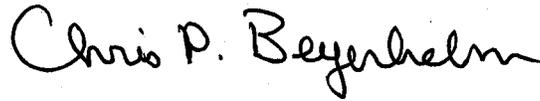


**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>General Program Administration 1-FLP (Revision 1)</b>	<b>Amendment 100</b>
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**Approved by:** Deputy Administrator, Farm Loan Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 2 C has been amended to clarify which State supplements require prior approval.

Subparagraph 3 E has been amended to clarify when States may modify national forms.

Subparagraph 3 H has been added to provide the clearance process for State-modified national forms and State-created forms.

Subparagraph 53 A has been amended to update CAIVRS web site and password requirements.

Exhibit 17 has been amended to provide interest rates for FLP's.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	1-3 through 1-6 1-6.5, 1-6.6 (add) 3-40.5, 3-40.6	1, pages 1, 2 17, pages 1, 2



## 2 Related References (Continued)

### C State Supplements

See Exhibit 4 for State supplements required by this handbook. SED's are authorized to issue State supplements to this handbook in addition to State supplements listed in Exhibit 4.

**Note:** Additional State supplements may:

- **not** be issued to simply state verbatim, policies already established in the national handbook
- be issued:
  - when the national handbook does not provide complete guidance
  - to provide additional guidance for employees with limited experience
  - when State law requirements are not specifically addressed in the national handbook.

SED's shall:

- issue required supplements, and any additional supplements, according to 1-AS, paragraph 216
- obtain approval of State supplements according to 1-AS, paragraph 220
- ~~submit for prior approval State supplements requiring the use of State-modified national forms and State-created forms~~

**Exception:** State-specific FSA-2029's do not require issuance of State supplement.

- follow guidance in subparagraph 3 H for clearance of State modified national forms and State-created forms. ~~submit for prior approval~~

**3 FLP Forms**

**A Form References**

\*--Except as provided in this paragraph, this handbook references forms according to the forms numbering system that became effective December 31, 2007. Forms executed before--\* December 31, 2007, may have a number different from that referenced. See Exhibit 5 for a comparison of form numbers before and after December 31, 2007.

**Note:** See Exhibit 1 for titles of forms referenced in this handbook.

With the exception of FSA-2510, FSA-2512, and FSA-2514, form numbers are not referenced in CFR (**bold**) text. CFR refers to forms by either:

- the common name of the form

**Example:** CFR may state “a promissory note” instead of stating “FSA-2026”.

- purpose or the information collected.

**Example:** CFR may state “a conservation contract” instead of stating “FSA-2535”.

This handbook may refer to the following forms by title and/or form number.

<b>Form Number</b>	<b>Form Title</b>
FSA-2026	Promissory Note
FSA-2543	Shared Appreciation Agreement

**B FSA-2029**

All references to FSA-2029 within this handbook are intended as a reference to the applicable State-specific Mortgage or Deed of Trust. State-specific Mortgages or Deeds of Trust are available on the FFAS Employee Forms/Publications Online Website at <http://intranet.fsa.usda.gov/dam/ffasforms/forms.html> and are numbered FSA-2029 “ST”.

**Notes:** “ST” represents the appropriate State acronym.

SED is not required to issue a State supplement for the State-specific version of FSA-2029.

**C Notary Acknowledgement**

Forms do not include preprinted text for the Notary Acknowledgement because numerous States have State-specific laws establishing required text. Therefore, a fillable text area is provided under the “Acknowledgement” heading. SED’s shall issue State supplements providing the appropriate Notary Acknowledgement text to be inserted.

**3 FLP Forms (Continued)****D Applicant and Borrower Signatures**

Forms completed by applicants or borrowers include a signature box to accommodate multiple signatures. Separate signature lines are not provided because the number of signatures required for an entity applicant or borrower cannot be determined in advance. Instructions for completing forms will provide guidance to applicants or borrowers on signature requirements.

Forms prepared by FSA for the applicant or borrower's signature include a fillable area instead of preprinted signature lines. County Offices shall insert a signature line and the name of each applicant, borrower, entity member, or other individual required to sign the form.

SED's shall issue a State supplement addressing State-specific signature requirements.

**\*--E State-Modified National Forms**

State and County Offices shall use national forms unless their use is prohibited by State law. In such cases, the State Office may modify the national form. Follow guidance in subparagraph H for obtaining clearance for State-modified national forms.

**Note:** State-modified national forms based on national forms will be made available on--\* the FFAS Employee Forms/Publications Online Website at **<http://intranet.fsa.usda.gov/dam/ffasforms/forms.html>** with the same form number as the national form, followed by the State acronym.

**3 FLP Forms (Continued)**

**F State-Created Forms**

State Offices may create forms, as necessary, when a national form is not available. State-created forms shall be assigned a 5-digit number establishing linkage to the appropriate FLP handbook, followed by the State acronym, according to the following.

<b>IF the form pertains to...</b>	<b>THEN the form number shall be...</b>
more than one FLP handbook	FSA-2000-1 ST, FSA-2000-2 ST, FSA-2000-3 ST, etc.
1-FLP	FSA-2100-1 ST, FSA-2100-2 ST, FSA-2100-3 ST, etc.
2-FLP	FSA-2200-1 ST, FSA-2200-2 ST, FSA-2200-3 ST, etc.
3-FLP	FSA-2300-1 ST, FSA-2300-2 ST, FSA-2300-3 ST, etc.
4-FLP	FSA-2400-1 ST, FSA-2400-2 ST, FSA-2400-3 ST, etc.
5-FLP	FSA-2500-1 ST, FSA-2500-2 ST, FSA-2500-3 ST, etc.
6-FLP	FSA-2600-1 ST, FSA-2600-2 ST, FSA-2600-3 ST, etc.

**Notes:** “ST” represents the appropriate State acronym.

\*--Before using State-created forms imposing information collections on 10 or more--\* persons per year, State Offices shall work with the National Office to obtain OMB approval.

\*--State-created forms will be made available on the FFAS Employee Forms/Publications Online Website at <http://intranet.fsa.usda.gov/dam/ffasforms/forms.html>--\*

\* \* \*

**G Other Sources of Forms**

FSA does not provide forms that establish an agreement or contract between applicants/borrowers and third parties only, such as leases. Advise applicants/borrowers to obtain such forms from other sources, such as Extension Service, on-line services, attorney, etc.

3 FLP Forms (Continued)

\*--H Clearance of State-Modified National Forms and State-Created Forms

The following provides guidance on obtaining approval of State-modified and State-created forms.

Instrument	State Office Action	National Office Action
<p>New State-modified and State-created forms.</p>	<p>In SDMS, submit the following for prior approval:</p> <ul style="list-style-type: none"> <li>• State supplement that requires using the form</li> </ul> <p><b>Note:</b> Submit separately all the State supplements for forms in the 2000 series.</p> <ul style="list-style-type: none"> <li>• electronic or scanned copy of National or State-created form, providing modifications needed</li> <li>• revised instructions for completion for National form, if applicable; or instructions for completion for State-created form.</li> </ul> <p><b>Notes:</b> Include margins, font size, and any other specific requirements for forms that will be filed.</p> <p>State-obtained OGC approval of form may be requested during National Office review.</p>	<ul style="list-style-type: none"> <li>• Coordinate the development of the form with the appropriate National Office area.</li> <li>• Review and ensure nondiscrimination, privacy act, and public burden statements are included, as needed.</li> <li>• Send proposal to State for approval.</li> <li>• Coordinate uploading form and instructions for completion to <a href="http://intranet.fsa.usda.gov/dam/ffasforms/forms.html">http://intranet.fsa.usda.gov/dam/ffasforms/forms.html</a> when state supplement is approved.</li> </ul>
<p>Existing State-modified and State-created forms</p>	<p>In SDMS, submit the following for prior approval:</p> <ul style="list-style-type: none"> <li>• electronic or scanned copy of form indicating needed changes</li> <li>• electronic or scanned copy of instructions for completion, as needed</li> <li>• State supplement that requires using the form, <b>only</b> if changes are needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and ensure that current nondiscrimination, privacy act, and public burden statements are included, as needed.</li> <li>• Send proposal to State for approval.</li> <li>• Coordinate uploading form and instructions for completion to <a href="http://intranet.fsa.usda.gov/dam/ffasforms/forms.html">http://intranet.fsa.usda.gov/dam/ffasforms/forms.html</a>.</li> </ul>

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53 CAIVRS

**A Requesting CAIVRS ID and Password**

Employees who perform CAIVRS checks shall request a CAIVRS ID and password according to the following.

Step	Action
1	*--Access the CAIVRS web site at <a href="https://entp.hud.gov/caivrs/public/home.html">https://entp.hud.gov/caivrs/public/home.html</a> .--*
2	CLICK "Using CAIVRS".
3	Under "Government Agencies", CLICK "Registration for Government User ID".
4	Follow the instructions to obtain a government user ID.  For "Select Agency/Program", CLICK "USDA/Farm Service" and continue entering the required information.
5	CLICK "Send Application" and the request for a government user ID will be processed.

Once the CAIVRS ID and password request has been completed, users must:

- complete FSA-13-A, items 1 through 13 and item 37
- forward the completed FSA-13-A to the State SLR.

The State SLR must enter FSA-13-A information into ERSR before a CAIVRS ID and password can be issued.

Upon receiving ERSR from the State SLR, the FSA CAIVRS administrator will provide by e-mail, a CAIVRS ID and password to the requesting employee within 3 working days.

**Note:** CAIVRS passwords are valid for 21 calendar days and must be reset before expiring. \*--Passwords must be exactly 8 characters, are case sensitive, and must contain at least 1 letter, 1 number, and 1 special character. For forgotten or expired password--\* assistance, contact the Security Operations Help Desk at 800-255-2434, option 2.



## Reports, Forms, Abbreviations, and Redelegations of Authority

### Reports

This table lists the required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
FLP4	FLPRA Annual Report	Annually	By February 1 each year	Required	403

### Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		Ex. 36
CCC-257	Schedule of Deposit		Ex. 36
FmHA 2006-21	Information Systems Management (ISM) Request for Changes to User Documentation		52
FSA-13-A	Data Security Access Authorization Form		53, 54, 166, Ex. 15, 36
FSA-137	Address Information Request		46
FSA-159	Request for Supplies, Forms, and/or Publications		Ex. 17
FSA-470	Tractor Feed Post Card for Metered Postage		46
FSA-603	Collection Register for State and County Offices		Ex. 36
FSA-851	Environmental Risk Survey Form		Ex. 36
FSA-2001	Request for Direct Loan Assistance		44, 47, 48, Ex. 36
FSA-2007	Statement Required by the Privacy Act for Non-Applicants		48
FSA-2028	Security Agreement		Ex. 36
FSA-2037	Farm Business Plan Worksheet Balance Sheet		Ex. 15
FSA-2038	Farm Business Plan Worksheet Projected/Actual Income and Expense		Ex. 15
FSA-2040	Agreement and Record of the Disposition of FSA Security/Release of Proceeds		262, 263, Ex. 7, 36
FSA-2065	Annual Statement Loan Account		49, 52
FSA-2072	Cancellation of U.S. Treasury Check and/or Obligation		169
FSA-2101	DD FLP Oversight Report Guide		Ex. 36
FSA-2103	Direct Loan Making File Review Questionnaire		28
FSA-2104	Guaranteed Loan Making File Review Questionnaire		28

## Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Forms (Continued)

Number	Title	Display Reference	Reference
FSA-2119	Delinquent Borrower Servicing File Review Questionnaire		28
FSA-2120	Moratorium Notice		41
FSA-2121	Termination of Moratorium		41
FSA-2125	Farm Loan Program County Information File Changes		46, 444
FSA-2126	Program Loan Cost Expense (PLCE) Request		162, 166-169
FSA-2127	Request for CED FLP Loan Approval Authority		25
FSA-2129	Microloan Making File Review Questionnaire		28
FSA-2139	Notification of Exemption From Requirement to Provide Social Security Number		102
FSA-2140	Deposit Agreement		101, 102, Ex. 15, 36
FSA-2141	Interest-Bearing Deposit Agreement		102
FSA-2142	Statement of Deposits and Withdrawals		103, Ex. 36
FSA-2144	Designated Financial Institution Pledge of Collateral		102
FSA-2145	Demand for Withdrawal of Supervised Bank Account Funds		103
FSA-2150	Development Plan		122, 125
FSA-2153	Release by Claimants		122
FSA-2154	Release by Contractor		122
FSA-2160	Appraisal of Chattel Property		142
FSA-2161	Appraisal Report - Agricultural Tract		142
FSA-2162	Real Estate Sales Data		142
FSA-2163	Supplemental Forms-Agricultural Appraisal		142
FSA-2164	Appraisal for Mineral Rights		142
FSA-2165	Administrative Appraisal Review		143
FSA-2166	Technical Appraisal Review and Certification		143
FSA-2167	Administrative Appraisal Review for Chattel Appraisals		143
FSA-2171	Substitute Invoice		167, 169
FSA-2172	Request for Emergency Payment		169
FSA-2173	Program Loan Cost Expense (PLCE) Vendor Code Request		166, 167
FSA-2198	Claimants With Closed Settlement Claims With No <u>1/</u> Appeal Hearing in Suspension		Ex. 13.5
FSA-2199	Claimants With Closed Settlement Claims With <u>1/</u> Appeal Hearing in Suspension		Ex. 13.5
FSA-2201	Lender's Agreement		47
FSA-2211	Application for Guarantee		44, 47

1/ Contact Jenny Breece at 202-720-4572 to obtain FSA-2198 and FSA-2199.

**FLP Rates**

**A Interest Rates for FLP's**

\*--The following provides interest rates for FLP's as of August 1, 2014.--\*

<b>Loan Type</b>	<b>Current Rate (%)</b>	<b>Date Set</b>
Rural Housing - Farm Loan Purposes		
<b>Note:</b> For the current interest rate, contact the National Office.		
Operating	2.125	7/1/14
Operating - Limited Resource	5.000	12/1/90
Farm Ownership and Conservation Loans	*--3.750	8/1/14--*
Farm Ownership - Limited Resource	5.000	4/1/86
Farm Ownership - Down Payment	1.500	5/22/08
Farm Ownership - Joint Financing	2.500	2/7/14
Soil and Water	*--3.750	8/1/14--*
Soil and Water - Limited Resource	5.000	7/1/92
Recreation - Individual	*--3.750	8/1/14
Farmer Program - Homestead Protection	3.750	8/1/14
Shared Appreciation Amortization	2.750	8/1/14
Softwood Timber Loans	3.750	8/1/14
Economic Emergency - Operating	2.125	7/1/14
Economic Emergency - Real Estate	3.750	8/1/14--*
Emergency - Amount of Actual Loss	3.125	7/1/14
Emergency - Major Adjustment: Subtitle A Purpose (Excess of Loss)	6.250	7/1/14
Emergency - Major Adjustment: Subtitle B Purpose (Excess of Loss)	*--4.375	8/1/14
Emergency - Annual Production	4.375	8/1/14
Nonprogram - Chattel Property	4.375	8/1/14--*
Nonprogram - Real Property	6.250	7/1/14
Apple Loans	0.875	6/1/14
Association - Grazing	*--3.750	8/1/14
Association - Irrigation and Drainage	3.750	8/1/14--*
Indian Land Acquisition	5.000	2/1/91

Publication 622, which provides amortization tables and financial basic payment tables, is available from MSD Warehouse. To request Publication 622, complete FSA-159, available at <http://intranet.fsa.usda.gov/dam/ffasforms/forms.html>, and submit it by 1 of the following methods:

- FAX to 816-823-4740 or 816-823-4741
- e-mail to [ra.mokansasc2.kcasbwhse](mailto:ra.mokansasc2.kcasbwhse)
- mail to:

USDA/FSA/Kansas City Warehouse  
9240 Troost Ave  
Kansas City MO 64131.

**FLP Rates (Continued)**

**B Treasury Rates**

The following table provides the applicable Treasury rates.

Treasury Rates	Current Rate (%)	Date Set
90-Day Treasury Bill	0.125	10/1/09
Treasury Judgment Rate (see Note)	*--0.110	8/1/14--*

**Notes:** The 90-Day Treasury Bill rate is entered in eDALR\$ as the “Discount Rate” and is used to calculate present value and net recovery value.

The treasury judgment rate is the interest rate applicable to deficiency judgments for all loan types (pursuant to 28 U.S.C. Section 1961). The rate is based on the weekly average 1-year CMT yield published by the Federal Reserve System, Board of Governors. The rate shown is the most current rate posted to the Federal Reserve web site and is dated the \*--week ending June 27, 2014. The actual judgment rate is the rate for the calendar week--\* preceding the date the defendant becomes liable for interest. Access the Federal Reserve web site [www.federalreserve.gov/releases/H15/current](http://www.federalreserve.gov/releases/H15/current) for the weekly average 1-year CMT yield.

**C Historical 90-Day Treasury Bill Rates**

The following table provides the historical 90-day Treasury bill rates.

Effective Date	Rate (%)	Effective Date	Rate (%)
December 1, 1988	7.500	December 1, 1990	7.500
January 1, 1989	7.875	January 1, 1991	7.375
February 1, 1989	8.250	February 1, 1991	7.125
March 1, 1989	8.500	March 1, 1991	6.500
April 1, 1989	8.750	April 1, 1991	6.250
May 1, 1989	9.000	May 1, 1991	6.125
June 1, 1989	9.150	June 1, 1991	5.875
July 1, 1989	8.750	July 1, 1991	5.750
August 1, 1989	8.625	October 1, 1991	5.625
September 1, 1989	8.250	November 1, 1991	5.375
October 1, 1989	8.125	December 1, 1991	5.250
December 1, 1989	8.000	January 1, 1992	4.875
February 1, 1990	7.875	February 1, 1992	4.375
April 1, 1990	8.000	March 1, 1992	3.875
May 1, 1990	8.125	May 1, 1992	4.125
July 1, 1990	8.000	June 1, 1992	4.000
October 1, 1990	7.750	July 1, 1992	3.750
November 1, 1990	7.625	September 1, 1992	3.500