

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

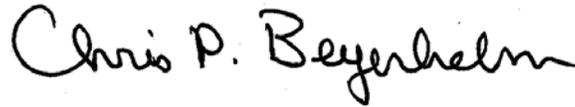
Notice FLP-630

1-FLP, 2-FLP, 3-FLP,
4-FLP, 5-FLP, 6-FLP

For: State and County Offices

Notifying Outreach Partners of the Availability of “Your Guide to FSA Farm Loans”

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

Notice FLP-618 announced the development and release of “Your Guide to FSA Farm Loans” (Guide). While the Guide was a requirement of the settlement agreement for the class action lawsuit, *Keepseagle v. Vilsack*, it also serves as an informational resource for outreach partners, community-based organizations (CBO), and agricultural groups who provide outreach and technical assistance to farmers and ranchers.

B Purpose

This notice:

- informs State and County Offices of the notification being provided to outreach partners, CBO’s, and agricultural groups
- directs State and County outreach coordinators to notify outreach partners, CBO’s and agricultural groups
- restates the procedures for obtaining copies of the Guide.

C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact any of the following:
 - Lorraine Campbell by either of the following:
 - e-mail to lorraine.campbell@wdc.usda.gov
 - telephone at 202-690-2850

Disposal Date	Distribution
January 1, 2013	State Offices; State Offices relay to County Offices
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1 Overview (Continued)

C Contacts (Continued)

- Bill Cobb by either of the following:
 - e-mail to **bill.cobb@wdc.usda.gov**
 - telephone at 202-720-1059
- Latrice Hill by either of the following:
 - e-mail at **latrice.hill@wdc.usda.gov**
 - telephone at 202-690-1700.

2 Guide Availability

A Electronic Access to the Guide

A link to an electronic copy of the Guide is available on the FSA web site at **www.fsa.usda.gov/dafl**.

B Distribution of Copies to Outreach Partners and CBO's

National Office will send the following to National Outreach Partners and CBO's:

- Exhibit 1
- 1 copy of the guide.

State and County outreach coordinators will send the following by **e-mail** to outreach partners and CBO's with e-mail addresses on file:

- letter similar to Exhibit 2
- link to online guide available for download at **<http://www.fsa.usda.gov/dafl>**.

Note: Letter template is available on the DAFO Outreach Sharepoint Site, under "Latest Additions to Online Toolkit" at **<https://fsa.sc.egov.usda.gov/mgr/DAFO/Outreach/default.aspx>**.

C Distribution of Copies to Certain State and County Offices

Shortly after the issuance of Notice FLP-618, 100 copies of the Guide were sent to:

- all FSA State Offices
- all Type 1 County Offices
- all Type 2 County Offices.

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2 Guide Availability (Continued)

D Requesting Copies

Offices may request copies of the Guide (BR-01) by completing FSA-159, available at <http://intranet.fsa.usda.gov/dam/ffasforms/forms.html>, and submitting FSA-159 to the KC Warehouse by any of the following methods:

- FAX to 816-823-4740 or 816-823-4741
- e-mail to **ra.mokansasc2.kcasbwhse**
- mail to:

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

3 Using the Guide

A Providing Printed Copies

Notice FLP-618 instructed offices to provide printed copies **only** to applicants and borrowers needing additional assistance to obtain FLP services.

Note: Because of budget constraints, the printed Guide should **not** be routinely distributed with every request for FLP assistance.

B Electronic Version

FSA offices should encourage CBO's, applicants, and borrowers to use the electronic version of the Guide.

Notification Letter to National Outreach Partners and CBO's

The following is a copy of the notification letter sent to National outreach partners and CBO's.

Dear Outreach Partner,

I am committed to providing a clear and concise explanation of the Farm Service Agency's (FSA) farm loan process, and I am pleased to introduce the enclosed publication created by our Farm Loan Programs, titled "Your Guide to FSA Farm Loans."

This guide will serve as an informational tool and resource for outreach partners, community based organizations and agricultural groups who provide outreach and technical assistance to farmers and ranchers. The guide, written in "plain language," provides information on FSA's farm loans and loan servicing options. A list of additional resources is also included in the guide.

The guide is available online at www.fsa.usda.gov/dafl. I encourage you to download and share it with the farmers and ranchers in your community who may require assistance in understanding FSA's loan process. I also invite you to contact FSA's State Outreach Coordinator to discuss partnering opportunities. Through effective tools and partnerships, together we can improve outreach efforts to successfully deliver program and services information to FSA's customers.

The list of FSA State Outreach Coordinators is available at http://www.fsa.usda.gov/Internet/FSA_File/soc_list.pdf. You may also contact the National Office's Outreach Staff at (202) 690-1700.

I hope you find the guide useful.

Sincerely,

Juan M. Garcia
Administrator

Notification Letter to Outreach Partners and CBO's

The following is a copy of the notification letter State and County outreach coordinators may send to outreach partners and CBO's.

Dear Outreach Partner,

The Farm Service Agency (FSA) is committed to providing clear and concise explanation of its farm loan process, and is pleased to announce the online publication titled "Your guide to FSA Farm Loans."

The guide is designed to serve as an informational tool and resource to help you in providing outreach and technical assistance to farmers and ranchers. The guide, written in "plain language", provides information about FSA's farm loans and loan servicing options. A list of additional resources is also included in the guide.

The guide is available online at www.fsa.usda.gov/dafl. I encourage you to download and share it with the farmers and ranchers in your community who may require assistance in understanding FSA's loan process. I also invite you to contact me at to discuss partnering opportunities. Through effective tools and partnerships, together we can improve outreach efforts to successfully deliver program and services information to FSA's customers.

I hope you find the guide useful.