

**For:** State and County Offices

**First Financial Bank and FSA Joint Training Webinar**

**Approved by:** Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

The Loan Servicing and Property Management Division, Guaranteed Servicing Branch will conduct an online joint training webinar with First Financial Bank (FFB) and the FSA FLP employees on Wednesday, March 30, 2016, beginning at 1:30 PM Eastern time. Various topics related to FFB’s Credit Management System (CMS) and the Preferred Lender Program (PLP) will be covered. The training webinar will include bank officials and FLP employees. While **not** mandatory, it is highly recommended for employees in those States which make and service loans with FFB as part of their normal trade area as described in CMS, as well as State FSA employees to attend.

**B Purpose**

This notice provides guidance on:

- details on course content and intended audience
- online webinar session registration instructions
- State Office and participant actions.

**C Contact**

If there are questions about this notice:

- County Offices shall contact their State Office.
- State Offices shall contact Theresa Null, LSPMD, Guaranteed Loan Servicing, by either of the following:
  - e-mail to **theresa.null@wdc.usda.gov**
  - telephone at 202-720-7862.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2016	State Offices; State Offices relay to County Offices

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### 2 Course Description and Intended Audience

#### A FFB and FSA Joint Training Webinar

This online webinar will inform FFB officials and State and County Employees about

- Environmental due diligence requirements for R/E secured loans
- Loan narrative requirements
- Documenting eligibility particularly regarding test for credit
- Financial information to be collected with applications
- Acceptable terms for poultry loans based on loan purpose and useful life of security
- Interest rate rule
- Annual submission of financial statements and tax returns
- Meeting with delinquent borrowers
- Extension Agreements
- Liquidation Plans
- Protective Advances.

### 3 Online Webinar Registration

#### A Registering for a Webinar Session

Because of the limited amount of available audio lines for the webinar, lines will be distributed as follows based on FFB caseload:

State	Available Lines
Alabama	9
Arkansas	2
Georgia	14
Kentucky	9
North Carolina	20
Texas	10

States not listed above who are part of FFB's normal trade area will receive 1 line per State. If this is **not** sufficient, please contact the National Office.

FSA employees are encouraged to participate in the webinar in groups if possible. Only 1 person in the group will need to register. FFB officials have been invited to participate in the session with our FLP staff at nearby FSA Service Centers, if desired. Therefore, offices may be contacted by the bank to facilitate this.

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### 3 A Registering for a Webinar Session (Continued)

To register, click on the following link by Wednesday, March 30, 2016, 1:30 PM-3:00 PM, Eastern time, <https://join.onstreammedia.com/register/86526837/firstfinancialwebinar>.

If **not** able to access the website by clicking on the link, participants may copy and paste the link into their web browser.

### B After Registration

Before the webinar, registered participants will receive an email from “Onstream Invitation” containing a link to join the presentation at the scheduled date and time.

Audio for the session will be accessed through the following toll-free teleconference line:

- Call Number: 888-844-9904
- Access Code: 9988355

Therefore, when joining the meeting, it is **not** necessary to allow access to webcams and microphones. The “Onstream Invitation” e-mail will also include the teleconference line information.

Participants are reminded to **mute** their phones during the presentation, and only remove from mute as necessary during the Q&A portion of the session.

### 4 Action

#### A Training Materials

Offices should have a copy of FFB’s CMS dated December 22, 2015, available for reference for the training webinar.

The PowerPoint slides developed for the online sessions will be made available after the conclusion of the session.

#### B State Office Action

State Offices shall ensure that all FSA FLP employees have reviewed this notice and are available for training, as applicable.