

10. APPROVALS					
SIGNATURE <i>(No initials)</i>		DATE	SIGNATURE <i>(No initials)</i>		DATE
a. RD State Director or Program Chief/FSA State Executive Director or Ag Credit Director			d. RD Assistant Administrator/FSA Deputy Administrator <i>(If amount is over \$25,000)</i>		
b. National Office Program Director			e. RD Assistant Deputy Administrator/Administrator FSA Associate Administrator/Administrator <i>(If amount is over \$50,000)</i>		
c. Director, Budget Staff <i>(If funded by other than insurance fund)</i>			f. Director, Regulations and Paperwork Management Division		

CONTINUATION:

- PROCEDURE FOR PREPARATION : RD Instruction 2024-A
- PREPARED BY : Agency personnel with authority to make program decisions or to contract for goods or services.
- NUMBER OF COPIES : Original plus one for subsequent forwarding office, if applicable, and one per originating office.
- SIGNATURE REQUIRED : Block 9 by preparing official. Block 10, self-explanatory except only line "a" is required if amount is \$10,000 or less, line "d" requires signature for estimated costs in excess of \$25,000 only and line "e" requires signature for estimated costs in excess of \$50,000 only.
- DISTRIBUTION OF COPIES : Original to Contracting Officer, copy retained by originator and copy retained by intermediate forwarding office.

INSTRUCTIONS FOR PREPARATION

- Block 1 For lines "a" and "b", enter appropriate solicitation number as prescribed in the Forms Manual Inserts for Forms RD 1955-60 and 1955-61. Line "a" would be left blank if the request originated at the State Office level.
- Block 2 Estimated total (cumulative) through this request.
- Block 3 Enter an estimated date based upon need but taking into consideration the complexity of the solicitation. For work-in-progress or emergency situations, do not enter a date but place a check in the appropriate box at the right side of the block.
- Block 4 For line "a", enter the fiscal year and check the appropriate box indicating the fund providing the loan or proposed loan or grant which is providing the money for the item requested. If the request initiator does not know the appropriated fund, he/she will check the "other" box and on the line following, enter "loan code" followed by the appropriate code number. If "Salary and Expense" is checked, do not complete lines "b", "c", and "d".
- For line "b", check the applicable box in accordance with Subpart C of Part 1955 and program instructions.
- For line "c", check the appropriate box. Recoverable costs are usually those incurred while the property was in the borrower's name. Non-recoverable costs are those incurred after acquisition by the Agency. Charges for custodial (abandoned) property are usually recoverable but may be non-recoverable in special circumstances, e.g., office-site procurements or correction of Agency errors.
- For line "d", self-explanatory. If more than one property is involved, enter the word "multiple" for both the case and advice number. If the item has no case number, enter "N/A" for both the case and advice number. For requests pertaining to multiple properties, enter "Multiple" in the space for case number and attach a list containing the case number, borrower name, account code (fund code), and advice number for each property.

- Block 5 Enter former borrower's name and property address if applicable. Provide a concise description of the work requested.
- Block 6 Self-explanatory.
- Block 7 Lines "a" and "b", check appropriate box and provide justification in accordance with Subpart C of Part 1955 or other program instructions. Attach a copy of the "as is" appraisal with a notation indicating probable sale price when the estimated contract amount exceeds "as is" appraised value.
- Line "c" may be used to explain additional circumstances or reasons for overriding a lack of economic justification, e.g., need for emergency housing, protection of other inventory or security property, etc. For multiple-family housing property, this block should be used to provide additional information required by the program official or to indicate that such additional information is attached.
- Block 8 Self-explanatory. The initiator or a subsequent level office may recommend one or more assistants.
- Block 9 Signed by Agency personnel with authority to make program decisions or to contract for goods or services.
- Block 10 Self-explanatory except line "d" requires signature for estimated costs in excess of \$25,000 only and line "e" requires signature for estimated costs in excess of \$50,000 only.