

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

CCC Cotton Authorized Loan Servicing Agent Program 22-CN (Revision 2)	Amendment 11
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Paragraph 30 has been added to provide policy about CCC-770 LSA for LSA's.

Exhibit 11 has been added to provide an example of CCC-770 LSA.

Page Control Chart		
TC	Text	Exhibit
1, 2	2-51 2-52 (add)	1, pages 1, 2 11, page 1, 2 (add)

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4	CCC-912, Agreement of Authorized Loan Servicing Agent	
5	CCC-601, Commodity Credit Corporation Note and Security Agreement Terms and Conditions	
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29 Lobbying Disclosure Requirements, Compliance, and Reporting (Continued)

F Example of SF-LLL (Continued)

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

--30 CCC-770 LSA*A Background**

The Improper Payments Information Act of 2002 required each agency to:

- identify programs and activities susceptible to significant improper payments
- estimate the annual amount of improper payments and report that estimate to Congress
- report the actions taken to reduce improper payments, including possible causes, and a description of the steps in place to ensure accountability for reducing improper payments.

B LSA Action

LSA employees shall:

- obtain CCC-770 LSA (see Exhibit 11) on the FFAS Employee Forms Online web site at <http://165.221.16.90/dam/ffasforms/currentforms.asp>
- locally reproduce CCC-770 LSA
- complete CCC-770 LSA for each MAL or LDP processed to the extent that all items are dated when they are completed or marked “Not applicable”
- maintain a copy of CCC-770 LSA in each MAL or LDP folder
- certify by signing CCC-770 LSA as a preparer that each item is complete.

Note: All employees that are directly involved with each MAL or LDP shall certify and date CCC-770 LSA. For example, an employee involved with MAL disbursement shall sign and date the checklist when MAL is disbursed. If another employee is involved with MAL repayment, the other employee shall also sign and date CCC-770 LSA when MAL is repaid.--*

31-35 (Reserved)

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-6	CCC Commodity Certificate		52
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents	23.5	18, 23, 36
CCC-500	Loan Repayment Receipt		51
CCC-601	Commodity Credit Corporation Note and Security Agreement Terms and Conditions		15, 18, 38, 39
CCC-605	Designation of Agent - Cotton	27	Text
CCC-605-1	Designation of Agent - Cotton (Continuation Sheet to Form CCC-605)	27	18, 24, 26, 27, 52
CCC-605-2	Designation of Subsequent Agent - Cotton	27	18, 24-26
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request		21, Part 5
CCC-674	Certification for Contracts, Grants, Loans and Cooperative Agreements	29	36
CCC-679	Lien Waiver	23	18, 36
CCC-686	Application for Loan or Loan Deficiency Payment by Heirs (On a Commodity Produced by a Person Who Has Died)	22	
CCC-694-2	Acknowledgment of Commodity Certificate Purchase	52	
CCC-709	Direct Loan Deficiency Payment Agreement	80	Part 5
CCC-719	ACRS Transaction Report		3, 12, 15, 18, 52
CCC-719P	ACRS Transaction Report for Warehouse Receipts		18

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-770 LSA	LSA Cotton Loan and LDP Checklist	Ex. 11	30
CCC-846-1	Recertification of Status for Approved Loan Servicing Agents (LSA's) or Designated Marketing Associations (DMA's)	13	
CCC-877	Seed Cotton Loan Worksheet		78
CCC-912	Agreement of Authorized Loan Servicing Agent		10, 11, 12
CCC-1099-G	Report of Payments to Producers		52
CCC-Cotton A	Cotton Producer's Note and Security Agreement	38	Text
CCC-Cotton A Continuation	CCC-Cotton A Continuation Sheet	39	17, 18, 38
CCC-Cotton A-1	Schedule of Pledged Cotton	40	15, 17, 18, 36
CCC Cotton A-5	Statement of Eligibility and Information Worksheet	37	18, 36
CCC-Cotton AA	Upland Cotton Producer's Loan Deficiency Payment Application and Certification	78	Part 5
CCC-Cotton AA-1	Schedule of LDP for Upland Cotton	79	17, 18, 73, 78
CCC Cotton AA-2	Spotcheck of Upland Cotton Subject to AWP Lock-in	78	75
FSA-211	Power of Attorney	20	Text
FSA-211A	Power of Attorney Signature Continuation Sheet	20	Part 5
SF-LLL	Disclosure of Lobbying Activities	29	36

***--CCC-770 LSA, LSA Cotton Loan and LDP Checklist**

The following is an example of CCC-770 LSA.

This form is available electronically.

CCC-770 LSA (12-06-06) LSA COTTON LOAN AND LDP CHECKLIST	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Applicant's Name	2. Date of Application (MM-DD-YYYY)	
			3. State Office Name	4. LSA Name	
			5. Loan/LDP Number	6. Crop Year	
6. Pre MAL or LDP DMA Actions			Handbook or Other Applicable References	Date Completed	Check if Not Applicable
A. Discuss key program provisions with applicant.			7-CN, CN Notices		
B. Obtain name, address and ID number used to conduct business with FSA. Obtain farm data such as FSN and crop shares.			1-CMA, paragraph 225		
C. Obtain FSA-211 if requested. If producer is an entity or joint operation, obtain documents authorizing representative to sign.			22-CN, paragraph 20 1-CM, Part 25, Section 3		
D. Obtain CCC-10 if a current one is not on file.			22-CN, paragraph 23.5		
E. Before each loan is disbursed, conduct lien search. Document results.			22-CN, paragraph 23		
F. If there are lienholders on the crop, obtain lien holder instructions on CCC-679.			22-CN, paragraph 23		
G. When available, obtain EWR data including EWR provider name. Instruct holder to request that LSA be made holder.			22-CN, paragraph 36		
H. Determine whether producer has beneficial interest in commodity.			22-CN, paragraph 28		
I. Submit producer ID number to CMA eligibility process.			1-CMA, paragraph 236		
J. Receive producer eligibility data from CMA process and if necessary resolve eligibility problems.			1-CMA, Part 7		
K. Determine whether sufficient PLM is available for LDP's or MLG's.			1-CMA, Section 7		
L. Fill out CCC Cotton A-5.			22-CN, paragraph 37		
M. Producer or POA should file CCC-633 EZ Page 1 in case an LDP is requested.			22-CN, paragraph 71		
7. MAL Processing					
A. Prepare a folder for each MAL. Retain Indefinitely in locked and fireproof file.			22-CN, paragraph 18		
B. For applications lacking required information, notify applicant and obtain necessary information.			1-CMA, paragraph 37		
C. If DAFP authorized deductions to MAL are applicable according to a producer signed statement of charges, obtain lien holder instructions on CCC-679.			22-CN, subparagraph 23E		
D. Verify DCIA compliance by checking applicant certification on CCC-Cotton A 5 or a separate certification and take further action if producer is not in compliance.			1-CMA, paragraph 107		
E. Instruct EWR provider to make CCC holder of EWR.			22-CN, paragraph 36		
F. Producer or POA signs CCC-Cotton A using the proper format.			22-CN, paragraphs 36 and 38		
G. Complete CCC-Cotton A.			22-CN, paragraph 38		
H. Submit transaction to ACRS. Receive funds and disburse to producer within 3 calendar days.			21-CN		
I. Obtain and retain CCC-674 or SF-LLL for MAL's exceeding \$150,000.			22-CN, paragraph 29		
J. Provide producer with copies of CCC-Cotton A and CCC-601.			22-CN, paragraphs 15, 38, 39		
K. Distribute RRP amounts to National Cotton Board by 10 th of month.			22-CN, paragraph 19		
L. If necessary use CCC Cotton A Continuation sheet.			22-CN, paragraph 39		
M. Prepare and distribute CCC Cotton A-1.			22-CN, paragraph 40		

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*--CCC-770 LSA, LSA Cotton Loan and LDP Checklist (Continued)

CCC-770 LSA (12-06-06)		Page 2 of 2	
8. MAL Servicing Actions			
A. Collect repayment using repayment type requested by producer or their agent on CCC-605 (P+I, MLG, or certificate).	22-CN, paragraphs 50, 51, 52		
B. Provide producer or agent with repayment statement.	22-CN, paragraph 51		
C. COPS releases receipts to LSA, LSA releases receipts to producers or agent.	1-CMA, paragraph 615		
D. Send Notices of MAL Maturity 45 days before maturity date.	1-CMA, paragraph 615		
E. Collect excess storage paid as a result of forfeitures.	22-CN, paragraph 54		
F. Process offsets.	22-CN, paragraphs 92, 93		
G. Process producer violations as applicable.	7-CN		
H. Record transactions for Section 1614 report purposes.	1-CMA, paragraph 555		
I. Resolve ACRS errors within 15 days of notification.	21-CN, subparagraph 2F		
9. LDP Processing			
A. Complete CCC-633 EZ, page 3.	22-CN, paragraph 72		
B. If EWR's are applicable, instruct current holder to notify the EWR provider to amend EWR to show cotton is used to obtain LDP.	22-CN, paragraph 72		
C. Have producer or power of attorney sign LDP documents.	22-CN, paragraph 72		
D. Obtain and retain CCC-674 or SF-LLL for LDP's exceeding \$100,000.	22-CN, paragraph 29		
E. Submit transaction to ACRS. Receive funds and disburse to producer within 3 calendar days.	22-CN, paragraph 72		
F. Disburse funds to the producer.	22-CN, paragraph 725		
10. Requests for Lock-In of AWP and Lost BI			
A. Accept and approve requests for module lock-in on CCC-633 EZ page 3.	22-CN, paragraph 75		
B. Conduct spot checks using CCC Cotton AA-2.	22-CN, subparagraph 75H		
C. Accept requests for lost BI LDP for which CCC-633 EZ Page 1 was submitted before BI was lost.	22-CN, paragraph 76		
11. LDP Servicing Actions			
A. Process applicable offsets and assignments.	1-CMA, paragraph 555		
B. Record LDP transactions for Section 1614 report purposes.	1-CMA, paragraph 550		
12. Remarks:			
13. Certification:			
<i>I (we) the undersigned, certify the above items have been verified or updated accordingly.</i>			
14A. Signature of Preparer	14B. Title	14C. Date (MM-DD-YYYY)	
14A. Signature of Preparer	14B. Title	14C. Date (MM-DD-YYYY)	
14A. Signature of Second Party Reviewer	14B. Title	14C. Date (MM-DD-YYYY)	
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