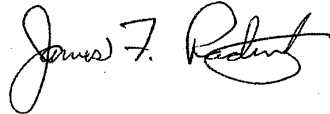


For: State and County Offices

Guaranteed Loan Narrative Refresher Webinar

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

The LMD, Guaranteed Loan Branch will conduct online webinar sessions on loan narratives used by FSA’s guaranteed lenders. The webinar will be presented jointly to both FLP staff and interested guaranteed lenders. The purpose of the webinar is to review the necessary content of loan narratives to provide for more consistency within this aspect of guaranteed loan applications. The webinar is not mandatory, but it is highly recommended for all State and county FSA employees with loan approval authority as well as FSA guaranteed lenders.

B Purpose

This notice provides:

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

C Contact

If there are questions about this notice:

- lenders may contact their local County Office or State Office
- County Offices shall contact their State Office.
- State Offices shall contact Matt Henderson, LMD, Guaranteed Loan Branch, by either of the following:
 - e-mail to **matthew.henderson2@wdc.usda.gov**
 - telephone at 202-720-5847.

Disposal Date	Distribution
August 1, 2016	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

D Course Description and Intended Audience

This online webinar will inform State and county FLP employees and guaranteed lenders about:

- the importance of the loan narrative as part of a guaranteed loan application
- necessary content for loan narratives
- sample loan narrative formats.

2 Online Webinar Registration

A Registering for a Webinar Session

Each webinar session is limited to 245 participants. Registration will be on a first come, first served basis.

Participants are encouraged to view the webinar sessions in groups, if possible. If participants are viewing in groups, only 1 person in the group should register for the webinar.

Participants may register for one of the following webinar sessions:

Session 1, Thursday May 5, 2016 at 2:00 PM – 3:00 PM Eastern time

<https://join.onstreammedia.com/register/86526837/narrativesession1>

Session 2, Tuesday May 10, 2016 at 10:00 AM – 11:00 AM Eastern time

<https://join.onstreammedia.com/register/86526837/narrativesession2>

Session 3, Thursday May 12, 2016 at 2:00 PM – 3:00 PM Eastern time

<https://join.onstreammedia.com/register/86526837/narrativesession3>

Session 4, Tuesday May 24, 2016 at 10:00 AM – 11:00 AM Eastern time

<https://join.onstreammedia.com/register/86526837/narrativesession4>

Session 5, Thursday May 26, 2016 at 2:00 PM – 3:00 PM Eastern time

<https://join.onstreammedia.com/register/86526837/narrativesession5>

Session 6, Tuesday May 31, 2016 at 10:00 AM – 11:00 AM Eastern time

<https://join.onstreammedia.com/register/86526837/narrativesession6>

Note: Additional sessions may be added later if the demand warrants it.

If clicking on the link does not work, participants may copy and paste the link into their web browser.

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2 Online Webinar Registration (Continued)

B After Registration

Before the webinar, registered participants will receive an e-mail from “Onstream Invitation webinars@infiniteconferencing.com” which will contain a link to join the presentation at the date and time of their registered webinar. Participants’ need to save this e-mail to ensure they are able to join the webinar at the scheduled date and time.

Audio for the presentation will be delivered using a teleconference phone line which will be provided by e-mail to registered participants before the webinar. When joining the meeting, the system will ask the user to allow access to webcams and microphones. Participants should **not** allow access to webcams and microphones since they will not be used during the webinar.

3 Action

A National Office

The National Office will distribute this notice to guaranteed lenders using GovDelivery.

B State Office

State Offices shall:

- distribute this notice to guaranteed lenders in their State
- ensure that all FSA employees with loan approval authority have reviewed this notice and are available for the webinar, if requested
- remind all guaranteed lenders in their State about the webinar and encourage them to attend.

C County Office

County Office employees with loan approval authority shall:

- review this notice entirely
- if completing training, register for a webinar in subparagraph 2 A.

Note: This training is **not** mandatory but highly recommended.