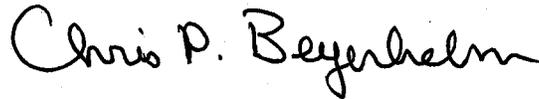


UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Direct Loanmaking 3-FLP (Revision 1)	Amendment 7
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Approved by: Deputy Administrator, Farm Loan Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 2 C has been amended to clarify when State supplements may be issued.

Subparagraph 3 G has been added to provide sources of forms no longer provided by FSA.

Subparagraph 42 A has been amended to indicate how to document when the applicant has no or missing tax returns.

Subparagraph 92 B has been amended to clarify when FSA-2319 is required.

Subparagraph 112 C has been amended to include using crop insurance company forms if they meet RMA requirements.

Subparagraph 171 K has been amended to clarify that debts refinanced must be held by the applicant.

Subparagraph 234 C has been amended to:

- change the reference from CREES to National Institute of Food and Agriculture
- clarify the verification requirements for other disaster-related compensation.

Page Control Chart		
TC	Text	Exhibit
	1-1 through 1-6 3-5, 3-6 5-3, 5-4 6-3, 6-4 8-3, 8-4 9-19, 9-20 9-27, 9-28 10-13, 10-14	1, pages 1, 2

2 **Related References**

A Related FSA Handbooks

The following FSA handbooks concern FLP.

IF the area of concern is about...	THEN see...
State and county organization and administration policies, procedures, principles, and standards, such as work organization	16-AO.
civil rights compliance and administration for FSA programs	18-AO.
appeals and mediation	1-APP.
State and county records management	25-AS.
policies and procedures for the acquisition of supplies, equipment, and services	27-AS.
common management and operating provisions for program management activities, functions, and automated applications, such as forms that cannot be accepted by FAX	1-CM.
environmental requirements	1-EQ.
processing collections and canceling loan checks and payments	3-FI.
general and administrative regulations governing FLP	1-FLP.
guaranteed loan making and servicing	2-FLP.
direct loan regular or routine servicing	4-FLP.
direct loan special servicing and inventory property management	5-FLP.
the Emergency Loan Seed Producers Program, Horse Breeder Loan Program, Indian Tribal Land Acquisition Program, Special Apple Loan Program, and servicing of minor loan programs	6-FLP.
procedures for making records available to the public, other Federal agencies, and Congress	2-INFO.
procedures for collecting, maintaining, or disclosing data or information about an individual	3-INFO.
personnel management, such as employee conflict of interest	3-PM.
employee development and training	6-PM.

Notes: See FmHA Instruction 1945-A for information on the disaster designation process.

RD Instruction 1940-G must be used along with 1-EQ.

B Helpful Links

The Helpful Links web site at

--<https://arcticocean.sc.egov.usda.gov/flp/InformationalLinks?Action=HelpfulLinks&caller=index--> provides links to useful web sites.

2 Related References (Continued)

C State Supplements

*--See Exhibit 4 for State supplements required by this handbook. SED's are authorized to issue State supplements to this handbook in addition to State supplements listed in Exhibit 4.

Note: Additional State supplements may:

- **not** be issued to simply state verbatim, policies already established in the national handbook
- be issued:
 - when the national handbook does not provide complete guidance
 - to provide additional guidance for employees with limited experience
 - when State law requirements are not specifically addressed in the national handbook.--*

SED's shall:

- issue required supplements, and any additional supplements, according to 1-AS, paragraph 216
- obtain approval of State supplements according to 1-AS, paragraph 220.

3 FLP Forms

A Form References

Except as provided in this paragraph, this handbook refers to forms according to the new forms numbering system that becomes effective December 31, 2007. Forms executed before December 31, 2007, may have a number different from that referenced. See 1-FLP, Exhibit 5 for a comparison of form numbers before and after December 31, 2007.

Note: See Exhibit 1 for titles of forms referenced in this handbook.

With the exception of FSA-2510, FSA-2512, and FSA-2514, form numbers are not referenced in CFR (**bold**) text. CFR refers to forms by either:

- the common name of the form

Example: CFR may state, “a promissory note”, instead of stating, “FSA-2026”.

- purpose or the information collected.

Example: CFR may state, “a conservation contract”, instead of stating, “FSA-2535”.

B FSA-2029

All references to FSA-2029 within this handbook are intended as a reference to the applicable State-specific Mortgage or Deed of Trust. State-specific Mortgages or Deeds of Trust are available on the FFAS Employee Forms/Publications Online Website at <http://intra3.fsa.usda.gov/dam/ffasforms/forms.html> and are numbered FSA-2029 “ST”.

Notes: “ST” represents the appropriate State acronym.

SED is not required to issue a State supplement for the State-specific version of FSA-2029.

3 FLP Forms (Continued)

C Notary Acknowledgement

Forms do not include preprinted text for the Notary Acknowledgement because numerous States have State-specific laws establishing required text. Therefore, a fillable text area is provided under the “Acknowledgement” heading. SED’s shall issue State supplements providing the appropriate Notary Acknowledgement text to be inserted.

D Applicant Signatures

Forms completed by applicants include a signature box to accommodate multiple signatures. Separate signature lines are not provided because the number of signatures required for an entity applicant cannot be determined in advance. Instructions for completing forms will provide guidance to applicants on signature requirements.

Forms prepared by FSA for the applicant’s signature include a fillable area instead of preprinted signature lines. County Offices shall insert a signature line and the name of each applicant, entity member, or other individual required to sign the form.

SED’s shall issue a State supplement addressing State-specific signature requirements.

E State Office Modified National Forms

State and County Offices shall use national forms unless their use is prohibited by State law. If modification to a national form is required to comply with State law, the State Office shall submit a copy of the national form showing the necessary modifications, through SDMS.

Note: State-specific forms based on national forms will be made available on the FFAS Employee Forms/Publications Online Website at <http://intra3.fsa.usda.gov/dam/ffasforms/forms.html> with the same form number as the national form, followed by the State acronym.

3 FLP Forms (Continued)

F State-Created Forms

State Offices may create forms, as necessary, when a national form is not available. State-created forms shall be assigned a 5-digit number establishing linkage to the appropriate FLP handbook, followed by the State acronym, according to the following.

IF the form pertains to...	THEN the form number shall be...
more than one FLP handbook	FSA-2000-1 ST, FSA-2000-2 ST, FSA-2000-3 ST, etc.
1-FLP	FSA-2100-1 ST, FSA-2100-2 ST, FSA-2100-3 ST, etc.
2-FLP	FSA-2200-1 ST, FSA-2200-2 ST, FSA-2200-3 ST, etc.
3-FLP	FSA-2300-1 ST, FSA-2300-2 ST, FSA-2300-3 ST, etc.
4-FLP	FSA-2400-1 ST, FSA-2400-2 ST, FSA-2400-3 ST, etc.
5-FLP	FSA-2500-1 ST, FSA-2500-2 ST, FSA-2500-3 ST, etc.
6-FLP	FSA-2600-1 ST, FSA-2600-2 ST, FSA-2600-3 ST, etc.

Notes: “ST” represents the appropriate State acronym.

Before using State forms imposing information collections on 10 or more persons per year, State Offices shall work with the National Office to obtain OMB approval.

SED shall issue State supplements, as applicable, to address the use of all State-specific and State-created forms.

Exception: State-specific FSA-2029’s do not require State supplement issuance

***--G Other Sources of Forms**

FSA does not provide forms that establish an agreement or contract between applicants/borrowers and third parties only, such as leases. Advise applicants/borrowers to obtain such forms from other sources, such as Extension Service, on-line services, attorney, etc.--*

41 Obtaining and Filing a Loan Application (Continued)

E SED Action

SED's will prepare and publicize, at least semi-annually, through newspaper articles, radio announcements, and television broadcasts, that FSA targets direct and guaranteed loan funds to beginning and socially disadvantaged farmers. These required outreach efforts are in addition to information provided in State or Service Center newsletters.

Note: Outreach to assist these potential applicants will include maintaining and documenting close liaison and attending meetings with local, State, and national organizations serving beginning and socially disadvantaged farmers.

42 Complete Loan Application

A Requirements

[7 CFR 764.51(b)] A complete loan application, except as provided in paragraphs (c) through (e) of this section, (paragraphs 42 through 44) will include:

[7 CFR 764.51(b)(1)] The completed Agency application form;

*--The application must be initialed, signed, and dated by the applicant. An unsigned FSA-2001 or FSA-2301 will be considered an incomplete application.

Notes: FSA-2001 with missing initials only will not be considered incomplete; however, initials shall be obtained before loan closing.--*

Youth loan applications should be filed according to paragraph 44.

[7 CFR 764.51(b)(2)] If the applicant is an entity:

(i) A complete list of entity members showing the address, citizenship, principal occupation, and the number of shares and percentage of ownership or stock held in the entity by each member, or the percentage of interest in the entity held by each member;

(ii) A current personal financial statement from each member of the entity;

(iii) A current financial statement from the entity itself;

(iv) A copy of the entity's charter or any entity agreement, any articles of incorporation and bylaws, any certificate or evidence of current registration (good standing), and a resolution adopted by the Board of Directors or entity members authorizing specified officers of the entity to apply for and obtain the desired loan and execute required debt, security and other loan instruments and agreements;

Note: If entity documents require more than 1 member to apply, then all identified members must sign FSA-2001, Part E, item 18A.

42 Complete Loan Application (Continued)

A Requirements (Continued)

(v) In the form of married couples applying as a joint operation, items (i) and (iv) will not be required. The Agency may request copies of the marriage license, prenuptial agreement or similar documents as needed to verify loan eligibility and security. Items (ii) and (iii) are only required to the extent needed to show the individual and joint finances of the husband and wife without duplication.

For a married couple, FSA will accept any of the following to verify existence of a joint operation:

- applicable CCC-502/CCC-902
- jointly filed tax return
- marriage license
- prenuptial agreement
- similar documentation.

Ordinarily, individual financial statements are not required from a married couple applying as a joint operation. However, in States without community property laws and in some other States, individual financial statements may be necessary to obtain a complete picture of the financial situation. A State supplement will be issued when applicable to provide additional guidance and related information requirements for a married couple applying as a joint operation.

[7 CFR 764.51(b)(3)] A written description of the applicant's farm training and experience, including each entity member who will be involved in managing or operating the farm;

This requirement applies to either new applications or when significant changes to an applicant's operation have occurred. The applicant will provide the information using FSA-2302.

[7 CFR 764.51(b)(4)] The last 3 years of farm financial records, including tax returns, unless the applicant has been farming less than 3 years;

Financial information will be primarily provided by the applicant on FSA-2002. Additional financial records, such as balance sheets, may be requested if necessary, for the last 3 years.

The authorized agency official may request up to 2 additional years of farm financial records in extenuating circumstances, such as natural disasters or adverse economic conditions.

Notes: The applicant may submit alternate documents as long as they contain all information collected on FSA-2002.

--If tax returns are not available, the authorized agency official must make a notation in the running record.--

91 Security Requirements (Continued)

E Requirement to Obtain Liens on all Non-essential Assets

[7 CFR 764.103(e)] The Agency will take a lien on all assets that are not essential to the farming operation and are not being converted to cash to reduce the loan amount when each such asset, or aggregate value of like assets (such as stocks), has a value in excess of \$5,000. The value of this security is not included in the Agency's additional security requirement stated in paragraph (c) of this section (subparagraph C). This requirement does not apply to beginning farmer down payment loans and youth loans.

This requirement is intended to provide FSA with a security interest in assets that are not essential to the farming operation, but which the applicant cannot or will not convert to cash to reduce credit needs or outstanding obligations. This requirement applies to individual applicants, entity applicants, as well as all individual members of the entity.

*--The value of nonessential assets is:

- not included as part of the 150 percent additional security requirement

Note: The value of the nonessential asset may be included in the adequate security value calculation if necessary, for the applicant to meet the 100 percent collateral requirement.*

- is established according to subparagraph 95 B.

F Securing Multiple Loans

[7 CFR 764.104(d)] The same real estate may be pledged as security for more than one direct or guaranteed loan.

[7 CFR 764.105] The same chattel may be pledged as security for more than one direct or guaranteed loan.

92 Real Estate Security

A Overview

Real estate security includes land and permanent structures, including fixtures that can be described on the security instrument, such as bins, silos, and gutter cleaners. It also includes items that are considered part of the farm and ordinarily pass with the title to the farm. These items include assignments of leases and leasehold interests having mortgageable value, water rights, easements, rights-of-way, revenues, mineral rights, and royalties from mineral rights.

Different lien positions on real estate are considered separate and identifiable security.

B Agency Lien Position

[7 CFR 764.104(a)] If real estate is pledged as security for a loan, the Agency must obtain a first lien, if available. When a first lien is not available, the Agency may take a junior lien under the following conditions:

[7 CFR 764.104(a)(1)] The prior lien does not contain any provisions that may jeopardize the Agency's interest or the applicant's ability to repay the FLP loan;

--Each prior lienholder must sign FSA-2319 before loan closing when real estate serves as primary security.--

[7 CFR 764.104(a)(2)] Prior lienholders agree to notify the Agency prior to foreclosure;

In some States, a prior lienholder may be able to foreclose the security instrument without providing junior lienholders notice of the foreclosure proceedings. In that case, any prior lienholder must agree in writing on FSA-2319 to:

- give FSA advance notice of foreclosure
- offer to assign the mortgage to FSA for the amount of the outstanding debt owed to the prior lienholder.

[7 CFR 764.104(a)(3)] The applicant must agree not to increase an existing prior lien without the written consent of the Agency; and

The applicant agrees on FSA-2029 to obtain permission from FSA before granting any additional security interest in the real estate.

[7 CFR 764.104(a)(4)] Equity in the collateral exists.

112 Type of Insurance Required (Continued)

C Crop Insurance

[7 CFR 764.108(c)] Growing crops used to provide adequate security must be covered by crop insurance if such insurance is available. The Agency must be listed as loss payee for the insurance indemnity payment.

Note: This reference applies when FSA is actually financing the crop with loan funds. In these cases, the requirement for crop insurance cannot be waived. The assignment is *--obtained on crop insurance company's forms, provided they meet RMA requirements.--*

If perennial crops are used to secure loans with a term of more than 1 year, the applicant will be required to obtain crop insurance in all subsequent years until the loan is paid in full.

[7 CFR 764.108(d)] Prior to closing the loan, the applicant must have obtained at least the catastrophic risk protection level of crop insurance coverage for each crop which is a basic part of the applicant's total operation, if such insurance is available, unless the applicant executes a written waiver of any emergency crop loss assistance with respect to such crop. The applicant must execute an assignment of indemnity in favor of the Agency for this coverage.

*--**Note:** This reference applies when FSA is not financing the crop with loan funds, but is taking a lien on the crop for additional security. The assignment is obtained on crop insurance company's forms, provided they meet RMA requirements.--*

113 Documentation**A General**

Before loan closing, applicants must provide the applicable documentation required according to subparagraphs B and C.

B Documentation of Hazard and Flood Insurance

An applicant should demonstrate hazard or flood insurance coverage by 1 or more of the following documents:

- an insurance policy showing the effective date
- an endorsement to a policy showing the effective date
- a written binder showing the effective date
- a “declaration” page furnished by the insurance company, clearly stating that it is an original declaration page, and showing the effective date
- a receipt for insurance premiums, if the receipt shows the period covered.

An applicant relying on a written binder or receipt for premiums must submit an acceptable insurance policy or endorsement to the authorized agency official within 60 calendar days after the effective date of the policy and before the expiration date of the binder.

The applicant must demonstrate, either through receipts for insurance premiums or another way, that the insurance is effective for at least 12 months following loan closing.

Coverage for a building under construction should be demonstrated by either coverage under a builder’s risk:

- policy naming the applicant as the insured
- endorsement for a policy issued to the applicant.

A policy or endorsement used to cover a building while the building is under construction must convert automatically to full coverage once the building is completed or the applicant must obtain other acceptable coverage.

The authorized agency official shall not rely upon a builder’s risk policy issued to the contractor who is constructing the building.

171 Uses (Continued)

D Annual Farm Operating Expenses

OL funds may only be used for:

[7 CFR 764.251(a)(3)] Farm operating expenses, including but not limited to, feed, seed, fertilizer, pesticides, farm supplies, repairs and improvements which are to be expensed, cash rent and family living expenses;

See Exhibit 2 for the definition of family living expenses.

E Principal and Interest Payments

OL funds may only be used for:

[7 CFR 764.251(a)(4)] Scheduled principal and interest payments on term debt provided the debt is for authorized FO or OL purposes;

The payment must be the current year's installment and cannot be delinquent.

F Other Farm Needs

OL funds may only be used for:

[7 CFR 764.251(a)(5)] Other farm needs;

Funds can be used to finance the initial processing of agricultural commodities provided that a majority of the agricultural commodities processed are produced by the applicant's farm.

Example: Allowable processing activities include but are not limited to canning tomatoes and packaging maple syrup.

G Land and Water Development

OL funds may only be used for:

[7 CFR 764.251(a)(6)] Costs associated with land and water development, use, or conservation;

171 Uses (Continued)

H Loan Closing Costs

OL funds may only be used for:

[7 CFR 764.251(a)(7)] Loan closing costs;

An applicant may use OL funds to pay only for those loan closing costs that are reasonable and customary.

OL funds may not be used to pay loan packaging or consultant fees associated with applying for or obtaining a FSA loan.

I Occupational Safety and Health Act of 1970 Compliance

OL funds may only be used for:

[7 CFR 764.251(a)(8)] Costs associated with Federal or State-approved standards under the Occupational Safety and Health Act of 1970 (29 U.S.C. 655 and 667) if the applicant can show that compliance or non-compliance with the standards will cause substantial economic injury;

J Training Costs

OL funds may only be used for:

[7 CFR 764.251(a)(9)] Borrower training costs when required or recommended by the Agency;

K Refinancing Farm-Related Debts

OL funds may only be used for:

[7CFR 764.251(a)(10)] Refinancing farm-related debts other than real estate to improve the farm's profitability, provided the applicant has refinanced direct or guaranteed OL loans four times or fewer and one of the following conditions is met:

- (1) A designated or declared disaster caused the need for refinancing; or**
- (2) The debts to be refinanced are owed to a creditor other than the USDA.**

***--Notes:** The debts refinanced must be held by the applicant.--*

Loans made for authorized direct or guaranteed OL purposes, regardless of the type of security, may be refinanced.

234 Calculating Losses (Continued)

C Calculating Production Losses

[7 CFR 764.353(c)] For production loss loans, the applicant's actual crop production loss will be calculated as follows:

Losses to growing crops in designated and/or contiguous counties are used to calculate a production loss.

[7 CFR 764.353(c)(1)] Subtract the disaster yield from the normal yield to determine the per acre production loss;

See subparagraph D for calculating quality loss adjustments. See subparagraph F for calculation examples.

[7 CFR 764.353(c)(2)] Multiply the per acre production loss by the number of acres of the farming operation devoted to the crop to determine the volume of the production loss;

[7 CFR 764.353(c)(3)] Multiply the volume of the production loss by the market price for such crop as determined by the Agency to determine the dollar value for the production loss; and

In July of each year or sooner if information is available, SED shall:

- establish benchmark prices using the average monthly market prices for each commodity for the previous calendar year as shown in the "Agricultural Price" report published by NASS and available on the Internet at <http://usda.mannlib.cornell.edu>, ENTER "Prices" in the search box, CLICK "Search", and CLICK "Agricultural Prices Summary"

Note: For commodities for which NASS does not keep statistics and issue reports, SED *--will use other sources, such as National Institute of Food and Agriculture,--* commodity brokers, local markets, or other reliable sources.

- make appropriate adjustments after consulting with other agricultural agency representatives, lenders, SED's, and FLC's in neighboring States
- issue a State supplement with the unit prices for all commodities produced commercially in the State to be used in calculating all production losses for any disaster that happens in the present calendar year, January through December.

Example: 2007 prices will be used for disasters occurring between January 1, 2008, through December 31, 2008, and so forth for each subsequent year.

234 Calculating Losses (Continued)

C Calculating Production Losses (Continued)

[7 CFR 764.353(c)(4)] Subtract any other disaster related compensation or insurance indemnities received or to be received by the applicant for the production loss.

Disaster related compensation includes, but is not limited to:

- crop insurance payments
- CAT
- NAP
- other FSA disaster program payments, such as Emergency Feed Assistance Program, emergency conservation programs, and any other special disaster program payments
- any other disaster assistance provided through agencies such as FEMA.

--The authorized agency official will verify, through CED and the Comprehensive Information Management System, where available, producer's "other disaster-related compensation or insurance indemnities received or to be received" for the loss.--

Note: Only compensation received specifically for the production loss for which the applicant is requesting assistance is deducted from the loss amount.

D Quality Loss Adjustments

Quality losses are determined by comparing the average market price for the commodity at the grade the applicant would have normally sold the product, with the average price of the grade at actual sale.

E Losses to Native Pasture and Rangeland

Production losses to native pastures, rangeland, and grazing permit lands are calculated by determining the average per head cost of feed purchased for 3 years before the disaster, then comparing it to the average per head cost of feed in the disaster year. If the disaster year cost per head exceeds the average cost per head in the nondisaster year by 30 percent or more, the applicant's loss is calculated by multiplying the number of head of livestock in the disaster year by the difference between the cost per head in the disaster year and the 3-year average cost.

236 Security Requirements**A General**

[7 CFR 764.355(a)] EM loans made under § 764.351(a)(1) (subparagraph 231 A) must comply with the general security requirements established at §§ 764.103 (paragraph 91), 764.104 (paragraph 92) and 764.155(b) (subparagraph 135 D).

[7 CFR 764.355(b)] EM loans made under §§ 764.351(a)(2) (subparagraph 231 B) and (b) (subparagraph 231 C) must comply with the general security requirements established at §§ 764.103 (paragraph 91), 764.104 (paragraph 92) and 764.255(b) (subparagraph 175 A).

FSA may take the following as security.

- In the case of an entity, personal assets held by individual members when all the security held by the entity do not meet the requirement for additional security up to 150 percent of the loan amount. The entity will select and notify FSA which assets will be offered as security for the loan.
- A lien on all nonessential assets held by the applicant and any individual entity members, with an aggregate value exceeding \$5,000, if the assets cannot be sold to reduce the amount of the loan request before loan closing.

Note: The value of nonessential assets taken as security according to subparagraph 91 E cannot be used to meet the 150 percent requirement of this section.

See Exhibit 2 for the definition of nonessential assets.

See Exhibit 21 for security requirements for loans made for reestablishing fruit, nut bearing, and income producing trees and plants.

236 Security Requirements (Continued)

B Lack of Adequate Security

[7 CFR 764.355(c)] Notwithstanding the requirements of paragraph (a) and (b) of this section, when adequate security is not available because of the disaster, the loan may be approved if the Agency determines, based on an otherwise feasible plan, there is a reasonable assurance that the applicant has the ability to repay the loan provided:

[7 CFR 764.355(c)(1)] The applicant has pledged as security for the loan all available personal and business security, except as provided in § 764.106 (paragraph 94);

If the applicant is an entity, all members also must pledge all assets, both personal and business, as collateral.

[7 CFR 764.355(c)(2)] The farm operating plan, approved by the Agency, indicates the loan will be repaid based upon the applicant's production and income history; addresses applicable pricing risks through the use of marketing contracts, hedging, options, or other revenue protection mechanisms, and includes a marketing plan or similar risk management practice;

[7 CFR 764.355(c)(3)] The applicant has had positive net cash farm income in at least 3 of the past 5 years, and

Net farm income is determined by subtracting all cash farm expenses from all farm income reported on Schedule F and other related schedules of the applicant's Federal income tax returns.

Positive net cash farm income is determined by analysis of the applicant's tax records for the 5 years immediately preceding the disaster year. If the applicant has been farming less than 5 years, a positive net cash farm income must have been achieved in 50 percent or more of the years farmed.

Note: If depreciation is shown on Schedule F, it is not a cash expense and must not be included as an expense.

***--[7CFR 764.355(c)(4)] The applicant has provided the Agency an assignment on any--*
USDA program payments to be received.**

265 Monitoring FSA Approval (Continued)**C Designated Review Officials Action**

Officials designated by SED to review applications will:

- review at least 50 percent of the rejected or withdrawn SDA loan applications for each quarter in each office of their jurisdiction
- if any improper rejections or withdrawals are found, review all rejected and withdrawn SDA loan applications in the approval official's coverage area
- notify SED of any problems detected
- with the advice of FLC, take action on improperly rejected or withdrawn SDA loan applications to correct any errors
- recommend appropriate personnel actions to SED, such as training or revocation of loan approval authority, for the approval officials responsible for rejections and withdrawals that appear to reflect a pattern or practice of discrimination against SDA
- review the reasons and explanations why decisions have not been made in a timely manner on complete loan applications.

D FLC Action

FLC will:

- monitor loan application processing timeframes, DLS, and performance goal accomplishments using Intranet application reports

Note: Offices will access reports "Direct Applications Disposition by Race and Gender" and "Direct Application Processing – Race and Gender" through the Intranet applications reporting site at <http://www.flp.fsa.usda.gov:4019>. These reports include data on processing times and final disposition of loan applications.

- provide reports on loan application processing timeframes to SED
- provide technical advice and direction for corrective actions on improperly rejected or withdrawn loan applications.

265 Monitoring FSA Approval (Continued)

E SED Action

SED will:

- designate DD or other qualified State Office personnel as review officials
- be accountable for SDA loan application processing in the State, including ensuring that designated review officials:
 - conduct reviews of rejected SDA loan applications
 - take corrective action in a timely manner
- emphasize the importance of timely loan application processing for all applicants
- ensure that loan application processing data is monitored through DLS or Intranet application reports, so that applications are being processed in a timely and equitable manner in the State
- manage staff resources appropriately to minimize loan application processing delays
- when necessary, initiate or monitor appropriate personnel actions recommended by the designated review official
- review the:
 - reports on loan application processing problems submitted by the designated review officials
 - FLC reports on both SDA and non-SDA average loan application processing timeframes
- provide DD's with report findings and ensure that DD's monitor County Office SDA activity
- submit the SDA Loan Review Summary Report for affected cases, findings, corrective action, and results, by October 31 of each year through SDMS.

***--Note:** See 1-AS, Exhibit 8 for guidance on using SDMS. ENTER "SDA Loan--* Review Summary" as the directive's title.--*

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
RPT-1-00-FLP 09-2	SDA Loan Review Summary	Annually	By October 31 each year	Required	265

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for AD-1026 Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		42
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		91, 321
CCC-36	Assignment of Payment		323
CCC-37	Joint Payment Authorization		323
CCC-452	NAP Production and Yield Report		234
CCC-452 Manual	NAP Actual Production History and Approved Yield Record		234
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		42
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		42
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		42
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		42
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		42
CCC-902E	Farm Operating Plan for an Entity 2009 and Subsequent Program Year		42
CCC-902I	Farm Operating Plan for an Individual 2009 and Subsequent Program Years		42
DS-1350	Certification of Report of Birth		Ex. 9
FS-240	Consular Report of Birth		Ex. 9
FS-545	Certificate of Birth		Ex. 9

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

Forms (Continued)

Number	Title	Display Reference	Reference
FSA-570	Waiver of Eligibility for Emergency Assistance		113
FSA-2001	Request for Direct Loan Assistance		41, 42, 45, 62, 66, 281, 321
FSA-2002	Three-Year Financial History		42, 402
FSA-2003	Three-Year Production History		42, 402
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