

For: FSA Employees

Adding New Activity Reporting System (ARS) Activity Codes for Farm Loan Programs

Approved by: Deputy Administrator, Field Operations



1 Overview

A Background

FSA key stakeholders and leadership determined that the existing ARS codes were insufficient to capture the complexity of Farm Loan Program administration for workload measurement purposes. To provide more detail to specific workload functions performed by Farm Loan Program staff, new more specific ARS activities are being created to be exclusively used with Farm Loan Programs.

B Purpose

This notice provides instructions for the immediate use of the following activities for Farm Loan Programs and notifies employees that the ARS activity code “**Signup**” and “**Service**” will no longer be used for “**Farm Loan Program Direct Loan**” and “**Farm Loan Program Guaranteed Loan**” beginning September 29, 2019:

- new activity code “**FLP Application Processing**”
- new activity code “**FLP Routine Servicing**”
- new activity code “**FLP Servicing: Farm Visits**”
- new activity code “**FLP Servicing: Subordinations & Partial Releases**”
- new activity code “**FLP Servicing: Delinquent & Distressed Loans**”
- new activity code “**FLP Servicing: Annual Financial Analysis**”.

C Contacts

For questions about this notice, contact the DAFO Business Analysis and Management Support Division (BAMSD) by e-mail to ARSHelp@usda.gov.

Disposal Date	Distribution
December 1, 2019	All FSA employees; State Offices relay to County Offices

Notice AO-1734

2 New ARS Activity Codes for Farm Loan Programs to Replace “Signup” and “Service”

A General Information About New Farm Loan Program ARS Activity Codes

To capture workload performed for key activities within the ARS programs “**FLP Direct Loan**” and “**FLP Guaranteed Loan**” the ARS activities “**Signup**” and “**Service**” will be replaced with the following more specific ARS activity codes:

- **FLP Application Processing**
- **FLP Routine Servicing**
- **FLP Servicing: Farm Visits**
- **FLP Servicing: Subordinations & Partial Releases**
- **FLP Servicing: Delinquent & Distressed**
- **FLP Servicing: Annual Financial Analysis.**

The new Farm Loan Program activity codes can only be used with the ARS programs “**FLP Direct Loan**” and “**FLP Guaranteed Loan**”.

All other ARS activity codes that could previously be coded to “**FLP Direct Loan**” and “**FLP Guaranteed Loan**” can still be coded to the programs. Only the ARS activities “**Signup**” and “**Service**” can no longer be used in association with the ARS programs for Farm Loan Programs.

Employees should use this notice and the Activity Reporting System (ARS) Quick Reference Guide to determine which ARS activity best captures work being performed. The ARS Quick Reference Guide can be found on the DAFO BAMSD Website at <https://inside.fsa.usda.gov/program-areas/dafo/dafo-training/bamsd/index>.

Notes: The new ARS activity codes referenced in this notice **cannot** be used with the ARS program “Farm Storage Facility Loan”.

Any work completed with FSA-850, FSA-851, or Environmental Assessment should be reported to the ARS activity “**Environmental Compliance**”.

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2 New ARS Activity Codes for Farm Loan Programs to Replace “Signup” and “Service” (Continued)

B ARS Activity “FLP Application Processing”

ARS activity “**FLP Application Processing**” will be used to capture time associated with receiving and processing applications for farm loans.

The following key tasks should be associated with this activity:

- initial receipt/review of loan application to determine completeness
- providing information to customers about Farm Loan Programs
- obtaining farm program information
- ordering/reviewing of necessary appraisals
- ordering/reviewing a credit report for processing a loan application
- entering and reviewing financial information
- preparing required letters, including FSA-2313, Notification of Loan Approval and Borrower Responsibilities
- filing/preparing lien documents (UCC’s, real estate mortgages, Security Agreements, prior lienholder, promissory note)
- disbursement of funds (EFT)
- scheduling and closing the loan(s)
- review and processing of loan closing documents.
- processing Preauthorized Debit Agreement (PAD)
- issuing of Conditional Commitment/Loan Guarantee
- final updates to necessary computer systems
- obtaining assignments/joint payments
- secondary market (guarantee loans).

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2 New ARS Activity Codes for Farm Loan Programs to replace “Signup” and “Service” (Continued)

C ARS Activity “FLP Routine Servicing”

The ARS activity “**FLP Routine Servicing**” shall be used to capture time associated with routine servicing of active farm loans.

The following key tasks should be associated with this activity:

- preparation and mailing of payment reminders
- processing loan payments in NRRS
- request for and continuation/amendment of UCC liens
- follow up on insurance requirements
- processing subsequent loan advance requests
- follow up on real estate tax payment requirements
- borrower training follow ups
- submission/review/entry of semi-annual status reports. (guarantee loans)
- annual request to submit financial information
- processing payments in full (release of liens, closing of file, completing info in DLS/GLS)
- line of credit reviews from SEL
- processing deceased borrower
- monitoring of existing Shared Appreciation Agreements
- researching real estate tax status
- transfers and assumptions
- release of liability
- substitution of lender (guarantee loans).

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2 New ARS Activity Codes for Farm Loan Programs to Replace “Signup” and “Service” (Continued)

D ARS Activity “FLP Servicing: Farm Visits”

The ARS activity “**FLP Servicing: Farm Visits**” shall be used to capture time associated with chattel and real estate inspections including supervisory farm visits.

The following key tasks should be associated with this activity:

- chattel inspection
- crop inspection
- preparing for farm visits
- reviewing inspection reports
- real estate inspection
- review development and construction work completed
- supervisory (customer requests meeting)
- time spent traveling for farm visits.

Note: Travel time for other FLP needs that are not farm visits should be coded to the ARS activity “**Travel**”.

E ARS Activity “FLP Servicing: Subordinations and Partial Releases”

The ARS activity “**FLP Servicing: Subordinations and Partial Releases**” shall be used to capture time associated with processing subordinations and partial releases.

The following key tasks should be associated with this activity:

- review of application requests with necessary information
- credit presentation in FBP
- execution/preparation of lien instruments
- data entry of applicable information into DLS.

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2 New ARS Activity Codes for Farm Loan Programs to Replace “Signup” and “Service” (Continued)

F ARS Activity “FLP Servicing: Delinquent & Distressed”

The ARS activity “**FLP Servicing: Delinquent & Distressed**” shall be used to capture time associated with managing delinquent loans.

The following key tasks should be associated with this activity:

- review of default status reports (guarantee loans)
- discussions with loan officer concerning account
- review of proposed liquidation plans
- primary loan servicing (PLS), including all required letters
- review of financial information for entry into FBP, eDALRS
- restructuring of debt (preparation of forms, data entry into DLS or GLS), pre-review of plan, post review of action
- review of interest assistance loss claim (guarantee loan)
- ordering a credit report in conjunction with debt settlement application
- processing offsets for borrowers
- disaster set-aside (DSA)
- write-downs, debt settlements, conservation easements
- homestead protection, current market value buyout
- unauthorized assistance
- working with inventory properties
- review/enter estimated and final loss claim payments
- establishment of federal debt on final loss claim payments.

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**2 New ARS Activity Codes for Farm Loan Programs to replace “Signup” and “Service”
(Continued)**

G ARS Activity “FLP Servicing: Annual Financial Analysis”

The ARS activity “**FLP Servicing: Annual Financial Analysis**” shall be used to capture time associated with performing year end analysis (YEA).

The following key tasks should be associated with this activity:

- review of submitted annual analysis (guarantee loan)
- reviewing and data entry into FBP to complete graduation, classification, farm assessment and YEA.