

Application Submission Process for Transfers of Ownership  
Production and Preservation Division  
Processing and Report Review Branch 1 & 2

**Processing and Report Review Branch 1**

([MFHprocessing1@usda.gov](mailto:MFHprocessing1@usda.gov))

**Northeast:** Delaware / Maryland; Maine; Massachusetts / Rhode Island / Connecticut; New Jersey; New York; Pennsylvania; Vermont / New Hampshire; Virginia; West Virginia.

**Midwest:** Illinois; Indiana; Iowa; Kansas; Michigan; Minnesota; Missouri; Nebraska; North Dakota; Ohio; South Dakota; Wisconsin.

**Processing and Report Review Branch 2**

([MFHprocessing2@usda.gov](mailto:MFHprocessing2@usda.gov))

**South:** Alabama; Arkansas; Florida | Virgin Islands; Georgia; Kentucky; Louisiana; Mississippi; North Carolina; Oklahoma; Puerto Rico; South Carolina; Tennessee; Texas.

**West:** Alaska; Arizona; California; Colorado; Hawaii; Idaho; Montana; Nevada; New Mexico; Oregon; Utah; Washington; Wyoming.

Once an application is complete and ready for submission to the applicable Processing and Report Review Branch (PRR), please take the following steps to submit the application:

1. Email [MFHprocessing1@usda.gov](mailto:MFHprocessing1@usda.gov) or [MFHprocessing2@usda.gov](mailto:MFHprocessing2@usda.gov), as applicable, to request PRR to create a shared folder in CloudVault.
2. The email must contain the following information:
  - a. Subject line: Type of Application Submission.
  - b. Body of email: Borrower Name, Project Name, Borrower Contact Information, Project State.
  - c. Request language: "Please create a shared CloudVault folder so that we may submit our application documents."
3. Once the email request to create a shared CloudVault folder has been received, a shared folder will be created within 2 business days. When the shared CloudVault folder is created, the system will automatically send an email to the applicant's submission email address with a link to the shared folder.
4. The applicant will upload all required documents for the applicable application. The applicant must also upload a Table of Contents of all of the documents that have been uploaded to the shared CloudVault folder.
5. Once all required documents for the applicable application have been uploaded to the CloudVault shared folder, the applicant will email [MFHprocessing1@usda.gov](mailto:MFHprocessing1@usda.gov) or [MFHprocessing2@usda.gov](mailto:MFHprocessing2@usda.gov), as applicable.

6. The email must contain the following information
  - a. Subject line: Type of Application Submission. (Same wording as the first email)
  - b. Body of email: Borrower Name, Project Name, Borrower Contact Information, Project State.
  - c. Request language: "We have completed our upload to the shared CloudVault folder of all required documents for our application and it is ready for review."