

For: FSA Employees

Activity Reporting System (ARS) Farm Loan Program Applications Activities

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

Notice AO-1734 provided new ARS activity codes to capture more specific detail for Farm Loan Programs workload measurement. After consideration, DAFLP felt that there were significant differences in application processing time for Microloans and Youth Loans. To capture this difference, it was determined that the ARS activity, “**FLP Application Processing**”, should be divided by multiple loan types.

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, “**FLP Application Processing**”, has been modified:

- activity code “**FLP Application Processing**” is now “**FLP Application Processing: General**”
- new activity code “**FLP Application Processing: Microloan**”
- new activity code “**FLP Application Processing: Youth Loan**”.

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
February 1, 2020	All FSA employees; State Offices relay to County Offices

Notice AO-1738

2 New ARS Activity Codes for Farm Loan Programs Application Processing

A General Information About New Farm Loan Program ARS Activity Codes

ARS activity code “**FLP Application Processing**” has been modified to the activity “**FLP Application Processing: General**” to work in conjunction with the new ARS activity codes “**FLP Application Processing: Microloan**” and “**FLP Application Processing: Youth Loan**”.

All time coded to the former ARS activity “**FLP Application Processing**”, as directed in Notice AO-1734, should be divided between the following three ARS activity codes as described:

- **FLP Application Processing: General** - all application processing time **not** associated with either a microloan or a youth loan
- **FLP Application Processing: Microloan** - all application processing time associated with a microloan
- **FLP Application Processing: Youth Loan** - all application processing time associated with a Youth Loan.

Only the ARS Activity Code “**FLP Application Processing: General**” can be used the ARS Program “**FLP Guaranteed Loan**”. The ARS Activities “**FLP Application Processing: Microloan**” and “**FLP Application Processing: Youth Loan**” can only be coded to the ARS Program “**FLP Direct Loan**”.

New activity codes are available in WebTA and should be used as applicable when completing PP21 (October 13 – October 26) time and attendance.

Notice AO-1738

2 New ARS Activity Codes for Farm Loan Programs Application Processing (Continued)

B Key Tasks

The following Key Tasks should be coded to the activities in subparagraph A according to the type of loan the application is for:

- 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 2313, Approval Letter
- 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 Conditional Commitment/Loan Guarantee
- final updates to necessary computer systems
- obtaining assignments/joint payments
- secondary market (guarantee loans).