

For: State and County Offices

National Contract for Farm Storage Facility Loan (FSFL) Credit Reports

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

As part of the FSFL program eligibility requirements, a financial analysis is completed on all applicants to determine if they have the ability to repay the FSFL debt. As part of this analysis, CCC must obtain a credit report for all applicants.

Some States with a large number of FSFL applications have a contract with a credit reporting company. States with very few FSFL applications previously used the FLP credit report contract when requesting credit reports. Almost 2 years ago, FLP began obtaining credit reports through a national contract using the Farm Business Plan (FBP) software. Because FSFL's do not interface with the FBP software, FSFL program is not able to obtain credit reports using FBP software. This has caused undue hardship on the States that relied on FLP credit reporting contracts.

A national contract for FSFL credit reports has been proposed as a more economical, convenient, and efficient way to receive the required reports.

B Purpose

This notice informs State and County Offices:

- that a national contract for obtaining all FSFL credit reports has been awarded
- that **all** FSFL credit reports shall be obtained through the national contractor
- that the National Office will receive the bill and pay for all FSFL credit reports
- of the reconciliation report that shall be required and submitted to identify the credit reports they have requested
- of the procedure for requesting the contractor to set up and train authorized users.

Disposal Date

May 1, 2009

1-13-09

Distribution

State Offices; State Offices relay to County Offices

Notice FSFL-52

1 Overview (Continued)

C Contact

If there are any questions about this notice, contact DeAnn Allen, PSD Contracting Officer's Representative by either of the following:

- e-mail at **deann.allen@wdc.usda.gov**
- telephone at 202-720-9889
- FAX at 202-720-3307.

2 National Contract for Obtaining FSFL Credit Reports

A FSFL Credit Report Contract

FSA has obtained a national contract with "One Source Credit Report" (One Source) of Houston, Texas, to provide credit reports for FSFL applications to County Offices.

All FSFL credit reports shall be obtained from this contractor.

These credit reports will be:

- obtained electronically from a secure web site provided by One Source
- merged credit reports including data from the following three reputable credit reporting companies:
 - Equifax
 - Experian
 - TransUnion
- returned to the requesting office by e-mail or FAX within 2 business days
- paid monthly by the National Office.

One Source shall provide a help desk telephone number and e-mail address for all inquiries after a location is set up. Until further notice, all requests for set up will be sent to One Source through PSD. Once a location has been set up, all requests for assistance with problems shall be routed through the State Offices.

Notice FSFL-52

2 National Contract for Obtaining FSFL Credit Reports (Continued)

B Available Credit Reports

Credit reports will be available for the following FSFL applicants:

- individual – one specific person who is solely responsible for their debts
- joint – two married individuals who according to the law in a specific State jointly own assets and are responsible for the debts of each other
- entity – legal entities doing business as any of the following:
 - corporation
 - limited liability corporation or company
 - limited and general partnerships
 - trusts
 - estates.

C Centralized Payment

Payments for all FSFL credit reports will be made to One Source from the FSA National Office. State and County Offices will no longer pay for credit reports they request.

D Monthly Reconciliation of Bill

Before the National Office is able to pay the bill for FSFL credit reports requested the previous month, the entire bill must be reconciled.

Each month, authorized State and County Offices submitting requests for FSFL credit reports are required to provide to PSD, through the State Offices, the following information to aid in reconciliation:

- State
- county
- names of credit reports requested
- date of each request
- type of each request – individual, joint or entity
- FSFL number including year.

Notice FSFL-52

2 National Contract for Obtaining FSFL Credit Reports (Continued)

D Monthly Reconciliation of Bill (Continued)

The reconciliation report is due in PSD by the 10th of the following month and must be sent to DeAnn Allen by either e-mail or FAX. See subparagraph 1 C.

State Offices must determine the date the reconciliation reports from the County Offices are required in the State Office to adhere to the due date of the monthly reconciliation to PSD.

Note: Because the bill **cannot** be paid until it is completely reconciled, the reconciliation report from the States that requested credit reports the previous month **must** be received in PSD by the 10th of the following month. There are **no** exceptions to the submission of this report.

3 State Office Determination on Processing FSFL Credit Reports Within the State

A State Office Determination of Site

State Offices shall determine which offices will have an employee set up to request credit reports for FSFL applicants. Depending on the loan activity in the State, these may include:

- all County Offices
- select County Offices throughout the State (a district or area office)
- the State Office.

Additional offices can always be set up at a later date if loan activity increases within the State.

Note: One Source has informed PSD that if the program is not accessed for 90 days at a specific location, the password will need to be reset.

B State Office Determination of Designated Employee at Each Site

State Offices shall also determine which employee in the selected offices will be authorized to request FSFL credit reports.

The selected employee will be:

- responsible for all FSFL credit reports submitted from that location
- required to submit the reconciliation information in paragraph 2 D to the State Office for reconciliation of monthly bill.

Notice FSFL-52

3 State Office Determination on Processing FSFL Credit Reports Within the State (Continued)

C Request for Initial Set Up

After State Offices have determined which offices and designated employees to set up to request FSFL credit reports, the following information shall be sent to DeAnn Allen, PSD by e-mail or FAX according to subparagraph 2 D:

- name of employee
- title
- name of office (State or County Office)
- address of office
- phone number of office and employee.

The information will be forwarded to One Source who will contact individuals for the initial set up and training instructions. The amount of time required before the initial set up will depend on the number of offices submitted at the same time.

4 Action

A National Office Action

The National Office will:

- notify the contractor of offices and employees to set up and train when received from the State Offices
- reconcile the monthly bills from the contractor with information submitted by the State Offices
- pay the contractor once the monthly bill has been reconciled
- assist applicable offices with any problems that may arise with FSFL credit reports.

Notice FSFL-52

4 Action

B State Office Action

The State Offices shall:

- ensure that all the counties in their State are using “One Source” for required FSFL credit reports
- determine which offices and employees will be authorized to request FSFL credit reports, depending on the loan activity in the State
- submit the office and employee information required for set up to PSD
- compile and submit to PSD by the 10th of the following month, the reconciliation information required for the FSFL credit reports requested in the State
- assist applicable offices and employees requesting FSFL credit reports with any problems that may arise
- serve as liaison between the offices and their authorized employees and the contractor when assistance is needed
- keep PSD informed of any problems that may arise with FSFL credit reports or the contractor.

C County Office Action

County Offices shall:

- ensure that only employees who are authorized to request FSFL credit reports are using the program
- request credit reports in a timely manner
- ensure that reports requested for another County Office are processed timely and immediately sent to the requesting office

Note: The information for these requests must be included on the reconciliation report the authorized employee submits monthly to the State Office.

- submit to the State Office the reconciliation information required for all requested credit reports by the deadline set by the State.