

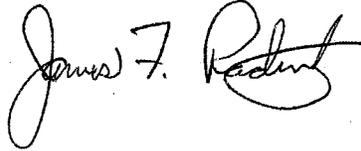
UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**General Program Administration
1-FLP (Revision 1)**

Amendment 77

Approved by: Acting Deputy Administrator, Farm Loan Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 4 C has been amended to update LMD contact list.

The following subparagraphs have been amended to provide important 2012 calendar year-end dates:

- 49 E
- 50 E
- 52 J.

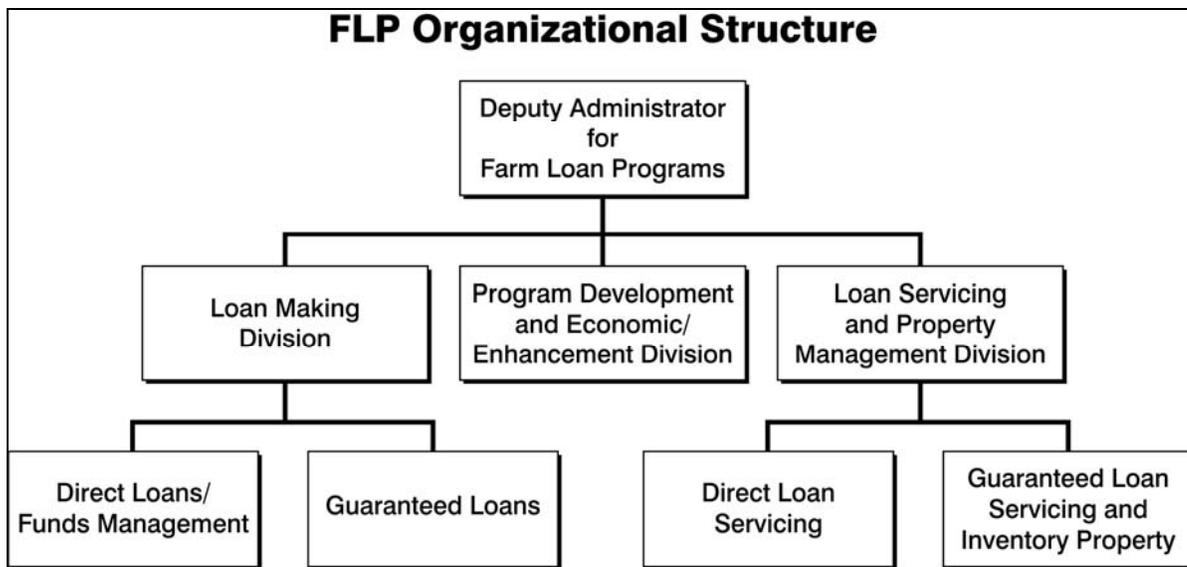
Subparagraphs 161 A and 163 A have been amended to update the FAX number.

Page Control Chart		
TC	Text	Exhibit
	1-7, 1-8 3-27 through 3-30 3-39, 3-40 7-1, 7-2 7-7, 7-8	

4 FLP Organizational Structure

A National Office FLP Organizational Structure

The following is the National Office FLP organizational structure.



B Contacts for the Office of the Deputy Administrator

The following provides the address for the Office of the Deputy Administrator.

For USPS delivery	For FedEx or UPS delivery
USDA FSA DAFLP STOP 0520 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0520	USDA FSA DAFLP ROOM 3605 SOUTH BUILDING 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0520

Note: County Offices shall address questions to the State Office. State Offices shall contact the National Office as needed.

The following provides names, titles, and telephone and FAX numbers for the Office of the Deputy Administrator.

Office of the Deputy Administrator FAX Number 202-690-3573		
Name	Title	Phone Number
Chris Beyerhelm	Deputy Administrator	202-720-4671
James F. Radintz	Assistant Deputy Administrator	202-720-4671
***	***	***
Lisa Slade	Secretary to the Deputy Administrator	202-720-4671
***	***	***

4 FLP Organizational Structure (Continued)

C LMD Contacts

The following provides names, address, and telephone and FAX numbers for LMD.

For USPS delivery	For FedEx or UPS delivery
USDA FSA DAFLP LMD STOP 0522 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0522	USDA FSA DAFLP LMD ROOM 3629 SOUTH BUILDING 1400 INDEPENDENCE AVE SW WASHINGTON DC 20250-0522

Note: County Offices shall address questions to the State Office. State Offices shall contact the National Office as needed.

LMD FAX Number 202-720-6797		
Office of the Director		
Name	Title	Phone Number
Robert (Bob) Bonnet	Director	202-720-3889
Kenneth Hill	Assistant to the Director	202-720-5199
Shanita Staten	Program Assistant	202-720-3889
Direct Loans/Funds Management Branch		
Connie Holman	Branch Chief	202-690-0756
Sandra Hammond	Senior Loan Officer	202-720-1647
Dan Jackson	Senior Loan Officer	202-720-0588
Joseph Marcoccia	Senior Loan Officer	202-401-0087
Mike Moore	Senior Loan Officer	202-690-0651
Jerry Moseman	Senior Loan Officer	202-690-4006
--Carrie Novak	Senior Loan Officer	202-720-1643--
Ann Smith	Senior Loan Officer	202-720-1656
Anne Steppe	Senior Loan Officer	202-690-4017
Guaranteed Loans Branch		
Randi Sheffer	Branch Chief	202-205-0682
Steve Ford	Senior Loan Officer	309-452-3848 x105
Brad Johnson	Senior Loan Officer	202-720-5847
Tracy Jones	Senior Loan Officer	202-720-6771
Trent Rogers	Senior Loan Officer	202-720-1657

49 DLS

--A DLS Uses--

DLS is the required system for loanmaking and * * * loan servicing information and activities.

DLS:

- tracks each loan request in an application package from receipt to final disposition
- obligates loans through its interaction with PLAS
- submits check/EFT requests through PLAS
- submits loan closings to PLAS
- provides an interactive tasks checklist
- monitors the disbursement of loan funds
- provides reports of loanmaking activities and processing timeframes
- tracks routine loan servicing activities, and timeframes
- has automated follow-up reminders to assist County Office employees in meeting deadlines for routine loan servicing activities
- provides loan account information, such as principal and interest amounts, and account flags
- provides the ability to manage case numbers and mail codes for customer accounts
- warehouses information for reporting purposes
- has automated reporting capabilities.

The National Office uses DLS data in reports to Congress, CR, and FSA senior management. In addition, the data is used to determine whether FSA loan servicing goals are being/have been met.

49 DLS (Continued)

B User Assistance

The DLS Loanmaking and Loan Servicing User’s Guides can be referenced for any specific questions. They may be obtained by accessing the FLP web site’s manuals page located at <https://arcticocean.sc.egov.usda.gov/flp/IndexServlet> and then selecting manuals on the left navigation bar.

C Maintaining and Updating DLS

FCAO is responsible for computer implementation and upgrades. The National Office is responsible for user requirements, updates to accommodate regulatory and statutory changes, and other revisions as needed. State and County Office employees are responsible for data entry of customer and loan information as it is received.

D Security

To obtain an ID and password, users must submit requests according to appropriate IRM directives.

***--E Important Calendar Year 2012 Year-End Dates**

Various transactions are suspended or disabled as needed to perform calendar year-end activities. The following dates are applicable to the availability of DLS.

Action	Date	
Loan Activity Cutoff – the last day that loan activity dated in calendar year 2012 can be processed to be reflected on FSA-2065 for 2012 and related IRS forms	Tuesday, January 8, 2013	
Transactions, Suspension, and Enabled Dates		
Transactions	Suspension Date	Enabled Date
<ul style="list-style-type: none"> • TC 4A • TC 4D • SCIMS to PLAS data upload to create TC 4C <p>Notes: SCIMS data must be entered by December 20, 2012, to generate TC 4C on December 21, 2012.</p> <p>Until TC 4A and TC 4D are enabled, do not use the following DLS sections:</p> <ul style="list-style-type: none"> • Transfer and Assumption • Manage case number under Customer Management. 	December 21, 2012	January 11, 2013

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A Purpose and Overview

GLS was designed to account for all loanmaking and loan servicing activity for guaranteed loans. GLS is used to:

- track the processing of guaranteed loan applications, including obligation and loan closing
- process all loan servicing transactions, including interest assistance claims, transfers and assumptions, repurchases, reamortizations, and loss claims
- record guaranteed loan status and default status reports
- maintain lender information, including lender status
- obtain reports for monitoring the guaranteed loan portfolio.

The data entered into GLS is used to monitor individual loan accounts, as well as to provide reports to Congress, CR, Executive Branch, FSA senior management, and parties making FOIA requests. It is FSA's accounting tool for the Guaranteed Loan Program.

B GLS User Assistance

For specific guidance, the following user guides can be found by logging in the GLS web site using required eAuthentication permissions and selecting "Loan Servicing User Guide".

- FLP Applications System, FLP Application Package Maintenance, FLP Loan Request Maintenance, FLP Quick Reference Guide, FSA Forms can be found by accessing "Help" link from the GLS Home Page.
- GLS Farm Loan Guaranteed Loan Servicing Detailed Transactions, dated May 2001 can be found by accessing the "Loan Servicing User Guide" link from the FSA Home Page.
- FLP Loan Maintenance can be found by accessing the "Help" link from the Loan List Page.

Additional information is provided in the Guaranteed Loan System Farm Loan User Guide, Status and Default Status Reporting, dated March 1998.

50 GLS (Continued)

C Responsibility for Maintaining and Updating GLS

FLOO is responsible for system upgrades. The National Office is responsible for user requirements, updates to accommodate regulatory and statutory changes, and other revisions as needed. County Office and FLOO employees are responsible for data entry of customer and loan information.

D Security

To obtain a GLS ID and password, users must submit requests according to appropriate IRM directives.

***--E Important Calendar 2012 Year-End Dates**

Various transactions are suspended or disabled as needed to perform calendar year-end activities. The following dates are applicable to the availability of GLS.

Action	Date	
Loan Activity Cutoff – the last day that loan activity dated in calendar year 2012 can be processed to be reflected on 2012 IRS forms.	Wednesday, December 26, 2012	
Transactions, Suspension, and Enabled Dates		
Transactions	Suspension Date	Enabled Date
<ul style="list-style-type: none"> • TC 4A • TC 4C • TC 4D <p>Note: Transactions for Debt Offset Collection, Refund, and Write-off maintenance cannot be processed during this period.</p>	December 27, 2012	January 11, 2013

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52 ADPS (Continued)

I ADPS TC's and Titles (Continued)

TC	Title
5S*	Record Debt Set-Aside
5S	Record Installment Set-Aside
5T*	Reverse Debt Set-Aside
5T	Reverse/Cancel Installment Set-Aside
5W	Record/Reverse Loan Deferral
5X*	Reverse Loan Deferral Expiration/Cancellation
5Y	Record Loan Deferral Expiration/Cancellation
8H*	Split/Combine Loans - Account Status
8M	Limited Resource Loan Review
8N	Record Borrower/Loan Classification Data
8P	Acquired Property - Subdivision
8R**	Interest Rate Adjustment
9E	Suspend Code - Acquired Property
9G**	Change in Borrower/Property Mail Code
GA(4030)	Guaranteed Loan Closing Report
GB(4031)	Request Interest Assistance * * * Payment * * *
HA(4930)*	Reverse a Guaranteed Loan Closing Report
HB(4931)*	Reverse/Adjust a Subsidy Payment * * *

Note: The asterisk (*) denotes transactions processed by FLOO only. The double asterisk (**) denotes transactions that are processed through DLS to PLAS.

52 ADPS (Continued)

***--J Important Calendar 2012 Year-End Dates**

Various transactions are suspended or disabled as needed to perform calendar year-end activities. The following dates are applicable to the availability of ADPS.

Action		Date
Loan Activity Cutoff – the last day that loan activity dated in calendar year 2012 can be processed to be reflected on FSA-2065 for 2012 and related IRS forms		Tuesday, January 8, 2013
Availability of ADPS Terminals		
Holiday Schedule: Terminals available until 3 p.m. cst. due to the holiday		Monday, December 24, 2012 (no update) Monday, December 31, 2012
Transaction Processing: Terminals will be available to provide additional time for initial transaction entry and discrepancy correction before preparing the Annual Statements.		Saturday, January 5, 2012 Terminals available from 6 a.m. to 3 p.m. cst.
Loan Activity Cutoff: Transactions recorded through the terminals after the Loan Activity Cutoff, will be scheduled for update on the evening of January 8, 2013.		Tuesday, January 8, 2013 Terminals available from 6 a.m. to 7 p.m. cst.
Transaction suspension/Enabled Dates		
Transactions	Suspension Date	Enabled Date
TC 4A TC 4C TC 4D	December 21, 2012	January 11, 2013
TC 4F TC 4G TC K4	December 27, 2012	January 11, 2013

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Part 7 PLCE's**161 Overview****A Purpose**

This part describes procedures for obligating, paying, and reporting PLCE costs and special handling processes for noncontractual and contractual PLCE's. See 42-AS for procedure for purchasing and reporting contractual goods and services.

B Program Authority

Program authorities to request goods and services by contract or BPA and process financial transactions are in Exhibit 25. Employees with program authority may redelegate their authority to any qualified employee.

If additional program authority is needed above the levels granted in Exhibit 25, SED must *--forward a written request to the Director, LMD by FAX at 202-720-6797 or mail to:--*

DIRECTOR
USDA FSA DAFLP LMD
STOP 0522
1400 INDEPENDENCE AVE SW
WASHINGTON DC 20250-0522.

***--162 Understanding PLCE**

A PLCE Spending Chain

The components of the PLCE spending chain are defined as follows.

Component	Action
1	<p><u>Allocation</u> is funds that are apportioned to the agency and subsequently allocated to each State in 4 separate funds. Allocation to the State level is required before spending can occur.</p> <p>Note: See paragraph 163 for funds explanation.</p>
2	<p><u>Budget Pre-approval</u> means authorized agency officials contact the State PLCE Monitor to certify availability of funds before incurring an expense on behalf of the agency or a borrower.</p> <p>Note: This step is by-passed when a delinquent real estate tax notice or delinquent personal property tax notice is received in the County Office.</p>
3	<p><u>Obligation</u> means once an order is placed, the agency has a legal responsibility or obligation to pay for the ordered goods or services. A purchasing document is used to purchase goods and services or pay for costs associated with servicing a farm loan and preservation of the agency's security according to the signed loan documents. Obligations draw down available funds in the associated account in FMFI.</p>
4	<p><u>Invoice</u> is an accounts payable document that is used to pay for goods and services received and the disbursement of funds. Depending upon the type of expenditure, disbursements may occur after or simultaneously with the obligation document. Invoices reference and liquidate documents in the PLCE spending chain.</p>
5	<p><u>Disbursement</u> is handled by the National Finance Center. This step is driven by the vendor record and invoice document.</p>

B Elements of PLCE

PLCE expenses are financial transactions and procurement items.

PLCE items are considered **financial transactions** when the:

- expenditure is related to the collection of the Promissory Note, to preserve or protect any security for the loan, or is in compliance with the terms of any security agreement or other security instrument executed in connection with the loan, that does not result in the purchase of a supply or service
- item is below the \$2,500 micro-purchase threshold
- transaction is not anticipated to be a repetitive need for services.--*

163 Allocating PLCE Funds (Continued)**A National Office Allocation of PLCE Funds to States (Continued)**

There is anticipated high demand for limited “A” account funds each FY. State Offices Should spend “A” account funds only for services that cannot be performed internally by FSA.

A State Office cannot shift funds among the “A”, “L”, “R”, and “S” accounts. State Offices must keep fund purposes and amounts in mind when planning the timing of obligations and disbursements.

Note: Using purchase cards for a PLCE activity for an FLP applicant, borrower, or inventory property is not authorized.

If additional funds are required, SED must submit a written request to the Director, LMD by *--FAX at 202-720-6797 or mail to:--*

DIRECTOR
USDA FSA DAFLP LMD
STOP 0522
1400 INDEPENDENCE AVE SW
WASHINGTON DC 20250-0522

The National Office does not allocate funds from the Guaranteed Account (recoverable) to State Offices. Requests for funds to pay PLCE’s chargeable to a guaranteed loan or property account obligated in FY 1992 and subsequent years must be submitted to LMD.

B State Office Allocation of PLCE’s

Before incurring a PLCE expense on behalf of the Government, the PLCE Monitor must certify fund availability and ensure the State budget reflects that potential commitment. PLCE obligations should be entered into FMMI **before** the goods and services are received.

Note: Notices about delinquent real estate taxes and property taxes are exempt from funds certification. It is not possible to know when a borrower will not pay their taxes in a timely manner. Other items found under Loan Account Maintenance in Exhibit 25 require prior budget approval from the PLCE Monitor before committing the Agency. Reimbursement for an unapproved cost item is not guaranteed.

164 Program Authority Codes

A Purpose

To obligate and control funds, track expenses, and determine program authority, each type of expense must be identified by a unique 3-alphanumeric-character PAC that is found in Exhibit 25.

PAC's are used to determine:

- if a particular expense can be authorized
- who can authorize it
- whether it must be obtained through contractual or noncontractual means
- whether the expense is recoverable or nonrecoverable.

--B PAC Authorities--

* * *

PAC's with "SC" authority:

- may be acquired at the County Office level after receiving budget approval from the PLCE Monitor
- may not require a contracting officer, depending upon the type of cost item
- will be obtained equitably from available qualified sources whenever possible.

PAC's with "S" authority only:

- must be processed at the State Office level
- may require a contracting officer
- require budget approval from the PLCE Monitor before commitment.

PAC's with "A" authority:

- must be submitted to the Director, DAFLP, LMD
- may be used only after approval by the Administrator and/or designee.