

FLP STREAMLINING

FLP STREAMLINING INITIATIVE



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About the FLP Streamlining Initiative

INTRODUCTION

Farm Loan Programs (FLP) provide direct and guaranteed loans to farmers who are unable to obtain financing from commercial credit sources. When making and servicing loans, FLP staff must meet established goals that are linked to the U.S. Department of Agriculture's (USDA) Strategic Plan, as well as those established by the National and State Offices.

To help achieve these goals, and to improve service to customers and the efficiency of employees, FLP has streamlined its loan making and servicing processes. This included replacing Instruction Manuals with handbooks and removing processes and procedures from the Code of Federal Regulations (CFR) that do not impose requirements on or impact the public. Also, as part of the streamlining process, all existing FLP forms were reviewed. The primary result of the review was that forms were renumbered to a new handbook based format. In addition, new forms were created, and existing forms were consolidated or eliminated to meet the objectives of the streamlining initiative.

COURSE OBJECTIVES

This course is designed to provide you with a general overview of the FLP streamlining initiative. It does not address specific changes to loan making or loan processes and procedures. After completing this course, you will be able to:

- Describe the benefits of the streamlining initiative.
- Describe the conversion of Instruction Manuals into handbooks, the structure of the handbooks, and the changes to the CFR and forms.
- Identify resources available to help ease the transition.

EMPLOYEE CONVERSATION

Mary has worked at the Farm Service Agency (FSA) for 2 years and is researching how to process a direct loan closing. She comments to her coworker Ben about how easy it was to find answers to her questions, because the information on direct loan making is now consolidated into a single handbook, rather than scattered throughout numerous Instruction Manuals and notices.

Ben: Hi, Mary. Just thought I'd drop by to see if you had any questions about the loan you're processing.

Mary: Thanks for checking in, Ben. I must say that I was pleasantly surprised that I was able to answer several questions on my own using 3-FLP. The guidance I found was easily accessible and useful. I also noticed that the format of the forms has been improved.

Ben: That's great, Mary. The streamlining initiative has really helped organize and clarify the loan making process. This allows for more expeditious decision making and processing of applications.

**REASONS FOR
IMPLEMENTATION**

The FLP streamlining initiative was implemented to:

- Simplify, clarify, and organize the various resources (e.g., the CFR and FLP handbooks) that provide procedures and guidance on how to administer FLP
- Eliminate the sharing of the Instruction Manuals, CFR, and forms with the Rural Development agencies
- Modify forms to meet program needs
- Meet the objectives of the Paperwork Reduction Act of 1995
- Meet the goals and initiatives of the Government and Performance Results Act (GPRA) of 1993

The Paperwork Reduction Act of 1995

The requirements of the Paperwork Reduction Act of 1995 include, but are not limited to, minimizing the paperwork burden imposed on the public resulting from the collection of information by the Federal Government; ensuring the greatest possible public benefit from, and maximization of the utility of information created, collected, maintained, used, shared and disseminated; and ensuring that the collection of information by the Federal Government is consistent with applicable laws, including laws relating to privacy and confidentiality, security of information, and access to information.

Agencies must obtain approval from the Office of Management and Budget (OMB) to collect information from 10 or more members of the public.

The Government Performance and Results Act (GPRA) of 1993

The GPRA holds Federal agencies accountable for using resources wisely and achieving program results. It requires agencies to develop plans for what they intend to accomplish, measure how well they are doing, make appropriate decisions based on the information they have gathered, and communicate information about their progress to Congress and the public.

**THE STREAMLINING
TIMELINE**

You may already be familiar with the streamlining initiative, which began in 1997.

1997: The FSA FLP streamlining initiative began.

1998: The proposed rule to streamline the guaranteed programs was published (7 CFR 1980, subpart B).

1999: The final rule streamlining the guaranteed loan programs was published (7 CFR 762), and handbook 2-FLP, Guaranteed Loan Making and Servicing was issued.

The appraisals final rule was published (7 CFR 761), and handbook 1-FLP, General Program Administration was issued.

2000: The special apple loan program final rule (7 CFR 773) and emergency loan for seed producers loan program final rule (7 CFR 774) were published, and handbook 6-FLP, Special Programs was issued.

2001: The Indian Tribal Land Acquisition Program (ITLAP) final rule was published (7 CFR 770) and 6-FLP, Special Programs was amended to add this program.

2002: The final rule streamlining the emergency loan program was published (7 CFR 764) and handbook 3-FLP, Direct Loan Making was issued.

The boll weevil eradication loan program final rule was published (7 CFR 771).

2003: The servicing minor loan programs final rule was published (7 CFR 772) and 6-FLP, Special Programs was amended to address servicing of these loans.

2004: The proposed rule streamlining the direct loan programs was published (7 CFR 761, 764, 765, 766, and 767).

2007: In the fall, the final rule streamlining the direct loan programs is projected to be published (7 CFR 761, 764, 765, 766, and 767); handbooks 1-FLP, General Program Administration and 3-FLP, Direct Loan Making will be revised; and handbooks 4-FLP, Direct Loan Servicing-Regular and 5-FLP, Direct Loan Servicing-Special will be issued for the first time.

Exercise: Benefits of the Streamlining Initiative

Think about the benefits below. Which do you think are benefits of the streamlining initiative? You may be surprised at how much you already know. Refer to Appendix A for the correct answer.

Check all that apply:

- The elimination of redundant or conflicting information
- Decreased reliance on the guidance that governs your job
- Simplified paperwork
- Improved consistency in format and terminology
- Well-organized, easily accessible information

BENEFITS OF THE STREAMLINING INITIATIVE

The benefits you just learned about will help you perform your job better because you will be able to find the information you need more easily.

This, in turn, will increase your ability to make sound decisions regarding program administration, and facilitate a good working relationship with applicants and borrowers.

Check Your Understanding #1

Choose whether the following statement is true or false. Refer to Appendix A for the correct answer.

As part of the streamlining initiative, processes that impact the public were removed from the CFR.

- A. True
- B. False

Check Your Understanding #2

Choose whether the following statement is true or false.

The streamlining initiative was implemented, in part, to eliminate the sharing of Instruction Manuals with Rural Development agencies

- A. True
- B. False

Check Your Understanding #3

Select the correct answer to the following question.

Which of the following handbooks will be issued for the first time?

- A. 1-FLP, General Program Administration
- B. 3-FLP, Direct Loan Making
- C. 5-FLP, Direct Loan Servicing-Special
- D. 6-FLP, Special Programs

SUMMARY

In this lesson, you learned about the general concepts related to the FLP streamlining initiative. Key points to remember are:

- FSA has streamlined loan making and servicing processes by replacing Instruction Manuals with handbooks and removing policies and procedures from the CFR that do not impose requirements on or impact the public.
- The streamlining initiative focused on consolidating and reorganizing program policies, eliminating redundancies, and unnecessary collections of information.

TRANSITION

Good job! You have completed the About the FLP Streamlining Initiative lesson.

Streamlining Overview: What's New?

INTRODUCTION

The Farm Service Agency (FSA) is committed to having a clear direction for personnel to follow in order to implement Farm Loan Programs (FLP). Gaining an understanding of the changes that have occurred as a result of the streamlining initiative is the first step in effectively utilizing the new handbooks and forms to administer FLP.

The streamlining initiative implements the following significant changes:

- All except three, Farmers Home Administration (FmHA) and Rural Development (RD) Instruction Manuals have been replaced by FLP handbooks
- Policies and procedures that do not impact the public have been removed from the Code of Federal Regulations (CFR)
- Forms have been renumbered to correlate with the handbook in which they are referenced

STREAMLINING INSTRUCTION MANUALS INTO HANDBOOKS

FLP policies and procedures have been consolidated from more than 40 FmHA and RD Instruction Manuals into the following handbooks:

- 1-FLP, General Program Administration
- 2-FLP, Guaranteed Loan Making and Servicing
- 3-FLP, Direct Loan Making
- 4-FLP, Direct Loan Servicing-Regular
- 5-FLP, Direct Loan Servicing-Special
- 6-FLP, Special Programs

1-FLP, General Program Administration

Revision 1 of this handbook will be issued to add guidance regarding supervised bank accounts, construction and development, farm assessment, farm operating plans, classification of accounts, and year-end analyses (YEAs).

2-FLP, Guaranteed Loan and Servicing

The existing handbook will be amended to make minor conforming changes, such as modifying Exhibit 2 to change the CFR citation from 7 CFR 762.102 to 7 CFR 761.2.

**STREAMLINING
INSTRUCTION MANUALS
INTO HANDBOOKS
(CONTINUED)**

3-FLP, Direct Loan Making

Revision 1 of this handbook will be issued to add farm ownership and farm operating loans, as well as application processing, loan closing, and borrower training.

4-FLP, Direct Loan Servicing-Regular

This handbook will be issued to address routine loan servicing actions, such as application of payments, subordinations, and partial release of security.

5-FLP, Direct Loan Servicing-Special

This handbook will be issued to address servicing financially distressed and delinquent borrowers, as well as inventory property management.

6-FLP, Special Programs

The existing handbook will be amended to make minor conforming changes, such as revising form numbers.

HANDBOOK STRUCTURE

Every handbook follows the same structure even though the topics are different. The structure, as prescribed in 1-AS, is as follows:

- Each handbook is divided into parts.
- Parts may be divided into sections.
- Parts, or sections if applicable, are subdivided into paragraphs.
- Paragraphs are subdivided into subparagraphs.

Refer to Appendix B to view a sample handbook page that illustrates the structure described above.

Subparagraphs may include text quoted directly from the CFR or FSA policy. CFR text appears in bold type and should be used to support FLP adverse decisions. CFR text cannot be changed without publishing an interim or final rule in the Federal Register. The different types of rulemaking are as follows:

- A proposed rule announces an agency's intent to amend its regulations and solicits public comments. A proposed rule does not modify the CFR.
- An interim rule announces a change to the CFR and provides the effective date of the change. Interim rules provide the public with the opportunity to submit comments.
- A final rule makes changes to the CFR, and does not provide the public with the opportunity to comment.

**HANDBOOK STRUCTURE
(CONTINUED)**

7 CFR parts 761 through 774 are used by, or reserved for, FLP. FLP handbooks may also include references to:

- Other CFR parts published by FSA (7 CFR 700-760 and 7 CFR 775-799)
- CFR parts published by other Federal agencies

Non-FLP CFR text is included in the appropriate handbooks. The following are examples of non-FLP CFR text:

- 12 CFR 202.9(b)(2) is included in 1-FLP, subparagraph 41A which provides the statement required by the Equal Credit Opportunity Act. The title for 12 CFR is Banks and Banking and is assigned to the Department of Treasury.
- 7 CFR 15d.2(a) is included in 1-FLP, subparagraph 41B, which provides USDA's non-discrimination statement. 7 CFR part 15d is titled Nondiscrimination in Programs or Activities Conducted by the United States Department of Agriculture and it is assigned to the Secretary's office.

Any additional guidance provided to employees on carrying out the CFR requirements is included in regular type. This guidance may be changed by simply publishing an amendment to the handbook. It does not require the publishing of an interim or final rule.

Refer to Appendix B to view a sample handbook page that illustrates how the CFR text and FSA guidance are referenced.

The different types of rulemaking are as follows:

- A proposed rule announces an agency's intent to amend its regulations and solicits public comments. A proposed rule does not modify the CFR.
- An interim rule announces a change to the CFR and provides the effective date of the change. Interim rules provide the public with the opportunity to submit comments.
- A final rule makes changes to the CFR, and does not provide the public with the opportunity to comment.

All FLP handbooks contain four standard exhibits:

- Exhibit 1: Reports, Forms, Abbreviations, and Delegations of Authority
- Exhibit 2: Definitions of Terms Used in this Handbook

- Exhibit 3: Menu and Screen Index
- Exhibit 4: State Supplements

The number of exhibits included beyond the standard exhibits varies by handbook.

EXHIBIT 1

Exhibit 1 contains reports, forms, abbreviations, and redelegations of authority.

Reports: This section contains a list of controlled reports required in the handbook that are due to the National Office on a repetitive basis.

Forms: This section contains a list of all forms referenced in the handbook as well as the specific parts, paragraphs, or exhibits where the form is referenced.

Abbreviations: This section contains the abbreviations and acronyms referenced in the handbook that are not listed in Exhibit 102 of 1-CM, Common Management and Operating Provisions, and their definitions. Exhibit 102 of 1-CM includes only FSA-wide mandatory abbreviations and acronyms.

Redelegations of Authority: This section addresses only broad or generic redelegations based on position, not redelegations to an individually-named employee.

Refer to Appendix B for samples of each section of an Exhibit 1.

EXHIBITS 2, 3, AND 4

Exhibit 2 contains the definitions of terms used in the handbook. Definitions published in the CFR are in bold type. All FLP definitions affecting the public are included in 7 CFR 761.2. There are definitions such as "feasible plan" and "good faith," that may appear in multiple handbooks. Additional definitions that do not impact the public may be included in regular text.

Exhibit 3 contains a menu and a screen index. This exhibit will be reserved in most FLP handbooks.

Exhibit 4 is required in FLP handbooks only. It lists all State Supplements that are required. State Offices may issue State Supplements in addition to those listed in Exhibit 4 when necessary. Additional guidance regarding the development and approval of State Supplements can be found in 1-AS.

Refer to Appendix B for samples of Exhibits 2, 3, and 4.

**THE REORGANIZATION
OF THE CFR**

FLP loan making and servicing regulations were scattered throughout Title 7, Chapter XVIII of the CFR (formerly assigned to FmHA, now assigned to Rural Housing Service (RHS), Rural Business-Cooperative Service (RBS), Rural Utilities Service (RUS), and FSA) making their use difficult for all but the most informed user. With streamlining, FLP is moving its regulations to Title 7, Chapter VII (formerly assigned to ASCS, now assigned only to FSA). Instead of multiple CFR parts and subparts, all the applicable regulations have been reorganized in a logical sequence.

CFR parts and subparts in Chapter XVIII that are no longer applicable to FLP are removed and reserved. However, FLP will continue sharing with RD 7 CFR parts 1940, subpart G (RD Instruction 1940-G); 1951, subpart C (RD Instruction 1951-C); and 1956, subpart B (RD Instruction 1956-B), until FSA publishes final rules addressing environmental, offset, and debt settlement issues under separate initiatives.

If you are not familiar with how the CFR is organized, see Appendix B to review the Structure of the CFR job aid.

***CHECK YOUR
UNDERSTANDING***

Classify each statement below as true or false.

Numerous FmHA and RD Instruction Manuals have been consolidated into six FLP handbooks.

- A. True
- B. False

Each handbook has a different structure.

- A. True
- B. False

All FLP handbooks have four standard exhibits.

- A. True
- B. False

FLP loan making and servicing regulations have been moved to Chapter I of Title 7 in the CFR.

- A. True
- B. False

**ADDRESSING POLICIES
AND PROCEDURES
APPLICABLE TO FLP
EMPLOYEES ONLY**

In most cases, the FmHA Instruction Manuals mirrored the text published in the CFR. This resulted in a lengthy body of regulations in the CFR and created a barrier to quickly improving or changing procedures that had no impact on applicants or borrowers. To make what appeared to be simple procedural changes affecting FLP employees only, FSA had to go through the lengthy process of publishing an interim or final rule in the Federal Register.

With the streamlining initiative, the processes that are applicable to FLP employees only, and that do not impose requirements on or impact the public, have been removed from the CFR and are included only in the handbooks. This change allows for process changes to be implemented quickly through handbook amendments.

Example

3-FLP includes the following text regarding credit reports when addressing a complete loan application:

[7 CFR 764.51(b)(11)] Payment to the Agency for ordering a credit report on the applicant.

The Agency Official will record the date the credit report fee is received in DLS.

It is important to note, that the text printed in bold font imposes a requirement on the public and cannot be revised unless an interim or final rule is published in the Federal Register. The regular font text above provides additional guidance to FSA employees and can be changed by simply issuing an amendment to the handbook.

DOCUMENT CONVERSIONS

Form letters, guide letters, and exhibits to Instruction Manuals have been converted to either forms or handbook exhibits.

The table below describes the document conversions implemented with the streamlining initiative.

The Document Was Converted to a...	If...
Form	<p>The employee can fill in only applicable blanks and is not permitted to revise the text or content.</p> <p>The form will be available on the Farm and Foreign Agricultural Service (FFAS) Employee Forms Web site.</p>
Handbook Exhibit	<p>The employee may fill in the blanks and add or delete text as appropriate.</p> <p>The exhibit will be available on the FFAS Employee Forms Web site.</p>

Numerous FmHA and RD Instructions published in the 2000 series are simply a copy of a Memorandum of Understanding (MOU) between the Agency and another entity. MOU's still applicable to loan making or servicing have been added as an exhibit to the appropriate handbook. MOU's that are no longer applicable have been made obsolete.

All forms and applicable handbook exhibits are available in a fillable format on the employee forms Web site. Use this Web site to access and print forms. If you save forms on your hard drive, it is important to remember to ensure that the most up-to-date forms are used.

Forms to which applicants, borrowers, and lenders need access are available on the eGov Web site. Detailed instructions are provided about whether the form:

- Must be completed
- Must be signed after completion by FSA (these forms are provided for information purposes only)
- Can be signed and/or submitted electronically

Forms Manual Inserts (FMIs) have been replaced with online instructions, and many third-party forms (forms executed by two or more parties, but not FSA; i.e., lease forms) have been eliminated.

**NEW STANDARDS
APPLIED TO FORMS**

The following standards have been applied to FLP forms:

- An expanded, fillable box is used to accommodate multiple signatures when required. On forms prepared by FSA, employees should insert a signature line and the name of the applicant or borrower.
- A fillable box has been added to insert the notary public's text and signature. Each State Office will provide the specific text to be inserted.
- Where possible, the margins and fonts have been modified to accommodate state law requirements.
- Social Security and Tax Identification number and other Privacy Protected Information is collected or displayed only when absolutely required.
- Forms completed by different parties are divided into parts, allowing for clarity on the eGov instructions.
- Position filing numbers are included on the upper right corner of each form.

New standards have also been applied to forms completed by the public. These are:

- The Office of Management and Budget (OMB) control number is displayed in the upper right corner.
- The Nondiscrimination, Privacy Act, and paperwork burden statements are included on all applicable forms.
- Initial and date lines have been added to legal-type forms that have more than one page, such as the application and assumption agreement forms.

Refer to Appendix B to view an example of a form that illustrates some of the changes listed above.

THE FORMS NUMBERING SYSTEM

The numbering system for nationally issued forms has changed. The new system links forms to the appropriate handbook. Under the new system, forms referenced:

- In multiple handbooks are numbered FSA-20xx
- Only in 1-FLP are numbered FSA-21xx
- Only in 2-FLP are numbered FSA-22xx
- Only in 3-FLP are numbered FSA-23xx
- Only in 4-FLP are numbered FSA-24xx
- Only in 5-FLP are numbered FSA-25xx
- Only in 6-FLP are numbered FSA-26xx

Note: Forms used for real estate appraisals will be renumbered at a later date.

Refer to Appendix B to view a sample of the table that lists the old and new form numbers, which will be included in Exhibit 5 of 1-FLP.

OTHER CHANGES RESULTING FROM THE STREAMLINING INITIATIVE

In addition to the changes covered so far, other changes that will result from the streamlining initiative include:

- FmHA and RD Instruction Manuals that are incorporated into FLP handbooks will become obsolete or revised to be applicable to RD only
- Use of Procedure Notices (PN) to announce instruction or forms changes will be eliminated, except for RD Instructions 1940-G, 1951-C, and 1956-B, and the forms associated with those Instructions
- Revisions and amendments to FLP handbooks will be announced by using an Amendment Transmittal only
- Revisions to forms and instructions will be announced by using the FFAS Employee Forms Site (the site includes a daily list of changes to forms as well as weekly checklist)

Check Your Understanding #1

Select the correct answer to the following question. Refer to Appendix A for the correct answer.

Policies applicable to which of the following are published only in FLP handbooks and not in the CFR?

- A. FLP employees
- B. The public only
- C. Both FLP employees and the public

**Check your
Understanding #2**

Select the correct answer to the following statement.

Guide Letters have been converted to either forms or:

- A. Report Summaries
- B. Form Letters
- C. Handbook exhibits

**Check Your
Understanding #3**

Select the correct answer to the following statement.

All forms and applicable handbook exhibits are available:

- A. In the CFR
- B. On the FFAS Employee Forms Web site
- C. In Exhibit 1 of the handbook

**Check Your
Understanding #4**

Select the correct answer to the following statement.

The collection or display of a Social Security number only when absolutely necessary is a new standard that has been applied to all FLP:

- A. Exhibits
- B. Tables
- C. Forms

**Check Your
Understanding #5**

Select the correct answer to the following question.

The new numbering system links forms to which of the following?

- A. The appropriate handbook
- B. The appropriate Instruction Manual
- C. The appropriate Title in the CFR

**Check Your
Understanding #6**

Select the correct answer to the following question.

Procedure Notices (PNs) will not be used to announce handbook changes and have been replaced by which of the following?

- A. Instruction Manuals
- B. Amendment Transmittals
- C. Notices

SUMMARY

In this lesson, you learned about the significant changes that have taken place as a result of the FLP streamlining initiative. Key points to remember are:

- Loan making and servicing policies have been consolidated into six FLP handbooks.
- Each handbook follows the same structure even though the topics are different.
- All FLP handbooks contain four standard exhibits.
- FLP regulations have moved from Chapter XVIII to Chapter VII in the CFR and have been consolidated in Parts 761 through 774.
- With a few exceptions, FSA has removed FLP from the CFR parts that were shared with Rural Development.
- Policies and procedures that are applicable to employees only, and do not impose requirements on or impact the public, have been removed from the CFR and are published in the FLP handbooks only.
- Form letters, guide letters, and exhibits to Instruction Manuals have been converted to either forms or handbook exhibits.
- New standards have been applied to forms.
- The numbering system for nationally issued forms has changed.

TRANSITION

Good job! You have completed the Streamlining Overview: What's New? lesson.

Resources

INTRODUCTION

There are a variety of resources available to ease the transition to working with the changes that have resulted from the streamlining initiative. These resources include the Internet, the FSA intranet, and FSA publications.

INTERNET RESOURCES

The table below lists the Internet resources that will be most helpful to you along with a description of each.

Internet Web site	Description
Electronic Code of Federal Regulations (eCFR)	This Web site provides access to the eCFR - a current version of the Code of Federal Regulations (CFR). While the site is updated daily, it is generally several days behind the current date. It is not an official legal edition of the CFR; rather, it is an unofficial editorial compilation of CFR material and Federal Register amendments.
Federal Register	<p>There are two Web sites for searching the Federal Register.</p> <p>The first Web site allows you to perform a general search of the publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as Executive Orders and other Presidential documents. Documents are available in Summary, PDF, ASCII text, or HTML format. HTML documents are available from 2000 forward and provide hypertext links to Web sites mentioned in the Federal Register document.</p> <p>The second Web site allows you to search the publication by date in a specific calendar year. It lists the daily table of contents of the Federal Register by date for the current calendar year. You can search dates in a calendar year other than 2007 by changing the 07 in "frcont07" at the end of the URL address to 05, 06, etc.</p>
Agriculture, Nutrition and Forestry Committee	This Web site allows you to search compilations of agriculture laws by subject. The Consolidated Farm and Rural Development Act (CONACT) can be found under the Credit Laws heading.
The National Agriculture Law Center	This Web site provides access to the full text of and resources for all U.S. farm bills from 1933 to present.
United States Department of Agriculture (USDA) Grain Inspection Packers and Stockyards Administration (GIPSA)	This Web site provides access to GIPSA laws and regulations regarding clear title. Applicable links are Section 1324, Food Security Act of 1985, and Regulations Under the Food Security Act.
The U.S. Code (U.S.C.)	This Web site allows you to search the U.S.C. for a section, group of sections, or phrase.
USDA/FSA	This Web site allows you to search for and retrieve notices and FSA program related handbooks and forms.

USDA Service Center eForms	This Web site allows you to search for and retrieve forms made available to the public.
Historical Farm Loan Notices	This Web site allows you to search for and retrieve: <ul style="list-style-type: none">• FmHA Administrative Notices (ANs) issued between January 1981 and August 1992.• Notices issued under the "FC" or "FLP" series

**FSA INTRANET
RESOURCES**

The FSA Intranet provides links to the following:

- Farm Loan Programs (FLP) systems
- Helpful links
- Employee forms (which provides access to both eGov and FFAS forms)
- FSA handbooks

Helpful Links

This resource provides links to a variety of useful Internet (including the ones listed on the previous page) and Intranet Web sites. In addition to the links already listed on this screen, other helpful links will continue to be added. Refer to links under Resources for the URL address to the Helpful Links site.

FSA PUBLICATIONS

The following will also assist in understanding FSA directives (i.e., notices and handbooks) or locating forms used to make and service FLP loans:

- 1-AS
 - Exhibit 4 lists all current, superseded, and obsolete FSA handbooks
 - Exhibit 7 lists shared RD Instruction Manuals, and obsolete and replaced FmHA and RD Instruction Manuals
- 1-CM, Exhibit 102 lists mandatory abbreviations used in FSA directives
- 1-FLP, Exhibit 5 lists all FmHA, RD, and FSA forms used to administer FLP prior to streamlining along with the replacement form number, or a notation that the form has been made obsolete.

Check Your Understanding

Match the resource with the corresponding description.

Description	Resource
___ This resource lists standard abbreviations used in FSA directives.	A. Exhibit 5 of 1-FLP
___ This resource lists replaced and obsolete FmHA/Rural Development Instruction Manuals.	B. FSA handbook, 1-AS
___ This resource provides access to an unofficial editorial compilation of CFR material and Federal Register amendments.	C. Exhibit 102 of 1-CM
___ This resource lists all FmHA, RD, and FSA forms used to administer FLP prior to streamlining along with the replacement form number, or a notation that the form has been made obsolete.	D. The eCFR Web site

SUMMARY

In this lesson, you learned about the various resources that can help ease the transition to working with the changes that have resulted from the streamlining initiative.

TRANSITION

Congratulations! You have completed the Introduction to the FLP Streamlining Initiative course.

Appendix A: Answer Key for *Exercises* and *Check Your Understanding*

About the FLP Streamlining Initiative

***Exercise: Benefits of
the Streamlining
Initiative***
Page 4

Think about the benefits below. Which do you think are benefits of the streamlining initiative? You may be surprised at how much you already know.

Check all that apply:

- The elimination of redundant or conflicting information
- Decreased reliance on the guidance that governs your job
- Simplified paperwork
- Improved consistency in format and terminology
- Well-organized, easily accessible information

Correct Response

The following are benefits of the streamlining initiative:

- The elimination of redundant or conflicting information
- Simplified paperwork
- Improved consistency in format and terminology
- Well-organized, easily accessible information

Decreased reliance on the guidance that governs your job is not a benefit.

***Check Your
Understanding #1***
Page 4

Choose whether the following statement is true or false.

As part of the streamlining initiative, processes that impact the public were removed from the CFR.

- C. True
- D. False

Correct Response

False. As part of the streamlining initiative, processes that do NOT impact the public were removed from the CFR.

**Check Your
Understanding #2
Page 4**

Choose whether the following statement is true or false.

The streamlining initiative was implemented, in part, to eliminate the sharing of Instruction Manuals with Rural Development agencies

- C. True
- D. False

Correct Response

True. The streamlining initiative was implemented in part to eliminate the sharing of Instruction Manuals with Rural Development agencies.

**Check Your
Understanding #3
Page 4**

Select the correct answer to the following question.

Which of the following handbooks will be issued for the first time?

- A. 1-FLP, General Program Administration
- B. 3-FLP, Direct Loan Making
- C. 5-FLP, Direct Loan Servicing-Special
- D. 6-FLP, Special programs

Correct Response

C. 5-FLP will be issued for the first time.

**Streamlining
Overview: What's
New?**

**Check Your
Understanding
Page 10**

Classify each statement below as true or false.

Numerous FmHA and RD Instruction Manuals have been consolidated into six FLP handbooks.

- A. True
- B. False

Correct Response

True. Numerous FmHA and RD Instruction Manuals have been consolidated into six FLP handbooks.

Each handbook has a different structure.

- A. True
- B. False

Correct Response False. Each handbook follows the same structure even though the topics are different.

All FLP handbooks have four standard exhibits.

- A. True
- B. False

Correct Response True. All FLP handbooks have four standardized exhibits.

FLP loan making and servicing regulations have been moved to Chapter I of Title 7 in the CFR.

- A. True
- B. False

Correct Response False. FLP loan making and servicing regulations have been moved to Chapter VII of Title 7 in the CFR.

Check Your Understanding #1
Page 14

Select the correct answer to the following question.

Policies applicable to which of the following are published only in FLP handbooks and not in the CFR?

- A. FLP employees
- B. The public only
- C. Both FLP employees and the public

Correct Response A. Policies applicable to FLP employees only are published in FLP handbooks and not in the CFR.

Check your Understanding #2
Page 15

Select the correct answer to the following statement.

Guide Letters have been converted to either forms or:

- A. Report Summaries
- B. Form Letters
- C. Handbook exhibits

Correct Response C. Guide letters have been converted to either forms or handbook exhibits.

**Check Your
Understanding #3
Page 15**

Select the correct answer to the following statement.

All forms and applicable handbook exhibits are available:

- A. In the CFR
- B. On the FFAS Employee Forms Web site
- C. In Exhibit 1 of the handbook

Correct Response:

B. All forms and applicable handbook exhibits are available on the FFAS Employee Forms Web site.

**Check Your
Understanding #4
Page 15**

Select the correct answer to the following statement.

The collection or display of a Social Security number only when absolutely necessary is a new standard that has been applied to all FLP:

- A. Exhibits
- B. Tables
- C. Forms

Correct Response

C. The collection or display of a Social Security number only when absolutely necessary is a new standard that has been applied to all FLP forms.

**Check Your
Understanding #5
Page 15**

Select the correct answer to the following question.

The new numbering system links forms to which of the following?

- A. The appropriate handbook
- B. The appropriate Instruction Manual
- C. The appropriate Title in the CFR

Correct Response

A. The new numbering system links forms to the appropriate handbook.

**Check Your
Understanding #6
Page 15**

Select the correct answer to the following question.

Procedure Notices (PNs) will not be used to announce handbook changes and have been replaced by which of the following?

- A. Instruction Manuals
- B. Amendment Transmittals
- C. Notices

Correct Response

B. Procedure Notices have been replaced by Amendment Transmittals.

Streamlining Overview: What's New?

Check Your Understanding

Match the resource with the corresponding description.

Correct Response

Description	Resource
This resource lists standard abbreviations used in FSA directives.	Exhibit 102 of 1-CM
This resource lists replaced and obsolete FmHA/Rural Development Instruction Manuals.	FSA handbook, 1-AS
This resource provides access to an unofficial editorial compilation of CFR material and Federal Register amendments.	The eCFR Web site
This resource lists all FmHA, RD, and FSA forms used to administer FLP prior to streamlining along with the replacement form number, or a notation that the form has been made obsolete.	Exhibit 5 of 1-FLP

Appendix B: Course Documents

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Sample Handbook Page

The Part number and title appear only on the first page of the part.

The Section number and title appear only on the first page of the section.

Part 3 Loan Servicing – General Procedures

Section 1 Notifying Borrowers of Loan Servicing

Par. 66

66. Borrower Notification

A General Requirements

Paragraphs are divided into one or more subparagraphs. Subparagraphs are indicated by using capital letters.

[7 CFR 766.101(a)] The Agency will provide servicing information under this section to borrowers who:

(1) Have a current farm operating plan that demonstrates the borrower is financially distressed;

(2) Are 90 days or more past due on loan payments, even if the borrower has submitted an application for loan servicing as a financially distressed borrower;

The Authorized Agency Official must provide a loan servicing notification package to a borrower before initiating liquidation, accelerating borrower loan accounts, or repossessing or foreclosing FSA security, unless the borrower was previously notified as 90 calendar days past due or nonmonetary default and is already being serviced according to this part.

Example: A borrower misses the January 1, 2006, payment and is properly notified when the borrower becomes 90 calendar days past due. Processing is then delayed and while the Agency continues Primary Loan Servicing (PLS) the borrower makes the January 1, 2006, payment on January 15, 2007. At this point, the borrower is less than 90 calendar days past due; however, since the delinquency was not cured at any point, the Agency continues to process PLS. The borrower is not renotified.

If a loan is past due, the far left-hand column of the 540 Report shows the number of days that the loan is past due. The code “PDD” (Past Due Days) is shown beside the number. The 540 Report should be printed and reviewed immediately by FLM once it becomes available. Both the “Borrowers with Loans 90 Days Past Due” and the “Borrowers with Loans Less Than 90 Days Past Due” should be reviewed to find all accounts that will need to be notified of primary loan servicing in the coming month.

The borrower will be notified within 15 calendar days of becoming 90 calendar days past due.

xx-xx-07

5-FLP

Page 3-1

The part is reflected by the number to the left of the hyphen in each page number.

CFR and FSA Text References

Par. 41

Part 3 Miscellaneous Procedures and Systems

41 Nondiscrimination in FLP

A Federal Equal Credit Opportunity Act (ECOA)

FSA guidance within each subparagraph appears in regular type.

FLP must comply with the provisions of ECOA and the implementing regulations of the Federal Reserve System published in 12 CFR 202.

[12 CFR 202.9(b)(1)] The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

B USDA Nondiscrimination Policy

CFR text and its citation are in bold type.

[7 CFR 15d.2(a)] No Agency, officer, or employee of the United States Department of Agriculture shall, on the ground of race, color, religion, sex, age, national origin, marital status, familial status, sexual orientation, or disability, or because all or part of an individual's income is derived from any public assistance program, exclude from participation in, deny the benefits of, or subject to discrimination any person in the United States under any program or activity conducted by the United States Department of Agriculture.

Exhibit 1—Reports and Forms

Reports, Forms, Abbreviations, and Delegations of Authority

Exhibit 1

Reports

The Reports table lists the required reports in this handbook.

The number listed in the Reference column refers to the paragraph number in the handbook where the report is referenced.

This table lists the required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
FLP1 (FSA-1922-17)	Appraisal Certification Program Semi-Annual Report	Semi-Annually	10 workdays after end of the 2 nd and 4 th quarter of each FY	Required	146
FLP4	FLPRA Annual Report	Annually	By November 1 each year	Required	403

Forms

The Forms table lists all forms referenced in the handbook.

The number listed in the Reference column refers to the paragraphs or exhibits where the form is referenced.

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-663	Request for Issuance of Substitute or Replacement Check		168
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		Ex. 20
AD-1026A	Supplemental to AD-1026 (Continuation)		Ex. 20
CCC-257	Schedule of Deposit		Ex. 25
FmHA 1940-1	Request for Obligation of Funds		Ex. 20, 25
FmHA 1940-22	Environmental Checklist for Categorical Exclusions		Ex. 20

Exhibit 1—Abbreviations

Exhibit 1		
Reports, Forms, Abbreviations, and Delegations of Authority (Continued)		
Abbreviations Not Listed in 1-CM	The Abbreviations table lists abbreviations used in the handbook that are not listed 1-CM.	
The following abbreviations are not listed in 1-CM.		The number listed in the Reference column refers to the paragraphs, parts, or exhibits where the abbreviation is used.
Approved Abbreviation	Term	Reference
ACIF	Agricultural Credit Insurance Fund	163
ADPS	Automated Discrepancy Processing System	41, Ex. 25, 39, 40
ADR	alternative dispute resolution	42
BOPR	Borrower Property Table	166
CDAT	Consent Decree Action Team	Ex. 48
CLP	Certified Lender Program	43, 143, 403, 407, Ex. 25
CMS	Credit Management Systems	Ex. 20
CMT	Constant Maturity Treasury	Ex. 10
CONTACT	Consolidated Farm and Rural Development Act	1, 21, 29, 53, Ex. 25
DLM	Direct Loan Making	Ex. 20
DLS	Direct Loan Servicing	Ex. 20
DOJ	Department of Justice	41
ECOA	Equal Credit Opportunity Act	Ex. 25
EFT	electronic funds transfer	162, 167, 168, Ex. 7
EIN	employer identification number	162
EM	emergency loans	29, Ex. 20, 25
FAR	Federal Acquisitions Regulation	165
FBP	Farm Business Plan	201, Ex. 20
FFIS	Foundation Financial Information System	162, 163, 166, 167, 168
FFIS Team	KCFO, LAD, Financial Control Branch	167, 168
FLC	Farm Loan Chief	Text
FLM	Farm Loan Manager	Part 2, 441, Ex. 7, 20, 25
FLO	Farm Loan Officer	23, 25, 26, 29, 403, 441, Ex. 7, 25
FLOT	Farm Loan Officer Trainee	25
FLPRA	Farm Loan Programs Risk Assessment	Part 9, Ex. 25
FLS	Farm Loan Specialist	23, 25, 29, 441

Exhibit 1—Redelegations of Authority

Exhibit 1

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
PVHT	Voucher Header Inquiry Table	167, 168
PVLT	Voucher Line Inquiry Table	167, 168
RD	Rural Development	2, 142, 143, 168, Ex. 25
SALP	Special Apple Loan Program	2
SDA	socially disadvantaged applicant	Ex. 20
SEL	standard eligible lender	43, 143, Ex. 20, 25
SLKCFO	St. Louis Kansas City Finance Office	168
SSN	Social Security number	Ex. 49
SW	soil and water	Ex. 25
TC	transaction code	41
TIN	taxpayer identification number	162, Ex. 49
TY	payment voucher transaction	166, 167, 168
USPAP	Uniform Standards of Professional Appraisal Practice	Part 6, Ex. 2
VID	vendor identification	162, 166
VXP	Vendor Express Program	161, 164
WLS	workload scheduling	Ex. 25, 31-35, 38, 45, 47

Redelegations of Authority

Exhibit 1 will contain Redelegations of Authority if applicable.

SED's may redelegate their:

- loan approval authority to FLC, FLS, or DD
- authority to allow the use of a restricted appraisal report to the State appraisal staff.

Exhibit 2

Exhibit 2

Definitions of Terms Used in This Handbook (7 CFR 761.2(b))

Abandoned Security Property

Definitions published in the CFR are in bold type.

Abandoned security property is security property that a borrower is not occupying, or is not in possession of, or has relinquished control of, and has not made arrangements for its care or sale.

Acceleration

Definitions that do not impact the public are in regular type.

Acceleration is a demand by a lender for immediate repayment of the entire balance of a debt if the security instrument or promissory note is breached. When FSA accelerates an account, the entire loan balance is due in 30 calendar days.

Additional Security

Additional security is property which provides security in excess of the amount of security value equal to the loan amount.

Agency

Agency is the FSA.

Assumption

Assumption is the act of agreeing to be legally responsible for another party's indebtedness.

Exhibit 3

Exhibit 3

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Principal Reference
HCA010-00	Select Crop for Table Load Screen	77
MAA10001	County Data Table Maintenance Screen	23
MAA10005	County Data Table Maintenance Screen	26
MAA10501	County Data Table Maintenance Screen	24
MAA11002	County Data Table Maintenance Screen	26
MAA23602	Production Flexibility Crop Table Screen	83
MAA25002	Direct Payment Crop Table Screen	106
MAA25502	Counter-Cyclical Crop Table Screen	107
MAB100	Name/Address Report Menu	291
MAB09401	COC/LAA Change Screen	305
MAB09601	Producer Name and Address - Elections Screen	305
MAB35203	Fiduciary Record Screen	763
MAB35302	Producer List of Farms Screen	762
MAB35303	Fiduciary Record Screen	762
MAB35304	Fiduciary ID Listing Screen	762
MAC000	Facility Selection Menu	931
MAC01102	Facility Display Screen	933
MAC01202	Facility Change Screen	934

Exhibit 4

**Exhibit 4
(Par. 2)**

State Supplements _____

Subparagraph	State Supplement
28 B	Guidance on completing Credit Quality Reviews.
141 E	Guidance on the process to request: <ul style="list-style-type: none">• chattel appraisal from a contract appraiser• real estate appraisal.
--142 A	List of reputable publications that establish chattel market values.--
162 B	Guidance on PLCE funds allocated to State Offices.
442 C	Guidance on reporting findings of DD oversight reviews.

Note: SED's shall:

- issue State supplements according to 1-AS, paragraph 216
 - obtain approval of State supplements according to 1-AS, paragraph 220.
- _____

The Structure of the CFR

The general provisions of laws enacted by Congress are interpreted and implemented by regulations issued by various agencies. These regulations apply the law to daily situations. After regulations are published in the Federal Register, they are collected and published in the Code of Federal Regulations, commonly referred to as the CFR.

The chart below explains the organization of the CFR.

CFR Structure	Explanation of Structure	Example
Title	A title represents the broad area that is subject to Federal regulations. The CFR is divided into 50 titles. The title is numbered in Arabic and can be broken down into subtitles.	Title 7 is “Agriculture” and Title 31 is “Money and Finance: Treasury.”
Chapter	A title is divided into chapters that are assigned to one agency, which may be an entire department or one of its units. Chapters are numbered in Roman capitals (i.e., I, II, III, etc.)	Prior to the streamlining, most FLP regulations were in Title 7, Chapter XVIII, which was formerly assigned to FmHA. After streamlining, FLP regulations will be in Title 7, Chapter VII, which was formerly assigned to ASCS, now assigned only to FSA.
Part	Chapters are divided into parts which are normally limited to a specific subject matter. Parts are numbered in Arabic and may be further divided into subparts, which are identified by capital letters.	Title 7, Chapter XVIII, Part 1941 is titled, “Operating Loans.” Subpart A is titled “Operating Loan Policies, Procedures, and Authorizations.”
Section	Parts or subparts are further divided into sections. The section number includes the number of the part, followed by a period and a sequential number.	The first section of Title 7, Chapter XVIII, Part 1941, Subpart A, is 1941.1, “Introduction.”

Note: References to specific CFR sections are often abbreviated, such as 7 CFR 1941.1, which is the title, part, and section.

Forms Standards Example

This form is available electronically.		Form Approved - OMB No. 0560-0764	
FSA-2001 (Proposal 12)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		Position 3
REQUEST FOR DIRECT LOAN ASSISTANCE			
<p>Instructions: All applicants must complete Part A. Individual applicants complete Parts B, D and E. Two or more persons applying jointly, including married persons, are considered an entity. Entities must complete Parts C, D and E. Non-citizens and qualified aliens must provide appropriate documentation. *Race, ethnicity, and gender information is requested by the Federal Government to monitor FSA's compliance with Federal laws prohibiting discrimination against applicants. Applicants are not required to furnish this information, but are encouraged to do so. Failure to provide this information may result in not receiving targeted funds for which the applicant may be eligible. One or more boxes may be selected for race. This information will not be used to evaluate the application. FSA is required to note race, ethnicity and gender on the basis of observer identification.</p>			
PART A - APPLICANT			
1. Exact Full Legal Name	2. Address	3. Contact Numbers	
PART B - INDIVIDUAL APPLICANT INFORMATION			
1. Social Security Number	2. Birth Date	3. County of Residence	
4. Name and Address of Employer		5. Annual Income \$	7. Veteran Status
Telephone Number:		8. Number of Household Members	Yes <input type="checkbox"/> Dates: _____ Branch: _____ No <input type="checkbox"/>
8. Marital Status <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried	9. Citizenship <input type="checkbox"/> Citizen <input type="checkbox"/> Non-citizen <input type="checkbox"/> Qualified Alien	*10. Ethnicity <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	*11. Race <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White
		*12. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	13. FSA Use Only <input type="checkbox"/> Provided <input type="checkbox"/> Observed
<p>NOTE: The following statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a): The Farm Service Agency (FSA) is authorized by the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.), or other Acts, and the regulations promulgated thereunder, to solicit the information requested on its application forms. The information requested is necessary for FSA to determine eligibility for credit or other financial assistance, service your loan, and conduct statistical analyses. Supplied information may be furnished to other Department of Agriculture agencies, the Department of the Treasury, the Department of Justice or other law enforcement agencies, the Department of Defense, the Department of Housing and Urban Development, the Department of Labor, the United States Postal Service, or other Federal, State, or local agencies as required or permitted by law. In addition, information may be referred to interested parties under the Freedom of Information Act (FOIA), to financial consultants, advisors, lending institutions, package/s agents, and private or commercial credit sources, to collection or servicing contractors, to credit reporting agencies, to private attorneys under contract with FSA or the Department of Justice, to business firms in the trade area that buy chattel or crops or sell them for commission, to Members of Congress or Congressional staff members, to courts or administrative bodies or to state-certified or state-licensed appraisers. Disclosure of the information requested is</p>			

Forms Numbers

**Exhibit 5
(Par. Xx)**

Forms List

A Previously Existing Forms

The following lists all FmHA, FSA and RD forms used for FLP delivery.

Note: The "Old Number" column provides the prefix and number of the form before December 2007. If the form will be used after December 2007, the new number and title are listed in the second and third column, respectively. If the form will not be used after December 2007, the date or the PN number the form became obsolete is provided in the "Title" column.

Old number	New number	Title
RD-021-1		Obsolete, FSA PN XXX
FmHA-021-46		Obsolete, FSA PN XXX
FmHA-070-1		Obsolete, 2-17-1999
FmHA-102-1		Obsolete, FSA PN XXX
FmHA-104-1		Obsolete, 4-16-1999
RD-140-4	FSA 2071	Transmittal of Documents
FmHA-160-3		Obsolete, FSA PN XXX
FmHA-400-1		Obsolete, FSA PN XXX
FmHA-400-3		Obsolete, FSA PN XXX
FmHA-400-4		Obsolete, 7-26-2004
FmHA-400-6		Obsolete, 7-26-2004
FmHA-400-7		Obsolete, FSA PN XXX
FmHA-400-8		Obsolete, 7-26-2004
RD-402-1	FSA-2140	Deposit Agreement
RD-402-2	FSA-2142	Statement of Deposits and Withdrawals
RD-402-6		Obsolete, FSA PN XXX
FSA 410-1	FSA-2001	Request for Direct Loan Assistance
RD-410-9	FSA-2007	Statement Required by the Privacy Act
FSA-440-4A	FSA-2028	Security Agreement
FSA-440-9	FSA-2027	Supplemental Payment Agreement
FSA-440-26	FSA-2030	Consent and Subordination Agreement
FSA-440-32	FSA-2015	Verification of Debts and Assets
FSA-441-8	FSA-2041	Assignment of Proceeds from the Sale of Products
FSA-441-18	FSA-2042	Consent to Payment of Proceeds from the Sale of Products
FSA-441-25	FSA-2043	Assignment of Proceeds from the Sale of Dairy Products and Release of Security Interest
RD-443-16	FSA-2044	Assignment of Income from Real Estate Security
RD 465-1	FSA-2060	Application for Partial Release, Subordination or Consent