

USDA Discrimination Financial Assistance Program (DFAP) Application: Documentation Checklist

Throughout this Application, you will be asked to include documentation to support your Application.

- The instructions use the word **must** where documentation is strictly required; this means you must supply the requested supporting documents.
- The instructions use the word **may** where documentation would be **helpful** to assessing your Application. **This means that your Application would be stronger if you provide documentation.**
- If you submit a statement by another person, in support of your Application, that statement must be under penalty of perjury; you should use the form available at 22007apply.gov or a document substantially like it.

REFER TO THIS CHECKLIST TO GATHER THE NECESSARY DOCUMENTATION TO SUPPORT YOUR APPLICATION

DO NOT SUBMIT ORIGINAL DOCUMENTS AS THEY WILL NOT BE RETURNED TO YOU

If a Step or Part of the Application is not referenced in this checklist, no documentation is being requested for that Step or Part.

Step 1	Part	Document	
Step 1: About You	Part A: Identifying Information	<i>You must include photocopies of at least TWO (2) acceptable forms of identification</i>	
		U.S. Passport	<input type="checkbox"/>
		Driver's license or ID card	<input type="checkbox"/>
		U.S. Military ID card	<input type="checkbox"/>
		U.S. Military dependent's ID card	<input type="checkbox"/>
		U.S. Social Security Card	<input type="checkbox"/>
		Original or certified copy of a birth certificate	<input type="checkbox"/>
		U.S. citizen ID card (Form 1-197)	<input type="checkbox"/>
		ID Card for use of Resident Citizen in the United States (Form 1-179)	<input type="checkbox"/>
		Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)	<input type="checkbox"/>
		Unexpired employment authorization document	<input type="checkbox"/>
		ID document	<input type="checkbox"/>
		Voter registration card	<input type="checkbox"/>
		Tax bill	<input type="checkbox"/>
		Utility bill	<input type="checkbox"/>
Voided check imprinted with name and current address	<input type="checkbox"/>		
Bank statement	<input type="checkbox"/>		

USDA Discrimination Financial Assistance Program (DFAP) Application – Documentation Checklist

Step 1	Part	Document		
		Government issued medical ID card showing name and current address	<input type="checkbox"/>	
		Valid vehicle registration showing name and current address	<input type="checkbox"/>	
		Current pay stub, imprinted with company name	<input type="checkbox"/>	
		Rent receipt, imprinted with the property management company or apartment building name	<input type="checkbox"/>	
		<i>You must provide proof of your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). Submit a photocopy of one of the following: Any official or financial document reflecting SSN or ITIN, such as:</i>		
		Social Security or Individual Taxpayer Identification card	<input type="checkbox"/>	
		W-2 Form with full SSN or ITIN	<input type="checkbox"/>	
		SSA-1099 Form with full SSN or ITIN	<input type="checkbox"/>	
		Non-SSA 1099 Form with full SSN or ITIN	<input type="checkbox"/>	
		1098 Form with full SSN or ITIN	<input type="checkbox"/>	
		Bank, loan, or financial documents with full SSN or ITIN	<input type="checkbox"/>	
		Paystub with full SSN or ITIN	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	
		Part C: Information About Anyone Helping You in Preparing This Form	<i>You must provide proof that you are a legal guardian. Submit the following:</i>	
		Guardianship order by a court with jurisdiction	<input type="checkbox"/>	

Step 2	Part	Document	
STEP 2: Type of Applicant	Part B: Information About the Co-Borrower(s)	<i>To document your co-borrowers, you may provide one or more of the following loan documents that list them. For example:</i>	
		FSA-2001	<input type="checkbox"/>
		Promissory Note	<input type="checkbox"/>
		Mortgage deed, if it lists co-borrowers	<input type="checkbox"/>
		Other	<input type="checkbox"/>
		<i>To document the name of the entity or alternative business names, you may submit:</i>	
	Tax document reflecting name of entity	<input type="checkbox"/>	

USDA Discrimination Financial Assistance Program (DFAP) Application – Documentation Checklist

Step 2	Part	Document		
	Part C: Information About the Entity/Entities	Other similar document issued by a government (federal, state, local, tribal) reflecting name of the entity (please specify the document type or title)	<input type="checkbox"/>	
		<i>To document the entity taxpayer identification number (TIN), you must submit documentation of the ID number, such as:</i>		
		An IRS-generated tax form that includes the name of the entity and the TIN	<input type="checkbox"/>	
		Any other business record that includes the name of the entity and the TIN (please specify the document type or title)	<input type="checkbox"/>	
		<i>If your participation in a USDA farm loan program was as a “member” of an entity, your Application would be stronger if you provide documentation of the extent of both your ownership interest, and that of other members, such as:</i>		
		FSA-2001	<input type="checkbox"/>	
		<i>Other documents that contain information on the members and their percentage interest, for example:</i>		
		Tax Returns	<input type="checkbox"/>	
		Loan Documents	<input type="checkbox"/>	
		Bills	<input type="checkbox"/>	
		Partnership or other entity paperwork	<input type="checkbox"/>	
		Articles of Incorporation	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	
	Part D: Assigned/Assumed Debt	<i>If this Application for financial assistance involves assigned or assumed debt, you may provide documentation demonstrating the assignment or the assumption of that debt from the original borrower to yourself, such as:</i>		
Copy of loan or mortgage assignment or assumption		<input type="checkbox"/>		
Other		<input type="checkbox"/>		

Step 3	Part	Document	
STEP 3: Eligibility for this Program as a Farmer and / or Rancher	Part A: For Applicants Who Are or Were Farmers or Ranchers	<i>To document that you owned your farm or ranch, you must submit at least one of the following:</i>	
		Deed	<input type="checkbox"/>
		Property tax records	<input type="checkbox"/>
		Producer farm report indicating OWNER	<input type="checkbox"/>
		Other	<input type="checkbox"/>

USDA Discrimination Financial Assistance Program (DFAP) Application – Documentation Checklist

Step 3	Part	Document
		<p>To document the location of your farming or ranching operation, it is sufficient to provide the FSA Farm Number (Question 3), FSA Farm Tract Number (Question 3) or FSA Farm Loan Number (STEP 4). If you don't have any of those, you may submit at least one of the following:</p>
		Deed <input type="checkbox"/>
		Property tax records <input type="checkbox"/>
		Lease <input type="checkbox"/>
		Marketing or other business materials that include the name of the operation and its address <input type="checkbox"/>
		Land Survey <input type="checkbox"/>
		Other <input type="checkbox"/>
		<p>To document that you had a farming or ranching operation, it is sufficient to provide the FSA Farm Number (Question 3), FSA Farm Tract Number (Question 3) or FSA Farm Loan Number (STEP 4). If you don't have any of those, you may submit:</p>
		Lease that demonstrates farm operation <input type="checkbox"/>
		IRS 1040 Schedule F <input type="checkbox"/>
		State Agricultural Land Valuation documentation <input type="checkbox"/>
		Statement under penalty of perjury from a non-family member who knew you were a farmer at the time of the discrimination, describing your operations and how they have knowledge of your operation <input type="checkbox"/>
		Documentation of membership in farm organizations <input type="checkbox"/>
		Financial records (bills, receipts for supplies or equipment, evidence of farm program participation, evidence of payment to the farm by third parties) <input type="checkbox"/>
		Records reflecting farm ownership from third party farm suppliers <input type="checkbox"/>
		Other <input type="checkbox"/>
		<p>To document your plans, you may provide any supportive documentation. For this part, more documentation would be helpful to your Application. For example:</p>
		Your business plan <input type="checkbox"/>
		Your marketing plan <input type="checkbox"/>
		Your loan application <input type="checkbox"/>
		Receipts from relevant purchases or equipment leases <input type="checkbox"/>
		A statement under penalty of perjury from a non-family member who knew your plans, describing those plans and how they have knowledge of your attempt <input type="checkbox"/>

USDA Discrimination Financial Assistance Program (DFAP) Application – Documentation Checklist

Step 3	Part	Document	
	Part B: For Applicants Who Never Farmed, but Who <i>Would Have</i> Operated a Farm or Ranch If They Had Received a Loan Through a USDA Farm Loan Program	Documentation of farm-related education	<input type="checkbox"/>
		Documentation of farm-related employment	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Step 4	Part	Document		
STEP 4: Eligibility for this Program as a Borrower or Attempted Borrower in a USDA Farm Loan Program	Part A: If You or The Original Borrower Participated in Direct Lending	<i>To document your participation in USDA Farm Lending if you do NOT have an FSA Farm Loan number, you must provide at least one of the following:</i>		
		Loan documentation (e.g. USDA loan application or agency letters indicating loan approval)	<input type="checkbox"/>	
		Promissory note that you signed at the beginning of the loan	<input type="checkbox"/>	
		Proof of loan payments made (canceled checks or bank statements showing payments were made)	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	
	Part C: If You Tried to Participate in Direct Lending, but You Could Not Because of Discrimination	<i>To document your citizenship status at the time you attempted to participate in a USDA Farm Lending Program, you must provide documentation if you were not a citizen: If you were a U.S. non-citizen national, you must provide:</i>		
		Documentation described in Exhibit 9 of this document: https://www.fsa.usda.gov/Internet/FSA_File/3-flp_r02_a39.pdf (pdf page 299).	<input type="checkbox"/>	
		If you were a Qualified Alien as defined under PRWORA (8 U.S.C. 1641), you must provide either:		
		BCIS Form I-551 (commonly known as a “green card”)	<input type="checkbox"/>	
		Other documentation described in Exhibit 8 of this document: https://www.fsa.usda.gov/Internet/FSA_File/3-flp_r02_a39.pdf (pdf page 295)	<input type="checkbox"/>	
		<i>To document your attempt to participate in direct or guaranteed USDA Farm Lending, you may provide any available documentation, such as:</i>		
Loan application	<input type="checkbox"/>			
FSA-2211 (Application for Guarantee)	<input type="checkbox"/>			
Receipt for service	<input type="checkbox"/>			

USDA Discrimination Financial Assistance Program (DFAP) Application – Documentation Checklist

Step 4	Part	Document	
		Statement under penalty of perjury by a non-relative explaining how you attempted to participate in USDA direct or guaranteed lending, and how they have knowledge of your attempt	<input type="checkbox"/>
		Agency letter(s) relating to the loan	<input type="checkbox"/>
		Prior complaint by you, in a court or to USDA	<input type="checkbox"/>
		Letter or other document by a non-relative, close in time to the event, explaining how you attempted to participate in USDA direct or guaranteed lending	<input type="checkbox"/>
		Other	<input type="checkbox"/>
		<i>To document your attempt to participate in guaranteed USDA Farm Lending, you must also (in addition to documents referenced immediately above) provide at least one of the following:</i>	
		Loan decision or conditional loan decision by the bank	<input type="checkbox"/>
		FSA-2211 (Application for Guarantee)	<input type="checkbox"/>
		Correspondence with the USDA, FSA, or lending institution regarding status updates, requests for further information, or decisions on your application	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Step 5	Part	Document	
STEP 5: Discrimination in USDA Farm Loan Programs	Part A: Basis of Discrimination	<i>To document your American Indian/Alaska Native status, you must provide either:</i>	
		An identification card issued by the federal government or a federally recognized tribal government that the applicant is a member of the American Indian tribe, OR	<input type="checkbox"/>
		A letter or statement from the tribal government that states that the applicant is a member of the American Indian tribe	<input type="checkbox"/>
		<i>If the type of discrimination you experienced was reprisal or retaliation for prior civil rights activity you may provide available documentation of the prior civil rights activity, for example:</i>	
		Prior complaint, or a response to it	<input type="checkbox"/>
		Other	<input type="checkbox"/>
	Part B: Details Regarding Any and All Instances of Discrimination That Occurred	<i>To document your allegations of discrimination, you may provide:</i>	
		Any documentation you possess of a complaint or assertion of discrimination that was close in time to the events. (e.g. complaint itself or a response to it)	<input type="checkbox"/>
		Communications with the USDA (including FSA), or lending institution that include any discriminatory statements, including any available name, title, or position details of the representatives that made such statements	<input type="checkbox"/>

USDA Discrimination Financial Assistance Program (DFAP) Application – Documentation Checklist

Step 5	Part	Document	
		Statement under penalty of perjury from a non-family member and how they have knowledge of the discrimination	<input type="checkbox"/>
		Other	<input type="checkbox"/>
		<i>To document your eligibility for the requested loan or loan action, you may provide any pertinent documentation, including, for example:</i>	
		Agricultural education (please specify the document type or title)	<input type="checkbox"/>
		Farm work experience (please specify the document type or title)	<input type="checkbox"/>
		Farm loan history (please specify the document type or title)	<input type="checkbox"/>
		Credit (please specify the document type or title)	<input type="checkbox"/>
		Collateral (please specify the document type or title)	<input type="checkbox"/>
		Statement under penalty of perjury from a non-family member and how they have knowledge of your eligibility	<input type="checkbox"/>
		Other documents that demonstrate that you met the financial requirements or program requirements for obtaining the requested loan or load action (please specify the document type or title)	<input type="checkbox"/>

Step 6	Part	Document	
STEP 6: Losses from Discrimination for Applicants Who Have Operated a Farm or Ranch		<i>To document loss of agricultural land that you owned, you may provide any documentation you have of the loss of land, including how much land was lost, such as:</i>	
		Foreclosure notice or order	<input type="checkbox"/>
		Proof of sale if land was sold	<input type="checkbox"/>
		Other	<input type="checkbox"/>
		<i>To document the number of farm/ranch acres you owned and the number of acres you lost, you may submit one of:</i>	
		Deed	<input type="checkbox"/>
		Lease	<input type="checkbox"/>
		Property tax document reflecting the size of the farm or ranch	<input type="checkbox"/>
		A document previously presented to a federal or state agency reflecting size of the farm or ranch	<input type="checkbox"/>
		Loan or other farm program document reflecting size of the farm or ranch	<input type="checkbox"/>
		Business plan reflecting size of the farm or ranch	<input type="checkbox"/>
		Other	<input type="checkbox"/>

USDA Discrimination Financial Assistance Program (DFAP) Application – Documentation Checklist

		To document that your house was used as collateral for the loan, you may provide:	
		Loan documentation that indicates that the house was included in loan approval	
		Deed (showing the lien)	<input type="checkbox"/>
		USDA Security Instrument	<input type="checkbox"/>
		Other	<input type="checkbox"/>
		<i>To document that your house was lost, you may provide:</i>	<input type="checkbox"/>
		Paperwork of sale of land	
		Quit Deed	<input type="checkbox"/>
		Loan Servicing Letters	<input type="checkbox"/>
		Foreclosure Notice	<input type="checkbox"/>
		Other	<input type="checkbox"/>
		<i>To document any offsets, garnishments, or deficiency judgments imposed on you as a result of default or foreclosure on your farm loan, you may provide documentation if you have it:</i>	<input type="checkbox"/>
		Treasury Offset Letter	
		Deficiency judgments	<input type="checkbox"/>
		Other	<input type="checkbox"/>
		To document any other economic losses, you must provide:	<input type="checkbox"/>
		Your calculations of the amount of the loss, specifying components of the loss with dates and amounts	
		<i>Additionally, your Application may be stronger if you also provide available documentation to support those calculations, for example:</i>	<input type="checkbox"/>
		Tax documents that show pre-loss revenue and profits	
		Receipts	<input type="checkbox"/>
Business plans	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

Step 7	Part	Document
STEP 7 Prior Claims, Complaints, and Appeals		<i>If you received money or other relief from Pigford 1, In Re Black Farmers Discrimination Litigation (BFDL or Pigford 2), Keepseagle, Hispanic and Women Farmers and Ranchers Claims Resolution Process (HWFRCR) or Love or Garcia, or from any other lawsuit, administrative claim, or appeal, you may provide such documentation of that money or other relief, such as:</i>

USDA Discrimination Financial Assistance Program (DFAP) Application – Documentation Checklist

Step 7	Part	Document
		Court or administrative documents. (e.g. lawsuit complaint, court order, judgment or decision) <input type="checkbox"/>
		Notifications of awards <input type="checkbox"/>
		Other <input type="checkbox"/>
		<i>The program administrators have a full list of awards made under Pigford 1, In Re Black Farmers Discrimination Litigation (BFDL or Pigford 2), Keepseagle, Hispanic and Women Farmers and Ranchers Claims Resolution Process (HWFRCR) or Love or Garcia, so you do not need to ask USDA for this documentation, to provide it here.</i>

Step 8	Part	Document
STEP 8 Additional Information (OPTIONAL) Response Template		<i>Make a copy of the Supplemental Additional Information Response Template as many times as you need to provide additional details in support of your Application. Please indicate the corresponding Step, Part, Instance and/or Question number if the additional details provided below continue a response to a prior question in this Application</i>
		Supplemental Additional Information Response Template <input type="checkbox"/>
		Additional Supporting Documentation Not Already Identified Within This Application <input type="checkbox"/>

Step 9	Part	Document
STEP 9 Taxpayers Information Requests		<i>In order to receive financial assistance, you must provide one of the following documents. You will not be issued any financial assistance payment, even if your Application is approved, if you do not include one of these documents. Provide the W-9 (or W-8) form for the individual applicant identified in STEP 1 of this form. Please do not provide the tax form for any other people or entities involved in ownership of the property or in the loan. U.S. Citizens, U.S. Resident Aliens and U.S. Entities must submit a completed IRS Form W-9. Non-U.S. Citizens, Non-U.S. Resident Aliens must submit the appropriate completed IRS Form W-8BEN, W-8ECI, or Other W-8, as applicable.</i>
		IRS Form W-9 <input type="checkbox"/>
		IRS Form W-8BEN <input type="checkbox"/>
		IRS Form W-8ECI <input type="checkbox"/>
		Other IRS Form W-8 <input type="checkbox"/>