

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Web-Based Farm Storage Facility Loan Program Functions 2-FSFL (Revision 1)	Amendment 5
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Background

FSFL-DLS software enhancement for other FSFL fees was released on May, 3, 2019.

B Major Changes

Paragraph 50 has been added to include procedure for accessing other FSFL fees.

Paragraph 51 has been added to include procedure for the Other FSFL Fees Screen.

Paragraph 52 has been added to include procedure for the Add Fee Screen.

Paragraph 53 has been added to include procedure for the deleting other FSFL fees.

Paragraph 54 has been added to include procedure for the other FSFL fees recovery process.

Subparagraph 80 B has been amended to update the screenshot of the “Facility” tab.

Subparagraph 80 C has been amended to add procedure on the FSA-850 completed date.

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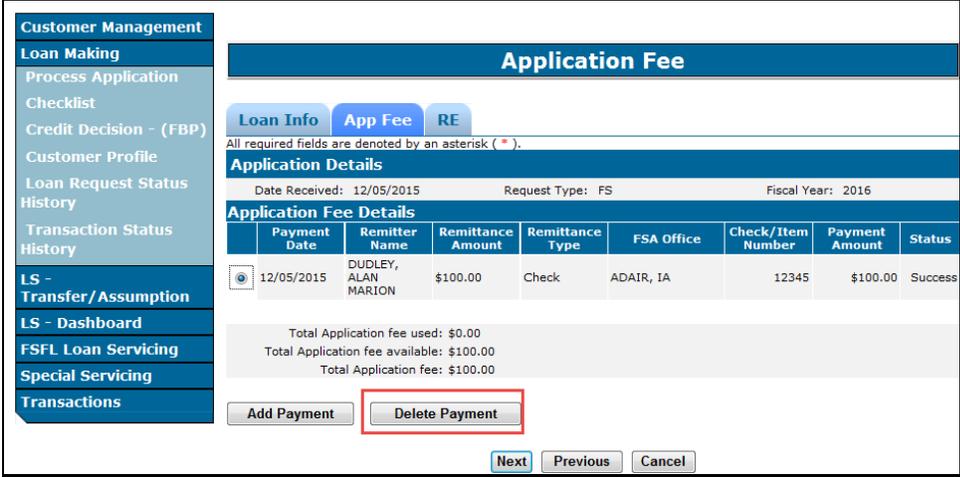
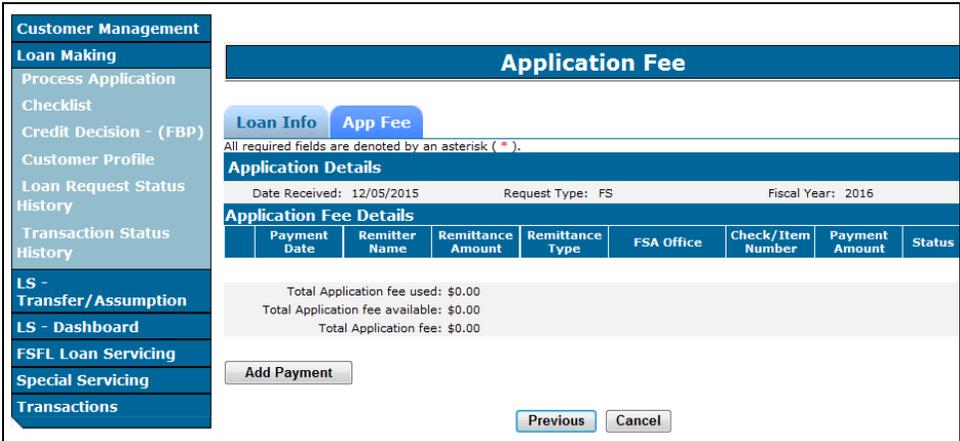
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38 Deleting Application Fees (Continued)

*--C Deleting Application Fee With Remittance in “Unscheduled” Status (Continued)

Step	Action
2	<p>The “Delete Payment” button will be displayed.</p>  <p>The screenshot shows a sidebar menu on the left with options like 'Customer Management', 'Loan Making', 'Process Application', 'Checklist', 'Credit Decision - (FBP)', 'Customer Profile', 'Loan Request Status History', 'Transaction Status History', 'LS - Transfer/Assumption', 'LS - Dashboard', 'FSFL Loan Servicing', 'Special Servicing', and 'Transactions'. The main content area is titled 'Application Fee' and includes tabs for 'Loan Info', 'App Fee', and 'RE'. Below the tabs, there are sections for 'Application Details' (Date Received: 12/05/2015, Request Type: FS, Fiscal Year: 2016) and 'Application Fee Details' table. The table has columns: Payment Date, Remitter Name, Remittance Amount, Remittance Type, FSA Office, Check/Item Number, Payment Amount, and Status. A single row is shown with Payment Date 12/05/2015, Remitter Name DUDLEY, ALAN MARION, Remittance Amount \$100.00, Remittance Type Check, FSA Office ADAIR, IA, Check/Item Number 12345, Payment Amount \$100.00, and Status Success. Below the table, there are summary statistics: Total Application fee used: \$0.00, Total Application fee available: \$100.00, and Total Application fee: \$100.00. At the bottom, there are buttons for 'Add Payment', 'Delete Payment' (highlighted with a red box), 'Next', 'Previous', and 'Cancel'.</p>
3	<p>The payment has been deleted.</p>  <p>The screenshot shows the same 'Application Fee' interface as in step 2, but the 'Delete Payment' button is no longer present. The 'Application Fee Details' table is now empty. The summary statistics are: Total Application fee used: \$0.00, Total Application fee available: \$0.00, and Total Application fee: \$0.00. The 'Add Payment' button is still present, along with 'Previous' and 'Cancel' buttons.</p> <p>Notes: If the payment is deleted after related entities were added according to paragraph 39, the corresponding borrower(s) will also be deleted in Related Entities.</p> <p>If the payment does not delete:</p> <ul style="list-style-type: none"> • an error message will be displayed •*--the status will change to “Failure”; see subparagraph 38 D.--*

38 Deleting Application Fees (Continued)

D Deleting Application Fee with Remittance in “Settled” Status

Delete an application fee that has been successfully submitted to NRRS and the remittance is in a “Settled” status according to the following table.

Step	Action
1	Activate remittance in NRRS, according to 64-FI, part 4. Note: Print out remittance information from NRRS, this provides a reference in case application fee has to be re-entered again.
2	Delete application fee from DLS, according to subparagraph 38 C.
3	Review remittance in NRRS to confirm the external receipt has been deleted.

39 Waiving Application Fee

A Overview

Application fees may only be waived;

- in certain situations
- by a National Office user.

Example: An assumption has been requested for the spouse of a deceased primary borrower. 1-FSFL allows for fees to be waived for this request

B County Office Action

County Offices must provide the State Office FSFL Specialist with the following loan information:

- borrower name
- fiscal year
- loan number
- details for waiving application fee

C State Office Action

State Offices will access the following FSFL SharePoint website to record the waived application fee request.

https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/Lists/FSFL%20Payments/AllItems.aspx

40-49 (Reserved)

***--Section 1.5 Other FSFL Fees**

50 Accessing Other FSFL Fees

A Overview

Other FSFL fees are fees other than the application fee that is associated with an FSFL loan.

Users will process these fees using the “Other FSFL Fee” link from the left navigation menu.

Important: DLS is the only system to be used to process recoverable and nonrecoverable FSFL fees.

When a partial/final loan exists, the final loan must be entered and selected for the “Other FSFL Fee” link to be available. The link can only be accessed when selecting a final loan. See paragraph 90 for creating a partial/final loan request.

Other FSFL fees are view only when the loan is in one of the following statuses:

- settled
- withdrawn
- rejected
- bankruptcy.

B Example of Accessing Other FSFL Fees

Following is an example of the Process Application Screen highlighting the “Other FSFL Fees” link.

S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date
1	01-02-2013	<input checked="" type="radio"/> 11 - FS	900 2013/00001	28,648.36	Closed	08-30-2013
2	04-14-2009	<input type="radio"/> 11 - FS	900 2009/00001	36,022.00	Closed	10-19-2009

--50 Accessing Other FSFL Fees (Continued)*C Action**

From the Process Application Screen:

- select the loan the fee applies (1)
- CLICK “Other FSFL Fees” (2). The Other FSFL Fees Screen will be displayed.

51 Other FSFL Fees Screen**A Overview**

Fee types are either recoverable or nonrecoverable costs. Depending on the type of the fee, the fee will be transmitted to either NPS or NRRS. See 1-FSFL.

Recoverable costs are the responsibility of the borrower. When these costs are submitted, the payment will be sent to NPS and a receivable will be created in NRRS.

The following are the recoverable costs:

- CCC-297 Severance Agreement
- UCC-3 filing (terminating UCC-1)
- real estate lien filings and subordination fees
- appraisals.

Nonrecoverable costs are costs that are paid by CCC. When the nonrecoverable costs are submitted in DLS, the fee is sent to NPS.

The following are the nonrecoverable costs:

- lien search
- lien search (motor vehicle)
- UCC-1 filing
- UCC-3 filing (continuation/amendment)
- attorney fees.

Important: The recoveries and/or reimbursements are no longer created manually in NRRS.

Note: Not required to enter the recoverable cost into Other FSFL Fees, if the borrower pays for the fee.--*

***--51 Other FSFL Fees Screen (Continued)**

B Example of Other FSFL Fees Screen

Following is an example of the Other FSFL Fees Screen before the fee(s) have been entered.

Other FSFL Fees				
Loan Details				
Loan Number (Final): 2009/00001			Request Type: FS	
Loan Term: 7			Total Requested Amount: 36,022.00	
Other FSFL Fee Details				
Fee Type	Payee Name	Payment Amount	Issue Date	Status
<input type="button" value="Add Fee"/> <input type="button" value="Cancel"/>				

C Field Descriptions and Actions

The following table provides the field description and actions for the Other FSFL Fees Screen.

Field/Button	Description	Action
Loan Details		
Loan Number	Fiscal year and loan number from the loan request selected on the Process Application Screen.	
Request Type	The request type of the FSFL “FS” = Farm Storage “FS-M” = Farm Storage Microloan	
Loan Term	The loan term of the loan.	
Total Requested Amount	The total amount for both the loans. Includes both partial and final loans, as applicable.	
Other FSFL Fee Details		
Fee Type	Indicates the type of other FSFL fee selected by user.	
Payee Name	Indicates the name of the person or persons being paid the fee.	
Payment Amount	Indicates the total payment amount for the fee.	

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*--51 Other FSFL Fees Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action	
Other FSFL Fee Details Continued			
Issue Date	Indicates the date on which the payment was issued.		
Status	Indicates the status of the fee after fee is submitted. The following table displays the statuses that will be displayed and their explanations. See paragraph 54 for the details on the recovery process.		
	Status		Description
	Success		Fee has been successfully processed.
	Failure		Fee failed to submit due to funds not being available to obligate.
	In Progress		Funds were available however, either COF, NPS or NRRS is down and system is unable to process fee.
Add Fee	Allows the user to add a fee.	Click “Add Fee” to add a new fee.	
Cancel	Allows the user to exit the Other FSFL Fees Screen.	CLICK “Cancel” to exit.	

--*

*--52 Add Fee Screen

A Overview

Users will enter the following information on the Add Fee Screen:

- payee name
- fee type
- payment amount
- FSA State
- FSA county
- payment option
- issue date.

B Example of Add Fee Screen

Following is an example of the Add Fee Screen.

The screenshot shows a web form titled "Add Fee". At the top, a blue header contains the text "Add Fee". Below the header, a note states: "All required fields are denoted by an asterisk (*).". The form contains the following fields and controls:

- * Payee Name: A dropdown menu with "SECRETARY OF STATE" selected.
- * Fee Type: A dropdown menu with "Lien Search" selected.
- * Payment Amount (\$): A text input field containing "100.00".
- * FSA State: A dropdown menu with "Maryland" selected.
- * FSA County: A dropdown menu with "Montgomery" selected.
- * Payment Option: A dropdown menu with "Pay Now" selected.
- Alternate Payee: An unchecked checkbox.
- Issue Date: A text input field containing "04/08/2019".

At the bottom of the form are two buttons: "Submit" and "Cancel".

--*

*--52 Add Fee Screen (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Fee Entry Screen.

Field/Button	Description	Action
Payee Name	<p>Indicates the name of the person or persons being paid.</p> <p>Note: The payee cannot be the borrower or a related entity.</p>	<p>Using the drop-down list, select the payee from SCIMS by clicking “SCIMS”.</p> <p>Note: The payee must have a valid TIN in SCIMS.</p>
Fee Type	<p>Indicates the type of fee being paid.</p> <p>The following are the available fees:</p> <ul style="list-style-type: none"> • lien search • lien search (vehicle) • UCC-1 filing • UCC-3 filing (continuation/amendment) • attorney fees • CCC-297 Severance Agreement • UCC-3 filing (terminating UCC-1) • real estate lien filings • subordination Fees • appraisals. <p>Note: Receivables will be created for recoverable/reimbursed fees. See paragraph 51.</p>	<p>Using the drop-down list, select the applicable fee type.</p>
Payment Amount	<p>Indicates the total payment amount for the fee.</p>	<p>Enter the payment amount.</p>
FSA State	<p>The State where the payment for the fee will be disbursed.</p>	<p>Using the drop-down list, select the State.</p>
FSA County	<p>The county where the payment for the fee will be disbursed.</p>	<p>Using the drop-down list, select the county.</p>

--*

*--52 Add Fee Screen (Continued)

C Field Description and Actions (Continued)

Field/Button	Description		Action
Payment Option	Indicates how the fee will be paid.		Using the drop-down list, select the payment option, as applicable.
	Option	Description	Action
	Pay Now	<p>A fee that is submitted to NPS to be paid immediately.</p> <p>Users will certify and sign on the same day, according to 1-FI.</p>	<p>Using the drop-down, select “Pay Now”.</p> <p>When applicable, click the “Alternate Payee” check box to issue the payment to an alternate payee.</p> <p>Note: “Alternate Payee” is only available for this option. User will identify the alternate payee name once the payment has been sent to NPS.</p>
Pay Later – Batch	<p>A fee that will be submitted to NPS to be sent to the payee at a later date.</p> <p>Even though the payment is sent at a later date, users will certify and sign on the same day the payment is submitted to NPS, according to 1-FI.</p> <p>Note: NPS issues these fees on the 3rd business day of the subsequent month as the issue date.</p> <p>Example: User enters multiple fees to the Secretary of State on 3/10/2019. The issue date displayed will be 04/03/2019.</p>	Using the drop-down, select “Pay Later”	

*--52 Add Fee Screen (Continued)

C Field Description and Actions (Continued)

Field/Button	Description		Action
Payment Option	Option	Description	Action
	Credit Card	The “Credit Card” option is for fees that the county paid for using a credit card or a purchase card. The fee is not submitted to NPS and entered for recording purposes only.	Using the drop-down, select “ Credit Card ”. Users will be required to enter an issue date.
Issue Date	The issue date display is based on the payment option selected.		
	Option	Description	
	Pay Now	Current system date.	
	Pay Later – Batch	3 rd business day of the subsequent month.	
	Credit Card	The date based on when the credit card was used to pay the fee.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format CLICK the calendar icon.
Submit	Continues the process of submitting the fee payment to NPS.		CLICK “ Submit ” after all the fee information has been entered. The Add Fee Confirmation Screen will be displayed.
Cancel	Allows the user to cancel the process.		CLICK “ Cancel ”.

--*

*--52 Add Fee Screen (Continued)

D Add Fee Confirmation Screen

The following is an example of the Add Fee Confirmation Screen.

Add Fee Confirmation	
Payee Name:	SECRETARY OF STATE
Fee Type:	Lien Search
Payment Amount (\$):	100.00
FSA State:	Maryland
FSA County:	Montgomery
Payment Option:	Pay Now <input type="checkbox"/> Alternate Payee
Issue Date:	04/08/2019
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	

E Action

From the Add Fee Confirmation Screen, review all the fee information and do either of the following:

- CLICK “**Confirm**” to submit and proceed with the fee in NPS
- CLICK “**Cancel**” to return to the Add Fee Screen.

53 Deleting Other FSFL Fees**A Overview**

After a fee has been submitted the **only** modification allowed is “Delete Fee”.

If user realizes that something was entered incorrectly after submitting, they must delete the entire fee entry and re-enter everything again.

Note: A fee can only be deleted if the fee has not been certified and signed in NPS.--*

***--53 Deleting Other FSFL Fees (Continued)**

B Other FSFL Fees Screen

Following is an example of the Other FSFL Fees Screen with “Delete Fee” option.

Other FSFL Fees					
Loan Details					
Loan Number (Final): 2009/00001			Request Type: FS		
Loan Term: 7			Total Requested Amount: 36,022.00		
Other FSFL Fee Details					
	Fee Type	Payee Name	Payment Amount	Issue Date	Status
<input checked="" type="radio"/>	Lien Search	SECRETARY OF STATE	\$100.00	04/08/2019	Success
<input type="button" value="Delete Fee"/>					
<input type="button" value="Add Fee"/> <input type="button" value="Cancel"/>					

C Action

Select the radio button next to the corresponding fee that is to be deleted. CLICK “Delete Fee”.

Note: Delete Confirmation Screen will be displayed.

54 Other FSFL Fees Recovery Process

A Overview

The recovery process allows DLS to check and make sure the following systems are working properly when submitting the fee:

- COF (i.e. funds management)
- NPS
- NRRS.

Error messages will be displayed, and the statuses will be updated depending on what system failed to respond to DLS.--*

*--54 Other FSFL Fees Recovery Process (Continued)

B Status Description Action

The following table provides the status descriptions and actions for the recovery process.

Status	Description		Action	
Success	Fee has been successfully processed and sent to all 3 systems, as applicable.		User can certify and sign the fee in NPS according to 1-FI.	
Failure	Fee was unable to process because funds were not available to obligate through COF.		User complete the following.	
			Step	Action
			1	Contact State Office specialist.
			2	Re-enter fee once funds become available.
		3	Delete failed fee.	
In Progress	One of the three systems were down, and system is unable to process fee.		User complete the following.	
	If the error message displays...	Then the following system is affected...	Step	Action
	“Obligation System”	COF.	1	Contact State Office specialist.
	“Disbursement System”	NPS.	2	CLICK “ Recover ” once notified system(s) are working properly.
“Receivable System”	NRRS.			

--*

*--54 Other FSFL Fees Recovery Process (Continued)

C Examples of In Progress Status

Following are examples of the Other FSFL Fees Screen when a fee has an “In Progress” status.

Errors

An error occurred while processing Add fee payment with Obligation System

Other FSFL Fees

Loan Details

Loan Number (Final): 2019/00001 Request Type: FS-M
 Loan Term: 3 Total Requested Amount: 1,000.00

Other FSFL Fee Details

Fee Type	Payee Name	Payment Amount	Issue Date	Status
Appraisals	SECRETARY OF STATE	\$299.00	04/11/2019	Success
Attorney Fees	OLIVER JR, JOHN B	\$200.00	05/03/2019	Success
Severance Agreement CCC-297	DICKERSON, ALFRED	\$300.00	05/03/2019	Success
Appraisals	SMITH, CALVIN A	\$100.00	05/03/2019	In Progress



Recover **Cancel**

Errors

An error occurred while processing Add other fee previously, please click Recover to retry

Other FSFL Fees

Loan Details

Loan Number (Final): 2019/00001 Request Type: FS-M
 Loan Term: 3 Total Requested Amount: 1,000.00

Other FSFL Fee Details

Fee Type	Payee Name	Payment Amount	Issue Date	Status
Appraisals	SECRETARY OF STATE	\$299.00	04/11/2019	Success
Attorney Fees	OLIVER JR, JOHN B	\$200.00	05/03/2019	Success
Severance Agreement CCC-297	DICKERSON, ALFRED	\$300.00	05/03/2019	Success
Appraisals	SMITH, CALVIN A	\$100.00	05/03/2019	In Progress



Recover **Cancel**

--*

*--54 Other FSFL Fees Recovery Process (Continued)

D Examples of Failure Status

Following is an example of the Other FSFL Fees Screen when a fee has a "Failure" status.

Errors

Obligation system returned with a business failure. Please contact the appropriate office. Here is the actual message:

ErrorCodeId:1 Message: Funds not available in Common Obligation Framework. Please contact your FSFL Specialist.

Other FSFL Fees

Loan Details

Loan Number (Final): 2013/00001 Request Type: FS
 Loan Term: 7 Total Requested Amount: 28,648.36

Other FSFL Fee Details

	Fee Type	Payee Name	Payment Amount	Issue Date	Status
<input type="radio"/>	Lien Search (Motor Vehicle)	[REDACTED]	\$333.00	04/18/2019	Failure



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55-59 (Reserved)

Section 3 Facility and Farm Production

80 Facility Information

A Overview

The Facility Screen contains information about the facility and is divided into the following 2 sections:

- Facility Information
- Real Estate Information.

B Example of Facility Screen

Following is an example of the Facility Screen.

*--

Update Loan Request Detail

Loan InfoApp FeeRE**Facility**Farm ProductionDisposition

All required fields are denoted by an asterisk (*).

Facility Information

Equipment Purchased or Tentative Purchase Date:

Proposed Structure: Grain Storage bin
Grain Storage Crib
Upright Silo
Flat Storage

Purchased From:

FSA-850 Completed Date:

Real Estate Information

Owner Name:

Address Line 1:

Address Line 2:

City:

State: Select Zip Code: -

Lien Holder:

Lien Search Date:

Submit Previous Next Cancel

--*

80 Facility Information (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Facility Screen.

Field/Button	Description	Action
Facility Information		
Equipment Purchased or Tentative Purchase Date	It is the date the equipment was purchased or a future date if equipment has not been purchased.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon. Note: Enter the earliest date for multiple dates.
Proposed Structure	Identifies the proposed structures and applicable components.	Using the drop-down list, select the structure or structures. Hold the “Ctrl” key when clicking multiple structures or components.
Purchased From	A free-form field to enter from whom the equipment was purchased.	Enter the name from whom the equipment was purchased.
--FSA-850 Completed Date	The date FSA-850 was completed. Note: FSA-850 date needs to be added to partial when doing a partial/final loan request, so the date populates into the final loan requests.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format CLICK the calendar icon. Note: This date must be prior to the approval date.--
Real Estate Information		
Owner Name	A free-form field to enter the name and address of the owner of the real estate.	Enter the name and address of the person or persons who own the real estate. If there is no physical address, enter the legal description of the structure in the “Address Line 1” field.
Address Line 1		
Address Line 2		
City		
State		
Zip Code		

80 Facility Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Lien Holder	A free-form field to enter the lien holder.	Enter the name of the lien holder.
Lien Search Date	The date of the initial lien search.	Enter the date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.
Submit	Returns to the Process Application Screen; information is saved.	CLICK “ Submit ” Note: Do not click “Submit” until after users have entered both the facility and farm production information. If the user clicks “Submit” before completing the loan application, the user will need to re-access the loan according to paragraph 101 using the “Update Loan Request” option.
Previous	Returns to the RE Screen; information is saved.	CLICK “ Previous ”.
Next	Proceeds to the Farm Production Screen; information is saved.	CLICK “ Next ”.
Cancel	Returns to the Process Application Screen; information is not saved.	CLICK “ Cancel ”.

81 Farm Production Information

A Overview

The Farm Production Screen contains information about the farm production used to calculate additional storage needs.

Note: According to 1-FSFL borrowers are permitted to certify storage needs for certain structures, however DLS requires the user to input at least 1 farm number and 1 commodity. The acres and yield fields can be left blank.

81 Farm Production Information (Continued)

B Example of Farm Production Screen

Following is an example of the Farm Production Screen.

C Field Descriptions and Actions

The following table provides field descriptions and actions for the Farm Production Screen.

Field/Button	Description	Action
Facility Production		
Farm Number, County, State	DLS retrieves the farm numbers on *--record for the primary borrower from Farm Records. If there is a co-borrower, then their farm numbers will be retrieved. Note: Farm numbers are deleted for co-borrowers if the co-borrower is deleted as a related entity.--*	Using the drop-down list, select the applicable farm number. Users have the option to select “ALL” to combine all acres/production for all farms for a single commodity.
Commodity	Lists all eligible commodities. This list does not validate against selected storage structure.	Using the drop-down list, select the commodity.
Acres	The average acres of the commodity Note: This field is grayed out for structures that do not require acre information according to 1-FSFL.	Enter the 3-year average acres for the specific commodity.

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-185	Loan Application for Farm Storage Facility Loan Program		31, 32
CCC-186	Farm Storage Facility Loan Program Promissory Note and Security Agreement		400, 401, 402
CCC-257	Schedule of Deposit		501
CCC-297	Severance Agreement		51, 52
FSA-13-A	Data Security Access Authorization Form		20, 600
UCC-1	UCC Financing Statement		2, 52, 401
UCC-3	UCC Financing Statement Amendment		51, 52

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
COF	Common Obligation Frame	51, 54
DLS	Direct Loan System	text
FLPIDS	Farm Loan Program Information Delivery System	3, 600, Ex. 2
FP	farm program	20, Ex. 2
NPS	National Payment System	51-54
NRRS	National Receipts and Receivables System	50, 51, 54

Re delegations of Authority

None

