

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

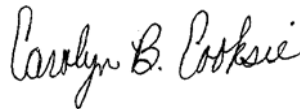
**Notice FLP-345**

**For:** State and County Offices

1910-A, 1924-B, 1941-A,  
1943-A, 3-FLP, 1951-S,  
1962-A, 1965-A

**Implementing the Farm Business Plan (FBP) System**

**Approved by:** Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Purpose**

The implementation of and training schedule for the web-based FBP system was announced in Notice FLP-337. This notice provides guidance on the use of FBP and obsolescence of the Farm and Home Plan (FHP) after each State has received training.

**B Contact**

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact 1 of the following:
  - Mike Hinton or Orlando Kilcrease concerning loan making issues at 202-720-1472
  - Jeff King concerning loan servicing issues at 202-720-4572
  - Steve Rubin concerning data conversion issues at 202-720-3647.

<b>Disposal Date</b>  April 1, 2005	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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## Notice FLP-345

### 2 Implementing the Web-Based FBP

#### A Use of FSA-431-2, System 36 FHP, and PCFHP

After completing the State's FBP training, employees within the State shall no longer use:

- FSA-431-2 for applicants or borrowers requesting loan making or loan servicing assistance
- System 36 FHP

**Note:** System 36 FHP will be disabled and no longer accessible 2 weeks after the State receives training.

- PCFHP.

#### B Use of FSA-2037 and FSA-2038

FBP worksheets have been developed to collect financial data from loan applicants and borrowers. After completion of the State's FBP training, employees within the State shall use:

- FSA-2037 to collect balance sheet data
- FSA-2038 to collect projected and/or actual income and expense data.

**Note:** Before April 19, 2004, FSA-2037 and FSA-2038 shall be posted to:

- the FFAS Employee Forms Site at:  
<http://165.221.16.90/dam/ffasforms/forms.html>
- the Public Forms Site at <http://www.sc.egov.usda.gov/>.

#### C Use of Web-Based FBP

FBP shall be used to determine feasibility for all loan making and loan servicing requests after completion of the State's FBP training. Refer to the FBP System FSA User Handbook to determine what constitutes a feasible plan. All training participants will receive a copy of the handbook at the beginning of their FBP training session held in Omaha, Nebraska.

**Exception:** FSA-431-2, System 36 FHP, or PCFHP may be used for final action on any pending loan making or loan servicing request provided it was prepared before the State's FBP training.

## **2 Implementing the Web-Based FBP (Continued)**

### **D Code of Federal Regulations (CFR), Handbooks, and Instructions**

The terms “Farm and Home Plan”, “FSA-431-2”, or similar text is used throughout numerous CFR parts, FSA handbooks, and FSA and RD Instruction Manuals. FSA-2037, FSA-2038, and FBP shall be used in place of these items after completion of the State’s FBP training.

**Note:** References to “Farm and Home Plan”, “FSA 431-2”, or similar wording will be revised during the streamlining process.