

This form is available electronically.

FSA-2293
(04-03-14)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

Position 3

**ANNUAL FILE REVIEW CHECKLIST
FOR SEL AND CLP LENDERS**

PART A – GENERAL INFORMATION

1. Lender's Name and Address		2. FSA Account Number		
		A. State Code	B. County Code	C. FSA ID Number
3. Borrower's Name		4. Lender Status <input type="checkbox"/> SEL <input type="checkbox"/> CLP		
5. Current Holder	6. Type of Loan(s)	7. Loan Amount	8. Payment Schedule	
		\$	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually
		\$	<input type="checkbox"/> Other _____	
		\$	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually
		\$	<input type="checkbox"/> Other _____	
		\$	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually
		\$	<input type="checkbox"/> Other _____	

PART B – SERVICING REVIEW – SELs (Continued on Page 2)

All questions with an answer of "NO" require written explanation. Use Item 65 to explain any questions answered with a "NO".	YES	NO	N/A
9. Did the lender accept the conditions in FSA-2232?			
10. Did the lender comply with the conditions in FSA-2232?			
11. Did the interest rate charged at closing meet the requirements in 2-FLP, paragraph 135?			
12. Does the file contain the credit report?			
13. Were loan funds used for eligible purposes, for the purposes proposed in the loan narrative, and as specified in FSA-2232?			
14. Except for the streamlined CL, has the lender completed a farm inspection report within the last year?			
15. Except for the streamlined CL, has the lender performed an analysis of the borrower's progress?			
16. Was the analysis performed within 90 days of the end of the borrower's operating cycle?			
17. Is the location and disposition of collateral being properly monitored?			
18. For lines of credit (LOC) or annual operating loans, is the sale of normal income security being reported to the lender and adequately documented?			
19. Is there evidence that insurance coverage on loan security is in effect, if required?			
20. For LOC has the lender obtained FSA concurrence prior to advancing funds for years 2 through 5?			
21. Were all loan advances for LOC within the loan ceiling?			
22. Have all non-guaranteed loans or advances been concurred with by FSA?			
23. For loans involving construction, did the lender perform the construction inspection to ensure the project was completed in accordance with the specifications?			

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov USDA is an equal opportunity provider and employer.

PART B – SERVICING REVIEW – SELs

All questions with an answer of "NO" require written explanation. Use Item 65 to explain any questions answered with a "NO".	YES	NO	N/A
24. Does the lender have a ledger in place that documents the purpose and dollar amounts of all disbursements, payments, and interest accruals?			
25. Has FSA-2241 been submitted semiannually to the County Office?			
26. If the loan has become delinquent, was FSA-2248 submitted as required?			
27. If any partial release of security was sought by the lender, did FSA concur before the lender released the security?			
28. If the loan was restructured, are FSA's written concurrence, a restructured note and other appropriate loan amendment documents in the file, and in case of CL, did the lender certify that the borrower remains in compliance with the approved conservation plan?			
29. If the loan has been sold on the secondary market, is there a properly completed copy of the initial FSA-2242 in the file?			

PART C – SERVICING REVIEW – CLPs

30. Except for the streamlined CL, is there evidence in the file that the plan was based on historical performance?			
31. If historical data was not used, is there adequate documentation to support the data used?			
32. Except for the streamlined CL, does the file contain at least 3 years of financial history?			
33. Were all debts over \$1,000 verified, if applicable?			
34. Does the file contain the credit report?			
35. Did the lender accept the conditions in FSA-2232?			
36. Did the interest rate charged at restricting meet the requirements in 2-FLP, paragraph 135?			
37. Is an appraisal, in accordance with FSA guidelines, included in the file?			
38. Have all non-guaranteed loans or advances been concurred with by FSA?			
39. For loans involving construction, did the lender perform the construction inspection to ensure the project was completed in accordance with the specifications?			
40. Were loan funds used for eligible purposes, for the purposes proposed in the loan narrative, and as specified in FSA-2232?			
41. Has the lender completed a farm inspection report within the last year?			
42. Has the lender performed an analysis of the borrower's financial progress?			
43. Was the analysis performed within 90 days of the end of the borrower's operating cycle?			
44. Is the location and disposition of collateral being properly monitored?			
45. For LOC or annual operating loans, is the sale of normal income security being reported to the lender and adequately documented?			
46. If any partial release of security was sought by the lender, did FSA concur before the lender released the security?			
47. Is there evidence that insurance coverage on loan security is in effect, if required?			
48. For LOC has the lender provided the required balance sheet, certifications, and analysis summary each year?			
49. Were all loan advances for LOC within the loan ceiling?			
50. Does the lender have a ledger in place that shows the purpose and dollar amounts of all disbursements, payments, and interest accruals?			
51. Has FSA-2241 been submitted semiannually to the County Office?			
52. If the loan has become delinquent, was FSA-2248 submitted as required?			
53. If the loan was restructured, are all necessary documents required by 2-FLP in the file?			
54. If the loan was restructured were all rules and regulations for the particular restructuring option(s) followed in accordance with 2-FLP?			
55. If the loan has been sold on the secondary market, is there a properly completed copy of the initial FSA-2242 in the file?			

PART D – INTEREST ASSISTANCE REVIEWS FOR EXISTING LOANS

All questions with an answer of "NO" require written explanation. Use Item 65 to explain any questions answered with a "NO".	YES	NO	N/A
56. If interest assistance was used, was there adequate justification for its use?			
57. Has FSA-2221 been properly completed and executed by FSA and the lender?			
58. Has the holder acknowledged and concurred with the interest assistance agreement or has the loan been repurchased?			
59. Has the lender submitted payment claims within 60 days of the annual review/payment date?			
60. If a bankruptcy court ordered an interest rate reduction, has FSA-2221 been canceled?			

PART E – INTEREST ASSISTANCE REVIEWS FOR LOANS WITH RECENT SERVICING ACTIONS

All questions with an answer of "NO" require written explanation. Use Item 65 to explain any questions answered with a "NO".	YES	NO	N/A
61. If FSA has purchased the loan, has interest assistance been canceled?			
62. Is the interest assistance period within 10 years of the effective date of the original FSA-2221?			
63. If the loan was transferred with interest assistance, was the transferee liable for the debt at the time interest assistance was granted?			
64. Was the borrower still eligible for FSA assistance at the time the loan servicing actions took place?			

PART F – EXPLAIN ALL QUESTIONS THAT WERE ANSWERED WITH A "NO"

65. If additional space is needed, attach a separate sheet.

66A. Signature of FSA Reviewer	66B. Name of FSA Reviewer <i>(Print)</i>
66C. Title of FSA Reviewer <i>(Print)</i>	66D. Date Signed by FSA Reviewer
66E. Name and Address of FSA Servicing Office	66F. FSA Servicing Office Telephone No. <i>(Including Area Code)</i>