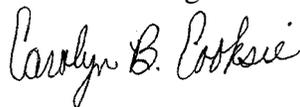


For: State and County Offices

Automated Systems for Use With Workload Counts

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

BUD uses MAC data, Web AgCredit data, and workload scheduling (WLS) item codes to capture certain FLP unit counts for workload reporting.

B Purpose

This notice:

- requires applicant/borrower data to be entered into MAC and Web AgCredit
- requires National Office standardized WLS codes to be used in MAC
- provides information on the data elements and WLS item codes that BUD queries will use to capture workload units as of March 31 and September 30 of each FY.

C Contact

State Offices may direct questions about:

- this notice to Kathleen Miller, LMD at 202-720-1643
- work measurement or workload queries to Vicki Larson, BUD at 202-720-2501.

Disposal Date	Distribution
March 1, 2006 3-31-05	State Offices; State Offices relay to County Offices

Notice FLP-386

2 Workload Items

A MAC Data

The following MAC data elements and WLS codes are counted for BUD’s FY 2005 mid-year and end-of-year workload item queries.

Note: Notice FLP-351 requires guaranteed application information to be downloaded into MAC; however, the lender status code field must be verified and manually entered on MAC Application Information Screen UAA20601 on all guaranteed applications that have not been obligated.

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
561	Environmental Risk Survey (FSA-851) Note: See 12-AO (Rev. 21), Exhibit 13 and the query adjustment worksheet to add the number FLP completed for Farm Program (FP) activities, such as CRP/FSFL/ECP.	BUD query plus manual count WLS 7001 – “Environmental Risk Survey”	UAA71001 - Selection Screen UAA70006
562	Environmental Review Class I Assessment (FmHA 1940-21)	WLS 7002 – “Environmental Review Class I Assessment”	UAA71001 - Selection Screen UAA70006
563	Environmental Review Class II Assessment	WLS 7003 – “Environmental Review Class II Assessment”	UAA71001 - Selection Screen UAA70006
564	Farm Loan Programs Environmental Evaluation (FmHA 1940-22) Note: See 12-AO (Rev. 21), Exhibit 13 and the query adjustment worksheet to subtract the number of FSA-850’s FLP completed for FP because WLS 7000 was used and counted in the query.	BUD query minus manual count WLS 7000 – “Environmental Evaluation”	UAA71001 - Selection Screen UAA70006

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2 Workload Items (Continued)

A MAC Data (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
801	<p>Loan Applications Received for All Direct Farm Loan Programs Except Youth Loans</p> <p>Notes: Includes nonprogram loan applications.</p> <p>It is important that the “Type of Assistance” field in MAC is entered as soon as it is known.</p>	<p>“Date Received” field is entered</p> <p>“Direct/Guar” field = “D”</p> <p>“Type of Assistance” field not = to “052”, “107”, “151”, or “152” (youth loans)</p>	UAA20601
802	<p>Program Eligibility Determinations for Direct Loan Applications Except Youth Loans</p> <p>Note: Each eligibility determination is counted for each application except for youth loan applications.</p>	<p>“Eligibility Decision Dt1” field, “Dt2” field, and/or “Dt3” field is entered</p> <p>“Action Description 1, 2, 3” field = “E” or “R”</p> <p>“Eligibility Decision/Description” fields are blank, but “Final Disposition Action” field = “W”</p> <p>“Direct/Guar” field = “D”</p> <p>“Fund Code” field not = “43”</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p>	UAA20601
803	<p>Loss Calculations and Test for Credit for EM Loan Eligibility Determinations</p>	<p>Same as work item 802 except “Fund Code” field = “43”</p>	UAA20601

2 Workload Items (Continued)

A MAC Data (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
804	<p>Loan Feasibility Determinations for Direct Loans Except Lo Doc Loans and Youth Loans</p> <p>Note: Every disposition is counted for each application. This includes final disposition, final disposition after appeal, or other final disposition, used mainly with reinstated applications.</p>	<p>“Final Disposition Date” field, “Fnl Disp Date After Appeal” field, and/or “Other Disp Date” field is entered</p> <p>“Final Disposition Action” field, “Fnl After Appeal” field, and/or “Other Final Disposition” field = “A”, “R”, or “W”</p> <p>“Action Description 1, 2, or 3” field = “E”</p> <p>“Direct/Guar” field = “D”</p> <p>“Lo Doc Loan” field = “N” or blank</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p>	<p>UAA20601 UAA20602</p>
805	<p>Loan Closing for Direct Loans Except Youth Loans</p> <p>Note: Enter data through application closing section after closing date is entered, including scheduled payments.</p>	<p>“Closing Date” field is entered</p> <p>“Direct/Guar” field = “D”</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p>	<p>UAA21005 - New Loan Funds</p> <p>UAA21010 - Credit Sale</p> <p>UAA21315 Assumption</p>
806	<p>Loan Feasibility Determinations for Lo Doc Loans</p> <p>Notes: It is very important to ENTER “Y” in the MAC “Lo Doc Loan” field for every Lo Doc loan application.</p> <p>The count excludes youth loans.</p>	<p>Same as work item 804 except “Lo Doc Loan” field = “Y”</p>	<p>UAA20601</p> <p>UAA20602 - Location of “Lo Doc Loan” field</p>
807	<p>Youth Loan Processing</p> <p>Note: All activities to receive, process, and make a youth loan are included in this work item.</p>	<p>“Date Received” is entered</p> <p>“Direct/Guar” = “D”</p> <p>“Type of Assistance” = “052”, “107”, “151”, or “152” (youth loans)</p>	<p>UAA20601</p>

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2 Workload Items (Continued)

A MAC Data (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
821	<p>Routine Loan Servicing for All Direct Loan Borrowers Except Youth Loans</p> <p>Note: This is a count of all unduplicated direct borrowers who have at least 1 loan, except youth loans, outstanding as of March 31 of the reporting year. The borrower is counted if the outstanding loan payoff date (LPYOFD) is absent or greater than March 31, the loan amount (LONAMT) is greater than zero, and the original loan date (ORLNDT) is equal to or less than March 31 of the current FY. This unit is counted once annually.</p>	<p>MAC's LND (direct loan database)</p> <p>Database fields:</p> <ul style="list-style-type: none"> • LPYOFD (loan payoff date) • LONAMT (loan amount) • ORLNDT (original loan date) <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p>	<p>Reports from Main Menu Screen UAA90001, Unduplicated Borr Caseload UAA99900, Print Report</p>
822	<p>Financial Analysis and Specialized Direct Loan Servicing Activities Performed by FSA Employees Except Youth Loans</p> <p>Note: There is a maximum of 1 count per borrower per FY.</p>	<p>WLS 4025 – “Year End Analysis”</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p>	<p>UAA71001 - Selection Screen UAA70006</p>

Notice FLP-386

2 Workload Items (Continued)

A MAC Data (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
823	<p>Field Visits for Direct Loan Servicing Activities Performed by FSA Employees Except Youth Loans</p> <p>Notes: If completion dates are the same for any of the listed WLS items, then only 1 count is made.</p> <p>If a Year-End Analysis (YEA) is completed during a field visit, enter a WLS 4025 (counted in work item 822) and a field visit code such as WLS 4005 and it will be counted in this item.</p>	<p>WLS 2004 – “Development Inspection”</p> <p>WLS 2005 – “Final Inspection”</p> <p>WLS 2015 – “Supervisory Visit (field)”</p> <p>WLS 2050 – “Delinquency Visit (field)”</p> <p>WLS 4005 – “Field Visit</p> <p>WLS 4065 – “Annual Farm Visit”</p> <p>WLS 4070 – “Chattel Inspection”</p> <p>WLS 4071 – “3-Year Real Estate Inspection”</p> <p>WLS 4075 – “Crop Inspection”</p> <p>“Type of Assistance” field not = “052”, “107”, “151”, or “152” (youth loans)</p>	<p>UAA71001 - Selection Screen</p> <p>UAA70006</p>
824	<p>1951-T Servicing Actions</p> <p>Note: This is a count of each borrower being sent 1951-T-1 letter.</p>	<p>Manual count</p> <p>Note: To assist in manual count use WLS 3023 each time letters are sent. Put total number of letters sent in WLS comment area then, when needed, run WLS report for number of WLS 3023’s completed and total numbers in comment areas or use WLS 5014 for each letter sent (more time-consuming).</p>	<p>UAA71001 - Selection Screen</p> <p>UAA70006</p>

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2 Workload Items (Continued)

A MAC Data (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
826	<p>Subordination of Chattel Security</p> <p>Note: Unit is counted when the chattel subordination request is approved, denied, or withdrawn.</p>	<p>Request Type = "S" (Subordination)</p> <p>Request Date is entered</p> <p>Security Code = "1", "2", "3", "4", "6", or "9"</p> <p>Final Disposition Date and/or Final Disposition Date After Appeal is entered</p> <p>Final Disposition Action and/or Final Disposition After Appeal = "A", "R", or "W"</p>	<p>UAA35205 UAA35210</p>
827	<p>Real Estate-Subordinations, Partial Releases, and Consent Activities</p>	<p>Same as work item 826 except Request Type = "S", "P", or "C"</p> <p>Security Code = "5", "7", or "8"</p>	<p>UAA35205</p>
828	<p>Servicing Shared Appreciation Agreements (New workload query)</p> <p>Unit is counted every time SAA is satisfied, paid, or amortized.</p>	<p>BUD query printout – requires manual entry on FSA-55-1 after verification:</p> <p>Paid SAA's EQT record shows a paid code of "PIF" and Final Payment Received Date within the reporting date range</p> <p>Satisfied SAA's EQT record shows a paid code of "QOO" and WLS 4053 within the reporting date range (This counts those with zero due)</p> <p>Amortized SAA's SAA record – Security Application Type Code = A and Security Action Completed Date within the reporting date range.</p>	<p>UAA71001 - Selection Screen</p> <p>UAA70006</p>
831	<p>Direct Youth Loan Servicing Activities</p>	<p>Counts the number of unduplicated youth loan borrowers, who have outstanding youth loans as of March 31. Checks LND (MAC direct loan database) records and the paid code.</p> <p>"Type of Assistance" = "052", "107", "151", or "152" (youth loans)</p>	

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2 Workload Items (Continued)

A MAC Data (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
833	Security Servicing for Direct Loan Borrowers Except Youth Loans Note: There is a maximum of 1 count per borrower per year.	WLS 4010 – “Follow-up 1962-1” “ Type of Assistance ” not = “052”, “107”, “151”, or “152” (youth loans)	UAA71001 - Selection Screen UAA70006
834	Review of Contracted Year-End Analysis by FSA Employees	WLS 4024 – “Year-End Analysis by Contractor” “ Type of Assistance ” field not = “052”, “107”, “151”, or “152” (youth loans)	UAA71001 - Selection Screen UAA70006
835	Review of Contracted Field Visit Reports by FSA Employees	WLS 2012 – “Development Inspection by Contractor” WLS 2013 – “Final Development Inspection by Contractor” WLS 4066 – “Other Field Visit by Contractor” WLS 4067 – “Crop Inspection by Contractor” WLS 4068 – “3-Yr R/E Inspection by Contractor” WLS 4069 – “Chattel Inspection by Contractor” “ Type of Assistance ” field not = “052”, “107”, “151”, or “152” (youth loans)	UAA71001 - Selection Screen UAA70006
901	Loan Applications Received for Guaranteed Farm Loan Programs Except Preferred Lender Program (PLP)	Same as work item 801 except: <ul style="list-style-type: none"> • “Direct/Guar” = “G” • “Lender Status Code” not = “P” 	UAA20601

Notice FLP-386

2 Workload Items (Continued)

A MAC Data (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
902	Program Eligibility Determinations for Guaranteed Loan Applications Except PLP	Same as work item 802 except: <ul style="list-style-type: none"> • “Direct/Guar” = “G” • “Lender Status Code” not = “P” 	UAA20601
903	Loan Feasibility Determinations for Guaranteed Loans Except PLP	Same as work item 804 except: <ul style="list-style-type: none"> • “Direct/Guar” = “G” • “Lender Status Code” not = “P” No check on “Lo Doc Loan” field.	UAA20601
904	Loan Closing for Guaranteed Loan Programs Except PLP	Same as work item 805 except: <ul style="list-style-type: none"> • “Direct/Guar” = “G” • “Lender Status Code” not = “P” 	UAA20601 UAA22004/UAA22005
905	PLP Guaranteed Loan Processing Note: Count each guaranteed farm loan request received from a preferred lender.	Same as work item 901 except “Lender Status Code” = “P”	UAA20601
921	Routine Guaranteed Loan Servicing and Maintaining Lender Records Notes: Count 1 unit for each guaranteed loan borrower. This is a count of all unduplicated guaranteed borrowers who have at least one loan outstanding as of March 31. This unit is counted once annually. Print Unduplicated Borrower Caseload Report UAA90C-R012 on March 31, 2005, and review for active borrowers.	Manual count.	

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2 Workload Items (Continued)

A MAC Data (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
922	<p>Feasibility Determinations for Guaranteed Loan Servicing Activities</p> <p>Reduce the count shown on the query printout to accommodate the usage of WLS 4040. See note under WLS 4040.</p>	<p>BUD query printout – requires manual entry on FSA-55-1 after verification and reduction as needed.</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> • WLS 4046 – “Interest Assistance Review” • WLS 4040 – “Line of Credit Reviews” <p>Note: Count only if a feasibility determination is made.</p> <ul style="list-style-type: none"> • WLS 4043 - Guaranteed Loan Restructure – Pre-Review” • WLS 4044 – “Guaranteed Loan Restructure – Post Review” 	<p>UAA71001 - Selection Screen</p> <p>UAA70006</p>
923	<p>Guaranteed Loan Servicing - Lender File Reviews for SEL and CLP</p>	<p>Manual count. (See informational Query 2167)</p> <p>WLS 4035 when “Lender Status Code” not = “P”</p>	<p>UAA20601</p> <p>UAA71001 - Selection Screen</p> <p>UAA70006</p>
924	<p>Guaranteed Loan Servicing - Lender File Reviews for PLP</p>	<p>Manual count. (See informational Query 2167)</p> <p>Same as work item 923 except “Lender Status Code” = “P”</p>	<p>UAA20601</p> <p>UAA71001 - Selection Screen</p> <p>UAA70006</p>

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2 Workload Items (Continued)

A MAC Data (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
925	Servicing Guaranteed Loan Borrowers Through Liquidation or Bankruptcy and Processing Loss Claims	<p>Manual count.</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> • WLS 4038 – “Process Guaranteed Loss Claims” • WLS 4004 – “Default Status Report” <p>Note: Comment section may show the purpose of the form. Only count those for purposes of liquidation and bankruptcy notice.</p>	<p>UAA71001 - Selection Screen</p> <p>UAA70006</p>
1001	<p>Banking and Collections for All Loan Programs</p> <p>Note: Manual count for each:</p> <ul style="list-style-type: none"> • SBA established • check disbursed from SBA • SBA reconciled • Multiple advances by check or EFT. <p>Note: Units shall be recorded in Type I FLP Servicing Office reports only.</p>	<p>BUD query printout counts:</p> <ul style="list-style-type: none"> • loan repayment recorded on CCC-257 • check or cash payment recorded on CCC-257. <p>Do not double the query count.</p> <p>To assist with the manual count:</p> <ul style="list-style-type: none"> • WLS 2011 – “Reconcile and Monitor SBA” - enter date established in the comment area and number of checks disbursed at time of reconciliation <p>Note: Every completed WLS 2011 is a reconciliation to count.</p> <ul style="list-style-type: none"> • WLS 1038 – “Order Loan Advances” 	<p>UAA71001 - Selection Screen</p> <p>UAA70006</p>

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2 Workload Items (Continued)

A MAC Data (Continued)

Work Item	Description	MAC Data Field/WLS Code Counted by Queries	MAC Screen
1002	Real Estate Appraisals Performed by FSA Employees Note: It is important that State Office Appraisers notify the County Office when appraisals have been scheduled and when they are completed.	WLS 4062 – “Agency Real Estate Appraisal”	UAA71001 - Selection Screen UAA70006
1003	Chattel Appraisals Performed by FSA Employees	WLS 4060 – “Agency Chattel Appraisal”	UAA71001 - Selection Screen UAA70006
1004	Technical Appraisal Reviews by FSA Employees These are reviews of real estate appraisals.	WLS 4076 – “Real Estate Appraisal Technical Review”	UAA71001 - Selection Screen UAA70006
1005	Reviewing Chattel Appraisals Performed by Lenders, Contract Appraisers, or Third Parties for Direct or Guaranteed Loan Making and Servicing	WLS 4061 – “Contracted Chattel Appraisal” WLS 4078 – “Lender Chattel Appraisal Review”	UAA71001 - Selection Screen UAA70006
1006	Administrative Appraisal Reviews by FSA Employees These are reviews of real estate appraisals.	WLS 5002 – “Contracted real estate appraisal” WLS 4077 – “Lender real estate appraisal review”	UAA71001 - Selection Screen UAA70006

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2 Workload Items (Continued)

B MAC Reports

It is important to run MAC reports on the same day the BUD queries are run to check the query totals. The workload item numbers and the MAC report numbers to check query totals are as follows.

WL Item Number(s)	MAC Report Number
561, 562, 563, 564, 822, 823, 833, 1001(reconciliation only), 1002, 1003, 1005, 1006	UAA70006, Workload Scheduling Reports*
801, 802, 803, 804, 805, 806, 807	UAA919-R009, Application Reports, All Farm Loan Programs, Direct
821, 831,** and 921	UAA90C-R012, Unduplicated Borrower Caseload Report
826, 827	UAA926-R00, Subordination Report
901, 902, 903, 904, 905	UAA917-R008, Application Reports, All Farm Loan Program, Guaranteed

* Reports produced are based on the appropriate WLS code(s) selected according to subparagraph A.

** Regular and youth loans are not separated out on the report.

Notice FLP-386

2 Workload Items (Continued)

C Web AgCredit Data

The following Web AgCredit AOCODES and associated outcomes are counted by BUD's FY 2005 mid-year and end-of-year workload item web queries. The web-query results will be loaded to the FSA-55-1 or FSA-55 workload report by KC-ADC after transmission from State Offices.

Work Item	Description	AOCODES and Associated Outcomes Counted by Queries	AgCredit Query
825	<p>1951-S Servicing Applications Sent</p> <p>Note: This is a count of each borrower being sent a 1951-S servicing package. This includes Current and Distressed Borrowers, Less Than 90 Days Past Due Borrowers, 90 Days Past Due Borrowers, Borrowers in Non-Monetary Default, and Borrowers in Bankruptcy.</p>	<p>Outcomes 1 & 2 of the following:</p> <ul style="list-style-type: none"> • CBS301 - 90 Days Past Due, Exh. A • CBS315 - 90 Days Past Due, Exh.D-1 • CCS301 - Current Borrower, Att. 1 & 2 • CES301 - Bankruptcy Borrower, Exh. D • CGS301 – Non-Monetary Default, Exh. A • LTS301 - Less than 90 Days Past Due <p>Outcome 1 of CGS304 - Non-monetary Default, Exh. D-1</p>	825

Notice FLP-386

2 Workload Items (Continued)

C Web AgCredit Data (Continued)

Work Item	Description	AOCODES and Associated Outcomes Counted by Queries	AgCredit Query
829	<p>Inventory Property Management</p> <p>Note: See 12-AO (Rev.21), Exhibit 13 and the query adjustment worksheet to add the number of inventory properties held for FY to the Web AgCredit query results.</p>	<p>Web query plus manual count</p> <p>Acquisitions:</p> <p>Outcome 1 of the following:</p> <ul style="list-style-type: none"> • CBRV301 – Process Voluntary Conveyance (VC) offer and determine if VC can be accepted • CBDT306 – Determine if FSA security acquired • PPDT303 - Process VC offer and determine if VC can be accepted • LPDT305 - Process VC offer and determine if VC can be accepted • BPDT305 - Process VC offer and determine if VC can be accepted <p>Outcome 2 of HPDT308 - Process VC offer & determine if VC can be accepted</p> <p>Outcomes 1 and 2 of CEDT308 – Determine if bankruptcy cancellation needed</p> <p>Sale of property:</p> <p>Outcome 1 of HLP301 – Process cash sale</p> <p>Outcomes 1 and 2 of HLP302 – Process credit sale</p> <p>Property held in inventory for the entire FY - Manual</p>	829

Notice FLP-386

2 Workload Items (Continued)

C Web AgCredit Data (Continued)

Work Item	Description	AOCODES and Associated Outcomes Counted by Queries	AgCredit Query
830	All Debt Settlement Activities Note: Count 1 unit for cancellation, settlement, or non-approval.	CLPD301 , outcomes 2 and 3 - Debt settlement denied CLDT305 , outcomes 1, 2, 3 - Treasury and State Office to determine if adjustment/compromise is acceptable CLW306 , outcomes 1, 2, 4, 5, 6 - Wait for State Office to approve debt settlement (approved or denied) CLW307 outcomes 1, 2 - Wait for the Department of Justice (DOJ) response (approved or denied debt settlement) CEPS301 outcome 1 - Wait for cancellation to be processed for bankrupt borrower (cancellation processed)	830
832	Debt For Nature - Conservation Contract (CC) Unit is counted when borrower eligibility is determined.	COQ301 - Determine eligibility for CC request (open or completed activity).	832
836	Farm Loan Programs Bankruptcy Cases	CEDT311 – Bankrupt – Select type of bankruptcy CAT150 – Bankruptcy CAT150 and CATCPL “category completion date” = blank	836

Notice FLP-386

2 Workload Items (Continued)

C Web AgCredit Data (Continued)

Work Item	Description	AOCODES and Associated Outcomes Counted by Queries	AgCredit Query
837	1951-S Servicing Application Received	CCW301 – Outcomes 1, 2 LTW301 – Outcomes 1, 2 CBW301 – Outcome 3 CGW301 – Outcome 3	837

Note: It is important to run the following Web AgCredit queries on the same day the BUD web-queries are run to check the counts.

- 825 – 1951-S Servicing Applications Sent
- 829 – Inventory Property Management
- 830 – All Debt Settlement Activities
- 832 – Debt for Nature – Conservation Contract
- 836 – Farm Loan Programs Bankruptcy Cases
- 837 – 1951-S Servicing Applications Received

3 Action

A State and County Office Action

State and County Offices shall:

- read the workload reporting information and other query information posted on the WM/WL Home Page at <http://dc.ffasintranet.usda.gov/BD/WorkMeasurement/WMWLHome.htm>

Note: See 12-AO (Rev. 21), paragraph 9914 for instructions on accessing the WM/WL Home Page.

- review Notice AO-1328.

Notice FLP-386

3 Action (Continued)

B SED Action

SED's will ensure that all:

- data listed in this notice that is counted for workload is entered in MAC on the System36/AS400 and Web AgCredit by the appropriate Field Offices
- National Office-created WLS codes are used by Field Offices to the extent possible to track their work
- State Office FLP and appraisal staff report workload unit counts to the appropriate County Office before workload queries being run
- Farm Loan Managers attend district workload review, if applicable
- Farm Loan Chiefs or designees are included in the State Office workload review process to assist in verifying FLP data submitted is accurate and consistent.