

1	2	3	4	5	6	7	8	9	10	11	12	WC	RE	ME	DR
ENTITY NAME (1/1)		ST./CNTY		ID NUMBER		FACIL ID		SIC		FND RQST. NO.		LN NO.			
		CONG. DIST. CODES (2/1)				PURPOSE OF FUNDS						ST. PRIORITY			
FIPS STATE CODE (1/1)		NAME				SOURCE OF FUNDS (3/2)									
FIPS COUNTY CODE		NAME				TYPE SECURITY CODES (3/2)									
FIPS PLACE CODE		NAME				POPULATION									
FACILITY LOCATION (2/1)		FIPS PLACE CODE				FUND AUTHORIZATION (3/3)									
ST. INTERGOV'T CONSULTATION ID NUMBER (2/1)						ENVIRONMENTAL IMPACT (3/3) CODE		YR.							
COUNTY OFFICE		DISTRICT OFFICE CODE				DATE PROJECT SUMMARY SENT TO N.O. (3/6)									
APPLICANT BUSINESS OFFICE		APPLICANT CONTACT (Name/Title)				USE OF LOAN FUNDS (3/6)									
OFFICERS		LOCAL ATTORNEY				TYPE ASST.		AMOUNT		INTEREST RATE		TYPE		MATURITY	
MANAGER		BOND COUNSEL				WORKING CAPITAL									
ENGINEER/ARCHITECT						REAL ESTATE									
						MACHINERY AND EQUIPMENT									
						DEBT RESTRUCTURE									
						INTEREST RATE LOWBRED (3/6)									
						(2/2) DEPRESSED/ REVITALIZATION		INITIAL LOAN		SUB. LOAN		1		2	
						(2/2) SEX CODE		PERSONAL GUARANTEES OBTAINED				3		4	
						(2/2) RACE CODE									
						(2/2) DUPLICATED WITHIN STATE									
						(2/2) DUPLICATED EXTERNAL TO STATE									
FOLD ON DOTTED LINE															
NAME AND ADDRESS OF LENDER (3/4)						CURRENT STATUS (3/5)		LOAN		DATE		AMOUNT			
CONTACT						LOAN		DATE		AMOUNT					
LENDER TAX ID						LENDER CONG. DIST.		TRACKING INFORMATION		DATE		LOAN AMOUNT			
LENDER TYPE						OTHER AGENCY LOANS (Lender)		PREAPPLICATION RECEIVED							
OTHER B&I LOANS (Lender)						% OBLIGATION GUARANTEED (3/7)		APPLICATION RECEIVED							
								OBLIGATED							
								IN OPERATION							
								ADDITIONAL SERVICING							
(3/4) JOBS (3/7)						(3/5)		FUNDING DATA (3/6)							
CREATED		TOTAL JOBS VERIFIED		LOAN AMOUNT		\$		TOTAL DEOBLG.							
SAVED		DATE JOBS VERIFIED		BORROWER CONTR				LOAN							
TOTAL		INSURED LOANS ONLY		EPA FUNDS				REASON:							
INT. SCR. DTE.		GRADUATION DTE.		REGIONAL COMM. FUNDS				TOTAL DEOBLG. SFY							
THOROUGH REV. DTE.		LOAN AMT.		STATE & COUNTY FUNDS				LOAN							
GRAD. REG. DTE.		TYPE		PRIVATE/COMM. FUNDS				REASON:							
GRAD. DISE DTE.				AMOUNT OTHER SOURCES											
				EDA FUNDS (3/4)											
USDA Form RD 2033-34 (Rev. 9-98)						MANAGEMENT SYSTEM CARD - BUSINESS AND INDUSTRY									

(see reverse)

PROCEDURE FOR PREPARATION : RD Instructions 1980-F and 2033-F.

PREPARED BY : State Office.

SIGNATURES REQUIRED : None.

NUMBER OF COPIES : Original only.

DISTRIBUTION OF COPIES : None.

Must be used by State Offices to record and update information for the Rural Community Facility Tracking System (RCFTS). This card will be used as the management card for the system and also to record information relative to a Business and Industry applicant/borrower case. This card will provide assistance in planning, calendaring and organizing State Office activities.

Some of the entries on the management system card are for information purposes in the originating office and will not be stored in the data base.

INSTRUCTIONS

The information to be recorded on the management system card will be obtained from the loan documents, e.g., preapplications, applications, processing checklists, engineering reports, legal documents, running records, obligating documents, project summaries, etc. These documents will provide applicant and project characteristics, status of activity, applicant/borrower officials and representatives, and servicing and management assistance about a project. A separate Form RD 2033-34 will be prepared for each fund request, as appropriate.

Information is entered interactively via data terminal screens. The RCFTS data structure consists of 3 sets. Applicant/Borrower (BOR), Facility (FRC), and Fund Request (FRQ) sets. There are multiple screens for the Facility and Fund Request sets. The RCFTS User Guide gives a detailed explanation of the data elements for each screen and will assist in completion of applicable sections of the management card. Elements apply strictly to Business and Industry projects. Screen reference numbers have been placed on some data elements, i.e., congressional district codes (2/1) -- facility set/screen 1, jobs 3/4, fund request set (screen 4). The number before the slash (/) indicates the data set the digit after the slash (/) references the screen number. The number and type of assistance in the card heading may be used for office information and management purposes.