

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Web-Based Farm Storage Facility Loan Program Functions 2-FSFL (Revision 1)	Amendment 7
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Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Amendment

Subparagraph 51 A has been amended to correct the types of recoverable and nonrecoverable costs.

Subparagraph 53 A has been amended to add a note about deleting fees.

Page Control Chart		
TC	Text	Exhibit
	3-61, 3-62 3-69, 3-70	

***--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- withdrawn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.

The screenshot shows the 'Process Application' screen. On the left is a navigation menu with 'Other FSFL Fees' highlighted in red. The main content area has a blue header 'Process Application' and a message: 'The first time a new application is entered, select "Add Package".' Below this is an 'Add Package' button and an 'Action:' dropdown menu. A table displays application data with two rows. Red circles with numbers 1 and 2 highlight the 'Request Type' and 'Other FSFL Fees' link respectively.

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
- *--attorney fees.--*

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).
- * * *

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.

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.--*