

UNNUMBERED LETTERS ISSUED FOR THE FEBRUARY OF 2011

Dated	Subject	Distribution
02-02-11	Quarterly Updates to Data Call for Memoranda of Understanding/Agreement, Cooperative Agreements, and Interagency Agreements <b>Ongoing Due Dates: January 1, April 1, July 1, October 1</b>	S/D
02-07-11	Re-Activation of GovTrip Split Disbursement Functionality <b>Action Required by March 12, 2011</b>	S/D
02-07-11	Debarment/Suspension Query Tool for Loan/Grant Applicant Screening Documentation	S/D
02-09-11	Rural Economic Development Loan and Grant Program Projects Funded for First Quarter, Fiscal Year 2011	S/D
02-10-11	Travel Charge Cardholder Responsibilities	S/D
02-15-11	Interest Rate Changes for Housing Programs and Credit Sales (Nonprogram)	S/D, EDM & AD
02-23-11	Property and Repair Inspections for Direct Single Family Housing Programs	S/D
02-23-11	Business and Industry Guaranteed Loan Program Funding Procedures	S/D
02-28-11	Set Asides for the Single Family Housing Direct Loan Program Fiscal Year 2011	S/D

February 2, 2011

SUBJECT: Quarterly Updates to Data Call for Memoranda of Understanding/Agreement,  
Cooperative Agreements, and Interagency Agreements  
**Ongoing Due Dates: January 1, April 1, July 1, October 1**

TO: National Office Officials  
State Directors

ATTN: Administrative Program Directors

FROM: Clyde Thompson *(Signed by Clyde Thompson)*  
Deputy Administrator  
Operations and Management

Thank you for your recent submissions to the December 2010 Data Call requesting a listing of active Memoranda of Understanding/Agreement, Cooperative Agreements, and Interagency Agreements.

In an effort to maintain an updated list, we ask that you provide information on **newly established** Memoranda of Understanding/Agreement, Cooperative Agreements, and Interagency Agreements on a quarterly basis. Updates will be due on January 1, April 1, July 1, and October 1 of every year. On each due date please submit information on new agreements established during the prior quarter. You do not have to submit information previously submitted. If no new agreements were established during the prior quarter, please provide a negative response.

Please report quarterly updates by completing one of the attached spreadsheets for all newly established Memoranda of Understanding/Agreement, Cooperative Agreements, and Interagency Agreements between Rural Development and non-Federal cooperators and other Federal agencies outside of the U.S. Department of Agriculture.

Please send your updates by e-mail to Dean Pike, Procurement Management Division, at [dean.pike@wdc.usda.gov](mailto:dean.pike@wdc.usda.gov) and copy Stephen Schaefer, Procurement Management Division Director, at [stephen.schaefer@wdc.usda.gov](mailto:stephen.schaefer@wdc.usda.gov).

EXPIRATION DATE:  
February 29, 2012

FILING INSTRUCTIONS:  
Administrative/Other Programs

Quarterly Updates to Data Call for Memoranda of Understanding/Agreement, 2  
Cooperative Agreements, and Interagency Agreements  
**Ongoing Due Dates: January 1, April 1, July 1, October 1**

If you have any questions about this matter, please contact Stephen Schaefer at (202) 692-0245 or via e-mail as listed above.

Attachments

Sent by electronic mail on 2/2/11 by 11:30 am by PMD.  
National Office Officials and State Directors should advise other personnel as appropriate.







February 7, 2011

SUBJECT: Re-Activation of GovTrip Split Disbursement Functionality  
**Action Required by March 12, 2011**

TO: National Office Officials  
State Directors

ATTN: Administrative Program Directors

FROM: Clyde Thompson *(Signed by Clyde Thompson)*  
Deputy Administrator  
Operations and Management

On January 28, 2011, the Office of the Chief Financial Officer issued the attached memorandum with the subject title, "Re-activation of GovTrip Split Disbursement Functionality," that provides information about the upcoming re-activation of Split Disbursement. The Office of the Chief Financial Officer's memorandum provides the following detailed actions and procedures that must be completed:

- Attachment 1 provides procedures for employees to follow if an issue is encountered when booking travel that is approved after re-activation of Split Disbursement. This attachment also provides certain actions which must be completed by the Federal Agency Travel Administrators prior to **March 12, 2011**.
- Attachment 2 provides procedures for the Agency/Organization Program Coordinators to follow when establishing a profile in the U. S. Bank system for a new employee.

If you require additional information on the re-activation of the Split Disbursement process, please contact one of the Travel Unit staff: Julie Railey, 202-692-0227, or Lisa Washington, 202-692-0030. You may also e-mail the Travel Unit at [ssd.travel@wdc.usda.gov](mailto:ssd.travel@wdc.usda.gov).

Attachment

EXPIRATION DATE:  
February 29, 2012

FILING INSTRUCTIONS:  
Administrative/Other  
Programs

Sent by electronic mail on 2/8/2011 at 9:30 am by the Support Services Division.  
National Office Officials and State Directors should notify other personnel as appropriate.




United States  
Department of  
Agriculture

January 28, 2011

Office of the Chief  
Financial Officer

TO: Chief Financial Officers

1400 Independence  
Avenue, SW

FROM: Michael W. Clanton   
Associate Chief Financial Officer for Financial Systems

Washington, DC  
20250

SUBJECT: Re-activation of GovTrip Split Disbursement Functionality

Split Disbursement is the process whereby payments are made directly to the Department of Agriculture's (USDA) Government Travel Charge Card provider US Bank on behalf of the traveler for charges incurred on the traveler's Government Issued Travel Charge card for the airfare, hotel, and car rental.

On November 24, 2008, the GovTrip Split disbursement functionality for USDA was disabled to facilitate the SmartPay 2 conversion to US Bank combined with enhanced security initiatives, and the Financial Management Modernization Initiative Implementation.

We have successfully performed testing on this split disbursement process from the Govtrip application through the financial systems to the application of the funds to the charge card accounts located at US Bank. As a result, on **March 12, 2011**, the Split Disbursement functionality will be re-activated in the GovTrip production application located at [www.govtrip.com](http://www.govtrip.com).

To assist your agency, there are two attachments included with this memorandum. Attachment 1 is an operational white paper which will provide detail on the operational aspects of split disbursement. Attachment 2 provides procedures on how to set-up new employees so that the process will function properly for new travelers.

If you have any questions or require additional information, please contact me at 202-690-3068, [Mike.Clanton@cfo.usda.gov](mailto:Mike.Clanton@cfo.usda.gov), or Jerry Chenault at 202-720-5957, [Jerry.Chenault@cfo.usda.gov](mailto:Jerry.Chenault@cfo.usda.gov), or Jeffery Boudreaux at 202-619-7635, [Jeff.Boudreaux@cfo.usda.gov](mailto:Jeff.Boudreaux@cfo.usda.gov).

Attachments

SUBJECT: Re-activation of GovTrip Split Disbursement Functionality

Distribution:

Jon M. Holladay, Deputy Chief Financial Officer  
John Brewer, Associate Chief Financial Officer for Financial Operations, OCFO  
Ricky T. Valentine, Farm and Foreign Agricultural Services, FAS, FSA  
Margo Erny, Farm and Foreign Agricultural Services, RMA  
Steve Butler, Food Nutrition Services, FNS  
Michele Torrusio, Food Safety, FSIS  
Laura Mackenzie, Marketing and Regulatory Programs, AMS, APHIS, and GIPSA  
Donna M. Carmical, FS  
Curtis Wilburn, Natural Resources and Environment, NRCS  
Robert H. Magill, Research, Education and Economics, ARS, ERS, NASS, and NIFA  
Van Jorstad, Rural Development, RD  
Kathy Hammer, Chief Financial Officer, OIG  
Christopher Smith, Chief Information Officer, OCIO

cc: Donnie Holmes, OCFO  
Jerry Chenault, OCFO  
Howard Campbell, OCFO  
Teresa Ramsey, OCFO  
Stefan Eom, OCFO  
Steven Eagle, OCFO  
Pauline Myrick, OCFO  
Matthew Faulkner, OCFO  
Ann Adam, OCFO  
Teresa Magurie, OCFO  
Aaron Prose, OCFO  
Ron Gros, OCFO  
Dennis Secketa, OCFO

## **Attachment 1**

### **Re-enabling USDA Split Disbursement**

Please provide all of your Federal Agency Travel Administrators (FATAs) and travelers with this information regarding split disbursement, and how documents will be affected in the GovTrip system. Please remember during this transition that the Northrop Grumman GovTrip Help Desk is for technical support; all travelers should be directed to contact their FATAs for Document Processing Assistance.

#### **Background:**

On November 24, 2008, the GovTrip split disbursement functionality for USDA was temporarily disabled to facilitate the SmartPay 2 conversion to US Bank combined with enhanced security initiatives, and the Financial Management Modernization Initiative (FMMI) Implementation.

During this time period, an interim solution was implemented associating all GovTrip expenses to a single defaulted Method of Reimbursement (MOR) of PERSONAL. It has been the employee's personal responsibility to settle all charges made with their Government issued Charge Card (Individually Billed Account) for all expenses incurred during travel. As a safeguard, any attempt to change the defaulted MOR of PERSONAL to GOVCC (Government Charge Card) would result in a pre-audit flag identifying the expense whose MOR had been changed from the default of PERSONAL. Any expenses with MORs of GOVCC would reject in the GovTrip system, not allowing these expenses to process to Foundation Financial Information System (FFIS) or FMMI during this interim period.

#### **Preparations to re-enable USDA Split Disbursement:**

The intent of this whitepaper is to address questions and concerns about re-enabling the split disbursement process, and how it will affect current and future documents processed in GovTrip.

The first change to the system with split disbursement is that all expenses will be set back to their original defaults as they were prior to November 24, 2008. For example: Currently, if a traveler uses their GOVCC to purchase Airfare in GovTrip, the MOR defaults to personal. When split disbursement is re-established, the MOR will default to GOVCC.

Every expense category has a default MOR established by the department. If travelers change the default MOR on their authorization or voucher, they will receive a Pre-Audit Flag identifying the change; however, no documents will reject in the GovTrip system due to this change.

As previously discussed, it is the travelers responsibility to make payments to their Government Charge Card even when split disbursement is enabled in GovTrip. Please

keep in mind when processing documents in GovTrip, the MOR associated to each expense on the voucher is the MOR that will process for payment to the traveler or US Bank into FFIS or FMML. A MOR of PERSONAL will identify those expenses that should be directly disbursed to the traveler via EFT/Check in FFIS or FMML. A MOR of GOVCC will identify those expenses that will be directly disbursed back to the traveler's bank card with US Bank in FFIS or FMML.

Outlined below are some "issues" that may arise with existing documents after split disbursement is enabled in the GovTrip system:

**Existing Authorization-Established prior to split disbursement**

When these authorizations were created, split disbursement had not been enabled, so all expenses had a default MOR of PERSONAL. Now that split disbursement has been enabled, ALL MORs can be changed on the document except the reservation MORs. The MOR of the Airfare and Rental Car can be changed on the voucher, but not on the authorization once the reservation has been saved. If a MOR is changed from the established default of PERSONAL, a pre-audit flag will occur on the document for the traveler to justify. The document WILL NOT REJECT! The MORs of the expenses do not have to be changed on the authorization but can be changed when the travelers create their vouchers.

**Existing Authorization-Approved prior to split disbursement**

There is no need to Amend the authorization to make changes to MORs. Just wait until the travelers create their vouchers to make direct changes.

**New Authorization-Established after split disbursement enabled**

All new authorizations will have the Department specified default for each expense category:

1. If the travelers use their IBA (Government Charge Card) to book Airfare Reservations the MOR will default to GOVCC.

The screenshot shows a web form interface. At the top, there is a yellow warning box with the text: "If you are a Government credit card holder and not authorized to use the Centrally Billed Account (CBA) for this trip, please skip the CBA drop-down below. Please ensure that any change in the form of payment is made prior to saving flights." Below this box is a dropdown menu labeled "CBA Account:" which is currently empty. Below that is a dropdown menu labeled "Method of Reimbursement:" with "GOVCC" selected. At the bottom, there is an input field labeled "Frequent Flyer:" which is currently empty.

2. If the traveler uses the CBA to book Airfare Reservations, the MOR will default to CBA, as it currently does now.

If you are a Government credit card holder and not authorized to use the Centrally Billed Account (CBA) for this trip, please skip the CBA drop-down below. Please ensure that any change in the form of payment is made prior to saving flights.


CBA Account:

Method of Reimbursement:

Frequent Flyer:

3. When the traveler books Rental Car Reservations in GovTrip, the default MOR will be GOVCC.

Rental Car Selected



## Review & complete your booking

Rental Car:	DOLLAR RENT-A-CAR - Economy Car, 2-4 Doors
Pick-Up:	04-Aug-10 - 9:00AM at ATL - Atlanta, GA (USA)
Drop-Off:	06-Aug-10 - 5:00PM at ATL - Atlanta, GA (USA)
Rental rate:	\$271.87 (includes taxes and fees) Rental rate does not include the Government Administrative Rate Supplement fee of \$5 per day.
Restrictions:	Daily \$63.00, , Extra Hour \$21.00, Extra Day \$63.00, Estimated Total Cost \$271.87, Unlimited miles/kilometers

Enter the following details:

Car Rental Club #:

Method of Reimbursement:

4. When the traveler selects CP-Air Fare (GOVCC-I) or CR-Train Fare (GOVCC-I) under the Other Transportation screen, the MOR will default to GOVCC.




## Other Transportation

Use this screen to enter Other Ticketed Transportation information.

### Ticket Information

Enter or select the required data.

Please Note: A **Red Star** ( ) indicates a field is required.

* Type:	<input type="text" value="CP - Air Fare (GOVCC-I)"/>
* Description:	<input type="text" value="Air Fare (GOVCC-I)"/>
* Ticket No:	<input type="text" value="See Attached Ticket 1"/>
* Ticket Value:	<input type="text" value="100.00"/>
Cost: (If different from ticket value)	<input type="text" value="100.00"/> → <a href="#">foreign currency calculator</a>
* Departure Date (mm/dd/yyyy):	<input type="text" value="08/02/2010"/> 
Issue Date (mm/dd/yyyy):	<input type="text"/> 
* Ticket Date (mm/dd/yyyy):	<input type="text" value="08/03/2010"/> 
CBA Account:	<input type="text"/>
Method of Reimbursement:	<input type="text" value="GOVCC"/>

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

Save

# Other Transportation

Use this screen to enter Other Ticketed Transportation information.

## Ticket Information

Enter or select the required data.

Please Note: A **Red Star** ( \* ) indicates a field is required.

* Type:	<input type="text" value="CR - Train Fare (GOVCC-I)"/>
* Description:	<input type="text" value="Train Fare (GOVCC-I)"/>
* Ticket No:	<input type="text" value="See Attached Ticket 1"/>
* Ticket Value:	<input type="text" value="75.00"/>
Cost: (If different from ticket value)	<input type="text" value="75.00"/> <a href="#">foreign currency calculator</a>
* Departure Date (mm/dd/yyyy):	<input type="text" value="08/02/2010"/>
Issue Date (mm/dd/yyyy):	<input type="text"/>
* Ticket Date (mm/dd/yyyy):	<input type="text" value="08/03/2010"/>
CBA Account:	<input type="text"/>
Method of Reimbursement:	<input type="text" value="GOVCC"/>

Comments entered below will be manually reviewed by your TMC, this will cause your TMC fee to increase. If necessary, add comments to the travel agent:

**Save**

- 5. When the traveler selects expenses, they will default according to the parameters set by the department for each individual expense category.

## Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type from the drop down list. Adding an expense description is optional. Select "Save Expenses" to save the expenses to the travel document. Reminder: TMC Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

\* Select number of expenses:

Add Expense #1: Trip Duration: 09-Aug-10 through 13-Aug-10

\*Expense Type:

Expense Description:

\* Cost: (\$)  [foreign currency calculator](#)

\* Date: (mm/dd/yyyy)

\* Method of Reimbursement:

### Expense Summary

Expense Type	Meth. of Reimb.	Date	Cost	Description	Edit	Remove
HOTEL TAXES	GOVCC	08/09/10	\$50.00		<a href="#">Edit</a>	<a href="#">Remove</a>
PARKING	PERSONAL	08/09/10	\$45.00		<a href="#">Edit</a>	<a href="#">Remove</a>
PHONE CALL - BUSINESS	PERSONAL	08/09/10	\$25.00		<a href="#">Edit</a>	<a href="#">Remove</a>
GASOLINE-RENTAL CAR	GOVCC	08/09/10	\$65.00		<a href="#">Edit</a>	<a href="#">Remove</a>
TAV Fee -I	GOVCC	08/13/10	\$13.50		<a href="#">Edit</a>	<a href="#">Remove</a>
<b>Total Expenses:</b>			<b>\$198.50</b>			

- Per Diem will automatically default to the MORs specified by the Department: GOVCC for Lodging and PERSONAL for M&IE.

### Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below.

Per Diem Rate:	140.00 / 56.00	Method of Reimbursement:
Lodging (\$):	140.00	GOVCC
M & IE (\$):	42.00	PERSONAL
Reimbursable:	YES	

7. If the traveler changes the default MOR for any expenses, GovTrip will prompt the traveler with a Pre-Audit Flag. The document WILL NOT Audit Fail when Split Disbursement is enabled if the traveler changes the default MOR.

### Pre-Audit Trip

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Next Section."

1 item has been flagged in this Travel Document

Item #	Reason Flagged	Item Description	* Justification to Approving Official
1.	DFLT PMT METHOD USED	PHONE CALL - BUSINESS on 08/09/10 Has a Payment Method of GOVCC - Not Using Default Payment Method of PERSONAL.	

### Existing Voucher-Established prior to split disbursement

Any new expenses added to the voucher will have the correct split disbursement MOR default associated to it. All expenses that transferred from the Authorization will have a MOR of PERSONAL. All MORs can be changed on the voucher to reflect proper disbursement of expenses for the traveler. If a MOR is changed, the traveler will receive a pre-audit flag that will NOT cause the document to REJECT! The Payment Distribution on the Traveler's Preview Trip Screen will reflect the totals being disbursed to the bank (all expenses with a MOR of GOVCC) and to the traveler (all expenses with a MOR of PERSONAL).

Payment Information		
Pay to Gov't Charge Card:	\$ 697.50	<a href="#">View Payment Totals</a>
Pay to Traveler: (Due Gov't if Negative)	\$ 297.00	
Total Payment: (Due Gov't if Negative)	\$ 994.50	
Non Reimbursable:	\$ 0.00	

### Voucher-Authorization was established prior to split disbursement

Any new expenses added to the voucher will have the correct split disbursement MOR default associated to it. All expenses that transferred from the Authorization will have a MOR of PERSONAL. All MORs can be changed on the voucher to reflect proper disbursement of expenses for the traveler. If a MOR is changed, the traveler will receive a pre-audit flag that will NOT cause the document to REJECT! The Payment Distribution on the Traveler's Preview Trip Screen will reflect the totals being disbursed to the bank (all expenses with an MOR of GOVCC) and to the traveler (all expenses with a MOR of PERSONAL).

Payment Information		
Pay to Gov't Charge Card:	\$ 697.50	<a href="#">View Payment Totals</a>
Pay to Traveler: (Due Gov't if Negative)	\$ 297.00	
Total Payment: (Due Gov't if Negative)	\$ 994.50	
Non Reimbursable:	\$ 0.00	

### New Voucher from New Authorization after split disbursement enabled

1. If the traveler changes the default MOR for any expenses, GovTrip will prompt the traveler with a Pre-Audit Flag. The document WILL NOT Audit Fail when Split Disbursement is enabled if the traveler changes the default MOR.

#### Pre-Audit Trip

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Next Section."

5 items have been flagged in this Travel Document

Item #	Reason Flagged	Item Description	* Justification to Approving Official
1.	DPLT PMT METHOD USED	GASOLINE-RENTAL CAR on 08/09/10 Has a Payment Method of PERSONAL	Not Using Default Payment Method of GOVCC.
2.	DPLT PMT METHOD USED	PHONE CALL - BUSINESS on 08/09/10 Has a Payment Method of GOVCC	Not Using Default Payment Method of PERSONAL.
3.	PMT METH AUTHORIZED	GASOLINE-RENTAL CAR on 08/09/10 Has a Payment Method of PERSONAL	Does Not Match Authorization Payment Method of GOVCC.

2. The Payment Distribution on the Traveler's Preview Trip Screen will reflect the totals being disbursed to the bank (all expenses with a MOR of GOVCC) and to the traveler (all expenses with a MOR of PERSONAL).

Payment Information		
Pay to Gov't Charge Card:	\$ 697.50	<a href="#">View Payment Totals</a>
Pay to Traveler: (Due Gov't if Negative)	\$ 297.00	
Total Payment: (Due Gov't if Negative)	\$ 994.50	
Non Reimbursable:	\$ 0.00	

3. The Payment Totals screen under Review & Sign on the Voucher will show the breakdown of the amount being reimbursed directly back to the traveler and the amount being sent to the bank to directly pay off the traveler's GOVCC.

## Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals.

Amount Claimed			
Total Expenses:	\$ 994.50		
Non Reimbursable Expenses:	\$ 0.00		
Total Amount Claimed:	\$ 994.50		
Advance Information			
Advance Paid:	\$ 0.00		
Government Charge Card Amount			
Expenses on Gov't Charge Card:	\$ 648.50		
Payment Information			
Previous Payments:			
Total Expenses:	\$ 994.50		
Payment Distribution			
Document	Personal	GOVCC	Non Reimbursable Expenses
Current	\$ 346.00	\$ 648.50	\$ 0.00
Total Payment: (Due Gov't if Negative)		\$ 994.50	

If travelers forget to change the MOR to GOVCC on any of their documents, there is no need to worry, the travelers will receive the reimbursement via EFT/Check and be responsible for paying off their US Bank statement when received. Once a voucher goes PAYMENT SUBMITTED in GovTrip, it has processed to FFIS or FMMI for disbursement; a MOR cannot be edited once disbursed!

Please provide all of your FATAs and travelers with this information regarding split disbursement, and how documents will be affected in the GovTrip system. Please remember during this transition that the Northrop Grumman GovTrip Help Desk is for technical support; all travelers should be directed to contact their FATAs for Document Processing Assistance.

## Attachment 2

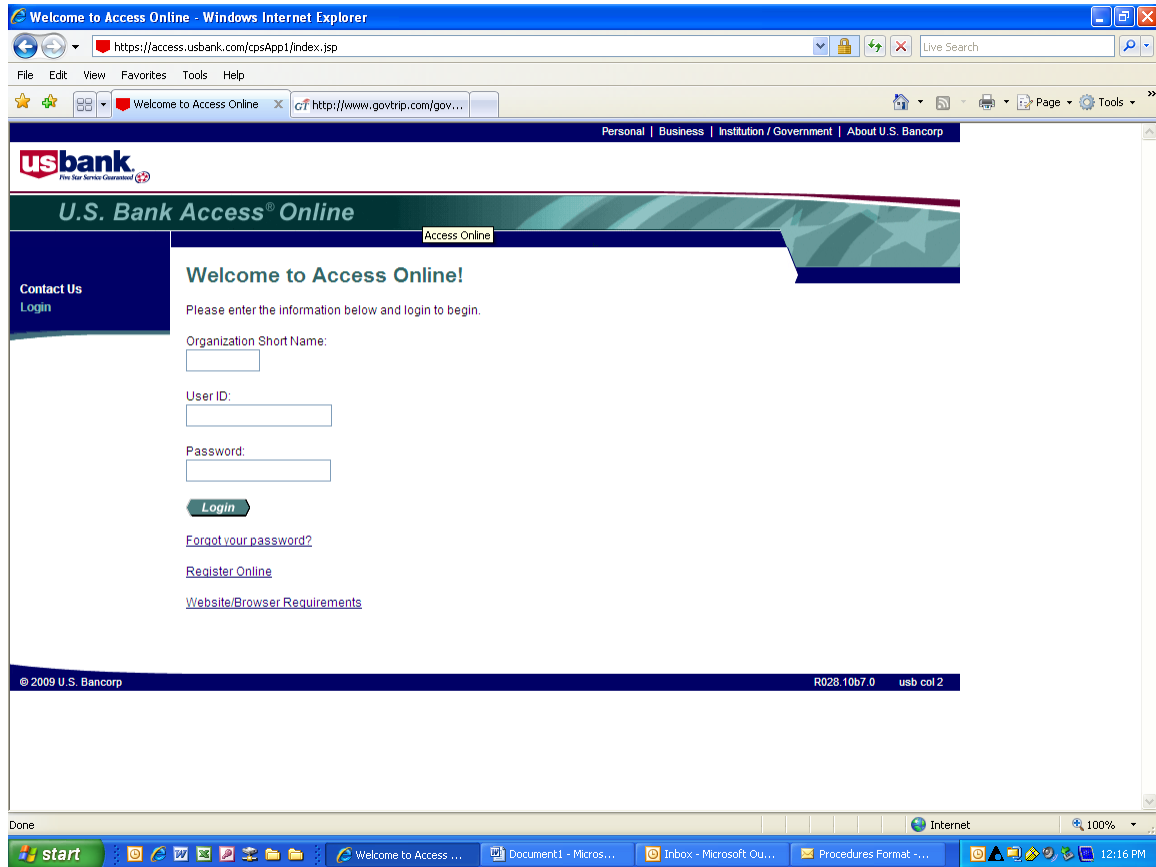
### New Traveler Set-up for the GovTrip Split Disbursement Process

**Background:** The Split Disbursement functionally is now active in GovTrip. Split Disbursement is the process whereby payments are made directly to US Bank on behalf of the traveler for charges made to the traveler's Travel Credit card. In order for the process to function properly, the Pseudo Code must be updated correctly in the US Bank System, the Traveler's profile in GovTrip, as well as the Financial System. The Pseudo Code must match in the three systems or the payments will not be processed and applied correctly to the Travel Charge Card.

Please follow the below procedures for the set-up of new travelers in the US Bank System, the GovTrip Travel System, and the Financial System.

1. Contact your FMMI or FFIS representative to determine whether or not the Pseudo Code SSN is already on the VEND table of FMMI or FFIS. If not, the FMMI/FFIS representative must put in a PVND request to add the pseudo SSN to the system.
2. Create/Confirm Pseudo SSN. The pseudo SSN must be 11 positions and all must be in upper case in order to properly interface with FMMI/FFIS. The standard format creating a pseudo SSN is:
  - a. the first character of the first name,
  - b. middle initial (use a nine if there is no middle initial,)
  - c. first five characters of the last name (use a nine if there are less than five characters in the last name or if there are special characters i.e. hyphen)
  - d. Last four of the Travelers SSN
3. In GovTrip follow the procedures in the USDA FATA Manual Chapter 7: People Information, for set-up of the traveler's profile.
4. The pseudo SSN must also be entered into U.S. Bank's system, Access Online, to allow the bank to properly accept split disbursement payments. The agency program coordinator can enter the pseudo SSN by completing the following steps.

a. Log into Access Online (see figure below)



- b. Select Account Administration from the menu on the left side of the screen. Select “maintain cardholder account”

The screenshot shows a Windows Internet Explorer browser window displaying the U.S. Bank Access Online Account Administration page. The browser's address bar shows the URL <https://access.usbank.com/cpsApp1/USBComServlet>. The page header includes the U.S. Bank logo and the text "U.S. Department of Agriculture". The main navigation menu on the left lists various options, with "Account Administration" selected. The main content area is titled "Account Administration" and features a "Log Out" button. Under the "Cardholder Accounts" section, there are three links: "Create New Cardholder Account", "Maintain Cardholder Account", and "Unlock Cardholder Account". The "Maintain Cardholder Account" link is highlighted. Below this, the "Managing Accounts" section contains a "Maintain Managing Account" link. At the bottom of the page, there is a footer with the copyright notice "© 2009 U.S. Bancorp" and the text "R028.10b7.0 usb col 2". The Windows taskbar at the bottom shows the Start button and several open applications, including "Account Administrati...", "Document1 - Micros...", "Inbox - Microsoft OU...", and "Procedures Format -...". The system clock in the bottom right corner indicates the time is 12:17 PM.

c. Search for the account by either account number or cardholder name.

The screenshot shows a Windows Internet Explorer browser window displaying the U.S. Bank Access Online website. The address bar shows the URL <https://access.usbank.com/cpsApp1/USBComServlet>. The page header includes the U.S. Bank logo and the text "U.S. Department of Agriculture". The main navigation menu on the left lists various services such as "Request Status Queue", "Active Work Queue", "System Administration", "Account Administration", "Cardholder Accounts", "Managing Accounts", "Transaction Management", "Data Exchange", "Account Information", "Reporting", and "My Personal Information". The "Home" and "Contact Us" links are also visible. The main content area is titled "Cardholder Accounts" and "Search & Select an Account". It features a "Cardholder Account Search" section with a search form. The form includes a "Search for an account by Cardholder Account Number, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#)." The search criteria are: "Account Number:" with a text input field; "OR" followed by "Last Name (or Vehicle Name):" and "First Name:" with text input fields; and "OR" followed by "Social Security Number:" with a text input field. A "Search" button is located below the form. The footer of the page displays "© 2009 U.S. Bancorp" and "R028.10b7.0 usb col 2". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "12:19 PM".

d. Select the Demographic Information

The screenshot shows a web browser window displaying the U.S. Bank Access Online interface. The browser's address bar shows the URL `https://access.usbank.com/cpsApp1/USBComServlet`. The page header includes the U.S. Bank logo and the text "U.S. Department of Agriculture". The main content area is titled "Cardholder Accounts Summary and Tasks" and features a "Log Out" link. A navigation menu on the left lists various options such as "Request Status Queue", "Active Work Queue", "System Administration", "Account Administration", "Cardholder Accounts", "Managing Accounts", "Transaction Management", "Data Exchange", "Account Information", "Reporting", and "My Personal Information". The "Home" and "Contact Us" links are also visible. The main content area contains a "Card Account Number" field, a "Switch Accounts" link, and a section for selecting a task to maintain. A table lists the following tasks:

Task	Description
<a href="#">Demographic Information</a>	Input account name, address, and other contact information.
<a href="#">Account Information</a>	Input account information such as account status, hierarchy position, and open date.
<a href="#">Default Accounting Code</a>	Input the default accounting code assigned to the account.
<a href="#">Authorization Limits</a>	Input authorization limit information such as credit limit, single purchase limit, and available credit.

The footer of the page displays the copyright information: "© 2009 U.S. Bancorp" and the identifiers "R028.10b7.0" and "usb col 2". The browser's status bar at the bottom shows the current page title and the time "12:20 PM".

- e. Enter the pseudo SSN into the Identification Number field and select the send request button at the bottom of the screen.

The screenshot displays the U.S. Bank Access Online interface. The main heading is "U.S. Bank Access Online" with a "Log Out" link. A left-hand navigation menu lists various account management options. The central content area is titled "Cardholder Account" and "Maintain Demographics". It features a "Card Account Number" field with a "Switch Accounts" button. Below this, there is a section for "Maintain demographic information, then send the request." This section contains several fields: "Product: Travel Mandatory", "Name:", "Status: \*\* -OPEN", "Bank:", "Agent:", and "Company:". A note indicates that fields marked with an asterisk are required. The "SSN:" field is empty. The "Date Of Birth:" field is pre-filled with "01/01/1901". The "Identification Number:" field is circled in red and is currently empty. Below it is the "Tax Exempt Number:" field. Further down are "Optional 1:" and "Third Line Embossing:" fields. The "Address 1:" and "Address 2:" fields are also present. The "City:", "State/Province:", and "Zip/Postal Code:" fields are grouped together, with a dropdown menu for the state. The "Country:" field is set to "United States". At the bottom of the form is a "Send Request" button. The browser's address bar shows the URL "https://access.usbank.com/cpsApp1/USBComServlet". The Windows taskbar at the bottom shows the start button and several open applications, including "Maintain Dem...", "Document L...", "Inbox - Micros...", "Procedures F...", "one.bmp - Paint", and the system clock showing "12:25 PM".

February 7, 2011

TO: State Directors  
Rural Development

FROM: Dallas Tonsager *(Signed by Dallas Tonsager)*  
Under Secretary

SUBJECT: Debarment/Suspension Query Tool for Loan/Grant Applicant  
Screening Documentation

The President's Memorandum of June 18, 2010, directs all Executive Departments and Agencies to implement key "Do Not Pay" safeguards in their loan and grant programs to avoid improper payments of government funds. The risk of paying persons and entities debarred from federal programs, one such key target of "Do Not Pay," is one which can be reduced by regular practice of effective applicant pre-screening procedures using the General Services Administration Excluded Parties List System (EPLS).

To ensure that our loan and grant processing operations comply with the President's directive, in accordance with our own internal regulations, we are planning to incorporate an automated control in the upcoming Common Loan Origination System which will check for debarment screening documentation. Deployment of that system is expected to occur by September 30, 2015. In the interim, a manual web-based electronic form incorporating EPLS has been developed for use by loan specialists in our program areas.

This manual tool not only facilitates use of EPLS for the screening of loan and grant applicants, but also allows the user to prepare a dated hardcopy or file image of the results of an EPLS query for inclusion in the respective loan/grant docket file to satisfy documentation requirements. The tool is accessible by Ctrl-Clicking the following hyperlink:  
[http://teamrd.usda.gov/rd/rhs/pss/debarment/epls\\_verification.htm](http://teamrd.usda.gov/rd/rhs/pss/debarment/epls_verification.htm)

Instructions for using the tool are given right on the screen form. A clickable button is also provided to print your query results. Any questions concerning use of this tool can be directed to Martha Burton, the Suspension and Debarment Coordinator for Rural Development, at (202) 720-9651, or martha.burton@wdc.usda.gov.

EXPIRATION DATE:  
January 31, 2012

FILING INSTRUCTIONS:  
Administrative/Other Programs

February 10, 2011

SUBJECT: Travel Charge Cardholder Responsibilities

TO: All Rural Development Employees

FROM: Clyde Thompson (Signed by *Clyde Thompson*)  
Deputy Administrator  
Operations and Management

Beginning on November 30, 2008, the United States Department of Agriculture (USDA) awarded a task order to U.S. Bank to obtain travel charge cards to support USDA agencies in their mission. Rural Development employees use the U.S. Bank travel charge card in performing their duties.

Employees are responsible for using the card in accordance with USDA regulations and policies. The USDA Zero Tolerance Policy, outlined in Departmental Regulation 2300-001, "Government Travel Card Regulation," describes the policies and procedures for using the card, internal controls, and administrative procedures. When an employee has a delinquent account and/or misuses or abuses the card, disciplinary action may be imposed. For this reason, this unnumbered letter is issued to remind travelers of their obligations as cardholders.

**USDA Zero Tolerance Policy:**

Most Rural Development employees who travel at least twice a year on official business are required to use the Government travel card issued by U.S. Bank to pay for authorized travel expenses. Employees are required to sign a cardholder agreement, which includes the USDA Zero Tolerance Policy stating that they understand their responsibilities as cardholders. Noncompliance with the rules governing travel charge card use falls into two categories:

- Delinquency: Not paying the undisputed outstanding balance on the U.S. Bank account; and
- Misuse: Using the card for personal or other unauthorized purposes.

EXPIRATION DATE:  
February 29, 2012

FILING INSTRUCTIONS:  
Administrative/Other Programs

**Delinquency:**

As a traveler, you are required to pay the entire undisputed outstanding balance on each monthly bill by the due date on the statement. This includes filing a travel voucher with scanned copies of receipts in the GovTrip travel system within five working days of travel completion, or every 30 days while on extended travel. If you have not received reimbursement by the due date, you are still required to pay the statement balance by the due date. If you believe that a charge has been billed in error, you are responsible for notifying U.S. Bank to dispute the amount so it can be set aside for investigation. You must pay the remaining undisputed portion of the bill. Failure to pay the disputed amount without properly notifying U.S. Bank, or failure to pay the entire undisputed portion of the bill, will result in the account becoming past due.

Depending on the number of days a bill is past due, and the number of times the account has been delinquent, U.S. Bank may institute a number of actions ranging from suspending the account to canceling it. An account is suspended when it becomes 61 days delinquent. An account is canceled when it has been suspended two times within the last 12 months or it is 126 days past due. Once an account is canceled, the agency may request that it be reinstated, but the final decision is U.S. Bank's. Employees who do not have travel charge card accounts may be able to use the Centrally Billed Account to charge common carrier transportation expenses (airfare, train tickets, etc.), but must pay all other expenses using a personal charge card, personal funds, or a cash advance.

In cases of unpaid balances over 126 days past due, the National Finance Center will begin salary offset procedures to deduct up to 15 percent of the employee's disposable salary until the full outstanding balance is paid.

**Misuse/Abuse:**

Using the travel card for any purpose other than the cardholder's legitimately incurred official travel expenses is considered misuse and/or abuse. Legitimate expenses include common carrier transportation, local transportation (e.g., rental car, including gas), lodging, meals, and certain miscellaneous expenses. You may use the card to obtain a limited cash advance to cover expenses in instances when only cash is accepted. You may not use the card:

- To pay for such things as conference registration or training supplies, even if they are in conjunction with an official trip;
- To obtain equipment, supplies, or services, even if they are used to conduct official Government business—these must be procured by other authorized means; or
- To pay for any travel expenses other than your own, such as covering meal or lodging costs for a coworker on the same trip.

A more serious misuse and/or abuse of the travel card will arise when an employee uses it for personal expenses unrelated to any Government business. Even if the employee pays the account from personal funds, this constitutes flagrant abuse and will result in appropriate action.

**Penalties:**

Delinquency, misuse, and/or abuse constitutes violation of the USDA Zero Tolerance Policy, subjecting an employee to disciplinary action in accordance with the USDA Guide for Disciplinary Penalties contained in RD Instruction 2045-GG, “Disciplinary and Adverse Actions, Performance-Based Actions, and Probationary Terminations.”

Delinquency, misuse, and/or abuse of the travel charge card will not be tolerated. Depending on the number and severity of offenses, penalties can range from counseling, a letter of reprimand, or suspension to removal from Federal service. Employees are responsible for ensuring that their U.S. Bank account information is kept up to date. If an employee is found to have a delinquent account or to have purposefully misused and/or abused the travel card, it is Rural Development’s policy to impose the following range of penalties:

**Delinquency:**

- First offense – Letter of Reprimand to 14-day suspension.
- Subsequent – 1-day suspension to removal.

**Abuse:**

- First Offense – Letter of Reprimand to removal.
- Second Offense – 5-day suspension to removal.

**Monthly Reports:**

Every month, the Agency/Organization Program Coordinator audits the U. S. Bank system to identify Rural Development employees whose accounts are delinquent and those who possibly misused and/or abused their cards. The Coordinator must follow up with each employee’s manager to ascertain the facts of the case, to ensure that the local manager initiates appropriate action, and to ensure the Human Resources Office is notified. Eliminating travel card delinquencies is a priority for Congress, the Office of Management and Budget, the USDA, and Rural Development.

In summary, we are paying close attention to travel card delinquencies, misuse, and/or abuse in Rural Development. We take this challenge seriously and count on your cooperation to help meet it. Please refer to the following Web site for information on travel card regulations, guidance, forms, and training: [http://www.dm.usda.gov/procurement/ccsc/travel\\_card.htm](http://www.dm.usda.gov/procurement/ccsc/travel_card.htm).

We hope this information helps you prepare for official travel. If you have any questions, please contact one of the Rural Development Travel Unit (TU) staff: Julie Railey, (202) 692-0227, or Lisa Washington, (202) 692-0030. You may also email TU at [ssd.travel@wdc.usda.gov](mailto:ssd.travel@wdc.usda.gov).

Sent by electronic mail on 2/14/2011 at 10:00 A.M. by the Support Services Division.

February 9, 2011

TO: State Directors, Rural Development  
ATTN: Business Programs Directors  
SUBJECT: Rural Economic Development Loan and Grant Program  
Projects Funded for First Quarter, Fiscal Year 2011

Business Programs has announced loan and grant selections for the first quarter of fiscal year (FY) 2011 under the Rural Economic Development Loan and Grant program. A listing of loan and grant awards is attached for your information.

During the first quarter of FY 2011, eleven zero-interest loan applications, totaling \$7,132,000, were considered by Business Programs. Based on the availability of funds, all applications submitted were selected for funding. These funds will be leveraged by \$80,259,880 of private and public financing, directly create 109 jobs and help retain 1885 existing jobs in rural areas.

In addition to the loan selections, six grants, totaling \$1,424,000 to create revolving loan funds that will be operated by rural utilities, were selected for funding. The initial zero-interest loans from the revolving loan fund program, leveraged by \$54,198,029 in private and public financing, will provide financing to expand a library; construct a 5,600 sq. ft. speculative turnkey building and a multi-purpose community center; renovate and modernize an existing acute care hospital; and to purchase 23 acres to develop into an industrial park. An estimated 25 jobs will be created and 1,622 retained as a result of these six grants.

If you have any questions, please contact Melvin Padgett, Loan Specialist, at (202) 720-1495 or Cindy Mason, Loan Specialist, at (202) 690-1433, Specialty Programs Division, Processing Branch.

PANDOR H. HADJY  
Deputy Administrator  
Business Programs

Attachments

EXPIRATION DATE:  
September 30, 2011

FILING INSTRUCTIONS:  
Community/Business Programs



**RURAL ECONOMIC DEVELOPMENT LOAN AND GRANT PROGRAM  
REQUEST FOR GRANT FUNDS – First Quarter FY 2011**

Total Carryover Available for 1 <sup>st</sup> Quarter	\$1,511,607.07
Less 1 <sup>st</sup> Quarter	<u>\$1,424,000.00</u>
Balance Remaining	\$ 87,607.07

	<b>State Amount_____</b>	<b>Project Number</b>	<b>Grant</b>	<b>REDG</b>
IA 535	The Farmer's Mutual Telephone Company of Stanton		\$ 300,000	512
IL 08	Coles-Moultrie Electric Cooperative		\$ 100,000	513
TN 01	Volunteer Energy Cooperative		\$ 248,000	514
IA 53	Linn County Rural Electric Cooperative		\$ 300,000	515
IA 115	Sanborn Electric and Telecommunications Utility		\$ 176,000	516
IA 506	Western Iowa Telephone Association (WITA)		\$ 300,000	517

	<b>6 Grant</b>	<b>Total</b>
<b>\$1,424,000</b>		
<b>Balance of Grant Funds After Above Request:</b>		<b>\$87,607.07</b>

February 15, 2011

**SUBJECT:** Interest Rate Changes for Housing Programs  
and Credit Sales (Nonprogram)

**TO:** Rural Development State Directors,  
Rural Development Managers,  
and Area Directors

**ATTN:** Rural Housing Program Directors

The following interest rates, effective March 1, 2011, are changed as follows:

<b><u>Loan Type</u></b>	<b><u>Existing Rate</u></b>	<b><u>New Rate</u></b>
<b>ALL LOAN TYPES</b>		
Treasury Judgement Rate	0.300%	0.260%

The new rate shown above is as of the week ending January 28, 2011. The actual judgement rate that will be used will be the rate for the calendar week preceding the date the defendant becomes liable for interest. This rate may be found by going to the Federal Reserve website for the weekly average 1-year Constant Maturity Treasury Yield ([http://www.federalreserve.gov/releases/h15/data/Weekly\\_Friday\\_/H15\\_TCMNOM\\_Y1.txt](http://www.federalreserve.gov/releases/h15/data/Weekly_Friday_/H15_TCMNOM_Y1.txt)).

**RURAL HOUSING LOANS**

Rural Housing (RH) 502 Very-Low or Low	4.500	4.500
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**EXPIRATION DATE:**  
March 31, 2011

**FILING INSTRUCTIONS:**  
Administrative/Other Programs

Single Family Housing (SFH) Nonprogram	5.000	5.000
Rural Housing Site (RH-524), Non-Self-Help	4.500	4.500
Rural Rental Housing and Rural Cooperative Housing	5.000	5.000

Please notify appropriate personnel of these rates.

*(Signed by Tammye Trevino)*

TAMMYE TREVINO  
Administrator  
Housing and Community Facilities Programs

Sent by electronic mail on 02-15-11 at 2:00 pm by PAD.  
State Directors should advise other personnel as appropriate.

February 23, 2011

TO: State Directors  
Rural Development

ATTN: Program Director  
Single Family Housing

FROM: Chad Parker *(Signed by Chad Parker)*  
Acting Deputy Administrator  
Single Family Housing

SUBJECT: Property and Repair Inspections for  
Direct Single Family Housing Programs

The Single Family Housing employees' hard work related to the American Recovery and Reinvestment Act (ARRA) in Fiscal Year 2010 is greatly appreciated, but there is still much to be done. With this in mind, we will continue with efforts to streamline processes. This unnumbered letter relaxes certain inspection requirements to provide flexibility to the field staff to allow them to focus on more significant issues.

#### Preliminary Inspections

The Field Office Handbook (HB-1-3550), Chapter 5, paragraph 5.1.B.1, states that "within seven business days of submission by an applicant who has been determined eligible for section 502 assistance, the Loan Approval Official must visit the property to conduct a preliminary evaluation." The purpose of this evaluation is to determine whether it appears that a property will meet the agency's site and dwelling requirements with any planned construction or rehabilitation. Paragraph 5.1.B.1 also notes that the initial site visit is an opportunity for the Loan Approval Official to gather initial information which may be used in the completion of the environmental review. The Loan Approval Official must complete an environmental review in accordance with Section 3 of Chapter 5.

EXPIRATION DATE:  
September 30, 2011

FILING INSTRUCTIONS  
Housing Programs

In order to maximize our staffing levels, we are temporarily modifying the HB-1-3550 requirements as follows: Effective immediately, until September 30, 2011, Rural Development will accept qualified, third-party inspectors' whole house/property inspections instead of requiring Rural Development to visit the property and complete Attachments 5-A and 5-B of HB-1-3550. Before loan approval, Rural Development must review the appraisal report and the results of third-party inspections, as applicable, and confirm that the property meets, or will meet with any planned constructions or repairs, all applicable Agency requirements. In addition, Rural Development is not required to conduct a site inspection prior to completing the environmental assessment if an appraisal has been completed and the question in the "Site" portion of the Uniform Residential Appraisal Report (URAR) asking "Are there any adverse site conditions or external factors (easements, encroachments, environmental conditions, land uses, etc.)?" is marked "No." In cases where this question is answered in the affirmative, a qualified Rural Development employee must conduct a site inspection prior to completing the necessary environmental assessment.

The requirements in Chapter 5, Section 3 "Environmental Requirements" of HB-1-3550 are required to be met. For rehabilitation, the preparer must, in coordination with the State Environmental Coordinator, make a determination whether the proposal will affect a historic property and consult with the appropriate State Historic Preservation Office (SHPO). For new construction, the preparer must adequately determine that any construction would not involve extraordinary circumstances that would necessitate preparation of an Environmental Assessment by the agency. The following resources may be used when completing Form RD 1940-22, "Environmental Checklist for Categorical Exclusions":

- The State's Natural Resource Management Guide;
- Federal Emergency Management Agency (FEMA) floodplain maps;
- Natural Resources Conservation Service (NRCS) Soil Surveys and Important Farmland Lists; and
- U.S. Fish and Wildlife Service (USFWS) Coastal Barrier Resource System maps (as applicable).

This list is not exclusive, and other appropriate resources may be consulted as necessary.

Making use of the flexibility outlined above will be most appropriate in jurisdictions that have code enforcement inspections that occur prior to transfer of title as well as where it is the customary practice to have sellers pay the cost of property inspection. In cases where the buyer is usually responsible for this cost and it is not practical to modify the sales contract, it may be advisable for a qualified Rural Development employee to fulfill the HB-1-3550 inspection requirements to avoid applicants having to absorb an inspection fee.

Rural Development must continue to conduct final inspections for section 502 and section 504 loan and grant projects.

State Offices with questions should direct them to the Single Family Housing Direct Loan Division at 202-720-1474 or [SFHDIRECTPROGRAM@wdc.usda.gov](mailto:SFHDIRECTPROGRAM@wdc.usda.gov).

February 23, 2011

TO: State Directors, Rural Development  
ATTN: Business Programs Directors  
SUBJECT: Business and Industry Guaranteed Loan Program  
Funding Procedures

The purpose of this unnumbered letter is to provide interim procedures to be used to issue Conditional Commitments prior to funding availability.

A portion of fiscal year (FY) 2011 Business and Industry (B&I) Guaranteed Loan Program funds are available. However, the guarantee fee has not yet been determined. Lenders who have projects awaiting funding should be advised that the guarantee fee will be the rate in effect at the time funds become available. The National Office will notify you immediately when funds are available. Until such notice, you may continue to approve applications and issue Conditional Commitments as follows:

1. Enter the applicant and application into the Guaranteed Loan System (GLS) using the GLS Borrower List to add the applicant and the Request List for adding the application.
2. Do not attempt to obligate the application in GLS until funds become available.
3. If an application is approved, issue the latest version of the standard Conditional Commitment to the lender. Since the guarantee fee has not yet been established for FY 2011 funds, the following **must** be a condition in each of these cases:

“This Conditional Commitment is subject to the availability of funds to fund this loan in order of priority and date of application receipt in accordance with Agency regulations. No such funds are currently available and there is no assurance they will become available. If and when funds become available, the Agency will notify the lender and the guarantee process will continue subject to all conditions listed in the Conditional Commitment. No Agency Loan Note Guarantee can or will be issued prior to the availability of funding. The lender may close the loan if it chooses to do so prior to Agency funding being available; however, the lender assumes all risk of loss prior to any

EXPIRATION DATE:  
February 29, 2012

FILING INSTRUCTIONS:  
Community/Business Programs

issuance of an Agency Loan Note Guarantee. Since neither the Agency guarantee fee nor the Agency annual renewal has been established for FY 2011, approval of the loan will be at the lender's discretion and fees charged by the Agency will be the fees in effect at the time that funds become available."

4. Enter the applicant in the spreadsheet named "FY 2011 CC Tracking Sheet." The tracking sheet will be distributed electronically via e-mail and a copy is attached to this unnumbered letter. Please update the spreadsheet as each Conditional Commitment is issued. It is important to keep track of each borrower so that it will be easier to obligate funds when the full amount of funding becomes available.
5. All requests must be electronically submitted to the National Office using the SharePoint site <https://rd.sc.egov.usda.gov/teamrd/BP/BP/BI/Shared%20Documents/Forms/AllItems.aspx>. Once you are at this site, access the "Business and Industry Funding Request FY11" folder to upload your request. All requests must include the FY 2011 CC Tracking Sheet, the B&I Score Sheet, the B&I Funding Request, and the Legislative and Public Affairs sheet. Projects not properly entered into GLS will not be considered for funding. Requests will be funded on a weekly basis with a deadline of 5:00 pm EST each Friday. Funding requests not received by the deadline will be funded with the following week's requests. Folders for each week's funding cycle will be identified on SharePoint as "B&I Funding Requests" followed by the closing date for that week.
6. When funds become available, Agency personnel may obligate funds in GLS for these loans in the date order approved. Please be advised that the closing date **MUST** be on or after the date of obligation in GLS. When funds have been obligated, lenders should be notified that they may request Loan Note Guarantees. All conditions of the Conditional Commitment must be met and the lender must provide a certification that there has been no adverse change in the borrower's financial condition with the request for issuance of the Loan Note Guarantee.

If you have any questions or need further clarification, please contact the Business and Industry Division at (202) 690-4103.

JUDITH A. CANALES  
Administrator  
Business and Cooperative Programs

Attachment



February 28, 2011

TO: State Directors  
Rural Development

ATTENTION: Single Family Housing Program Directors

FROM: Chad Parker *(Signed by Chad Parker)*  
Acting Deputy Administrator  
Single Family Housing

SUBJECT: Set Asides for the Single Family Housing Direct Loan Program  
Fiscal Year 2011

This is to notify field staff that only those purposes specifically authorized in the Housing or Appropriation Acts will be set aside for Fiscal Year 2011.

The past practice of maintaining National Office set asides for Self Help and other purposes will not be continued in FY 2011. Only purposes specifically authorized in the Housing or Appropriation Acts will be set aside (Rural Energy for American Program, Colonias, and Underserved loans). All other loan types (including Self- Help, Rural Home Loan Partnership, Community Development Financial Institution, Real Estate Owned, etc.) will now be funded from State formula allocations.

States that need funding for a Special Loan type will still submit requests using the appropriate survey or National Office Reserve Funding so that funds can be transferred into the required program type account.

Please note that National Office reserve funds (when available) will not be available for distribution until a state's formula allocated funds are fully utilized (per income category).

If you have any questions, please contact the Single Family Housing Direct Loan Division at 202-720-1474.

EXPIRATION DATE:  
February 29, 2012

FILING INSTRUCTIONS:  
Housing Programs