

For: State and County Offices

FY 2004 FLP Credit Reports

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

The National Office has contracted with Dun and Bradstreet (D&B) Information Services to provide online services for commercial credit reports through the internet for FY 2004. State Office FLP staff will retain the responsibility for ordering commercial credit reports for FY 2004.

State Offices:

- must select GSA-approved vendors to obtain mortgage credit reports
- are authorized to obtain electronic mortgage reports for individuals and joint applicants.

B Purpose

This notice provides guidance on obtaining credit reports.

C Contact

Direct any questions about this notice to Ann Smith, LMD, at 202-720-1656.

Disposal Date	Distribution
October 1, 2004	State Offices; State Offices relay to County Offices

Notice FLP-322

2 Responsibilities

A Farm Loan Manager (FLM) Responsibilities for Obtaining Commercial Credit Reports

FLM's will determine whether a commercial credit report is required. If FLM can make a loan determination based on information on an applicant's mortgage report, a commercial credit report is not required.

If FLM determines that a commercial credit report is needed, a \$40 fee will be collected from the applicant and a request to order a commercial credit report will be sent to the State Office, FLP Section.

FLM's shall submit the information on RD Instruction 1910-C, Exhibit A or in memorandum form. Requests must be in writing and provide the following information:

- name of applicant
- mailing and physical address of operation
- telephone numbers for principals and owner's name, if different from name of applicant.

Note: The D&B database will not have an established record of activities on newly formed operations; however they will initiate an investigation upon request.

B FLM Responsibilities for Obtaining Mortgage Reports

The standard fee for mortgage reports remains \$28 for individuals and \$34 for joint applicants. FLM's shall follow State Office supplements when ordering and charging fees for paper and electronic mortgage reports.

C State Office Coordinator Responsibilities for Obtaining Commercial Credit Reports

The State Office Coordinator or their designee:

- shall order commercial credit reports
- shall access the D&B website at <http://www.dnb.com> and sign in to the State's D&B account using an authorized ID and password
- shall access the D&B database by selecting "Company Reports" from the list of D&B products

2 Responsibilities (Continued)

C State Office Coordinator Responsibilities for Obtaining Commercial Credit Reports (Continued)

- are only authorized to obtain D&B “Business Information Reports”
- shall initiate an investigation through D&B website if a business information report is not available.

Upon receiving a credit report, the State Office Coordinator shall FAX the report to the requesting FLM.

Note: State Office Coordinators will receive monthly reports from D&B detailing the usage of the individual accounts. State Offices will not be billed by D&B for access to this database.

D State Office Responsibilities for Obtaining Vendor Services for Mortgage Reports

State Offices will:

- select approved vendors from GSA Schedule 520, “Financial and Business Solutions,” Item 520-16, “Business Information Services”

Note: GSA Schedule 520 can be found on the GSA website at <http://www.fss.gsa.gov>. Select the following:

- Schedules e-Library under “Related Links”
- Schedules e-Library link on the information page displayed
- 520 from the drop down menu under “Go to Federal Supply Schedule.”
- issue State supplements providing additional guidance, such as, vendor selection, use of vendors and fees, to field offices

Note: State supplements must be issued and approved according to 1-AS, paragraphs 216 and 220.

- amend standard fees to reflect the actual cost for electronic mortgage reports.

2 Responsibilities (Continued)

E Using CBCWIN Software by State and County Employees

No versions of the CBCWIN software have been certified for use on Windows XP. Those offices previously using CBCWIN 1.06, which was certified for Windows NT, have been set up to use web-based CBCWEB.

F National Office Responsibilities

The National Office works with the National Agricultural Library under an interagency agreement to obtain D&B's reporting services. All payments to D&B under this contract are made through the National Agricultural Library.