

For: State and County Offices

Nationwide Implementation of the Direct Loan System (DLS) – Loan Making (LM) Module

Approved by: Deputy Administrator, Farm Loan Programs

Carolyn B. Cooksey

1 Overview

A Background

Field Offices currently use the Management of Agricultural Credit (MAC) automated system on the AS400/A36 computer to track the FLP application and loan making process. The process has been reengineered along with the PLAS transactions for obligation, deobligation, check/EFT request, and loan closing. The LM module is a web-based system for loan making which will replace the loan making components of MAC and track applications and loan processing. The LM module will also interface with PLAS to obligate, deobligate, request checks/EFT, and close loans. DLS will also have a Loan Servicing (LS) Module which is currently under development. Only the LM module is being implemented at this time.

B Purpose

This notice:

- establishes the LM module as the official system of record for direct loan making application tracking and loan processing
- mandates using the LM module as of May 7, 2007, for direct loan making and the 4 PLAS loan making transactions (obligation, deobligation, check/EFT request, and loan closing)
- establishes the time frame for MAC data conversion/shutdown and PLAS shutdown
- replaces FSA-1940-1, “Request for Obligation of Funds”, dated June 22, 2005, with FSA-1940-1, “Direct Loan Notification of Loan Approval”, dated April 25, 2007.

C Contact

State DLS Coordinators may direct questions about this notice to Kathleen Miller, LMD at 202-720-1643.

Disposal Date	Distribution
June 1, 2007	State Offices; State Offices relay to County Offices

Notice FLP-462

2 Data Conversion

A MAC

MAC for loan making only will be shut down as of COB Monday, April 30, 2007. This will allow for the 4 workdays needed to upload all MAC data to the mainframe for conversion to LM. County Offices shall manually track application processing/loan request information which will need to be entered into the LM module once it becomes available. FSA-1940-1 dated June 22, 2005, is no longer necessary. Loan approval will be recorded in the FBP credit action and FSA-1940-1, "Direct Loan Notification of Loan Approval", dated April 25, 2007, (Exhibit 1) will be available on the FFAS Employee Forms Online Website at <http://165.221.16.90/dam/ffasforms/forms.html>.

B PLAS

The following transactions will be shut-off in ADPS for Field Offices as of COB:

- April 27, 2007, TC 1A, Obligation
- May 4, 2007:
 - TC 1C, Check/EFT request
 - TC 1D, Cancellation of loan (deobligation)
 - TC 1F, Loan closing.

3 LM Module Access

A FLP Home Page

Access the LM module according to the following table.

Step	Action
1	Access the FLP Systems Home Page at https://indianocean.sc.egov.usda.gov/flp .
2	Click the "Logon" button, and then click "Continue" on the eAuthentication Warning Screen.
3	On the eAuthentication Login page enter eAuthentication ID and password.
4	Select "Direct Loan Making" from the left navigational bar under the "Applications" section.
	Note: This link will not be available until May 7, 2007.

Notice FLP-462

3 LM Module Access (Continued)

B LM Module User's Guide

Access the FLP Systems Home Page according to subparagraph A and select "Manuals" from the "Informational Links" menu to access the Direct Loan System Module User's Guide.

Note: A "Frequently Asked Questions" section is available under the user's guide. The section will be updated on a regular basis with questions and answers.

4 Action

A SED Action

SED's shall ensure that:

- the LM module is used to:
 - track loan application requests
 - obligate and/or request checks/EFT
 - deobligate and close loans

Note: Continue using MAC to track loan servicing actions.

- employees with farm loan program responsibility review either or both of the following before May 7, 2007:
 - the LM Module User's Guide
 - AgLearn DLS Loan Making Training.

FSA-1940-1, Direct Loan Notification of Loan Approval



United States Department of Agriculture

Farm and Foreign Agricultural Services <County Office Name> <County Office Address> <County Office Address> <City, State, Zip Code>

FSA Office Telephone: FAX:

Form Approved - OMB No. 0560-0162

<Date>

<Applicant's Name, Address (City, State, Zip Code)>

Dear: <Applicant's Name>

Subject: Direct Loan Notification of Loan Approval

Your Farm Service Agency (FSA) loan request was approved on <Date approval credit action e-signed>. To close the loan, you must accept the terms and conditions and meet the requirements set out in this letter.

Please read this letter carefully. Within 10 business days, from the date of this letter, you must complete Item 10 and return the letter to this office. If you do not return this letter within 10 business days, FSA will assume that you do not want the loan and your application will be withdrawn.

The basic terms and conditions of the loan are set forth in this letter; however, the letter is not intended to cover all terms of the loan. The loan documents you will sign at closing will specify all the binding loan terms, conditions and requirements. You must sign a promissory note and security instruments incorporating these and other necessary, usual, and customary terms before loan funds will be released to you. Subject to those qualifications, the loan will be made on the following terms and conditions:

- 1) Loan Amount - The loan will be in the amount of \$ <Enter loan amount>.
2) Use of Funds - Any material changes from the uses outlined below must have the express prior consent of FSA.

<Enter loan purpose(s) and amounts.>

3) Interest Rate - Your loan was approved at an interest rate of <Enter interest rate> percent. The interest rate actually charged on the loan will be the lower of this rate or the rate in effect at the time of loan closing.

4) Term - The term of the loan will be <Enter number as months or years>.

5) Collateral - The following collateral is required:

<Describe the security to be taken and lien position required.>

6) Insurance - Prior to loan closing you must obtain, and maintain for the life of the loan, hazard, crop, and flood or mudslide insurance coverage, as applicable, for any collateral securing the loan, in accordance with agency regulations. If you have questions about insurance requirements, please contact this office.

FSA-1940-1 (04-25-07)



USDA is an Equal Opportunity Provider and Employer

FSA-1940-1, Direct Loan Notification of Loan Approval (Continued)

7) **Funds Availability** –

___ Loan funds will be made available to you within 15 business days of loan approval. However, if a lien and/or title search or an appraisal is necessary prior to closing, you agree that the 15 day loan closing requirement may be exceeded for the purpose of meeting these requirements and completing loan closing.

___ This loan is approved, but funds are not immediately available. If your financial condition or other factors change significantly before the loan is funded, FSA may request updated financial and eligibility information. If more than 90 calendar days pass between the date of approval and availability of loan funds, FSA will require you to submit updated financial and eligibility information. FSA will reconfirm the loan decision as to eligibility and feasibility within 30 calendar days from the time you provide the necessary information. If the changes cause you to no longer be eligible, or cause you to be unable to repay the loan based upon a revised farm operating plan, this approval will be revoked.

8) **Expiration** - This approval remains effective until the loan is closed, material eligibility or financial changes occur, or your application is withdrawn. You must report any material changes, financial or otherwise, that occur prior to closing. A material change is any change that could affect your eligibility for the loan or your ability to repay the loan. The loan closing and release of loan funds are subject to you and FSA agreeing upon all terms and conditions to be contained in the documentation required for the loan, including loan agreements, and security instruments.

9) **Additional Requirements and Comments**

<Enter any pre-loan closing requirements, comments, etc.>

10) **Certification and Acceptance**

"I certify that the information provided with the application is true, complete, and correct to the best of my knowledge and is provided in good faith. (Warning: Section 1001 of Title 18, United States Code, provides for criminal penalties to those who willfully provide false statements to the Government. If any information is found to be false or incomplete, such finding may be grounds for denial of the requested action.)"

I have reviewed and agree to the loan terms and conditions in this letter.

I have reviewed and do not agree with all of the terms and conditions in this letter and would like to meet to discuss my concerns.

(Signature of Applicant)

(Date)

<Enter signature(s) and date.>

A copy of this letter is enclosed for your records. If you have any questions concerning the terms and conditions of this loan approval, please contact this office.

Sincerely,

<Enter Authorized Agency Official's Name>
<Enter Authorized Agency Official's Title>

Enclosure

FSA-1940-1, Direct Loan Notification of Loan Approval (Continued)

NOTE: *The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a): the Farm Service Agency (FSA) is authorized by the Consolidated Farm and Rural Development Act, (7 USC 1921 et seq, and the regulations promulgated thereunder, to solicit the information requested on this form. The information requested is necessary for FSA to determine eligibility for financial assistance, service your loan, and conduct statistical analyses. Supplied information maybe furnished to other Department of Agriculture agencies, the Department of the Treasury, the Department of Justice or other law enforcement agencies, the Department of Defense, the Department of Housing and Urban Development, the Department of Labor, the United States Postal Service, or other Federal, State, or local agencies as required or permitted by law. In addition, information may be referred to interested parties under the Freedom of Information Act (FOIA), to financial consultants, advisors, lending institutions, packagers, agents, and private or commercial credit sources, to collection or servicing contractors, to credit reporting agencies, to private attorneys under contract with FSA or the Department of Justice, to business firms in the trade area that buy chattel or crops or sell them for commission, to Members of Congress or Congressional staff members, or to courts or adjudicative bodies. Disclosure of the information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Number or Federal Tax Identification Number, may result in a delay in the processing of this form or its rejection.*

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0162. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **RETURN THIS COMPLETED FORM TO YOUR LOCAL FSA OFFICE.***