

**UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT  
BISMARCK, ND 58502**

January 3, 2011

**SUBJECT:** State Internal Review 5-Year Plan

**TO:** State Office and Field Offices in North Dakota

**PURPOSE/INTENDED OUTCOME:**

This Administrative Notice (AN) is issued to notify State Office and field office staff of the 5-year schedule for State Internal Reviews (SIRs) and centralized program reviews in North Dakota.

**COMPARISON WITH PREVIOUS AN:**

This AN replaces ND AN No. 1510 (2006-M) which will expire April 30, 2011.

**IMPLEMENTATION/RESPONSIBILITIES:**

Management Control Officer (MCO) duties are delegated to Debra Steinwand. The MCO is the team coordinator for all SIRs.

Complete, comprehensive evaluation reviews in all program areas and administrative functions will be conducted in selected field offices and/or centralized State Office program areas each fiscal year in accordance with the requirements of Rural Development Instruction 2006-M and this Administrative Notice.

In compliance with RD Instruction 2006-M, the SIR 5-year plan is established as shown on Exhibit A. The SIR schedule for FY 2011 is as follows:

Minot Area Office      March 28 through April 8, 2011

**EXPIRATION DATE:**  
January 31, 2012

**FILING INSTRUCTIONS:**  
Following RD Instruction 2006-M

The SIR team appointed to conduct the field office SIR for fiscal years 2011 through 2015 consists of the following State Office staff:

Debra Steinwand, Management Control Officer  
(Vacant), Civil Rights Manager  
Rod Beck, Civil Engineer / State Environmental Coordinator  
Josh Kramer, Community Programs Specialist (Community Development)  
Sandra Sipma, Contract Program Manager  
Donald Warren, Housing Program Director  
Barry Borstad, Single Family Housing Specialist  
Kathy Lake, Multi-Family Housing Specialist  
Pam Snider, Multi-Family Housing Technician  
Myron Lepp, Administrative Program Director  
Elaine Anton, Human Resources Assistant  
Colleen Nosbusch, Budget Technician

A State Senior Management (SSM) team has been established to assist the State Director and MCO plan the SIR, review SIR team reports and reviewed office action plan, and make recommendations regarding SIR report closure. The SSM team will be:

Administrative Program Director  
Business Program Director  
Community Program Director  
Housing Program Director  
Area Directors  
Program Support Director

All employees should review RD Instruction 2006-M and the SIR Handbook to familiarize themselves with the SIR process. If there are any questions regarding the SIR process, please contact Debra Steinwand at 701-530-2058.

/s/ Jasper Schneider  
JASPER SCHNEIDER  
State Director

Attachment

**STATE INTERNAL REVIEW (SIR) 5-YEAR PLAN**

<b>OFFICE</b>	<b>LAST REVIEW</b>	<b>FY 11</b>	<b>FY 12</b>	<b>FY 13</b>	<b>FY 14</b>	<b>FY 15</b>
<b>Field Offices:</b>						
Minot Area Office	4-06	X				
Williston Local Office	3-09				X	
Devils Lake Area Office	6-07		X			
Valley City Area Office	4-08			X		
Dickinson Area Office	3-09				X	
Bismarck Local Office	3-09				X	
<b>State Office Centralized Programs:</b>						
Community Facilities	9-10					X
Water & Waste and WEP						
State Review 9-10	9-10					
N/O Review 11-06	11-06					
Business and Cooperative Programs	2-09 *BCPAR				X	

Program areas to be reviewed in the Area Offices include Multi Family Housing, Single Family Housing, Civil Rights, Environmental, Procurement, Community Development, Cooperative Programs, and Administrative functions. The two local offices will be reviewed at the same time the SIR is conducted in the associated Area Office.

Community Facilities, Water and Waste, Water and Environmental, and Business and Cooperative Programs areas are centralized in the State Office. These program areas will be reviewed by a SIR Team consisting of individuals from other State Offices or the National Office.

\*BCPAR – Business and Cooperative Programs Assessment Review – Reviews conducted by the National Office. These reviews are considered part of the SIR 5-year plan. If a BCPAR is not conducted a minimum of once every 5 years, then a SIR must be completed.