

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-572-09-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/29/09</i>	
1 FROM (Agency or establishment) United States Department of Agriculture Rural Development Operations and Management SSD STOP 0742 1400 Independence Ave, SW Washington, DC 20250-0742		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Rural Development			
3 MINOR SUBDIVISION eGovernment System			
4 NAME OF PERSON WITH WHOM TO CONFER Andrea R Jenkins <i>Andrea Jenkins@wdc.usda.gov</i>	5 TELEPHONE NUMBER 202 692-0029	DATE	ARCHIVIST OF THE UNITED STATES
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>8</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> has been requested			
DATE 09/04/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Andrea R Jenkins</i>		TITLE Rural Development Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Rural Development Record Group 572 Electronic Information System – eGovernment System (see attached)	<i>2009/28/2011</i> <i>Joc</i>	

Rural Development Record Group Number: 572

Final:

Title: Rural Development eGovernment

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Applicability: eGovernment (eGov) Services

Agency File Code: Paperwork Reduction Act 1995
Freedom of Information Act 1996
7 CFR Part 3560

NARA Disposal Authority:

Description:

eGovernment (eGov) Services consists of:

1. eForms
2. MyForms
3. Forms Admin
4. FormsManager
5. eFileServices
6. eGov Support Modules
7. eServices Modules
8. Properties Modules
9. Web Presence Modules

Eforms is a web-based component created to lessen the public paperwork burden. This is mandated by the Paperwork Reduction Act and more recently, as part of the Administration's regulatory reform efforts, former President Clinton directed Federal agencies to increase their use of electronic means of information collection and, where feasible, to decrease the frequency of reporting by the public by 50%. Eforms consists of five different modules.

Forms - Public Forms Search Site. Allows for the search and retrieval of public burden forms used by FSA, NRCS, and RD.

MyForms - Level 2 eAuth protected web application providing electronic service request submission to federal servicing offices.

FormsAdmin - Level 2 eAuth protected web application providing FSA, NRCS, and RD Employee processing of electronic service requested submitted through MyForms, and forms search engine administration.

eFileServices - A Business to Government (B2G) secure web service allowing the batch submission of CCC-633LDP and CCC-633EZ electronic form transactions. This submission is with Cenex Harvest States, Inc (CHS).

Information flows associated with eforms begins with the constituents' need to submit completed forms required by numerous government programs in which they participate in to the appropriate service centers. Eforms aids this process in various ways. Program participants are able to download, print and deliver the forms through conventional means or through their user level access to the USDA network and the eforms component, can submit completed forms electronically to the application database. The electronic form is in a non-editable state in this phase (New) and is reviewed for processing. During the course of the review, if any information is found to be missing/incorrect/outdated, comments are added to the packet and the form is reassigned to an editable state (Returned) for participant correction.

eGov Support Modules

eGov Support consists of the modules Civil Rights, Eligibility, LBP, and RD Census.

Civil Rights published the first ever annual USDA Program Participation Reports for 2003. These web-based reports reflect the participation of socially disadvantaged farmers and ranchers in numerous USDA programs through tabular and geographical reports. These reports fulfill the requirements of Section 10708 of the 2002 Farm Bill by making USDA program participation results available to the public, Congressional staff, and interest groups. The statute requires the Secretary to "maintain and make readily available to the public, via website and otherwise in electronic and paper form," all participation data collected annually since the most recent Census of Agriculture. The URL for Civil Rights reports is: <http://civilrightsreports.sc.egov.usda.gov>

Eligibility is a web-based module whereby RD-Housing Program staff, potential borrowers, and lenders can determine whether a property or prospective property address is inside or outside boundary of areas ineligibility for the Single Family and Multi-Family Housing Programs. Eligibility also provides employees, partners, and public with the capability to determine income eligibility of a potential SFH applicant via the Web and is based on the income limits for Single Family Guaranteed and Direct Housing Programs by county. The URL for Eligibility is <http://eligibility.sc.egov.usda.gov>

LBP is a decision support tool for complying with Federal regulations regarding lead based paint. The LBP is a web application (housed in the Web Farm) developed using Java Server Page (JSP) to provide guidance on lead based paint compliance. The nature of this application is to collect and provide information. The business unit/department responsible for all technical aspects of the application falls under the development and support entities in Rural Housing Services (RHS), Program Support Staff. The application was created in 2001 and currently deployed on USDA RHS Intranet and was rewritten in 2003 as a JSP application with database access. The days and hours of operation for the application is 24/7. The application does not require being available at a specific time of the day/week/year more than at other times. The URL for LBP is http://leadpaint.sc.egov.usda.gov/lbp_tomcat/index.html

There are no other applications dependent upon on this application to be able to conduct their business and the application is not dependent on outside applications or services to conduct business. Customers of the application other than government end users will not be affected by the unavailability of this application. In the event of unavailability employees will be forced to use an alternative method of complying with the new lead based paint regulations.

The application is used by the following areas:

Rural Development
Rural Housing Service
Program Support Staff
Operations Research & Systems Development Branch

RD Census provides USDA RD Census Data to Field Offices and Municipalities for Loan/Grant Determination for affected areas. The URL for RD Census is <http://census.sc.egov.usda.gov>

eServices Modules

eServices consists of AASM, ACR, CIP, EFT, PAD, GenTran, GIM, and Mindbox.

AASM is a security program that Guaranteed utilizes. Guaranteed has an external connection with lenders via AASM. This security program resides on the Web Farm and authenticates lenders into Guaranteed via electronic authentication (eAuth). This external connection allows lenders limited capabilities to the Guaranteed Underwriting System (GUS) and the Guaranteed Single Family Housing Losses (SFHLosses) applications. AASM assigns more stringent controls over external users than eAuth alone. Within AASM certain lenders (Branch Representatives) can in turn assign members within their branch access to Guaranteed. Guaranteed functions include: online inquiry and transaction input; pre-application and application processing, loan making and loan servicing transaction updates, portfolio management, lender management, daily register, balancing, and program reporting; and fiscal and financial reporting. The URL for AASM is <https://aasm.sc.egov.usda.gov>

ACR is a secure web service that provides masking and/or unmasking of Borrower IDs through a common lookup TDW data store. The data store was generated using a common hash algorithm against the universe of known Borrower IDs. ACR supports several request types:

A Borrower ID as input, Multiple Borrower IDs as input, A converted number representing a Borrower ID, Multiple converted numbers representing corresponding Borrower IDs, with corresponding response types respectively:

A converted number, Multiple converted numbers, A Borrower ID, Multiple Borrower IDs

All communication is encrypted through SSL.

CIP is a web-based module created to allow loan payments over the internet by Rural Development Loan customers. CIP accomplishes its goal by providing secure internet connectivity to customers for making an on-line loan payment, and processes their requests through Pay.gov. The CIP flow begins with a Public request to make a loan payment. There are two URL entry points currently available for initiating an online loan payment request:

- <https://mai.sc.egov.usda.gov> (Direct Single Family Housing Loan)
- <https://rdupcip.sc.egov.usda.gov> (Commercial Loan)

All of these eGov components integrate with USDA eAuthentication for authentication services, and leverage interfaces to business services provided by Commercial and Direct systems supporting loan payment authorization and loan payment processing. Finally, the CIP represent the Enterprise integration point to Pay.gov payment processing services. Pay.gov receives batch payment requests from CIP and provides a batch response. The Batch response is provided to Direct and Commercial financial systems for account balancing processes.

EFT is a program used to put funds into a borrowers account. The EFT in AMAS puts funds into a borrowers account.

PAD (PreAuthorized Debt) is a program used for automatic payments of loans. PAD takes pre-authorized funds from a Borrowers Accounts after acceptance of monthly bills by the borrower via MINC.

Both PAD and EFT generate transactions that are sent to the US Treasury for distribution and processing at the financial institution provided by the borrower, for the location of the appropriate account.

GenTran is a tool/COTS product used in LINC and MINC. The GenTran product is used for the translation of data to and from the EDI X.12 format. The content of this data for the LINC application is lender's transaction information, lender information including Tax Id, Branch and Address downloaded from the mainframe, and lender security

information, including Access Codes, User IDs and Passwords. Loan information is then FTP'd to Fidelity. The content of this data for the MINC application is tenant information and borrower budgetary reporting transactions. This data is transferred to MFIS for further processing.

GrantsUSDA(GIM) is a web-based module created to interface with Grants gov, a Grant Find and Apply web-based system that was one of the Presidential eGovernment Initiatives. GIM accomplishes its goal by providing USDA employees access to information and forms on a 24/7 timeframe to submission of specified Grant forms via the Internet, allowing Grant making agencies to process electronically submitted Grants more efficiently, automating the process of providing interaction through paper format and faxes.

Information flows associated with GIM begins with the constituents' need to submit completed Grant Applications required by numerous government programs in which they participate in to the appropriate organization. GIM aids this process in various ways. Program participants are able to download, print and deliver the Grant Applications through Grants.gov via conventional means or through their user level access to the Health and Human Services (HHS) network and the Grants.gov system, can submit completed Grants electronically to the application database. The GIM retrieves the Grants.gov submissions and notifies corresponding agency personnel by email via that Grants are in the 'New' phase and are available on the application database for review. The electronic Grant Application is in a non-editable state in this phase (New) and is reviewed for processing. During the course of the review, if any information is found to be missing/incorrect/outdated, comments are added to the packet and the Grant Application is reassigned to a non-editable state (Not Accepted) for participant correction.

Mindbox is a COTS program that is a RulesEngine, which automates every decision step in the mortgage lending process using rules- and case-based decisioning technology. The ESP receives an XML file which then he sends to a specific instance of the RulesEngine. The RulesEngine interprets the input and runs the rules against the input. Once all the rules which suppose to execute are done, the RulesEngine returns an XML file containing the findings and messages. The rules can be changed using the TemplateEditor and the content values of the rule can be changed using the PowerEditor. Once the Rules have been changed the RulesEngine needs to be restarted so it can read in the new values and/or Rules.

Properties Modules

Properties consists of FASRP, FCLREO, FSAAdmin, FSAREO, HomeSales, MFHREO, and SFHAdmin.

FASRP provides a centralized searching solution for all United States Federal Assets for sale. The initial release will focus on "Real Property", e.g., Commercial property holdings. The URL for FASRP is <http://fasrp.sc.egov.usda.gov>

FCLREO is the internal website (USDA employees) for the RD field offices to list Foreclosure and Real Estate Owned property to the properties website that is for sale. The URL for FCLREO is <https://fclreo.sc.egov.usda.gov>

FSAAdmin is a web based module used to authenticate and manage all administrative user IDs that maintain the properties for sale. Users are granted access through the system owner via a secure log on to an HTTPS connection to a windows based server. The URL for FSAAdmin is <https://fsaadmin.sc.egov.usda.gov>

FSAREO is the internal website (USDA employees) for the FSA field offices to list farm Foreclosure and Real Estate Owned property to the properties website that is for sale. The URL for FSAREO is <https://fsareo.sc.egov.usda.gov>

HomeSales provides a centralized repository of re-possessed property for sale for all federally owned real-estate. The URL for HomeSales is <http://homes.sc.egov.usda.gov>

MFHREO is an application used to display MFH Foreclosure and REO properties for sale. The URL for MFHREO is <http://mfhreo.sc.egov.usda.gov>

SFHAdmin is used to provide access to the SFH Properties and NORF applications. It is a web based module used to authenticate and manage all administrative user IDs for itself and several other RD applications. Users are granted access from the User Access Management Team and log on via a secure HTTPS connection to a windows based server. The URL for SFHAdmin is <https://sfhadmin.sc.egov.usda.gov>

Web Presence Modules

Web Presence consists of OCDWeb, RDIRM, Rurdev, SCA Online Services, STL Intranet, and TeamRD.

RDIRM provides RD IRM information to IRM staff. This is a Static web site presenting IRM information content. The URL for accessing RDIRM is <http://rdirm.sc.egov.usda.gov>

Rurdev is a public web page to provide public information and web functionality to the general public and others for the Program Areas in Rural Development

SCA Online Services is a static web page that lists services provided by FSA, NRCS and RD.

STL Intranet is an internal Intranet site for Agency information. It displays static web pages and static information. The URL for accessing STL Intranet is <http://Stlintranet.sc.egov.usda.gov>

TeamRD contains the static Web pages/sites for the Rural Development Intranet, which are used for the provision of information and documentation to carry out the business of USDA Rural Development. The URL for accessing TeamRD is <http://teamrd.sc.egov.usda.gov>

Inputs:

eGov Services OMB Approved Public Burden Interactions and Transactions for FSA, NRCS, and RD (Form Search, Form Fill, Form Submit for Service). SF424 Grant submissions through Grants.gov.

PAD – Input includes information on borrowers, banks, bank accounts and properties.

Mindox – Borrower names and financial information.

Gentran – EDI X12 files containing borrower names, SSN and account status.

Disposition: eGov Services – Temporary
Gentran – Data kept indefinitely
Mindbox – Data is kept indefinitely or deleted within 24 hours of approval.

Master File: eGov Services Five tables in the eFile database containing “Electronic Signature” records.

PAD maintains a combination of the following information: Borrower, Project, Management Agent Information, Service Bureau Information, Loan Information, Tenant and Landlord Information.

Mindbox (efile data base)

Gentran Oracle ER database

Disposition: eGov Services If an RD Loan is obligated from an “Electronic Signature” service request through eFile, then the retention period is the life of the loan plus one year. Otherwise, it will be seven years.

PAD – All master files are maintained.

Gentran – Data kept indefinitely

Mindbox – Data is kept indefinitely or deleted within 24 hours of approval.

Outputs: eGov Services Operation reports and statistics. **PAD** outputs include letters to borrowers. **Mindbox** Decision response to client application. **Gentran** Emails detailing errors that occur, X12 997 response files to user.

Disposition: eGov Service Temporary; **PAD** Disposition is dependant on the life of the AMAS mortgage and as long as legal obligations remains. **Gentran** Disposition emails

deleted immediately or retained in accordance with OPM instructions, 997 response files kept indefinitely. **Mindbox** Disposition destroy or deleted when superseded, obsolete or retained in accordance with OPM instructions.

System Documentation: PAD documentation includes user manuals, data dictionary, and training manuals. **Gentran** Transaction logs, Integration Guide. **Mindbox** Transaction logs or Operations guide.

Disposition: Temporary – Deleted when superseded or obsolete. **Gentran** – Logs kept indefinitely, guide replaced when obsolete. **Mindbox** – Indefinitely or destroy or delete when superseded or obsolete.

Type of Records: Media Neutral, Data Files

Format: Electronic; Medial neutral

Functions Supported: Web based search, save, and submission with Electronic Signature of a Public Burden Electronic Form, Loan Status Report submission, PayGov broker services (EFT, PAD, CIP), Real-estate Owned Property search, USDA eAuthentication to RD authentication translation brokers and general web content.

Minbox – Recruitment or Overall administration of the Guaranteed Loan Program.

Gentran – Translation of X12 formatted mortgage account status reports sent by lending institutions