

PART 1905 – MANAGEMENT SYSTEMS  
SUBPART A – AREA AND LOCAL OFFICE MANAGEMENT SYSTEMS

SECTION 1905.1 Purpose

This instruction supplements RD Instruction 1905-A.

SECTION 1905.4 Management System Box

For Community and Business Programs, refer to the Rural Development Application Processing and Tracking System (RDAPTS) User Guide and the Rural Community Facility Tracking System (RCFTS) User Guide. It is strongly recommended that RDAPTS and RCFTS be used in lieu of the Forms RD 2033-33, Management System Card-Community Program, and Form FmHA 2033-34, Management System Card-Business and Industry.

SECTION 1905.4(b)(5)

Form FmHA 1905-6, Management System Card-Multi-family Housing, is no longer required for MFH borrowers and information contained on this card is available from MFIS.

SECTION 1905.4(b)(7)

Form FmHA 1905-11, Application and Processing Card-Association, is not required for C&BP. Information contained on this card is available from RDAPTS or RCFTS.

SECTION 1905.5(d)(1) and (2) January-December (divider for each month and quarter)

Exhibit A, Local Office Reports and Miscellaneous Reminders, and Exhibit B, Area Office Reports and Miscellaneous Reminders, are attached as guides for establishing the cards for reports and miscellaneous activities filed in this section.

SECTION 1905.5(d)(3) January-December (divider for each month and quarter)

Form RD 1905-12 will not be used in lieu of posting like information to the individual Management System Cards.

SECTION 1905.7 and 1905.7(b)

No longer applies to Multi-Family Housing as information is contained in MFIS.

SECTION 1905.7(c) “Active Borrowers (Associations)” Section

All Preapplications should be entered in RDAPTS or RCFTS as soon as they are received.

SECTION 1905.7(g) “Compliance Review” Section

Follow-up for Compliance Reviews are maintained in RDAPTS and RCFTS.

SECTION 1905.12 Posting to Supervision and Servicing Section

When signaling type of assistance and repayment status, a pink signal will be set if all loans of this type are sufficiently ahead of schedule to be current as of the next due date.

If only one position (A, B or C) is used for follow-up action, position A will be used.

SECTION 1905.12(a)(2) Recording Expiration and Due Dates

Expiration and due dates for Community and Business Programs loans/grants/guarantees will be entered in RDAPTS or RCFTS.

SECTION 1905.12(b) Associations and Multi-family Housing

Supervisory and servicing actions, expiration dates, follow-up dates and due dates for Community and Business Programs loans/grants/guarantees will be entered in RDAPTS or RCFTS.

Supervisory and servicing actions, expiration dates, follow-up dates and due dates for Multi-Family Housing borrowers will be entered in MFIS. Maintenance of Form FmHA 1905-6 and Form RD 1905-10 is no longer required.

SECTION 1905.13 Paid Up or Otherwise Satisfied Accounts

When a Community and Business Program Borrower pays a loan in full or is otherwise satisfied, the current status of RDAPTS or RCFTS should be updated to reflect the correct status code.