

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

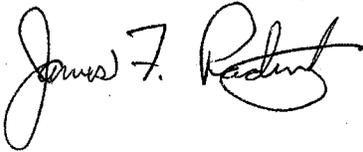
Notice FLP-723

1-FLP, 3-FLP, 4-FLP,
5-FLP

For: State and County Offices

FBP Required Documentation

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A Background

As provided in 1-FLP, Exhibit 15, FBP is used for documenting certain actions instead of the running case record in applicant and/or borrower’s case file. Exhibit 15 is being amended to provide that FBP will now be used exclusively for all running record entries.

Note: 1-FLP is being further amended to replace, where appropriate, references to “running record”, “case file”, “borrower case file”, “running case record”, and similar references with “FBP”.

Similar amendments to 3-FLP, 4-FLP, and 5-FLP are forthcoming.

B Purpose

This notice provides policy and guidance on using FBP for all running case record entries.

C Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact:
 - Russ Clanton by telephone at 202-690-0214 for loan making purposes
 - LSPMD by telephone at 202-720-1984 for loan servicing purposes
 - Pixie Greer by telephone at 202-720-1652 for FBP.

Disposal Date	Distribution
December 1, 2015 8-6-15	State Offices; State Offices relay to County Offices

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2 1-FLP, Exhibit 15 Amendments

A Adding New Customers

According to 1-FLP, Exhibit 15, subparagraph A 5 a, all new customers who submit an application will be added in FBP. All appropriate running case record entries will be made in FBP regardless of the application's status of "Complete" or "Incomplete". If the application is withdrawn and/or rejected, the file will be sent to the recycle bin where it can be used if needed later as a record of service provided.

B Running Records

The FBP "Notes", "Running Record" feature will be used to record all comments or notes that would have traditionally been written in the paper-based loan file, **except** for the following:

- comments or notes from customers that:
 - have never been added to FBP
 - no longer have a credit relationship with FSA
- the narratives and comments about loan making or servicing actions that must be documented in:
 - the applicable FBP Credit Presentation
 - "Footnotes" or "Comment" notepads

Note: The Credit Presentation is designed to encompass the entire loan narrative and analysis documentation of loan making or servicing actions. Therefore, it is not expected that the FBP "Notes", "Running Record" will be used to store narrative comments about a loan making or servicing action when a Credit Presentation is prepared.

- comments and entries that are exempt from disclosure according to FOIA, according to 1-FLP, Exhibit 15, subparagraph B 2 a, "FOIA Running Record".

Note: See 1-FLP, Exhibit 15, subparagraph B 2 for exceptions, additional guidance, and examples.

C Credit Presentation

The Credit Presentation is the primary document used for documenting all loan making and servicing decisions and should contain sufficient detail to show to a third-party reviewer why a specific action was taken. See 1-FLP, Exhibit 15, subparagraph J 7.

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2 1-FLP, Exhibit 15 Amendments (Continued)

D Balance Sheets

The supporting source or basis of the assets and liabilities must be fully documented in the “Schedules”, “Footnotes”, or “Comment” notepads. See 1-FLP, Exhibit 15, subparagraphs C 6 and D.

E Projected Income and Expenses (I/E)

All supporting sources of information used for verification of I/E, such as prices and yields used to develop the operating plan, will be documented in the “Schedules”, “Footnotes”, or “Comment” notepads. See 1-FLP, Exhibit 15, subparagraph H 2.

F Environmental

Any additional environmental related information will be entered using the WordPad under “Attached Comments for Environmental Checklist”. See 1-FLP, Exhibit 15, subparagraph J 5.