

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>General Program Administration 1-FLP (Revision 1)</b>	<b>Amendment 265</b>
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**Approved by:** Deputy Administrator, Farm Loan Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 43 B has been amended to update references from SAM to DNP.

Subparagraph 48 F has been amended to update a paragraph reference.

Paragraph 53 has been amended to update to DNP.

Exhibit 15.5 has been added to include guidance on DNP policy and procedures.

Exhibit 15.6 has been added to include instructions on obtaining reports from DNP.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
1, 2	3-10.5, 3-10.6	1, pages 1-8
5, 6	3-25, 3-26	3, pages 1, 2 (remove)
	3-40.5, 3-40.6	15.5, pages 1-8 (add)
	3-41, 3-42	15.6, pages 1-4 (add) page 5 (add)



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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**

\*--The authorized agency official will 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:** Debarment and suspension lists will be obtained through the DNP portal. Specific guidance on using DNP is in paragraph 53.--\*

\* \* \*

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 with 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.





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

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

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

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

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

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

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

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

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

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

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

48 Credit Reports (Continued)

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

Applicants will be charged for reports according to the following.

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

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

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

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

\*--Applicants submitting applications through OLA have the option to pay their credit report fee online. OLA will determine the amount owed by the applicant based on applicant type and number of co-applicants.--\*

**I Recording Fees**

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

**J Processing Credit Report Fees**

\*--See 64-FI to process credit report fees.--\*

**K Payment of Invoices for Credit Reports**

The National Office will:

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

## A Overview

The DNP database is used to make informed decisions in the identification, mitigation, and elimination of improper payments. DNP provides innovative customer and data-driven solutions that reduce the improper payment footprint across federally funded and State-administered programs.

The DNP portal allows access to search the following databases to verify eligibility of the payment and award. Before issuing any payment and award, FSA will review, as appropriate, the following databases:

- Death Master File – death records maintained by SSA
- NAPHSIS Electronic Verification of Vital Events – Fact of Death
- American InfoSource Death Data – Obituary
- American InfoSource Death Data – Probate
- Credit Alert System or CAIVRS of the Department of Housing and Urban Development
- Department of Defense Death Data
- Department of State Death Data
- Office of Foreign Assets Control
- SAM Exclusion Records – Restricted
- SAM Entity Registration Records
- TOP - Debt Check.

See:

- Exhibit 15.5 for DNP overview, points of contact, and account access
- Exhibit 15.6 for searching the DNP database.--\*



\* \* \*

## **54 Farm Loan Programs Data Mart**

### **A Purpose and Overview**

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

### **B User Assistance**

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

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

### **C Security**

Authorized users may access the Farm Loan Programs Data Mart reporting system using their eAuthentication ID. New users can be requested by completing and submitting FSA-13-A according to appropriate IRM directives.

### **D Available Reports**

See Exhibit 18 for a list of available reports.

**\*--54.5 RDBCSO Reports**

**A Overview**

RDBCSO has discontinued mailing the FSA monthly, bi-monthly, quarterly, and annual reports. The reports are now encrypted, saved as PDF, and emailed to the **RD-SO-FSAREports@usda.gov** distribution list.

**B User Assistance**

For access to the reports, have the State SLR submit a CEC Digital Workplace ticket at <https://usdacts-myit.fed.onbmc.com/dwp/app/#/catalog> to request to be added to the **RD-SO-FSAREports@usda.gov** distribution list. If there are any questions, contact PRB at **RD.SO.BOSD.PRB@usda.gov** or 314-457-4310.

**C RDBCSO Reports and Descriptions**

The following tables provide the RDBCSO reports and descriptions that will be emailed to the **RD-SO-FSAREports@usda.gov** distribution list.

<b>FSA Monthly Reports</b>	<b>Description</b>
RC 542	Dwelling Retention Monthly Payment Status
RC 547A	Status Report of Conservation Easement Delinquent and Non-Delinquent Borrowers
RC 565A	Borrowers with Expiring Equity Recapture Agreements Borrower Detail
RC 565B	Borrowers with Expiring Equity Recapture Agreements State Summary - District Recap
RC 565D	Equity Recapture Receivables Past Due Borrower Detail
RC 565E	Equity Recapture Receivables Past Due State Summary - District Recap
RC 573H	Farm Credit Program Borrowers Refinanced Through Other Credit Sources
RC 593K	National Summary Farm Credit Programs Inventory Property Suitable to Surplus - Exception Report
RC 595A	Cash Receivable Due for Acquired Property Farm Credit Programs by State/County Code & District Code
RC 595C	Cash Receivable Due for Acquired Property Farm Credit Programs by State/County Code
RC 597A	Farm Credit Programs Inventory
RC 597B	Farm Credit Programs Inventory Lease Account Balances

<b>FSA Bi-Monthly Report</b>	<b>Description</b>
RC 531A	Report of Unclosed Loans

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## 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
FmHA 2006-21	Information Systems Management (ISM) Request for Changes to User Documentation		52
FD-258	Fingerprint Chart		Ex. 44
FSA-13-A	Data Security Access Authorization Form		54, 56
FSA-137	Address Information Request		46
FSA-159	Request for Supplies, Forms, and/or Publications		Ex. 5, 17
FSA-858	Determining if a Wetland May Be Present		222
FSA-2001	Request for Direct Loan Assistance		44, 47, 48
FSA-2025	Notice of Approval, Terms and Conditions and Borrower Responsibilities		3, Ex. 7
FSA-2026	Promissory Note		3
FSA-2028	Security Agreement		3, Ex. 44
FSA-2029	Mortgage/Deed of Trust		3
FSA-2040	Agreement for Use of Proceeds and Security		262, 263, Ex. 7
FSA-2043	Assignment of Proceeds from the Sale of Dairy Products and Release of Security Interest		3
FSA-2044	Assignment of Income from Real Estate Security		3
FSA-2065	Annual Statement Loan Account		5, 49, 52

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

## Forms (Continued)

Number	Title	Display Reference	Reference
FSA-2072	Cancellation of U.S. Treasury Check and/or Obligation		171
FSA-2103	Direct Loan Making File Review Questionnaire		28
FSA-2120	Moratorium Notice		41
FSA-2121	Termination of Moratorium		41
FSA-2127	Request for CED FLP Loan Approval Authority		25
FSA-2128	Program Loan Cost Expense (PLCE) Request		Text, Ex. 21, 23
FSA-2140	Deposit Agreement		3, 101, 102
FSA-2141	Interest-Bearing Deposit Agreement		102
FSA-2142	Statement of Deposits and Withdrawals		103
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, Ex. 44
FSA-2165	Administrative Appraisal Review		143, 167
FSA-2166	Technical Appraisal Review and Certification		143
FSA-2167	Administrative Appraisal Review for Chattel Appraisals		143, 167
FSA-2171	Substitute Invoice		166, 167, Ex. 20
FSA-2172	Request for Emergency Payment		166, 167, 171
FSA-2173	Program Loan Cost Expense (PLCE) Vendor Code Request		165-167



## 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
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-2301	Request for Youth Loan		44, 47, 48
FSA-2304	Notice of Incomplete Application		Ex. 7
FSA-2305	Second Notice of Incomplete Application		Ex. 7
FSA-2307	Notice of Complete Application		Ex. 7
FSA-2313	Notification of Loan Approval and Borrower Responsibilities		3, 202, Ex. 7
FSA-2314	Streamlined Request for Direct OL Assistance		48
FSA-2341	Certification of Attorney		43
FSA-2342	Certification of Title Insurance Company		43
FSA-2446	DLS/ADPS/GLS Account Correction		52
FSA-2465	Assignment, Acceptance, and Release (Wool and Mohair)		3
FSA-2489	Assumption Agreement		3
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-2570	Offer to Convey Security		3
FSA-2585	Acquisition or Abandonment of Secured Property		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, Ex. 18
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
OF-306	Declaration of Federal Employment		Ex. 44
OF-347	Order for Supplies and Services		161
SF-87	Fingerprint Chart		Ex. 44
SF-1449	Solicitation/Contract/Order for Commercial Items		161, 168

**Note:** SF-1449 is available on GSA's form website 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	164
ACOR	Appraisal Compliance Oversight Review	143, Ex. 2
AD, POAB	FBC, Acquisition Division, Policy, Oversight, and Accountability Branch	161, 162, 168
ADR	alternative dispute resolution	42
AMC	appraisal management company	141
ARMP	Agency Representative for Micro-Purchase	141, Part 7, Ex. 19-21, 24
ARRA	American Recovery and Reinvestment Act of 2009	164, 165, Ex. 16
APOC	Appraisal Point of Contact	Text, Ex. 2, 19-21, 40, 44, 64
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	165, 169
BP	Business Partner	5, 44, 46
BPA	blank purchase agreement	Ex. 24
CAFO	confined animal feed operation	Ex. 51, 52
CEC	Client Experience Center	54.5
CL	conservation loan	Text, Ex. 2, 16, 18

## 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
CNC	currently not collectible	41, 251, Ex. 5
CO	Contracting Officer	23, Ex. 44
CONACT	Consolidated Farm and Rural Development Act	1, 21, 29, 142, 251
CPA	Certified Public Accountant	Ex. 26
CRM	Customer Relationship Management	49
CSA	community supported agriculture	242, Ex. 28
DATA	Digital Accountability and Transparency Act	Part 7
DMB	Debt Management Branch, RD Business Center	5, 61
DNP	Do Not Pay	43, 53, Ex. 15.5, 15.6
ECM	Enterprise Content Management	5, 52, 171
eDALR\$	electronic Debt and Loan Restructuring System	Ex. 17
EIN	employee identification number	Ex. 15.6
FAIN	Federal Award Identification Number	162, 166, Ex. 21
FAR	Federal Acquisitions Regulation	141, 161, 163, 167, 168, Ex. 2, 21, 24
FBC	Farm Production and Conservation Business Center	161-163, 167, 168, Ex. 21
FHP	Farm and Home Plan	Ex. 5
FLB	Rural Development Farm Loan Branch	5, 41, 52, Ex. 18
FLOTRACK	Farm Loan Officer Trainee Tracking System	25
FLPIDS	Farm Loan Programs Information Delivery System	56
FLPRA	Farm Loan Programs Risk Assessment	28, 143, 401-403, Ex. 18
FmHA	Farmers Home Administration	52, Ex. 5
FMMI	Financial Management Modernization Initiative	Part 7, Ex. 19-23
FPAC	Farm Production and Conservation	22, 49, 161, 162, 168, 169, Ex. 2, 17
FPDS-NG	Federal Procurement Data System -New Generation	163, 168
GCB	Guaranteed Commercial Branch, Servicing Office	50, 52
IAS	Integrated Acquisition System	161, 163, 164, 168, Ex. 21-23
IRM	Information Resource Management	49-51, 54, 56
ITLAP	Indian Tribal Land Acquisition Program	2, Ex. 16
KZ	cancellation	171
LOA	Loan Analyst	23, 26, Ex. 7
LOC	line of credit	29, Ex. 16
LR	limited resource	261, 263, Ex. 16
LRA	Local Registration Authority	4
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	165, 222, 242, Ex. 2, 16
NAPHSIS	National Association for Public Health Statistics and Information Systems	53
NATS	National Appraisal Tracking System	Text, Ex. 19, 21
OA	Office of Adjudication	41
OAC1	Office of Adjudication and Compliance flag denoting acceptance of program discrimination complaint	41, Ex. 18
OLA	Online Loan Application	3, 48, 242
PAC	Program Authority Code	163, 165, 166, 168, Ex. 21, 25
POA	Policy Oversight and Accountability	161-163, 167
PCA	Production Credit Association	Ex. 18
PIID	Placeholder Procurement Identification Number	162, 168, Ex. 21
PLP	Preferred Lender Program	28, 29, 43, Ex. 5, 18
PLS	Primary Loan Servicing	25, 27, 28, 42, 144, Ex. 5, 18
PLV	potential liquidation value	142, Ex. 40
POAD	Program Operations and Appraisals Division	Text, Ex. 15.5, 21, 40
PRB	Programs Report Branch, RD Business Center	5, 54.5
PVND	Term in the FMMI User Guide representing the creation of a vendor record	165, 166
RCN	replacement cost new	Ex. 51-53
RDBCSO	Rural Development Business Center Servicing Office	52, 54.5
REO	real estate owned	Ex. 40
RRA	Regional Review Appraiser	4
SALP	Special Apple Loan Program	2
SAM	System for Award Management	53, 141, 161, 162, 165, 167, Ex. 20, 23, 44
SDMS	State Directives Management System	3, 103
SEL	standard eligible lender	25, 28, 43, Ex. 5, 18
SLR	Security Liaison Representative	54.5
SOW	Statement of Work	141-143, Ex. 2, 20, 40, 44, 64
SRA	supervisory review appraiser	141-143
TC	transaction code	46, 49, 50, 52, 165, 170, 171, Ex. 18

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	170, 171
TPOC	Technical Point of Contact	162, 163, 166-168, Ex. 19-21
TR	treasury reversal	171
TROR	Treasury Report on Receivables	5
TY	payment voucher transaction	162, 166-168, 170, 171, Ex. 21
UAAR	Uniform Agriculture Appraisal Report	142
UEI	unique entity identifier	165, 167, Ex. 44
USPAP	Uniform Standards of Professional Appraisals Practice	141-144, 146, 149, Ex. 2, 40, 64
WP	Western Pacific	5
YEA	year-end analysis	201, 251, 261-263, Ex. 18, 26
ZMY	Obligating document or purchase order created in FMML.	Part 7, Ex. 21, 23

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 refile lien instruments instead of subordinations	X	X	X		
• approve severance agreements	X	X	X		
• approve surface leases for farm property no longer in use (such as old barns) or for nonfarm purposes (such as wind turbines, communication towers, or other similar installations)	X	X	X		
• approve transfer and assumption	X	X	X		

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

Re delegations of Authority (Continued)

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

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

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

## **DNP Overview, Points of Contact, and Account Access**

### **A Overview**

[Executive Order 13520](#) of November 20, 2009, reduces improper payments by intensifying efforts to eliminate payment error, waste, fraud, and abuse in major programs administered by the Federal Government, while continuing to ensure that federal programs serve and provide access to their intended beneficiaries.

Executive Order 13520 directed agencies to review current pre-payment and pre-award procedures and ensure that a thorough review of available databases with relevant information on eligibility occurs before the release of any federal funds, to the extent permitted by law.

The DNP portal:

- facilitates multiple searches on various databases all at once, at no cost to the agencies
- has a quick turn-around time where matched results are available in the portal the next workday for adjudication
- results from payment integration are available after payment is issued and can be used for purposes of recapturing payments or identifying future improper payments
- helps to ensure the integrity of the Federal Government payment process
- results in greater oversight and transparency as it covers wider geographic areas because of the various data sources to be used
- enhances better collaborations at all levels of DNP hierarchy to ensure that checks and balances are executed
- permits greater accessibility, while keeping information up to date
- allows for better communication across agency spectrums
- helps to save on the time it will take to verify information through DNP versus the use of individual data sources
- returns the time saved as workhours to employees, resulting in increased productivity
- allows for flexibility.

**DNP Overview, Points of Contact, and Account Access (Continued)**

**A Overview (Continued)**

DNP is committed to providing:

- quality data
- more volume of data
- continuous system development
- cutting edge data analytics
- customized agency outreach.

**B DNP Points of Contact**

Authorized agency officials will contact their Local Security Administrator to obtain access and training to DNP before using the DNP application.

Field Office portal users will contact the State Office Local Security Administrators for assistance. State Office Local Security Administrators will contact their National Office Local Security Administrator or portal user.

Name	Title	Contact Information
Jennifer Thompson	Senior Loan Officer (LMD)	<a href="mailto:jennifer.thompson@usda.gov">jennifer.thompson@usda.gov</a> 202-720-8577
Ann Smith	Senior Loan Officer (LMD)	<a href="mailto:ann.smith2@usda.gov">ann.smith2@usda.gov</a> 202-720-1656
Branigan Snyder	Senior Loan Officer (LMD)	<a href="mailto:branigan.snyder@usda.gov">branigan.snyder@usda.gov</a> 202-690-0214
Susan Eilertson	Senior Loan Officer (LSPMD)	<a href="mailto:susan.eilertson@usda.gov">susan.eilertson@usda.gov</a> 202-690-9142
Jacqueline King	Program Analyst (LSPMD)	<a href="mailto:jacqueline.king@usda.gov">jacqueline.king@usda.gov</a> 202-720-2820
Tracy Jones	Agricultural Loan and Grants Program Specialist (POAD)	<a href="mailto:tracy.jones@usda.gov">tracy.jones@usda.gov</a> 202-720-6771
Marquita Peoples	Program Analyst (POAD)	<a href="mailto:marquita.peoples@usda.gov">marquita.peoples@usda.gov</a> 202-720-8320

**Note:** Additional training videos and instructions relating to Local Security Administrator and portal user roles are available at the link under “Resources” at <https://fiscal.treasury.gov/dnp/>.



## DNP Overview, Points of Contact, and Account Access (Continued)

### C Account Access

#### 1 Request to Create a New DNP Portal User or New DNP Local Security Administrator

- The Local Security Administrator sends an email to Marva Miles ([marva.miles@stls.frb.org](mailto:marva.miles@stls.frb.org)) with a copy to Kristofer Klette ([kristofer.klette@stls.frb.org](mailto:kristofer.klette@stls.frb.org)) and Jon Haehnel ([jon.haehnel@stls.frb.org](mailto:jon.haehnel@stls.frb.org)).
- Subject line of the email is “Create DNP Portal User – USDA FLP – [NAME OF NEW PORTAL USER]” or “Create DNP LSA – USDA FLP – [NAME OF NEW LSA]”.
- Body of the email must contain the following information for the new portal user or new Local Security Administrator.
  - a. Enrollment Type: Create
  - b. User Type – Indicate whether the user type is:
    - PORTAL USER [Can conduct searches]
    - Local Security Administrator [Cannot conduct searches]
  - c. Access Group – Indicate whether the access group is:
    - FLP National Office [USDA\_FLP\_NO]
    - FLP State Office [USDA\_FLP\_SO]
    - FLP Field Office [USDA\_FLP\_FO]
  - d. Legal First Name
  - e. Legal Last Name
  - f. Work Phone Number

**Note:** Personal phone numbers are not accepted.
  - g. Work Email Address

**Note:** Personal email addresses are not accepted.
- Marva Miles will prepare a PDF copy of the user enrollment form and email the form to the Local Security Administrator who submitted the original request or to the authorizing official or Primary Local Security Administrator who submitted the original request.

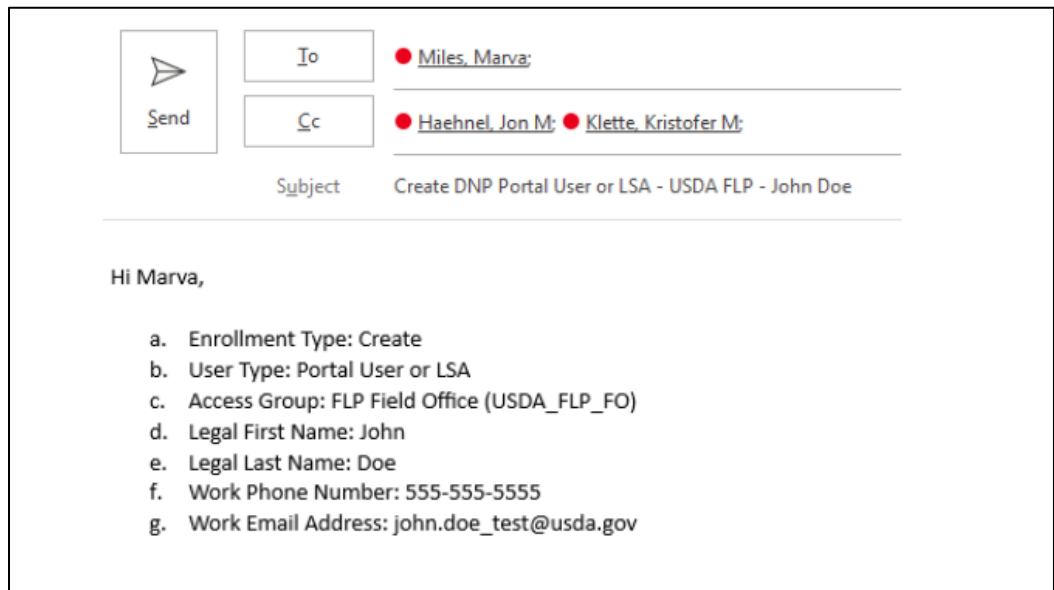
## DNP Overview, Points of Contact, and Account Access (Continued)

### C Account Access (Continued)

#### 1 Request to Create a New DNP Portal User or New DNP Local Security Administrator (Continued)

- The Local Security Administrator, authorizing official, or Primary Local Security Administrator must digitally or physically sign and date the PDF user enrollment form and email the form back to Marva Miles for processing.
- Marva Miles will process the form to create DNP portal access for the new DNP portal user or new DNP Local Security Administrator.

**Example:** Use the following email to create a new DNP portal user or Local Security Administrator.



## DNP Overview, Points of Contact, and Account Access (Continued)

### C Account Access (Continued)

#### 2 Request to Modify an Existing DNP Portal User or Existing DNP Local Security Administrator

- The Local Security Administrator sends an email to Marva Miles ([marva.miles@stls.frb.org](mailto:marva.miles@stls.frb.org)) with a copy to Kristofer Klette ([kristofer.klette@stls.frb.org](mailto:kristofer.klette@stls.frb.org)) and Jon Haehnel ([jon.haehnel@stls.frb.org](mailto:jon.haehnel@stls.frb.org)).
- Subject line of the email is “Modify DNP Portal User – USDA FLP – [NAME OF EXISTING PORTAL USER]” or “Modify DNP LSA – USDA FLP – [NAME OF EXISTING LSA]”.
- Body of the email must contain the following information for the existing portal user or existing Local Security Administrator.
  - a. Enrollment Type: Modify
  - b. User Type – Indicate whether the user type is:
    - PORTAL USER [Can conduct searches]
    - Local Security Administrator [Cannot conduct searches]
  - c. Existing Access Group – Indicate whether the access group is:
    - FLP National Office [USDA\_FLP\_NO]
    - FLP State Office [USDA\_FLP\_SO]
    - FLP Field Office [USDA\_FLP\_FO]
  - d. New Access Group – Indicate whether the access group is:
    - FLP National Office [USDA\_FLP\_NO]
    - FLP State Office [USDA\_FLP\_SO]
    - FLP Field Office [USDA\_FLP\_FO]
  - e. Legal First Name
  - f. Legal Last Name
  - g. Work Phone Number

**Note:** Personal phone numbers are not accepted.

DNP Overview, Points of Contact, and Account Access (Continued)

C Account Access (Continued)

2 Request to Modify an Existing DNP Portal User or Existing DNP Local Security Administrator (Continued)

h. Existing Work Email Address

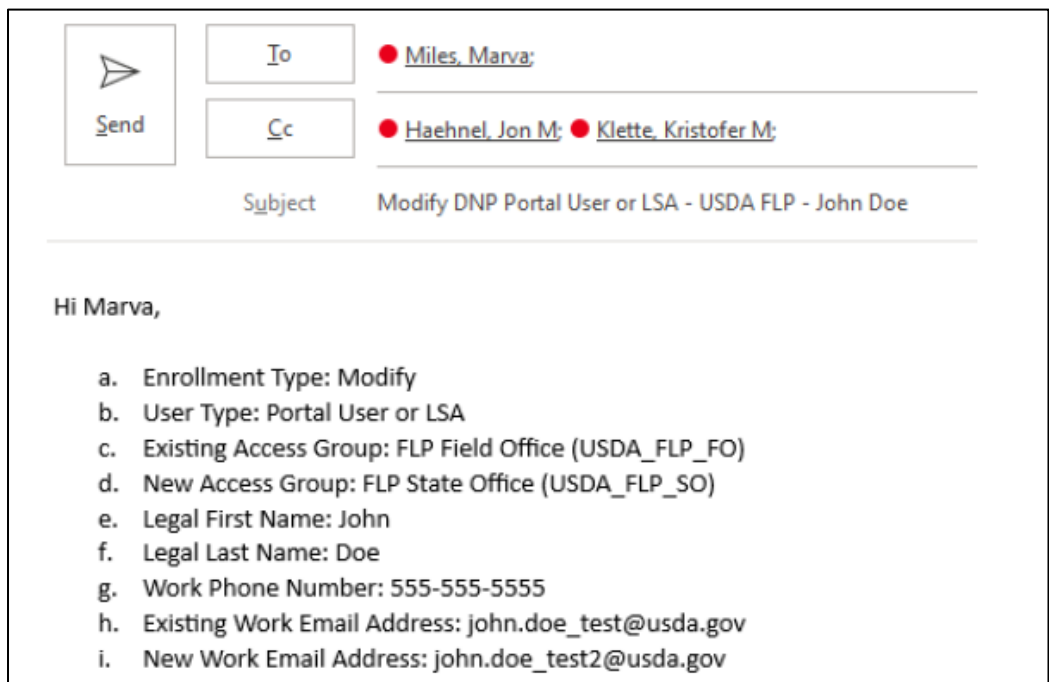
**Note:** Personal email addresses are not accepted.

i. New Work Email Address

**Note:** Personal email addresses are not accepted.

- Marva Miles will prepare a PDF copy of the user enrollment form and email the form to the Local Security Administrator who submitted the original request or to the authorizing official or Primary Local Security Administrator who submitted the original request.
- The Local Security Administrator, authorizing official, or Primary Local Security Administrator must digitally or physically sign and date the PDF user enrollment form and email the form back to Marva Miles for processing.
- Marva Miles will process the form to modify the DNP portal access group for the existing DNP portal user or existing DNP Local Security Administrator.

**Example:** Use the following email to modify the existing DNP portal user or Local Security Administrator.



DNP Overview, Points of Contact, and Account Access (Continued)

C Account Access (Continued)

3 Request to Deactivate an Existing DNP Portal User or Existing DNP Local Security Administrator

- The Local Security Administrator sends an email to Marva Miles ([marva.miles@stls.frb.org](mailto:marva.miles@stls.frb.org)) with a copy to Kristofer Klette ([kristofer.klette@stls.frb.org](mailto:kristofer.klette@stls.frb.org)) and Jon Haehnel ([jon.haehnel@stls.frb.org](mailto:jon.haehnel@stls.frb.org)).
- Subject line of the email is “Deactivate DNP Portal User – USDA FLP – [NAME OF EXISTING PORTAL USER]” or “Deactivate DNP LSA – USDA FLP – [NAME OF EXISTING LSA]”.
- Body of the email must contain the following information for the existing portal user or existing Local Security Administrator.
  - a. Enrollment Type: Deactivate
  - b. User Type – Indicate whether the user type is:
    - PORTAL USER [Can conduct searches]
    - Local Security Administrator [Cannot conduct searches]
  - c. Existing Access Group – Indicate whether the access group is:
    - FLP National Office [USDA\_FLP\_NO]
    - FLP State Office [USDA\_FLP\_SO]
    - FLP Field Office [USDA\_FLP\_FO]
  - d. Legal First Name
  - e. Legal Last Name
  - f. Work Phone Number

**Note:** Personal phone numbers are not accepted.
  - g. Work Email Address

**Note:** Personal email addresses are not accepted.

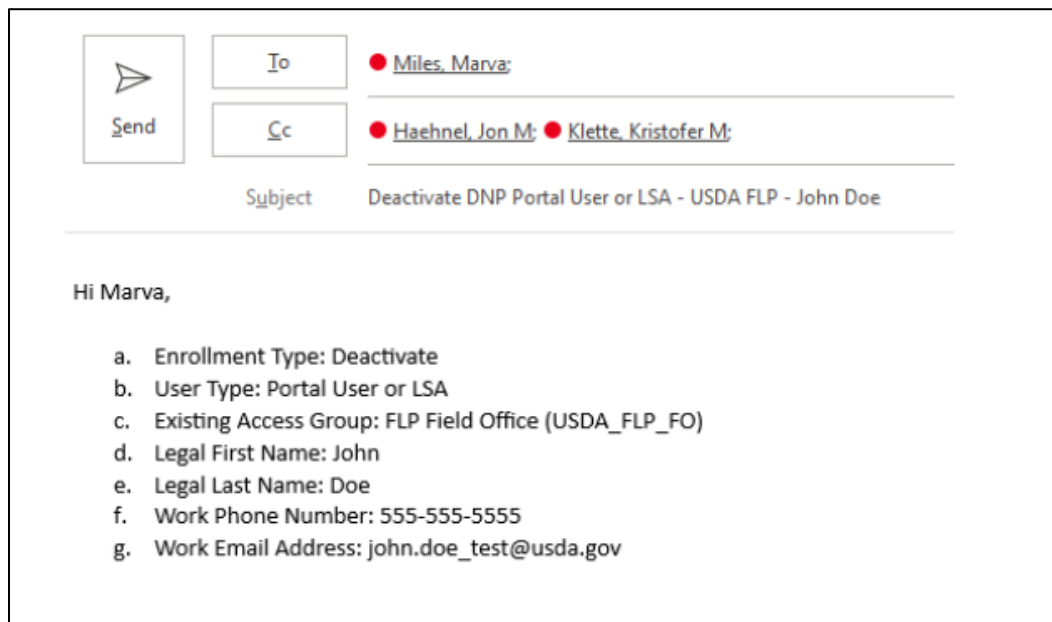
DNP Overview, Points of Contact, and Account Access (Continued)

C Account Access (Continued)

3 Request to Deactivate an Existing DNP Portal User or Existing DNP Local Security Administrator (Continued)

- Marva Miles will prepare a PDF copy of the user enrollment form and email the form to the Local Security Administrator who submitted the original request or to the authorizing official or Primary Local Security Administrator who submitted the original request.
- The Local Security Administrator, authorizing official, or Primary Local Security Administrator must digitally or physically sign and date the PDF user enrollment form and email the form back to Marva Miles for processing.
- Marva Miles will process the form to deactivate DNP portal access for the existing DNP portal user or existing DNP Local Security Administrator.

**Example:** Use the following email to deactivate the existing DNP portal user or Local Security Administrator.



## DNP Database Search

### A Standards Terms

Access groups are authorized roles established for DNP users.

Local Security Administrators are:

- typically State Office employees, such as FLC's, FLS's, and Chief PT's
- responsible for submitting access to portal users and any modification to the individual's DNP access to Treasury's DNP coordinators

**Examples:** Examples of modifications include change in:

- position
- DNP username
- DNP access roles.

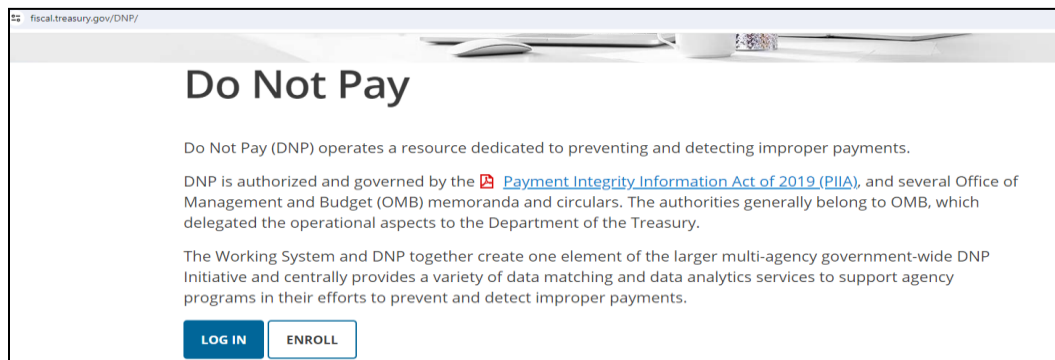
**Note:** See Exhibit 15.5 for instructions on submitting new or modified access requests.

- the authorizing agency official on the user access request form and user enrollment form.

Portal users consist of staff, such as DD's, FLM's, FLS's, FLO's, Farm Loan PT's, loan analysts, and FLOT's. These officials are authorized to search DNP for applicants or borrowers, including approved FSA guaranteed lenders, relating to loan making or loan servicing activities.

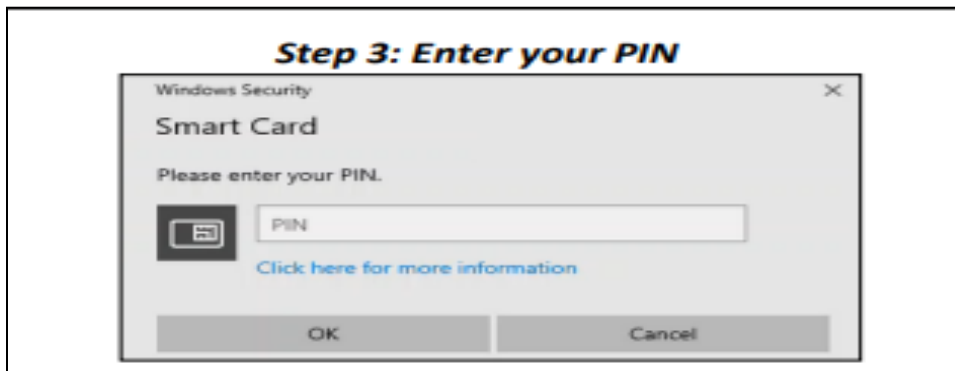
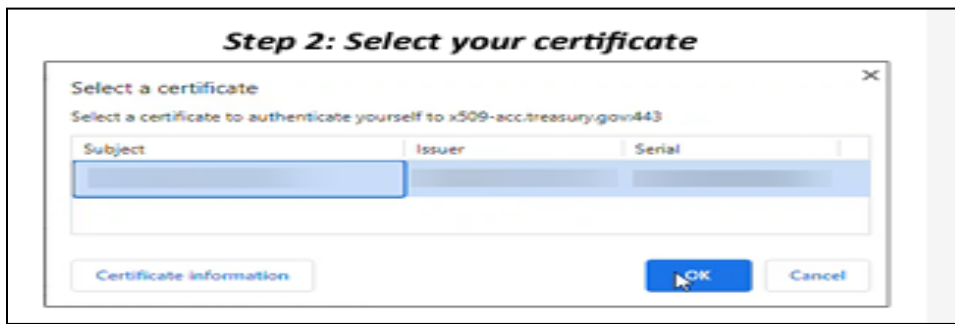
### B Logging Into DNP Application

DNP access is available through the DNP portal website at <https://fiscal.treasury.gov/DNP/> using a LincPass or Personal Identity Verification (PIV) card.



DNP Database Search (Continued)

B Logging Into DNP Application (Continued)



**Note:** Account holders must log into DNP once every 120 calendar days to retain access. If access is deactivated, a Local Security Administrator must re-enroll the user according to Exhibit 15.5.



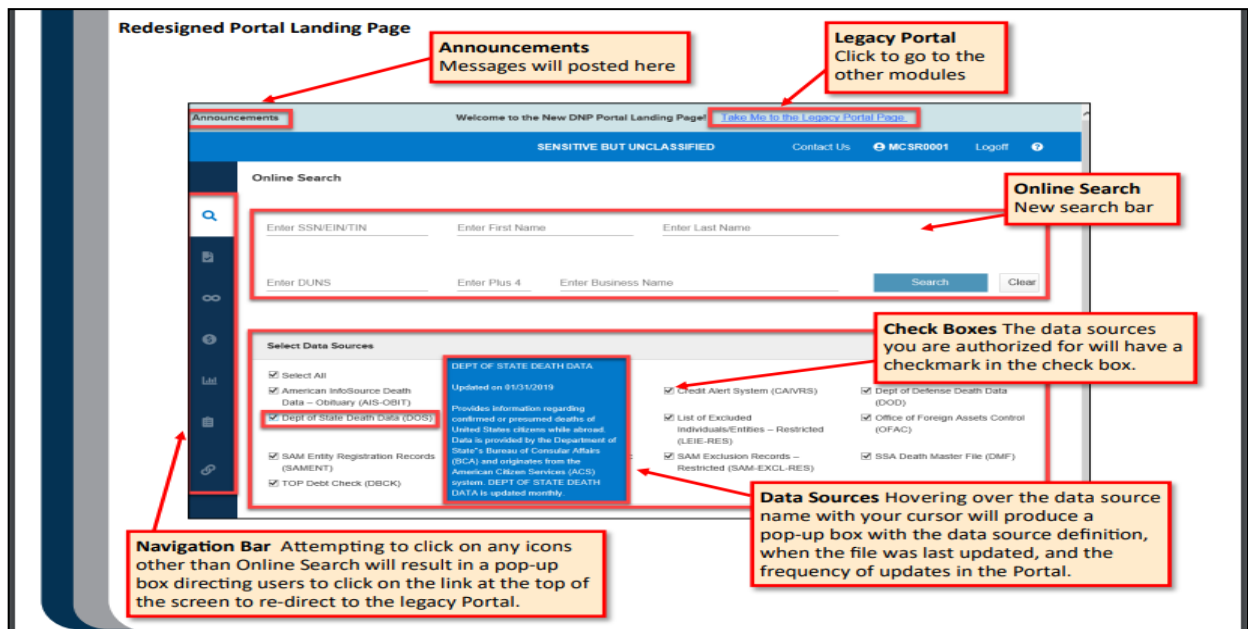
DNP Database Search (Continued)

C Searching DNP Application for Portal Users

**Online Search Features** – Data sources will be preselected based on account setup and will not be modified by the user. The authorized agency official will search using the following combination:

- SSN/EIN/TIN, first name, last name (individual)
- SSN/EIN/TIN, business name (entity).

**Note:** It is important for the search information entered to be verified for accuracy. An entry error will not provide accurate search results. Search results from portal users will be printed and maintained in the borrower’s case file.



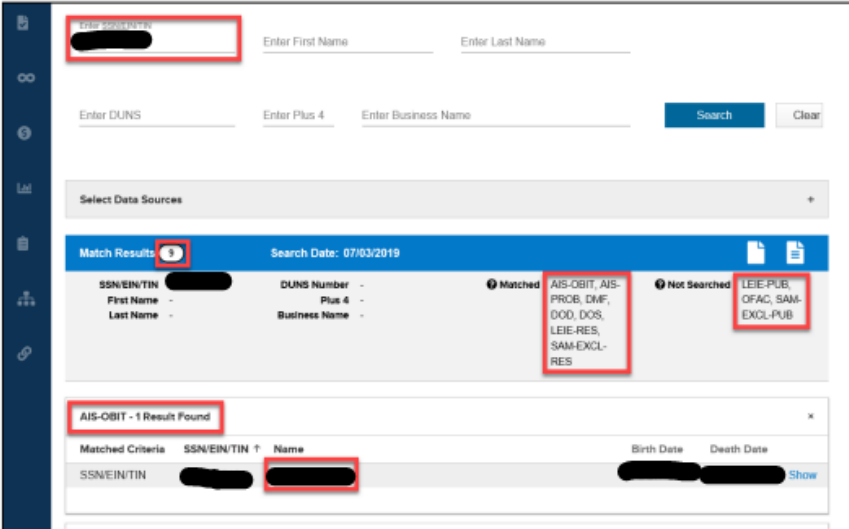
DNP Database Search (Continued)

C Searching DNP Application for Portal Users (Continued)

Search Feature Example on SSN/EIN/TIN:

**Description:** The exact matching logic of the legacy Online Search functionality has been changed to broaden the possible number of search results. For example, when two or more fields are used for a search, results will appear for any matches in individual fields as well as the combination of fields, prioritized by SSN/EIN/TIN.

**Search Example: One Field**



An SSN/EIN/TIN search yields nine results within data sources that contain SSN/EIN/TIN information.

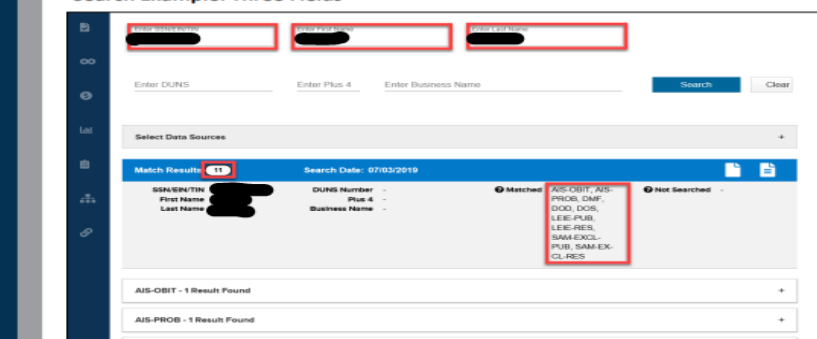
Three data sources are not searched because they require Name information and do not contain SSN/EIN/TIN.

By expanding a match result, the associated name to the SSN/EIN/TIN is shown.

Additional Search Feature Example:

**Online Search: Enhanced Search Logic (cont.)**

**Search Example: Three Fields**



An SSN/EIN/TIN + First Name + Last Name search yields eleven results within data sources that contain SSN/EIN/TIN and/or Name information.

All available data sources are searched since all requirements are met for all searchable fields.

DNP Database Search (Continued)

C Searching DNP Application for Portal Users (Continued)

Verify Data Sources Results:

**Search Example: SSN/EIN/TIN Priority**

Enter DUNS: [redacted] Enter Plus 4: [redacted] Enter Business Name: [redacted] Search

Select Data Sources

Match Details: [redacted] Search Date: 07/06/2019

Matched Criteria	SSN/EIN/TIN *	Agency Name	Tax ID Type	Case Number
SSN/EIN/TIN	[redacted]	SEA	TIN	96792036
SSN/EIN/TIN	[redacted]	SEA	TIN	948395026

CAVRS - 2 Results Found

Matched Criteria: SSN/EIN/TIN \*

LEE-PUB - 1 Result Found

Matched Criteria: Name \*

SAM-EXCL-PUB - 1 Result Found

AIS-OBT No results found

An incorrect SSN/EIN/TIN + First Name + Last Name search yields four results within data sources that contain SSN/EIN/TIN and/or Name information.

By expanding the match results, you can see that the Matched Criteria is only the SSN. If a data source contains SSN numbers, the match will display and ignore the name data entered.

Name matches are made to "Adam Boyer," but only to Public data sources that do not contain SSN/EIN/TIN information (OFAC also does not contain SSN/EIN/TIN information, but in this example, the name did not match).

The reason "Adam Boyer" did not match to AIS and other data sources as it did with a First Name + Last Name search shown in the previous example above, is due to the matching logic prioritizing SSN/EIN/TIN information does not match, it ignores the Name fields and will not match according to Name.

D DNP Activity Report Printing

Users will print the search results using the "Save/Print Results Summary Details" icon.



**Note:** The Search Outcome Section is not required to be completed. Additional training resources can be found at <https://fiscal.treasury.gov/dnp/training.html>.

