720-6771
Kristina Martorano	Program Analyst	202-690-2517
*--Lora Morris	Program Analyst	202-692-4912
Kim Nguyen	Program Analyst	314-607-6395
Kimberly Paulson	Program Analyst	701-893-2239--*
Marquita Peoples	Program Analyst	202-720-8320
Brian Rueckl	Senior Loan Officer	920-845-3014
Franklin Timothy Storey	Senior Loan Officer	*--931-967-2521, Ext. 106--*
Gretchen Thomas	National Office FLP Training Coordinator	205-650-3373

4 FLP Organizational Structure (Continued)

E LSPMD Contacts

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

For USPS delivery	For FedEx or UPS delivery
USDA FSA DAFLP LSPMD STOP 0523 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0523	USDA FSA DAFLP LSPMD ROOM 3627 SOUTH BUILDING 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0523

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

Office of the Director		
Name	Title	Telephone Number
--Carolyn Estrada	Director	202-690-1560--
J. Lee Nault	Deputy Director	202-720-6834
Sheila Oellrich	Assistant to the Director	202-720-2990
--Sharilyn Hashimoto	Assistant to the Director for IT	202-720-2743--
Andrews Kurtenbach	Loan Specialist	202-692-4946
Direct Loan Servicing Branch e-mail SM.FSA.DCWa2.AdmException or adminexception@usda.gov e-mail SM.FSA.DCWa7.DirectLoans or fsa-directloans@usda.gov		
Bruce Mair	Branch Chief	202-720-1645
Mary Durkin	Senior Loan Officer	202-720-1658
Susan (Sue) Eilertson	Program Analyst	202 690-9142
* * *	* * *	* * *
Tracy Hidde	Senior Loan Officer	202-720-5319
* * *	* * *	* * *
Jacqueline King	Program Analyst	202-720-2820
Janet Kramer	Senior Loan Officer	785-336-3543 Ext. 125
David Sullivan	Senior Loan Officer	202-690-0648

5 RD Business Center Contacts (Continued)

C Guaranteed Loan Servicing

*--The following provides the Guaranteed Loan Servicing email address.

For Guaranteed Loan System Requests
Guaranteed Commercial Branch Email Address: sm.rd.so.gcb@usda.gov

The following provides names and contact information for the Guaranteed Commercial Branch.

Guaranteed Commercial Branch Branch Email: sm.rd.so.gcb@usda.gov--* Main Line 314-457-6402 ECM Fax Number 314-457-4539			
Name	Title	Telephone Number	Assignments
Sharon Sachs	Branch Chief	314-679-6804	
Michael Rendulic	Management and Program Analyst	413-253-4328	
* * *	* * *	* * *	* * *
Monique Kelly	FSA Lead Accountant	314-457-4103	MN, NY, WV
Madeline Bedwell	Accountant	314-457-4036	AR, CO, IA, LA, OK, OR, TN
Mary Jordan	Accounting Technician	314-679-6831	AZ, CA, 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 *--ECM Contact--*	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.

For USPS Delivery	For FedEx or UPS Delivery
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.

DCIB Telephone Number 314-679-6870 ECM FAX Number 314-457-4478 FAX Number 844-587-2958 DCIB E-Mail Address: RD.NFAOC.DCIB@STL.USDA.GOV			
Name	Title	Telephone Number	Assignments
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

41 Nondiscrimination in FLP (Continued)

I 2008 Farm Bill Acceleration and Foreclosure Moratorium (Continued)

[7 CFR 766.358(d)]A borrower is considered to be in foreclosure status under this section anytime after acceleration of the account.

A borrower is considered to be at the point of foreclosure any time **after** acceleration.

The borrower will be notified of the temporary moratorium of interest accrual and offset by SED, or State Office designee, using FSA-2120 with a courtesy copy FAXed to FaSB according to subparagraph 5 B.

Note: The offset is **not** canceled, but only temporarily suspended until the claim is resolved.

FaSB will update the borrower's account to suspend interest accrual and offset activity.

[7 CFR 766.358(e)]The moratorium will end on the earlier of:

- (1) The date the program discrimination claim is resolved by USDA or**
- (2) The date that a court of competent jurisdiction renders a final decision on the program discrimination claim if the borrower appeals the decision of USDA.**

FSA-2121 will be used by SED, or State Office designee, to inform the borrower that the moratorium has ended. FaSB will be FAXed a courtesy copy and notified by separate correspondence of the requirements of any Settlement Agreement about interest accrual and offsets.

If FSA prevails, the suspended interest will be reinstated and interest accrual and offsets will immediately resume.

41 Nondiscrimination in FLP (Continued)

J Obtaining Civil Rights Clearance Before Acceleration

State Offices must contact the National Office for civil rights filing clearance before acceleration. Under no circumstance will FSA accelerate an account with an accepted civil rights complaint.

- See 5-FLP, subparagraph 533 B for requirements which must be met prior to submitting an account for civil rights filing clearance.
- See Exhibit 12 for an outline of the process to complete the civil rights filing clearance.
- See Exhibit 13 for information to be included in email to the National Office of civil rights clearance.

* * *

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 in 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 ***--at <https://sam.gov/content/home>**. It is not necessary to create an account to search the Excluded Parties List System database. However, users may establish access through their government-issued LincPass if they choose. On the SAM Home Page, CLICK “Search” then select “Entity Information” under the “All Domains” link. On the Search Records Screen, CLICK “Exclusions” and enter the name or UEI number of the person or entity being checked for exclusion.

A second search feature is available in **SAM.gov** to obtain a CSV datafile, which contains all names of vendors on the Federal debarment list. Filters can be applied to the columns to enable users to obtain the information specific to their region.--*

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:

- *--debarments are in 2 CFR Part 180, Subparts F and H, and 2 CFR Part 417, Subpart H
- suspensions 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-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.

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

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

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

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

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

Note: CFR citations refer to Departmental regulations.

B Applicant and Lender Certification

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

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

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

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.

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.

49 DLS (Continued)

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.

--If DLS has incorrect information or is limiting action to be completed, State and County Office employees must submit a remedy ticket requesting corrections. This applies to the DLS functions only and not to accounting type changes. Accounting changes will be made following the guidance in subparagraph 52 I.--

D Security

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

--E Important Calendar Year 2022 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	
Loan Activity Cutoff – the last day that loan activity dated in calendar year 2022 can be processed to be reflected on FSA-2065 for 2022 and related IRS forms	Friday, January 6, 2023--*	
Transactions, Suspension, and Enabled Dates		
Transactions	Suspension Date	Enabled Date
<ul style="list-style-type: none"> • TC 4A • TC 4D • SCIMS to PLAS data upload to create TC 4C <p>Notes: MIDAS CRM data must be entered by December 29, 2022, to generate TC 4C on December 30, 2022.--*</p> <p>Until TC 4A and TC 4D are enabled, do not use the following DLS sections:</p> <ul style="list-style-type: none"> • Transfer and Assumption • Manage case number under Customer Management. 	*--December 30, 2022	January 11, 2023--*

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 2022 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.

Action	Date	
Loan Activity Cutoff – the last day that loan activity dated in calendar year 2022 can be processed to be reflected on 2022 IRS forms.	Friday, January 6, 2023--*	
Transactions, Suspension, and Enabled Dates		
Transactions	Suspension Date	Enabled Date
<ul style="list-style-type: none"> • TC 4A • TC 4C • TC 4D <p>Note: Transactions for Debt Offset Collection, Refund, and Write-off maintenance cannot be processed during this period.</p>	*--December 30, 2022	January 11, 2023--*

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 Requesting Corrections to ADPS Records**

RDBCSO maintains the accounting system in ADPS for all farm loans. When corrections are needed to loan information, the request is submitted to RDBCSO. Servicing offices will prepare FSA-2446 and submit to the State Office account coordinator. The State Office account coordinator will verify the request and send the completed form, by FAX to ECM, to RDBCSO for account adjustments and/or corrections.--*

J 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)

J 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)

J 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 rd Party Judgment
3Q	Net Recovery Buyout/SFH Equity Recapture
3Q <u>2/</u>	Market Value Buyout
3R	Shared Appreciation Writedown
3T	Notice of 3 rd 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)

J 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.

52 ADPS (Continued)

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

TC	Title
5S <u>1/</u>	Record Debt Set-Aside
5S <u>2/</u>	Record Disaster Set-Aside
5T <u>1/</u>	Reverse Debt Set-Aside
5T <u>2/</u>	Cancel Disaster Set-Aside
5W <u>2/</u>	Record Loan Deferral
5X <u>1/</u>	Reverse Loan Deferral Expiration/Cancellation
5Y <u>2/</u>	Cancel Loan Deferral
8H <u>1/</u>	Split/Combine Loans - Account Status
8M	Limited Resource Loan Review
8N	Record Borrower/Loan Classification Data
8P	Acquired Property - Subdivision
8R <u>2/</u>	Interest Rate Adjustment
9E	Suspend Code - Acquired Property
9G <u>2/</u>	Change in Borrower/Property Mail Code

1/ Transactions processed by FaSB only.

2/ Transactions processed through DLS to PLAS.

52 ADPS (Continued)

--K Important Calendar 2022 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 ADPS.

Action		Date
Loan Activity Cutoff – the last day that *--loan activity dated in calendar year 2022 can be processed to be reflected on FSA-2065 for 2022 and related IRS forms.		Friday, January 6, 2023--*
Availability of ADPS Terminals		
Holiday Schedule: Terminals available until 3 p.m. c.t. because of the holiday		*--Friday, December 23, 2022 (no update) Friday, December 30, 2022 (3 p.m. c.t. cutoff)
Transaction Processing: Terminals will be available to provide additional time for initial transaction entry and discrepancy correction before preparing the Annual Statements.		Saturday, December 3, 2022 Saturday, December 10, 2022 Saturday, December 17, 2022 Terminals available from 6 a.m. to 3 p.m. c.t.
Loan Activity Cutoff: Transactions processed through the terminals before the Loan Activity Cutoff will be reported for *--2022.--*		Friday, January 6, 2023--* Terminals available from 6 a.m. to 7 p.m. c.t.
Transaction suspension/Enabled Dates		
Transactions	Suspension Date	Enabled Date
TC 4A TC 4C TC 4D TC 4F TC 4G TC K4	*--December 30, 2022	January 11, 2023--*

60 Interest Rates**A Interest Rates for Direct Loans**

[7 CFR 761.9] Interest rates for all direct loans are set in accordance with the Act. A copy of the current interest rates may be obtained in any Agency Office.

Note: See Exhibit 17 for current interest rates.

61 FLP Debt Reporting to Credit Bureaus**A Reporting for FSA Direct Loans**

All FSA direct FLP loans are reported to commercial credit bureaus (Dun and Bradstreet, Experian, and Equifax) by DCIB on a quarterly basis. The process is performed every January, April, July, and October around the 25th of the month.

Borrowers' current loan status is reported. Borrowers are reported as delinquent if 90 calendar days past due. The following table provides the credit bureaus current activity status codes.

Code	Explanation
A	Current
B	Delinquent
C	In Default
E	Contested
F	In Liquidation
G	Foreclosure Started
H	Foreclosed
I	Repossessed Collateral
J	Written Off
K	Settled
L	Paid in Full
M	Paid in Full/Was Collection
N	Paid in Full/Written Off
O	Paid in Full/Was Repossession
P	Cannot be located
Q	Written Off/Closed-Out or Discharged
R	Other

B Reporting for FSA Guaranteed Loans

FSA guaranteed loan information reported on both FSA-2248 and FSA-2241 is transmitted monthly to commercial credit bureaus. See 2-FLP, Exhibit 15.4 for more details.

*--62 FLP Dishonored Remittances

A Search Options

[7 CFR 761.11] The Agency will charge a fee for payment transactions which are dishonored by their financial institution.

The fee amount will be \$25 for each dishonored payment. A receivable will be established in NRRS. The following are 2 options to search for a dishonored check fee receivable in NRRS:

- search by receivable/bill by selecting “Check Number” in the “Reference Type” drop-down list and entering the remittance ID number in the “Reference Number” field

Search for a Receivable/Bill

Search By Receivable/Bill

ID:

Reference Type:

Reference Number:

- search by customer’s tax ID and tax ID type and the date range if there are more than 50 receivables created for that customer.

Search for a Receivable/Bill

Search By Receivable/Bill

ID:

Reference Type:

Reference Number:

Search By Customer

Tax ID:

Tax ID Type:

Creation Date From: To:

--*

***--62 FLP Dishonored Remittances (Continued)**

B County Office Action

After receipt of notifications of a dishonored payment, the County Office will complete the following actions as outlined in 64-FI, subparagraph 45 B.

Step	Action
1	Notify the payer by telephone and confirm by letter that a replacement remittance is due immediately, and must be 1 of the following: <ul style="list-style-type: none"> • debit card • certified or cashier’s check • money order.
2	Take the necessary steps to secure collateral or other property affected by the dishonored check. When notified a check is dishonored: <ul style="list-style-type: none"> • immediately take steps to prevent removal of loan collateral or other property based on the dishonored check • for insufficient funds or no account, establish safeguards to prevent the removal of collateral or other property based on other uncertified checks from the same person or organization.

--*

63-100 (Reserved)

145 Appraiser Qualifications

A Chattel Appraisals

*--Chattel appraisals may be completed by an FSA employee or vendor appraiser.

FSA employees must have delegated chattel appraisal authority from SED according to subparagraph 146 A.

FSA vendor appraisers must:--*

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

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

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

B Real Estate Vendor Appraisers

Vendor appraisers must:

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

C POAD, Appraisals Branch Staff Appraisers

POAD, Appraisals Branch staff appraisers are FSA employees who are responsible for real estate appraisals and technical real estate appraisal reviews. The staff appraiser must have a certified general real estate license or be fulfilling the training requirements in subparagraph 146 B.

A staff appraiser may have other responsibilities that include but are not limited to:

- developing and providing training to FLP staff to obtain administrative appraisal review and chattel appraisal delegation
- performing duties as a supervisor appraiser and/or mentor to an appraiser trainee.--*

146 Appraiser Training Requirements

A Obtaining/Maintaining Chattel Appraisal and Chattel Administrative Review Authority

To obtain the delegation, employees are required to:

- take the appropriate training to obtain initial chattel appraisal and administrative review authority
- demonstrate, to SED's or designee's satisfaction, sufficient experience and training.

Employees with delegated authority for chattel appraisals and chattel appraisal administrative reviews must complete continuing education courses every 3 years.

SED may contact POAD, Appraisals Branch to help develop a customized training plan for their State for initial delegations and continuing education. See subparagraphs 147 C and D for more information about training plan and training material.

* * *

147 Training Requirements for Performing Real Estate Administrative Appraisal Reviews**A State Responsibility**

State Offices are responsible for ensuring adequate number of employees are trained and available to perform administrative appraisal reviews.

B Obtaining/Maintaining Real Estate Administrative Appraisal Review Authority

To obtain the delegation, employees are required to:

- take the appropriate training to obtain administrative appraisal review authority
- demonstrate, to SED's or designee's satisfaction, sufficient experience and training.

Delegated authority for real estate administrative appraisal reviews requires continuing education to be completed every 3 years.

SED may contact POAD, Appraisals Branch to help develop a customized training plan for their State for initial delegations and continuing education.

* * *

C Training Plan

The POAD, Appraisals Branch will contact the States within the regions during the 1st quarter of each FY to establish a training plan for the State's FLP staff. The training plan for each region for the FY will be published by the end of the 1st quarter on the training page of Appraisals Branch SharePoint site under the following link:

<https://usdagcc.sharepoint.com/sites/FSA-POAD-AB>.

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

***--D Training Material**

Currently available training modules can be found by clicking the training dropdown in the left navigation pane on the Appraisal SharePoint site at <https://usdagcc.sharepoint.com/sites/FSA-POAD-AB>.

In addition, the AgLearn course titled “Administrative Appraisal Review” is required training for all employees receiving administrative appraisal review authority and should be taken as a prerequisite to Administrative Appraisal Review Training. The “Administrative Appraisal Review” course can be located in the “Find Learning” section in AgLearn.--*

Part 7 PLCE's**161 Overview****A Purpose**

This part describes procedures for:

- the PLCE budget process and proper use of PLCE funds
- establishing required primary roles, responsibilities, eligible employees, training requirements and delegations of authority for processing PLCE transactions
- processing PLCE requests at the County and State Office levels
- what to do when there is a concern about vendor payments
- handling return checks and cancelling a PLCE transaction.

B Program Authority

--Exhibit 20 provides information on proper invoices according to FAR.--

Exhibit 21 provides information on transactional roles, responsibilities, required training, eligible employees for each primary role, and required delegations of authority separate from Exhibit 7.

Exhibit 22 provides information for accessing IAS for new users.

Exhibit 23 provides information on creating IQ-Program Loan Cost Fund Requisitions in IAS.

Exhibit 24 is used to request ARMP delegation from Farm Production and Conservation Business Center, Acquisitions Division, Policy, Oversight and Accountability Branch (FBC, AD, POA) and includes ARMP guidance for making micropurchases.

Exhibit 25 provides program authorities to request PLCE services or pay bills related to a borrower or inventory property account. If a State needs program authority for a cost item not listed in Exhibit 25, SED must send an email to the appropriate point of contact according to subparagraph C.

Part 6 provides guidance for real estate and chattel appraisals.

161 Overview (Continued)

B Program Authority (Continued)

The FMMI User Guide:

- shall be used in conjunction with this part
- is located on the DAFLP Intranet website for software guides at <https://inside.fsa.usda.gov/program-areas/daflp/software-manuals/index>.

For IAS and general contractual acquisition guidance, see FPAC Procurement Operating Procedures (POP), online IAS User Guides, and FAR, which is accessible online at <https://www.acquisition.gov/?q=browsefar>.

Other source material relating to IAS transactions is found at <https://ias.usda.gov/guidance.html>.

C PLCE and FMMI Help Desk Information

The National Office is the first point of contact for all PLCE and FMMI related inquiries as follows.

Point of Contact for PLCE and FMMI Inquiries		
DATA Act Assistance	Ann Smith *--Md Mutaleb	ann.smith2@usda.gov *--md.mutaleb@usda.gov --*
FMMI Document Approvals	Ann Smith Md Mutaleb	
FMMI User Access	Ann Smith	
General FMMI or PLCE Inquiries	Ann Smith Md Mutaleb	
Lost Vendor Payments	Ann Smith Md Mutaleb	
PLCE Funding	Md Mutaleb Ann Smith	* * *
Vendor Record Inquiries (FMMI or SAM)	Ann Smith Md Mutaleb--*	

Matters unable to be resolved at the primary contact level will be expedited to the appropriate FMMI Help Desk Team.

Questions related to technical aspects of farm real estate appraisals and chattel appraisals will be directed to the State APOC as provided in Part 6. The commitment and payment of PLCE funds related to appraisal requests are handled according to this subparagraph.

165 Obtaining PLCE Items

A SAM

All vendors subject to micropurchase or contractual procurement processes are required to register in SAM, which is located online at <https://sam.gov/content/home>.

SAM registration is the vendor's responsibility, and Agency personnel should not assist in the process. Approved SAM registrations automatically flow into the FMMI system to create the FMMI vendor record and FMMI vendor ID. The PLCE Monitor needs only the vendor's *--DUNS or UEI number to locate the vendor record in the FMMI system.

Notes: Vendor searches can be processed through the FedDataCheck application. FedDataCheck is a free resource that provides Contractual Responsibility Assessment Reports before award of agreements.--*

Using the FMMI PVND process for a SAM vendor is not allowed. If a potential vendor refuses to register in SAM, then that service provider may not be used as a PLCE vendor until a SAM registration is complete and a FMMI vendor record created.

The only permitted exceptions to SAM registration are:

- State and local government offices, including sheriff offices or other State or local law enforcement entity
- U.S. Marshal
- court-appointed trustees or other officers of the court
- current USDA employees.

SAM is **not** used for non-contractual PLCE vendors. PLCE non-contractual vendors are manually created in FMMI using FSA-2173. See Section 6 of the FMMI User Guide for step-by-step instructions.

Note: PLCE monitors, APOC's and/or ARMP's should maintain operational file according to 32-AS.

B Current Employees as Vendors

Employees should not act as a vendor on behalf of a loan applicant, borrower, or to care for an inventory property. DLS workflows should be used, maintained, and monitored for UCC filings and other needs. In the case where the borrower is responsible for the cost, if the borrower does not remit payment timely, FLM should proceed with initiating FSA-2128 for the cost item **no later than** 21 days before payment is needed.

Note: At no time may an employee pay for recoverable cost items. The PLCE monitor will ensure emergency check provisions are used for extremely time-sensitive PLCE's.

165 Obtaining PLCE Items (Continued)

C Former Employees as Vendors

For guidance on post-employment restrictions about using former FSA employees as PLCE vendors, see 3-PM, paragraph 139, and 18 U.S.C. 207. Additional post-employment information is available at <http://www.ethics.usda.gov/rules/postemployment.htm>.

Former FSA employees should contact the USDA ethics counselors for informal assistance with interpreting and applying the post-employment restrictions. FLP State Office staff also may contact the USDA ethics counselors for guidance before selecting a former FSA employee as a vendor, through the Administrative Officer or State Office ethics advisor. The *--Office of Ethics may be reached by e-mail at Ethics-FPC@oe.usda.gov.--*

SAM registration is **required** for all former employees when working in a vendor capacity.

See 3-PM, paragraph 131, for additional guidance about restrictions on outside employment and activities.

D Guidance for Electronic UCC Transactions

State Offices may set up accounts with the Secretary of State's office using a draw-down process to meet UCC electronic and central filing requirements. "R" funds are used for this purpose.

In States where the Office of the Secretary of State has decided to use credit card only transactions, the PLCE Monitor or ARMP should work with the Secretary of State to find an alternative method of payment. If there is no alternative payment option available, third party processors may be used to handle FLP UCC needs. Under 3-FLP, subparagraph 373 A, and 4-FLP, subparagraph 99 B, fees charged by third party processors are **charged to the loan applicant**.

If an error is made on UCC or other legal document, the cost of the correction is a non-recoverable item; "A" funding and the PAC code "2N5" are used. If UCC is being renewed for an account using recoverable "L", "R", or "S" funds, **separate** FMFI transactions will be processed for that specific UCC filing, also using '2N5.' Only when the borrower remits payment for an electronic UCC filing are the PAC codes '1NE' or '2NE' used.

E Refunding Credit Report Fees

When credit report fees are collected and deposited, and the credit report is never obtained, reimbursement to the applicant is **not** a PLCE function. Whenever money is transmitted successfully to the National Finance Center, the refund **must** come from the same office. County Offices shall submit a request for refund to their account technician who services their state according to paragraph 5.

166 Processing Routine Loan Account Maintenance “Non-contractual” PLCE’s (Continued)

G Workflow Process for Routine Loan Account Maintenance (“Non-Contractual”) Expenses (Continued)

*--

Step	With Invoice	Invoice Pending
5	PLCE request is parked and posted in FMMI creating a ZMY transaction, using the FMMI User Guide as reference.	PLCE request is parked and posted in FMMI creating a ZMY transaction, using the FMMI User Guide as reference.
6	After ZMY is posted, invoice is parked and posted in FMMI, creating a TY payment document as shown in the FMMI User Guide.	A copy of the budget-approved FSA-2128 and associated FMMI transaction documents are returned to the requesting office.
7	A copy of the approved and completed FSA-2128 and FMMI ZMY and TY transaction documents are returned to the requesting office for placement in file(s).	Once the County Office receives invoice, using the original FSA-2128, forwards invoice to the PLCE Monitor with a digitally signed request for payment.
8	End	Invoice is processed and posted in FMMI, creating a TY payment document as shown in the FMMI User Guide.
9		A copy of the completed FSA-2128 and FMMI TY invoice transaction document are returned to the requesting office for placement in file(s).
10		End

--*

167 Processing Micropurchase PLCE's

A Forms

The forms associated with PLCE micropurchases include.

- **FSA-2128** is required to initiate and pay **non-appraisal** micropurchase PLCE requests with a total cost at or below the micropurchase threshold limit of \$2,500.00 as described in subparagraph 163 C. Additional documents may be required depending upon what is needed and State procedure. TPOC's should contact their ARMP or Contracting Officer when guidance is needed.
- **FSA-2128** is also required to initiate and pay real estate and chattel appraisals products at or below the micropurchase threshold of \$10,000.00. Additional documentation may be required depending upon State procedure. TPOC's should contact their APOC, ARMP, or Contracting Officer when guidance is needed. FSA-2128 for appraisal products will be processed in NATS.

Note: Once a PLCE item exceeds the \$2,500.00 (non-appraisals) or \$10,000.00 (appraisal products) threshold, it must be handled according to paragraph 168, including after-award modifications requested by the vendor that raises the initial total of funds committed.

- **FSA-2172** is used for requesting Emergency PLCE vendor checks for non-appraisal micropurchases as described in subparagraph 170 G. Emergency checks for micropurchases are very rare and usually involve an emergency custodial livestock situation. Real estate and chattel appraisers are **never** paid using the Emergency PLCE payment process.

--Micropurchase vendors are required to submit an invoice according to the instructions in Exhibit 20. For appraisal products, the telephone number and UEI number are not-- required on the invoice as they will be available in the NATS Vendor profile. FSA-2171 is **not** used for micropurchases.

All vendors operating under this subpart must register in SAM. FSA-2173 is **not** used for or by micropurchase vendors. ARMP should contact the National Office in instances of one-time only vendors needed in emergency custodial situations.

Additional information about real estate and chattel appraisals is provided in Part 6.

167 Processing Micropurchase PLCE's (Continued)

G Workflow for PLCE Micropurchases

For ease of understanding the following workflow, the term ARMP is used exclusively. It is understood some States may use:

- an ARMP for all non-appraisal micropurchases;
- an APOC for all real estate and chattel appraisals;
- an ARMP for both appraisals and micropurchases; or
* * *
- a combination of ARMP and APOC * * *.

Insert the applicable position for your State wherever "ARMP" is used.

*--For those States having all FLO, FLM, and FLS/FLC designated as an ARMP, dual roles as TPOC and ARMP exist. If there is no separate TPOC in the office initiating the PLCE request, then FLO, FLM, or FLS/FLC will perform all TPOC duties in addition to all ARMP duties listed in the workflow.

Note: Exhibit 21 permits the PT to be designated as TPOC. ARMP responsibilities must be performed by ARMP and may not be re-delegated.

References to the completion of certain sections of FSA-2128 within the workflow are--* included to assist with understanding the micropurchase process. These references do not replace the form's posted instructions for completion.

ARMP's should see Exhibit 24 for additional guidance on making micropurchases.

167 Processing Micropurchase PLCE's (Continued)

G Workflow for PLCE Micropurchases (Continued)

The following table contains workflow steps for PLCE Micropurchases.

Step	Action
1	<p>Non-Appraisal: TPOC determines PLCE need and refers to Exhibit 25 for authorization and terms. TPOC completes FSA-2128, Part A, in its entirety. TPOC sends to ARMP, FSA-2128 and all other applicable documentation required by State instructions.</p> <p>Note: It is recommended that the TPOC include the PLCE Monitor in the electronic transmission of FSA-2128 to the ARMP if TPOC and ARMP are not the same person.</p> <p>Appraisal: TPOC completes FSA-2128, Part A and sends to APOC/ARMP, along with and all other applicable documentation required by Part 6.</p> <p>Note: NATS does not require TPOC signature.</p>
2	<p>ARMP/APOC conducts market research by telephone or email using the information provided by TPOC. Results of market research are recorded on FSA-2128.</p> <p>If market research establishes the PLCE as a micropurchase, ARMP/APOC will *--complete the assessment, confirm vendor eligibility in SAM and/or FedDataCheck, record the UEI number, and complete acknowledgements.--* ARMP/APOC digitally signs the authorization for the ZMY entry in FMMI and forwards FSA-2128 to the PLCE Monitor and the process continues in step 3.</p> <p>If the feedback from vendors indicates PLCE is a contractual purchase, ARMP will make a vendor recommendation or annotate on FSA-2128 that PLCE exceeds the ARMP's authority. ARMP/APOC will proceed using guidance in subparagraph 168 G; use of this flowchart is concluded.</p> <p>Note: ARMP/APOC does not make micropurchase or notify vendor of award at this step.</p>
3	<p>PLCE monitor receives and reviews FSA-2128 and complete Parts C and D. If inconsistencies or incorrect information are found, PLCE Monitor will work with TPOC and ARMP to resolve the matter.</p> <p>Note: In States or US Territories wanting to internally sub-allocate funding for appraisals to APOC, budget approval occurs with the PLCE Monitor only. There is no FMMI mechanism for sub-allocating beyond the PLCE Monitor level.</p>

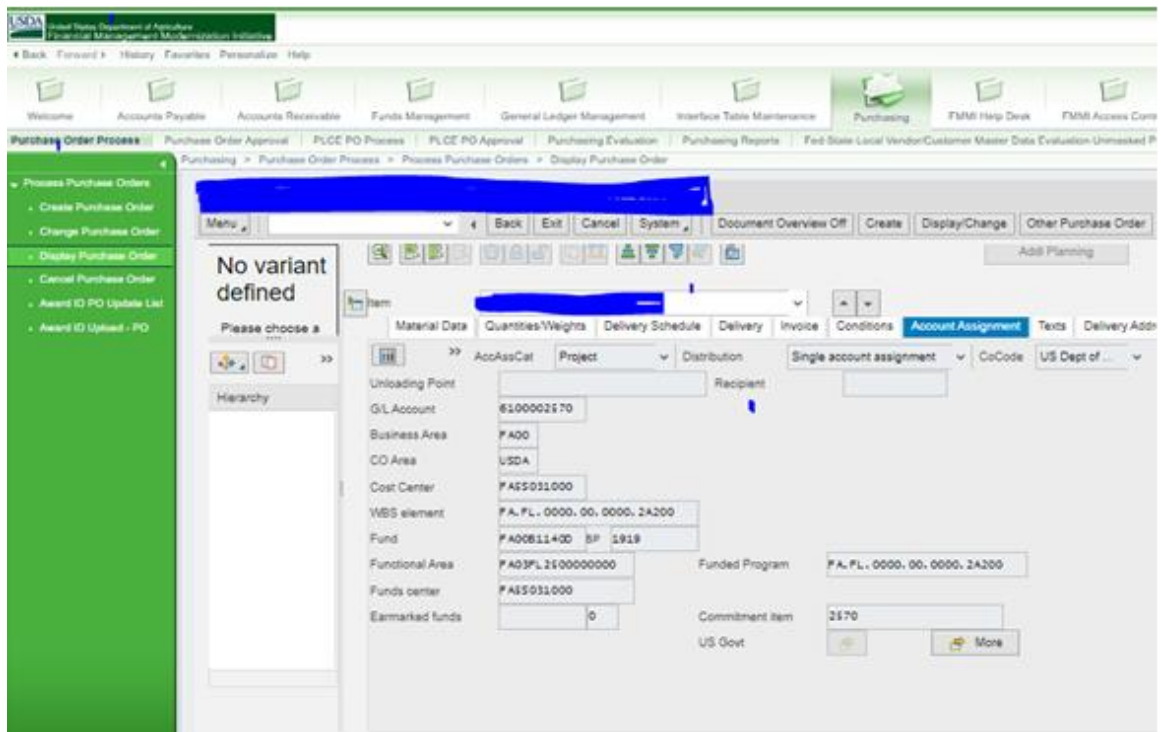
171 Stopping, Canceling, or Replacing Payments and Requesting Emergency Payments (Continued)

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-2128, 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 email to **all** 4 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**
 - Ryan Loewe – **ryan.loewe@usda.gov**.
- send copies of FSA-2128, the FSA-2172 documents, Document Chain Report, and screen print of the account's assignment information to BOB at ***--SM.RD.CFO.BOB.PLCE@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:

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

172-200 (Reserved)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists the required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
FLP4	FLPRA Annual Report	Annually	By February 1 each year	Required	403
FLP5	SBA Review Report	Annually	By October 31 each year	Not Required	103

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		Ex. 36
CCC-257	Schedule of Deposit		Ex. 36
FmHA 2006-21	Information Systems Management (ISM) Request for Changes to User Documentation		52
FD-258	Fingerprint Chart		Ex. 41, 42, 43, 44
Form-1004	Uniform Residential Appraisal Report (Fannie Mae)		Ex. 42
Form-1007	Square Foot Appraisal Form (RD or CoreLogic Marshall & Swift)		Ex. 41, 42
FSA-13-A	Data Security Access Authorization Form		53, 54, 56, 166, Ex. 36
FSA-137	Address Information Request		46
FSA-159	Request for Supplies, Forms, and/or Publications		Ex. 17
FSA-603	Collection Register for State and County Offices		Ex. 36
FSA-850	Environment Screening Worksheet		Ex. 36
FSA-851	Environmental Risk Survey Form		Ex. 36
FSA-858	Determining if a Wetland May Be Present		222
FSA-2001	Request for Direct Loan Assistance		44, 47, 48, Ex. 36
FSA-2028	Security Agreement		Ex. 36
FSA-2040	Agreement for Use of Proceeds and Security		262, 263, Ex. 7, 36
FSA-2045	Record of the Disposition of FSA Security/Release of Proceeds		Ex. 36
FSA-2065	Annual Statement Loan Account		5, 49, 52

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-2072	Cancellation of U.S. Treasury Check and/or Obligation		169
FSA-2101	DD FLP Oversight Report Guide		Ex. 36
FSA-2103	Direct Loan Making File Review Questionnaire		28
FSA-2104	Guaranteed Loan Making File Review Questionnaire		28
FSA-2119	Delinquent Borrower Servicing File Review Questionnaire		28
FSA-2120	Moratorium Notice		41
FSA-2121	Termination of Moratorium		41
FSA-2125	Farm Loan Program County Information File Changes		46, 444
FSA-2127	Request for CED FLP Loan Approval Authority		25
FSA-2128	Program Loan Cost Expense (PLCE) Request		Text
FSA-2129	Microloan Making File Review Questionnaire		28
FSA-2140	Deposit Agreement		101, 102, Ex. 36
FSA-2141	Interest-Bearing Deposit Agreement		102
FSA-2142	Statement of Deposits and Withdrawals		103, Ex. 36
FSA-2144	Designated Financial Institution Pledge of Collateral		102
FSA-2145	Demand for Withdrawal of Supervised Bank Account Funds		103
FSA-2150	Development Plan		122, 125
FSA-2153	Release by Claimants		122
FSA-2154	Release by Contractor		122
FSA-2155	Vendor Appraiser Registration		141
FSA-2160	Appraisal of Chattel Property		142
FSA-2165	Administrative Appraisal Review		143
FSA-2166	Technical Appraisal Review and Certification		143
FSA-2167	Administrative Appraisal Review for Chattel Appraisals		143
FSA-2171	Substitute Invoice		167, 169
FSA-2172	Request for Emergency Payment		169
FSA-2173	Program Loan Cost Expense (PLCE) Vendor Code Request		166, 167

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-2201	Lender's Agreement		43, 47
FSA-2211	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-2446	DLS/ADPS/GLS Account Correction		52
FSA-2510	Notice of Availability of Loan Servicing to Borrowers Who Are 90 Days Past Due		3
FSA-2512	Notice of Availability of Loan Servicing to Borrowers Who Are Current, Financially Distressed, or Less Than 90 Days Past Due		3
FSA-2514	Notice of Availability of Loan Servicing to Borrowers Who Are in Non-Monetary Default		3
FSA-2535	Conservation Contract		3
FSA-2543	Shared Appreciation Agreement		3
FSA-2544	Request for Information on Capital Improvements		Ex. 36
FSA-2545	Borrower Notification of Shared Appreciation Due		Ex. 36
FSA-2585	Acquisition or Abandonment of Secured Property		5
FSA-2721	List of Currently Not Collectible (CNC) Debts Eligible to be Referred to Treasury for Cross-Servicing		5
FSA-2722	Update to TOP and Cross-Servicing Information		5

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

Forms (Continued)

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

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

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AASM	Application Authorization Security Management	Ex. 18
ACCP	accelerated payment	167, 171
ACIF	Agricultural Credit Insurance Fund	163
ACOR	Appraisal Compliance Oversight Review	143
AD, POAB	FBC, Acquisition Division, Policy, Oversight, and Accountability Branch	161
ADR	alternative dispute resolution	42
AMC	appraisal management company	141
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
AQB	Appraisal Qualification Board	146
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
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
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. 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
FLPIDS	Farm Loan Programs Information Delivery System	56
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
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
NATS	National Appraisal Tracking System	Text
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
RDBC SO	Rural Development Business Center Servicing Office	52
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
SRA	supervisory review appraiser	4, 141-143
TC	transaction code	46, 49, 50, 52, 164, 169

Reports, Forms, Abbreviations, and Delegations 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
UEI	unique entity identifier	43, 164, 167, Ex. 44
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)

Redelegations of Authority (Continued)

Authority	Redelegate 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.

Forms List (Continued)

B Forms (Continued)

Old Form Number	New Form Number	Title	Date Made Obsolete
RD 1955-47	FSA-2596	Bill of Sale "A" (Sale of Government Property)	
RD 1955-49	FSA-2595	Quitclaim Deed	
FmHA 1955-50	FSA-2594	Advice of Inventory Property Sold	
FmHA 1955-62		Request for Contract Services for Custodial/Inventory Property or Program Services	12-31-07
RD 1956-1	FSA-2732	Debt Settlement Application (RD-1956-1 Application for Settlement of Indebtedness)	
FSA-1956-10	FSA-2733	Review, Certification and Recommendation on Debt Settlement Application	
FSA-1956-20	FSA-2720	Checklist for Currently Not Collectible Debt	
FSA-1956-21	FSA-2721	List of Currently Not Collectible (CNC) Debts Eligible to Be Referred to Treasury for Cross-Servicing	
FSA-1956-22	FSA-2722	Update to TOP and Cross-Servicing Information	
FmHA 1960-12		Financial and Production Farm Analysis Summary	12-31-07
FSA 1962-1	FSA-2040	*--Agreement For Use of Proceeds and Security--*	
FSA 1962-3	4-FLP, Exhibit 29	List of FmHA Borrowers	
FSA 1962-9	FSA-2450	Temporary Amendment of Consent to Payment of Proceeds From Sale of Farm Products	
RD 1962-20	FSA-2576	Notice of Judgment	
FSA-1962-21 and 1962-21A	FSA-2574	Confirmed reorganization plan worksheet and cancellation of unsecured debt	
RD 1965-8	FSA-2080	Release From Personal Liability	
FmHA 1965-11		Accelerated Repayment Agreement	12-31-07
FSA-1965-13	FSA-2489	Assumption Agreement (Farm Loan Programs)	
RD 1965-14		Proof of Claim of the United States of America (Individual)	12-31-07
FmHA 1965-15		Assumption Agreement	12-23-96

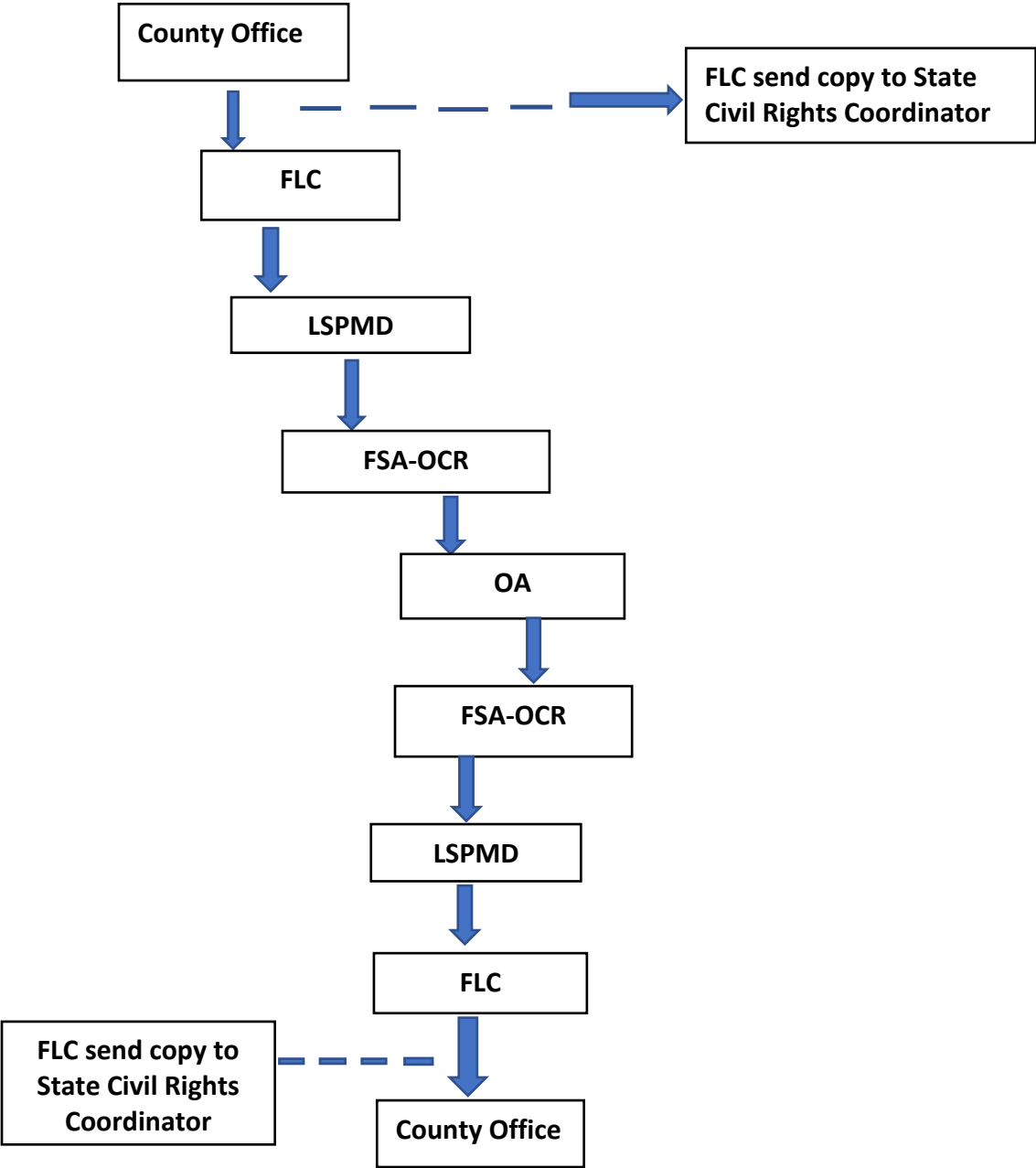
Forms List (Continued)

B Forms (Continued)

Old Form Number	New Form Number	Title	Date Made Obsolete
FSA-1980-01	FSA-2291	Lenders Processing Checklist	
FSA-1980-02	FSA-2292	Guaranteed Loan Processing Checklist	
FSA-1980-03	FSA-2293	Annual File Review Checklist for SEL and CLP Lenders	
FSA-1980-04		Annual File Review Checklist for PLP Lenders	12-31-07
FSA-1980-05	FSA-2294	Debt Writedown Review Checklist	
FSA-1980-06	FSA-2295	Guaranteed Estimated Loss Review Checklist for SEL and CLP Lenders	
FmHA 1980-07		Notification of Transfer and Assumption of a Guaranteed Loan	7-26-04
FSA-1980-07	FSA-2296	Guaranteed Loan Final Loss Review Checklist	
FSA 1980-15	FSA-2232	Conditional Commitment	6-8-07
RD 1980-19	FSA-2236	Guaranteed Loan Closing Report	
FSA-1980-22	FSA-2233	Lender Certification	
FSA-1980-24	FSA-2222	Request for Interest Assistance Payment	6-8-07
FSA-1980-25	FSA-2211	Application for Guarantee	
FSA-1980-26	FSA-2261	Report on Collection Activities on Liquidation Accounts	
FSA-1980-27	FSA-2235	Loan Guarantee	
FSA-1980-28	*--FSA-2211	Application for Guarantee--*	

Discrimination Complaint E-Mail Clearance System

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



--*

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

A E-Mail Recipients

FLC or designee shall provide an e-mail to the National Office at
--fsa-directloans@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).

* * *

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

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

D “Rejected Application File Reviews”

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

- borrower case file
- *--Direct Applications Report--*
- rejection letter.

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

DD FLP Oversight Review User Guide (Continued)

D Part A: Quarterly Review (Continued)

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

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

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

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

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5.6 Acceptance Criteria

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

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

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

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

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

5.7 Invoicing

5.7.1 Invoice Information

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

5.7.2 Invoice Approval

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

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5.7.3 Final Payment

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

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

The vendor will be required to update the SAM data annually. FSA cannot update a vendor's information in SAM. For guidance on updating SAM please see the help links on the SAM web site.

FSA will only be able to process the invoice when the appraisal is determined acceptable and the appraiser is properly registered in the SAM web site.

6. Delivery 2/

Vendor is expected to deliver to the APOC an appraisal report that meets FSA requirements by the accepted delivery date as stated in the Vendor's quote or authorized extension.

FSA has additional requirements related to appraisal report.

6.1 Report Type

Narrative appraisal reports are acceptable. However, form reports are acceptable as long as the report form is approved by FSA. For approval contact the APOC.

6.2 Report Content

The content of an appraisal report must be consistent with the intended use of the appraisal and, at a minimum meet industry standards.

In addition to industry standard reporting requirements, FSA requests that the appraisal report include the requirements as described by section 5.2.

6.2.1 Layout/Formatting

The report must be in portrait layout with an 8 1/2" x 11" page size. Font size of text will be 11 or larger. Photos, maps or diagrams should allow the user to clearly view the contents of the image including labels. Transmittal letter will be the first page; consecutive pages will be the cover page, Summary of Salient Facts or Executive Summary, Table of Contents and the body of the appraisal. All pages of the report other than transmittal letter and cover page will have page numbers.--*