

UNNUMBERED LETTERS ISSUED FOR THE NOVEMBER OF 2011

Dated	Subject	Distribution
11-01-11	Community Facilities Guaranteed Loan Processing Checklists	S/D
11-01-11	Non-Traditional Lender Approval for Participation in the Community Facilities Guaranteed Loan Program	S/D
11-04-11	Advanced Biofuel Producer Payment Program Fiscal Year 2011 Payments	S/D
11-14-11	Section 502 Direct Loan Data Check Report	S/D
11-18-11	Follow-Up to August 2011 Policy Meeting State Training Practices Request	S/D
11-18-11	Dedicated Loan Origination System (DLOS) Training UniFi/FiServ Loan Servicing Platform (formerly MortgageServ) ACTIONS REQUIRED: Submit Nomination Form as noted on Attachment 3 Make Travel Reservations as noted on Attachment 2 Make Hotel Reservations as noted on Attachment 2	S/D
11-18-11	Unfunded Single Family Housing Direct Loan and Grant Applications	S/D
11-20-11	Advanced Biofuel Producer Payment Program Fiscal Year 2011 Payments	S/D
11-22-11	Interest Rate Changes for Housing Programs and Credit Sales (Nonprogram)	S/D, AD, RDM
11-30-11	Student Income Eligibility Determination for Rural Development Multi-Family Properties	S/D
11-30-11	Modest Housing Determinations	S/D

November 1, 2011

TO: State Directors
Rural Development

ATTN: Community Programs Staff

FROM: Tammye Treviño (Signed by Tammye Treviño)
Administrator
Housing and Community Facilities Programs

SUBJECT: Community Facilities Guaranteed Loan Processing Checklists

The purpose of this unnumbered letter and attachments is to provide guidance to State Offices on preparing well-documented loan docketts.

In the interest of assisting State Office staff in the development of well-documented loan guarantee applications, we have developed processing checklists as shown as attachments 1, 2 and 3 of this letter.

The attached checklists may be modified as needed to include requirements specific to your state. State Program Directors are encouraged to prepare State Office checklists based on your state's requirements utilizing the attached as guidance.

If you have any questions, please contact Shirley Stevenson, Loan Specialist at (202) 205-9685.

Attachments

EXPIRATION DATE:
October 31, 2012

FILING INSTRUCTIONS:
Community/Business Programs

**COMMUNITY FACILITIES GUARANTEED LOAN PROGRAM
PREAPPLICATION PROCESSING CHECKLIST**

- 1. Application for Federal Assistance (SF 424)**
- 2. State Intergovernmental Clearinghouse Comments**
- 3. List of Board of Directors/Officers**
- 4. Supporting documentation necessary to make an eligibility determination such as financial statements, audits, copies of organizational documents, existing debt instruments, etc.**
- 5. Evidence of Significant Community Support**
- 6. Lender Eligibility**
- 7. Availability of Conventional Financing without a Guarantee**

COMMUNITY FACILITIES GUARANTEED LOAN PROGRAM
APPLICATION PROCESSING CHECKLIST

1. Application for Loan and Guarantee (Form RD 3575-1)
2. Financial feasibility analysis/ report
3. Preliminary architectural or engineering report
4. Cost estimates
5. Intergovernmental review and state clearinghouse comments or recommendations, if applicable
6. Request for Environmental Information (Form RD 1940-20)
7. Standard Flood Hazard Determination - (FEMA Form 81-93)
8. Regulatory Certifications (Certificate of Need, etc.)
9. Lender's financial analysis
10. Lender Certification
11. Project Summary (from Guaranteed Loan System (GLS))
12. Fund Analysis (from GLS)
13. List of Board of Directors/Officers
14. Supporting documentation necessary to make an eligibility determination such as financial statements, audits, copies of organizational documents, existing debt instruments, etc.
15. Evidence of Significant Community Support, if not previously provided.
16. Affirmative Fair Housing Marketing Plan (if applicable)
17. Civil Rights Impact Analysis Certification (Form RD 2006-38)
18. Credit report
19. Appraisal reports
20. Site information (maps, pictures, etc.)

21. Lender's commitment to Borrower
22. Environmental Assessment for Class I Action (Form RD 1940-21) or Environmental Checklist for Category Exclusions (Form RD 1940-22)
23. Findings of No Significant Impact (FONSI)
24. Clean Air/Water Pollution Compliance
25. Building Permits
26. Other documents used by Lender that are material to making a credit decision

**COMMUNITY FACILITIES GUARANTEED LOAN PROGRAM
NATIONAL OFFICE APPROVAL CONCURRENCE CHECKLIST**

- (a) Transmittal memorandum including:
 - (1) Recommendation and comments by the State Program Director
 - (2) Date of expected obligation
 - (3) Security available for the loan
 - (4) Any unusual circumstances
- (b) Complete Preapplication package (based on State's processing checklist), if applicable
- (c) Complete Application package (based on State's processing checklist)
- (d) Current and previous year's financial and income statements
- (e) Operating budget for current operating cycle
- (f) Project summary
- (g) Credit analysis - The CF Loan Specialist should conduct a prudent financial credit analysis when evaluating guaranteed loan requests, formulating detailed loan packages based on historical performance and future profitability and providing a clear and prudent assessment of proposed loan requests. **A credit analysis tool was developed and its use is encouraged. It can be found under the CF Financial Analysis section of the Community Facilities' Sharepoint site entitled "Fillable Financial Analysis," along with additional tools to assist in a review.**
- (h) Proposed loan agreement
- (i) Draft Conditional Commitment for Guarantee
- (j) Environmental Analysis file
- (k) Financial Feasibility Report
- (l) Preliminary Architectural/Technical Report
- (m) Copies of any other document that significantly impacts the proposed loan such as leases, third party management agreements, etc.

November 1, 2011

TO: State Directors
Rural Development

ATTN: Community Programs Staff

FROM: Tammye Treviño (Signed by Tammye Treviño)
Administrator
Housing and Community Facilities Programs

SUBJECT: Non-Traditional Lender Approval for Participation in the
Community Facilities Guaranteed Loan Program

In accordance with the administrative language contained in RD Instruction 3575-A, section 3575.27(a)(6), non-conventional lenders must be approved by the National Office.

The purpose of this unnumbered letter and attachment is to provide guidance to State Offices when requesting lender approval for participation in the Community Facility Guaranteed Loan Program.

The attached checklist is to be used as a guide when requests for lender approval are submitted to the National Office. All prior approved non-traditional lenders must demonstrate to the State Office that they meet these requirements and that there have been no unresolved adverse actions for future funding consideration.

Please review the attachment with your staff and emphasize the need to use this checklist as a guide when requesting lender approval in order to help expedite the review process. A Lender's file is to be maintained in each Rural Development State Office with copies of the Lender's documentation.

If you have any questions, please contact Shirley J. Stevenson, Loan Specialist at (202) 205-9685.

Attachment

EXPIRATION DATE:
October 31, 2012

FILING INSTRUCTION:
Community/Business Programs

**COMMUNITY FACILITIES GUARANTEED LOAN PROGRAM
NON-CONVENTIONAL LENDER APPROVAL CHECKLIST**

Identify Lender.

- a) Lender's name, address and telephone number.
- b) State where the Lender is incorporated. (if applicable)
- c) Lender's Tax Identification Number.
- d) Lender's proposed geographical area of operations.
- e) The name of an official who will serve as a contact for Rural Development regarding the Lender's Community Facilities Guaranteed loans.

The organizational structure of the lender to include a list of names, titles and responsibilities of the Lender's principal officers.

Copy of Lender's organizational documents and any license, charter, or other evidence of authority to engage in the proposed loan making and servicing activities.

Copy of Lender's most recent audited financial statement, sources of funds for proposed loans, and capital and reserves for loan losses.

Evidence of Lender's regulatory oversight. Lender must be subject to credit examination and supervision by either an appropriate agency of the United States or a State that supervises and regulates credit institutions. Only regulated lenders that are subject to both examination and supervision may participate in the Community Facilities Guaranteed Program.

Acceptable agencies and their web sites that in some cases identify enforcement actions as well as other activities associated with a lender, include, but are not limited to, the following:

- Federal Deposit Insurance Corporation – for state chartered banks that are not members of the Federal Reserve System and for insured branches of foreign banks.
<http://www.fdic.gov/bank/individual/enforcement/index.html>
- Office of Comptroller of the Currency – for national banks and federally chartered branches and agencies of foreign banks.
<http://www.occ.gov/>
- Office of Thrift Supervision - for savings and loan or savings associations and thrift holding companies.
<http://www.ots.treas.gov/enforcement/default.cfm?catNumber=41>
- Federal Reserve Board – for state-chartered banks that are members of the Federal Reserve System, bank holding companies and their non-bank subsidiaries, Edge Act and

agreement corporations, and branches and agencies of foreign banking organizations operating in the United States and their parent banks.

<http://www.federalreserve.gov/boarddocs/enforcement/>

- FCA – Federal agency responsible for examining and regulating the Farm Credit System
<http://www.fca.gov/FCA-Homepage.htm>
- National Credit Union Administration – Independent Federal agency that charters and supervises federal credit unions
<http://www.ncua.gov/About.aspx>
- State banking commissions – regulate and supervise state-chartered banks. Many of them handle or refer to problems and complaints about other types of financial institutions as well.
<http://consumeraction.gov/banking.shtml>

A sample of Lender’s lending policies and procedures, including delegated authority and loan approval process, loan underwriting standards, risk rating system, and loan workout and collection process.

- The contracting or assignment of servicing responsibility to another organization is prohibited.

Information regarding Lender’s experience in making and servicing Community Development type loans, to include the length of time in the lending business; range and volume of lending and servicing activity; status of loan portfolio including delinquency rate, loss rate as a percentage of loan amounts, and other measures of success; and, a representative sample of such recent financing.

An executed Form AD 1047, “Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions.”

November 4, 2011

TO: State Directors, Rural Development

ATTN: Business Programs Directors
State Energy Coordinators

SUBJECT: Advanced Biofuel Producer Payment Program
Fiscal Year 2011 Payments

The Advanced Biofuel Producer Payment Program, Fiscal Year (FY) 2011 payment amounts for the first 3 quarters are attached. The amount approved for disbursement is \$44,672,781.92. Please notify the above referenced producers of the payment amounts which will be automatically deposited into their bank account.

If you have any questions, please contact Kelley Oehler, Branch Chief, Energy Division, at (202) 720-6819.

(Signed by PANDOR H. HADJY)

PANDOR H. HADJY
Deputy Administrator
Business Programs

Attachment

EXPIRATION DATE:
September 30, 2012

FILING INSTRUCTIONS
Community/Business Programs

<u>State</u>	<u>Recipient Name</u>	<u>Total Payment Amount</u>	<u>Energy Subcategory</u>
AK	SUPERIOR PELLET FUELS, LLC	\$2,204.33	PELLETS
AL	SOUTHEASTERN BIODIESEL SOLUTIONS, INC.	\$764.63	BIOFUEL FROM WASTE PRODUCTS
AR	DELTA AMERICAN FUEL, LLC	\$10,029.80	BIODIESEL TRANS ESTERIFICATION
AR	FUTUREFUEL CHEMICAL COMPANY	\$417,737.23	BIODIESEL TRANS ESTERIFICATION
AZ	PINAL ENERGY, LLC	\$70,643.51	ETHANOL PRODUCTION
CA	AMERICAN BIODIESEL, INC.	\$86,029.52	BIODIESEL TRANS ESTERIFICATION
CA	CASTELANELLI BROS.	\$2,975.20	ANAEROBIC DIGESTER
CA	ENERGY ALTERNATIVE SOLUTIONS, INC.	\$24,527.85	BIODIESEL TRANS ESTERIFICATION
CA	FISCALINI PROPERTIES, LP	\$5,307.15	ANAEROBIC DIGESTER
CA	GALLO CATTLE COMPANY, LP	\$8,916.62	ANAEROBIC DIGESTER
CA	HIGH MOUNTAIN FUELS, LLC	\$56,868.34	LANDFILL GAS
CA	IMPERIAL WESTERN PRODUCTS, INC.	\$188,264.29	BIODIESEL TRANS ESTERIFICATION
CA	NEW LEAF BIOFUEL, LLC	\$94,117.17	BIODIESEL TRANS ESTERIFICATION
CA	PROMETHEAN BIOFUELS COOPERATIVE CORP.	\$7,555.68	BIODIESEL TRANS ESTERIFICATION
CA	SIMPLE FUELS BIODIESEL, INC.	\$5,979.92	BIODIESEL TRANS ESTERIFICATION
CA	YOKAYO BIOFUELS, INC.	\$24,028.84	BIODIESEL TRANS ESTERIFICATION
CT	BIODIESEL ONE, LTD.	\$11,891.36	BIOFUEL FROM WASTE PRODUCTS
CT	BIOPUR, INC.	\$70,052.35	BIOFUEL FROM WASTE PRODUCTS
CT	DPC ENTERPRISES, INC.	\$649.42	BIOFUEL FROM WASTE PRODUCTS
FL	GENUINE BIO-FUEL, INC.	\$72,991.76	BIODIESEL TRANS ESTERIFICATION
GA	APPLING COUNTY PELLETS, LLC	\$170,092.52	PELLETS
GA	DOWN TO EARTH ENERGY, LLC	\$6,507.46	BIODIESEL TRANS ESTERIFICATION
GA	NITTANY BIODIESEL	\$22,641.50	BIODIESEL TRANS ESTERIFICATION
HI	PACIFIC BIODIESEL, INC.	\$43,978.24	BIOFUEL FROM WASTE PRODUCTS
IA	CLINTON COUNTY BIO ENERGY, LLC	\$131,831.49	BIOFUEL FROM WASTE PRODUCTS
IA	IOWA RENEWABLE ENERGY, LLC	\$138,360.72	BIOFUEL FROM WASTE PRODUCTS
IA	RENEWABLE ENERGY GROUP, INC.	\$3,739,128.61	BIODIESEL TRANS ESTERIFICATION
IA	WESTERN DUBUQUE BIODIESEL, LLC	\$487,871.16	BIODIESEL TRANS ESTERIFICATION
IA	WESTERN IOWA ENERGY	\$658,243.95	BIOFUEL FROM WASTE PRODUCTS
ID	DF-AP#1, LLC	\$15,225.32	ANAEROBIC DIGESTER
ID	LIGNETICS OF IDAHO, INC.	\$109,386.99	PELLETS
ID	PLEASANT VALLEY BIOFUELS, LLC	\$805.45	BIODIESEL TRANS ESTERIFICATION
ID	QB CORPORATION	\$494.26	PELLETS
ID	ROCKY CANYON PELLET CO., LLC	\$6,861.29	PELLETS
IL	ARCHER DANIELS MIDLAND COMPANY	\$1,852,067.10	BIODIESEL TRANS ESTERIFICATION
IL	INCOBRASA INDUSTRIES, LTD.	\$1,312,184.47	BIODIESEL TRANS ESTERIFICATION
IL	MIDWEST BIODIESEL PRODUCT, LLC	\$103,299.23	BIODIESEL TRANS ESTERIFICATION
IN	CENTRAL INDIANA ETHANOL, LLC	\$120,490.25	ETHANOL PRODUCTION

IN	E BIOFUELS, LLC	\$1,621,836.31	BIOFUEL FROM WASTE PRODUCTS
IN	INTEGRITY BIOFUELS, LLC	\$101,414.49	BIODIESEL TRANS ESTERIFICATION
IN	LOUIS DREYFUS AGRICULTURAL INDUSTRIES, LLC	\$2,394,192.13	BIOFUEL FROM WASTE PRODUCTS
IN	T AND M LIMITED PARTNERSHIP	\$60,231.63	ANAEROBIC DIGESTER
IN	UNION COUNTY BIODIESEL COMPANY	\$48,985.39	BIOFUEL FROM WASTE PRODUCTS
KS	ARKALON ETHANOL, LLC	\$1,711,257.49	ETHANOL PRODUCTION
KS	BONANZA BIOENERGY, LLC	\$900,458.17	ETHANOL PRODUCTION
KS	EMERGENT GREEN ENERGY, INC.	\$21,847.46	BIODIESEL MECHANICAL
KS	ESE ALCOHOL	\$49,670.53	ETHANOL PRODUCTION
KS	KANSAS ETHANOL, LLC	\$1,440,213.20	ETHANOL PRODUCTION
KS	NESIKA ENERGY, LLC	\$220,960.85	ETHANOL PRODUCTION
KS	PRAIRIE HORIZON AGRI-ENERGY, LLC	\$874,943.90	ETHANOL PRODUCTION
KS	R-3 ENERGY, LLC	\$10,733.07	BIOFUEL FROM WASTE PRODUCTS
KS	REEVE AGRI ENERGY, INC.	\$416,123.54	ETHANOL PRODUCTION
KS	WESTERN PLAINS ENERGY, LLC	\$899,861.67	ETHANOL PRODUCTION
KY	GRIFFIN INDUSTRIES, INC.	\$86,099.81	BIOFUEL FROM WASTE PRODUCTS
KY	OWENSBORO GRAIN COMPANY, LLC	\$1,026,463.07	BIODIESEL TRANS ESTERIFICATION
KY	SOMERSET HARDWOOD FLOORING	\$49,449.09	PELLETS
KY	SOUTHERN KENTUCKY PELLET MILL, INC.	\$6,572.64	PELLETS
MA	FUELS OF THE FUTURE, LLC	\$6,630.58	BIOFUEL FROM WASTE PRODUCTS
ME	CORINTH WOOD PELLETS, LLC	\$13,347.07	PELLETS
ME	GENEVA WOOD FUELS, LLC	\$32,986.95	PELLETS
ME	MAINE WOODS PELLET COMPANY, LLC	\$61,051.43	PELLETS
ME	NORTHEAST PELLETS, LLC	\$427.69	PELLETS
MI	GREEN MEADOW FARMS, INC.	\$5,394.65	ANAEROBIC DIGESTER
MI	SCENIC VIEW DAIRY, LLC	\$15,215.73	ANAEROBIC DIGESTER
MN	CARGILL, INC.	\$1,267,659.93	ANAEROBIC DIGESTER/BIODIESEL
MN	DISTRICT 45 DAIRY, LLP	\$16,236.38	ANAEROBIC DIGESTER
MN	EVER CAT FUELS, LLC	\$70,583.77	BIODIESEL TRANS ESTERIFICATION
MN	MN SOYBEAN PROCESSORS	\$1,165,913.11	BIODIESEL TRANS ESTERIFICATION
MN	RIVERVIEW, LLP	\$16,417.84	ANAEROBIC DIGESTER
MN	WEST RIVER DAIRY, LLP	\$15,873.13	ANAEROBIC DIGESTER
MO	ABENGOA BIOENERGY CORPORATION	\$1,138,787.72	ETHANOL PRODUCTION
MO	GLOBAL FUELS, LLC	\$6,849.47	BIODIESEL TRANS ESTERIFICATION
MO	ME BIO ENERGY, LLC	\$204,796.47	BIODIESEL TRANS ESTERIFICATION
MO	MID-AMERICA BIOFUELS, LLC	\$1,100,113.17	BIODIESEL TRANS ESTERIFICATION
MO	NATURAL BIODIESEL PLANT, LLC	\$264,207.73	BIODIESEL TRANS ESTERIFICATION
MO	PASEO CARGILL ENERGY, LLC	\$1,606,558.14	BIODIESEL TRANS ESTERIFICATION
MS	DELTA BIOFUELS, INC.	\$2,188.93	BIOFUEL FROM WASTE PRODUCTS
MS	ENVIVA, LLP	\$50,357.67	PELLETS

MS	SCOTT PETROLEUM CORPORATION	\$414,690.25	BIOFUEL FROM WASTE PRODUCTS
NC	BLUE RIDGE BIOFUELS, LLC	\$9,487.04	BIOFUEL FROM WASTE PRODUCTS
NC	NORTH AMERICAN BIO-ENERGIES	\$6,383.39	BIODIESEL MECHANICAL
NC	PIEDMONT BIOFUELS INDUSTRIAL, LLC	\$8,999.17	BIODIESEL MECHANICAL
NC	TRIANGLE BIOFUELS INDUSTRIES, INC.	\$34,392.44	BIODIESEL MECHANICAL
NE	AG PROCESSING, INC.	\$2,085,753.77	BIODIESEL TRANS ESTERIFICATION
NE	HORIZON BIOFUELS, INC.	\$634.82	PELLETS
NE	KAAPA ETHANOL, LLC	\$2,829.49	ETHANOL PRODUCTION
NH	AMERICAN ENERGY INDEPENDENCE COMPANY, LLC	\$74,476.85	BIOFUEL FROM WASTE PRODUCTS
NH	NEW ENGLAND WOOD PELLET, LLC	\$74,360.53	PELLETS
NH	SMARTFUEL AMERICA, LLC	\$88,951.41	BIOFUEL FROM WASTE PRODUCTS
NM	MT. TAYLOR MACHINE, LLC	\$4,105.00	PELLETS
NM	RIO VALLEY BIOFUELS, LLC	\$17,949.33	BIOFUEL FROM WASTE PRODUCTS
NV	BENTLY BIOFUELS COMPANY	\$18,864.72	BIOFUEL FROM WASTE PRODUCTS
NY	AURORA RIDGE DAIRY, LLC	\$6,319.10	ANAEROBIC DIGESTER
NY	NORTHERN BIODIESEL, INC.	\$78,428.78	BIOFUEL FROM WASTE PRODUCTS
NY	RENEWABLE ENVIRONMENTAL SOLUTIONS, LLC	\$6,976.26	BIOFUEL FROM WASTE PRODUCTS
NY	TMT BIOFUELS, LLC	\$3,441.57	BIOFUEL FROM WASTE PRODUCTS
OH	CENTER ALTERNATIVE ENERGY COMPANY II	\$88,465.48	BIODIESEL TRANS ESTERIFICATION
OH	JATRODIESEL, INC.	\$4,988.96	BIODIESEL TRANS ESTERIFICATION
OK	HIGH PLAINS BIOENERGY, LLC	\$2,094,063.72	BIODIESEL TRANS ESTERIFICATION
OR	BEAR MOUNTAIN FOREST PRODUCTS, INC.	\$105,974.94	PELLETS
OR	BLUE MOUNTAIN LUMBER PRODUCTS, LLC	\$20,889.91	PELLETS
OR	FRANK PELLET, LLC	\$25,139.30	PELLETS
OR	OCHOCO LUMBER COMPANY	\$3,516.01	PELLETS
OR	PACIFIC PELLET, LLC	\$11,341.05	PELLETS
OR	SEQUENTIAL-PACIFIC BIODIESEL	\$306,596.52	BIODIESEL TRANS ESTERIFICATION
OR	STAHLBUSH ISLAND FARMS, INC.	\$9,395.01	ANAEROBIC DIGESTER
OR	WEST OREGON WOOD PRODUCTS, INC.	\$78,682.54	PELLETS
PA	AMERICAN BIODIESEL ENERGY, INC.	\$21,825.44	BIODIESEL MECHANICAL
PA	ENVIRONMENTAL ENERGY RECYCLING CORP., LLC	\$240,701.98	BIOFUEL FROM WASTE PRODUCTS
PA	KEYSTONE BIOFUELS, INC.	\$125,816.61	BIODIESEL MECHANICAL
PA	LAKE ERIE BIOFUELS, LLC DBA HERO BX	\$1,918,321.70	BIODIESEL MECHANICAL
PA	SMARTER FUEL, INC.	\$352,440.51	BIOFUEL FROM WASTE PRODUCTS
PA	SOY ENERGY, INC. DBA CUSTOM FUELS, INC.	\$2,718.20	BIODIESEL MECHANICAL
PA	UNITED OIL COMPANY	\$15,527.50	BIODIESEL MECHANICAL
RI	NEWPORT BIODIESEL, LLC	\$24,400.66	BIOFUEL FROM WASTE PRODUCTS
SD	HANSON COUNTY OIL PRODUCERS, LLC	\$6,599.50	BIODIESEL TRANS ESTERIFICATION
TN	HASSELL & HUGHES	\$17,781.06	PELLETS
TN	UNAKA FOREST PRODUCTS, INC.	\$21,004.14	PELLETS

TX	AGRIBIOFUELS, LLC	\$78,979.91	BIODIESEL TRANS ESTERIFICATION
TX	ELEMENT MARKETS, LLC	\$27,825.97	ANAEROBIC DIGESTER
TX	GREEN EARTH FUELS OF HOUSTON, LLC	\$87,746.24	BIODIESEL TRANS ESTERIFICATION
TX	INSIGHT EQUITY ACQUISITION PARTNERS, LP	\$275,633.66	BIODIESEL TRANS ESTERIFICATION
TX	LEVELLAND/HOCKLEY COUNTY ETHANOL, LLC	\$514,881.03	ETHANOL PRODUCTION
TX	RBF PORT NECHES, LLC	\$1,343,939.58	BIODIESEL TRANS ESTERIFICATION
TX	WHITE ENERGY, INC.	\$3,146,733.31	ETHANOL PRODUCTION
VA	POTOMAC SUPPLY CORPORATION	\$36,530.70	PELLETS
VA	RECO BIODIESEL, LLC	\$29,916.20	BIODIESEL TRANS ESTERIFICATION
VA	VIRGINIA BIODIESEL REFINERY, LLC	\$46,262.06	BIODIESEL TRANS ESTERIFICATION
VT	AUDET'S COW POWER, LLC	\$1,836.34	ANAEROBIC DIGESTER
VT	VT WOOD PELLET CO., LLC	\$13,377.04	PELLETS
VT	WESTMINSTER ENERGY GROUP, LLC	\$1,876.21	ANAEROBIC DIGESTER
WA	FARM POWER LYNDEN, LLC	\$2,925.19	ANAEROBIC DIGESTER
WA	FARM POWER REXVILLE, LLC	\$7,235.88	ANAEROBIC DIGESTER
WA	FPE RENEWABLES, LLC	\$5,279.76	ANAEROBIC DIGESTER
WA	GDR POWER, LLC	\$9,684.33	ANAEROBIC DIGESTER
WA	GENERAL BIODIESEL, INC.	\$15,972.40	BIODIESEL TRANS ESTERIFICATION
WA	IMPERIUM GRAYS HARBOR, LLC	\$1,095,833.58	BIODIESEL TRANS ESTERIFICATION
WA	QUALCO ENERGY	\$5,052.53	ANAEROBIC DIGESTER
WI	BACH DIGESTER, LLC	\$3,777.25	ANAEROBIC DIGESTER
WI	BADGER BIODIESEL, INC.	\$115,833.15	BIODIESEL TRANS ESTERIFICATION
WI	BIO BLEND FUELS	\$6,822.65	BIODIESEL TRANS ESTERIFICATION
WI	BUCKEYE RIDGE RENEWABLE POWER, LLC	\$31,398.27	ANAEROBIC DIGESTER
WI	CLOVER HILL DAIRY, LLC	\$2,678.58	ANAEROBIC DIGESTER
WI	GREEN VALLEY DAIRY, LLC	\$8,207.62	ANAEROBIC DIGESTER
WI	GROTEGUT DAIRY FARM, INC.	\$6,300.82	ANAEROBIC DIGESTER
WI	HOLSUM DAIRIES, LLC	\$10,615.98	ANAEROBIC DIGESTER
WI	MARTH PESHTIGO PELLET COMPANY, LLC	\$36,651.40	PELLETS
WI	MARTH WOOD SHAVING SUPPLY, INC.	\$11,130.51	PELLETS
WI	NORM E LANE, INC.	\$5,690.92	ANAEROBIC DIGESTER
WI	NORSWISS DIGESTER, LLC	\$31,456.98	ANAEROBIC DIGESTER
WI	PAGEL'S PONDEROSA DAIRY, LLC	\$8,438.39	ANAEROBIC DIGESTER
WI	QUANTUM DAIRY, LLC	\$3,931.32	ANAEROBIC DIGESTER
WI	STARGEST POWER, LLC	\$30,340.71	ANAEROBIC DIGESTER
WI	STATZ BROTHERS, INC.	\$7,363.24	ANAEROBIC DIGESTER
WI	SUN POWER BIODIESEL, LLC	\$39,620.18	BIODIESEL TRANS ESTERIFICATION
WI	WALSH BIO FUELS, LLC	\$47,850.45	BIODIESEL TRANS ESTERIFICATION

Total
\$44,672,781.92

November 14, 2011

TO: State Directors
Rural Development

ATTENTION: Single Family Housing Program Directors

FROM: Joyce Allen *(Signed by Joyce Allen)*
Deputy Administrator
Single Family Housing

SUBJECT: Section 502 Direct Loan Data Check Report

Program Directors are to provide email confirmation that the Data Check Report has been reviewed no later than November 18, 2011. Details below:

On June 27, 2011, the Unnumbered Letter (UL) titled "Section 502 Direct Loan Data Check Report" was issued. (<http://www.rurdev.usda.gov/SupportDocuments/uljune11.pdf>).

This UL discussed establishing an error rate based on the percentage of obligations flagged with data errors. Based on the review of the past reports, the proposed error rate goal is 10%. This means once effective, States with obligation error rates exceeding 10% would no longer be eligible for Section 502 Direct Loan National Office reserve funds (although States may still have access to formula allocated funds).

Prior to finalizing the proposed data error rate goal, we want to make sure all State housing program directors have reviewed the report and have the opportunity to ask any questions they may have (please see attachment A - frequently asked questions).

EXPIRATION DATE:
November 30, 2012

FILING INSTRUCTIONS:
Housing Programs

The Section 502 Direct Loan Data Check Report can be accessed on SharePoint through the following path:

[Single Family Housing](#)>[Single Family Housing Information](#)>[Direct Program Information](#) >[Reports](#)>[Section 502 Direct Loan Data Check Report](#)

Once the report has been reviewed, a confirmation email should be sent to the Single Family Housing Direct mailbox. Response required by November 18th.

If you have any questions regarding this memorandum, please contact the Direct Loan Division at SFHDIRECTPROGRAM @wdc.usda.gov

Attachment

Sent by Electronic Mail on November 14, 2011 at 8:30 a.m. by Single Family Housing Direct Loan Division. The State Director should advise other personnel as appropriate.

Attachment A - FAQs

What is the difference between a warning and a flag?

Flags occur when fields are missing values, incorrect, or exceed allowable limits. Warnings are fields with values that look suspicious based on historical ranges. In some cases this value may be correct, but we want to make sure! For example, a borrower listed with assets in excess of \$50,000 will result in a warning message.

Should warnings be corrected?

Yes. All warnings that have wrong or missing data should be corrected prior to obligation of funds. If the information is verified as correct, then normal processing should resume.

What if there is a legitimate reason for a value that results in a flag?

If there is PITI/TDR or loan limit exceeded, a justification can be provided. These accounts can be emailed to the National office (See report instructions). Once the justification is submitted, these accounts can be removed from future reports.

We updated the information in UniFi and it is still showing as an error - Why?

There could be several reasons:

Reason 1: The account has not had adequate time to upload. Fields in the data check query require both a MortgageServ and data warehouse upload before corrections will be displayed.

Solution 1: Make sure that at least 1 MortgageServ upload and 1 overnight upload to the Data Warehouse have occurred since the account info was updated.

Reason 2: The account was not closed out properly. Accounts in UniFi must be properly closed out or the connection that transmits data between UniFi and MortgageServ is broken.

Solution 2: Open the account in UniFi, resubmit any corrections, and properly close out of the account.

Reason 3: The loan has been made and the account has been closed.

Solution 3: When a loan is closed, the connection that transmits data between UniFi and MortgageServ is broken. At this point corrections will need to be made in BOTH UniFi and MortgageServ. This error is common for Race/Ethnicity/Sex fields. If the user cannot make the changes, field support can assist.

November 18, 2011

TO: State Directors
Rural Development

ATTN: Program Directors
Single Family Housing

FROM: Joyce Allen (Signed by Donn Appleman) for
Deputy Administrator
Housing and Community Facilities Program

SUBJECT: Follow-Up to August 2011 Policy Meeting State Training Practices Request

The purpose of this Unnumbered Letter (UL) is to follow-up with State Directors regarding the submission of training materials and best practices used to train employees on properly completing processing activities for Section 502 Direct loans.

During the Single Family Housing Policy Meeting held in August, participants expressed the need for a structured, consistent, and complete national training model. The Agency is currently involved in various efforts to consolidate program guidance and improve training and support tools. As part of these efforts, the National Office is planning a series of classroom and online training sessions for the upcoming fiscal year. The aim of these trainings is to assist new and incumbent employees with developing knowledge and skills necessary to deliver the program in an effective and consistent manner. Training topics will address various stages of the loan process, such as income verification and calculation, credit and liabilities analysis, and loan underwriting.

The National Office is seeking training materials and practices that have been successful in preparing employees to effectively process Section 502 Direct loans. We ask Program Directors to submit their most effective training practices and resources to the National Office, along with a brief description of the materials and targeted audience.

EXPIRATION DATE:
November 30, 2012

FILING INSTRUCTIONS:
Housing Programs

Once we have had the opportunity to review the State Office submissions, selected practices will be uploaded to the SharePoint site for employees across the states to access and utilize when needed. To ensure that field staff perform to the same high standard and are able to stay abreast of changes as they occur, the resources on the SharePoint site will be routinely updated.

Please submit any suggestions by December 12, 2011, to Antonio Burkett.

If you have any questions regarding this UL, please contact Antonio Burkett at (202) 205-3656 or via email: Antonio.Burkett@wdc.usda.gov.

Sent by Electronic Mail 11/18/11, at 1:25 p.m. by Single Family Housing Direct Loan Division. The State Director should advise other personnel as appropriate.

November 18, 2011

TO: National Office Officials
State Directors

ATTN: Administrative Program Directors
Human Resources Managers
State Training Coordinators
Single Family Housing Program Directors

FROM: Joyce Allen (Signed by Donn Appleman) for
Deputy Administrator
Single Family Housing

SUBJECT: Dedicated Loan Origination System (DLOS) Training
UniFi/FiServ Loan Servicing Platform (formerly MortgageServ)
ACTIONS REQUIRED: Submit Nomination Form as noted on Attachment 3
Make Travel Reservations as noted on Attachment 2
Make Hotel Reservations as noted on Attachment 2

The Single Family Housing (SFH) Direct Loan Division is offering seven sessions of non-mandatory UniFi/FiServ Loan Servicing Platform (FLSP – formerly MortgageServ) Dedicated Loan Origination System (DLOS) instructor-led training in Fiscal Year 2012. All classes will be held at the Rural Development State Office in Athens, Georgia.

Attachment 1 provides detailed information regarding the training sessions. Please ensure that all participants receive a copy of this attachment.

Attachment 2 provides detailed information regarding travel, lodging, and hotel accommodations. Please ensure that all participants receive a copy of this attachment.

EXPIRATION DATE:
November 30, 2012

FILING INSTRUCTIONS:
Administrative/Other Programs

Attachment 3 is the Nomination Form that must be completed for each participant. The State Director or designated official must approve each nomination form. State Training Coordinators should submit approved nomination forms to Gloria Ryberg, SFHDLD Training Specialist, via e-mail at: gloria.ryberg@wdc.usda.gov or via fax at 678-635-5554. To guarantee a slot in one of these sessions, nomination forms should be completed as soon as possible and submitted to Mrs. Ryberg. Slots will be filled on a “first-come, first-served” basis.

PLEASE NOTE: In approving attendance of this training, supervisors are reminded that entitlement to overtime pay for travel may be incurred under the Fair Labor Standards Act.

If you have any questions regarding these training sessions, please contact Gloria Ryberg, SFHDLD Training Specialist, via e-mail at gloria.ryberg@wdc.usda.gov or by telephone 678-635-5554.

Attachments

Sent by electronic mail on 11/18/11 at 1:00 p.m. by SFHDLD.
National Office Officials and State Directors should advise all personnel as appropriate.

November 18, 2011

TO: State Directors
Rural Development

ATTN: Rural Housing Program Directors

FROM: Joyce Allen (Signed by Donn Appleman) for
Deputy Administrator
Single Family Housing

SUBJECT: Unfunded Single Family Housing Direct Loan and Grant
Applications

Tracking loan and grant applications is critical to the success of our programs. Application information collected and maintained in UniFi helps determine program backlog and funding needs, along with providing metrics for important areas such as processing times, work performed, fair lending, etc. The information in our "Application Reports" is used by program staff, administration officials, and appropriators in Congress to make decisions on the future of our program. It is essential that we collect and maintain the most complete and accurate application data possible!

A recent review of data warehouse application data revealed over 6,000 SFH Direct Loan and Grant applications received over one year ago with no approval or cancellation decision. Many of these applications are likely no longer valid, but are still registered active on our reports.

The majority of these applications fall under the following categories:

Inactive application: No final cancellation decision in UniFi.

Inactive application: Cancelled in UniFi, but application was not properly closed out and final Status never updated.

Active application: Processing delayed due to various circumstances.

We need your help. Please remind appropriate staff that unfunded applications must be reviewed on a regular basis per direction provided in HB-3550-1, paragraph 3.15 titled "PURGING THE WAITING LIST." It is equally important that **UniFi users close out of applications properly** (Click File -> Close Application!) When an application is not closed out properly, the data link between UniFi and MortgageServ is broken and no further updates can occur (including final application status).

EXPIRATION DATE:
November 30, 2012

FILING INSTRUCTIONS:
Housing Programs

Effective December 1st, we will start posting a monthly spreadsheet showing pending applications over one year old at the following SharePoint path:

[Single Family Housing > Single Family Housing Information > Direct Program Information > Reports>Pending Applications](#)

Please review your State's pending applications and make sure their status is up-to-date and accurate. With the recent staffing changes this may be a challenging task, but it is important that we start working now to improve the quality of our application data.

For any questions regarding this memorandum, please contact the SFH Direct Loan Division at SFHDIRECTPROGRAM@wdc.usda.gov.

FISCAL YEAR 2012
UniFi/FiServ Loan Servicing Platform (FLSP)
Dedicated Loan Origination System (DLOS)
CLASSROOM TRAINING INFORMATION

PURPOSE/OBJECTIVE: To present the UniFi/FiServ Loan Servicing Platform (FLSP) process from beginning to end with hands-on computer training to Rural Development employees. The computer and the training manual will be emphasized as tools to assist employees in processing loans and grants to better serve the local area. Each session will be presented in a typical classroom setting that consists of lecture, demonstration, group discussion, and hands-on practice in entering data in the UniFi/FLSP systems.

ELIGIBILITY: Rural Development employees who utilize UniFi and FLSP software. See Nomination Form (Attachment 3) for requirements to be met prior to the scheduled training.

GENERAL: Each session is 2-1/2 days long, beginning on Tuesday morning at 8:00 a.m. (Eastern Time) and ending at 11:00 a.m. on Thursday. Participants should make travel plans to arrive on Monday (see Table below). Flight departures on Thursday should be made after 2:00 p.m. if possible. There will be a minimum of 8 and a maximum of 12 participants per session. Training sessions will be filled on a “first-come, first-served” basis.

Arrival Date	Class Dates	Location
March 19, 2012	March 20-22, 2012	Athens, GA
April 23, 2012	April 24-26, 2012	Athens, GA
May 21, 2012	May 22-24, 2012	Athens, GA
June 11, 2012	June 12-14, 2012	Athens, GA
July 16, 2012	July 17-19, 2012	Athens, GA
August 13, 2012	August 14-16, 2012	Athens, GA
September 17, 2012	September 18-20, 2012	Athens, GA

SPECIAL ACCOMMODATIONS: Participants in need of any special accommodations and/or services in the classroom should contact Gloria Ryberg via e-mail IMMEDIATELY at gloria.ryberg@wdc.usda.gov.

LAPTOP: Each participant must bring their own RD issued laptop with UniFi loaded on it including all cords—no equipment will be provided by the host site. They will be provided with instructions on how to load the UniFi training database to their laptop prior to arrival in Georgia.

DLOS TRAINING MANUAL: Participants must bring their own copy to the session. This can be in the form of the electronic version on their laptop, or the paper version. It is imperative that whatever version of the manual they bring, it must be the most current.

DRESS: Casual, a sweater or light jacket is recommended due to fluctuating temperatures in the classroom. Be sure to bring comfortable walking shoes and an umbrella.

TRAINING LOCATION: All seven sessions will be held at the following location:

USDA-Rural Development State Office
Stephens Federal Building
355 East Hancock Avenue
Room 232
Athens, Georgia 30601-2768
Telephone: 706-546-2162

Participants must have government identification to enter the federal building.

CLASS TOPICS:

- UniFi Navigation Skills
- Common Names & Addresses Parameter and Reports
- Prequalification (502 and 504)
- Application Processing
- Underwriting
- FiServ Loan Servicing Platform (FLSP) Navigation
- Obligation, Deobligation and Check Request
- Payment Assistance
- Loan Approval and Closing
- Construction Loans
- Special Loans (brief overview as time permits/no hands-on)
- Customer Service Screens & Code Index

FISCAL YEAR 2012
UniFi/FLSP Dedicated Loan Origination System (DLOS)
TRAVEL AND LODGING INFORMATION

TO MAKE A RESERVATION: The first source to make reservations for official Government travel should be GovTrip.com.

If the employee is unable to make their travel arrangements through GovTrip.com, then they may contact Rodgers Travel at 866-569-5334 between the hours of 8:00 a.m. and 8:00 p.m. Eastern Time for assistance. Travelers must have the travel authorization number and/or their reservation record locator number in order for the Rodgers Travel counselors to provide assistance. These numbers can be found on the traveler's itinerary. Employees who do contact Rodgers Travel directly for assistance will incur a higher transaction fee.

You may call the hotel directly to make a reservation (see Hotel Information, page 2 of this attachment).

PER DIEM: States are required to pay their employees' travel and per diem costs since this is non-mandatory training. In approving attendance for this training, supervisors are reminded that entitlement to overtime pay for travel will be incurred under the Fair Labor Standards Act.

Athens, Georgia has a per diem rate not to exceed \$137 daily for 2012. The maximum reimbursement for lodging is \$91 with meals and incidental expenses of \$46. Only the actual room rate plus meals and incidental expenses can be claimed.

FLIGHT INFORMATION: To fly directly to Athens, please visit this website for more information: <http://athensairport.net/>. The Ben Epps airport code is AHN. If you fly to Hartsfield Jackson Atlanta International Airport (airport code ATL), there are several shuttles available from Atlanta to Athens. Check this website for fares and schedules: <http://www.atlanta-airport.com/GroundTransportation/>.

TRANSPORTATION: It is the participants' responsibility to prepare the necessary documents for their attendance. There is always a possibility that a session may be canceled or rescheduled so it is suggested that the fully refundable code CA airfare be selected.

HOTEL INFORMATION: A block of rooms has been set aside at the Indigo Hotel, 500 College Avenue, Athens, Georgia 30601, telephone 706-546-0430. Lodging costs are \$91.00 per night, plus taxes, for single accommodations. There is an additional \$10 per night fee to park a car. Ask for the USDA-DLOS Training block of rooms. Call the hotel to confirm with your Government credit card. This hotel complies with the Hotel/Motel Fire Safety Act of 1990. Visit the hotel website www.indigoathens.com to see more about this unique hotel. The hotel is a short one-block walk to the Federal building.

Arrival/Departure	Cut-off Date to Make Reservations
March 19, 2012	March 12, 2012
April 23, 2012	April 16, 2012
May 21, 2012	May 14, 2012
June 11, 2012	June 4, 2012
July 16, 2012	July 9, 2012
August 13, 2012	August 6, 2012
September 17, 2012	September 10, 2012

PLEASE NOTE: It is VERY IMPORTANT that reservations be made on or before the cut-off date for each session. After that date, the block of rooms will be released for general sale and the government rate may not be available after that time. IF YOU MISS THE CUTOFF DATE, IT WILL BE YOUR RESPONSIBILITY TO FIND OTHER HOTEL ACCOMMODATIONS.

SPECIAL ACCOMMODATIONS: Facilities for people with disabilities are available at the hotel. Any person requiring disability facilities must request specific accommodations from the hotel when making their reservations.

**FISCAL YEAR 2012
UniFi/FLSP Dedicated Loan Origination System (DLOS)
CLASSROOM NOMINATION FORM**

	Class Date
1 st choice	
2 nd choice	
3 rd choice	

PRINT or TYPE:

Name of Participant: _____

Office Telephone: _____ Fax Number: _____

E-mail Address: _____

Length of Time in Present Position: _____

Name & Phone Number of your State Training Coordinator/Contact Person:

The employee must have at least 3 months of experience in the Single Family Housing Direct Loan and Grant Programs. The employee's immediate supervisor must rate the employee's level of knowledge and ability in the following areas. NOTE: If any field indicates limited knowledge, the supervisor is responsible for bringing the employee up to the next level prior to the scheduled training date.

	Limited	Average	Good
Use of computer and Windows XP.			
Overall understanding of 7 CFR & HB-1-3550.			
Basic understanding of prequalification, application, and loan approval/closing processes.			
Basic knowledge of eligibility requirements.			
Familiarity with the forms used during the application/closing process.			
Understanding of leveraging/participation loans.			
Basic ability to navigate in UniFi and FLSP.			
General knowledge of REO/Foreclosure process.			

**** I understand the employee must bring their own RD laptop to the training ****

This nomination requires approval by the State Director or designated official.

STATE DIRECTOR or DESIGNATED OFFICIAL

DATE

Scan and e-mail to: gloria.ryberg@wdc.usda.gov or fax to 678-635-5554.

November 20, 2011

TO: State Directors, Rural Development

ATTN: Business Programs Directors
State Energy Coordinators

SUBJECT: Advanced Biofuel Producer Payment Program
Fiscal Year 2011 Payments

The Advanced Biofuel Producer Payment Program, Fiscal Year (FY) 2011 payment amounts for the first 3 quarters are attached. The amount approved for disbursement is \$44,672,781.92. Please notify the above referenced producers of the payment amounts which were automatically deposited into their bank account.

If you have any questions, please contact Kelley Oehler, Branch Chief, Energy Division, at (202) 720-6819.

PANDOR H. HADJY
Deputy Administrator
Business Programs

Attachment

EXPIRATION DATE:
September 30, 2012

FILING INSTRUCTIONS
Community/Business Programs

<u>State</u>	<u>Recipient Name</u>	<u>Total Payment Amount</u>	<u>Energy Subcategory</u>
AK	SUPERIOR PELLET FUELS, LLC	\$2,204.33	PELLETS
AL	SOUTHEASTERN BIODIESEL SOLUTIONS, INC.	\$764.63	BIOFUEL FROM WASTE PRODUCTS
AR	DELTA AMERICAN FUEL, LLC	\$10,029.80	BIODIESEL TRANS ESTERIFICATION
AR	FUTUREFUEL CHEMICAL COMPANY	\$417,737.23	BIODIESEL TRANS ESTERIFICATION
AZ	PINAL ENERGY, LLC	\$70,643.51	ETHANOL PRODUCTION
CA	AMERICAN BIODIESEL, INC.	\$86,029.52	BIODIESEL TRANS ESTERIFICATION
CA	CASTELANELLI BROS.	\$2,975.20	ANAEROBIC DIGESTER
CA	ENERGY ALTERNATIVE SOLUTIONS, INC.	\$24,527.85	BIODIESEL TRANS ESTERIFICATION
CA	FISCALINI PROPERTIES, LP	\$5,307.15	ANAEROBIC DIGESTER
CA	GALLO CATTLE COMPANY, LP	\$8,916.62	ANAEROBIC DIGESTER
CA	HIGH MOUNTAIN FUELS, LLC	\$56,868.34	LANDFILL GAS
CA	IMPERIAL WESTERN PRODUCTS, INC.	\$188,264.29	BIODIESEL TRANS ESTERIFICATION
CA	NEW LEAF BIOFUEL, LLC	\$94,117.17	BIODIESEL TRANS ESTERIFICATION
CA	PROMETHEAN BIOFUELS COOPERATIVE CORP.	\$7,555.68	BIODIESEL TRANS ESTERIFICATION
CA	SIMPLE FUELS BIODIESEL, INC.	\$5,979.92	BIODIESEL TRANS ESTERIFICATION
CA	YOKAYO BIOFUELS, INC.	\$24,028.84	BIODIESEL TRANS ESTERIFICATION
CT	BIODIESEL ONE, LTD.	\$11,891.36	BIOFUEL FROM WASTE PRODUCTS
CT	BIOPUR, INC.	\$70,052.35	BIOFUEL FROM WASTE PRODUCTS
CT	DPC ENTERPRISES, INC.	\$649.42	BIOFUEL FROM WASTE PRODUCTS
FL	GENUINE BIO-FUEL, INC.	\$72,991.76	BIODIESEL TRANS ESTERIFICATION
GA	APPLING COUNTY PELLETS, LLC	\$170,092.52	PELLETS
GA	DOWN TO EARTH ENERGY, LLC	\$6,507.46	BIODIESEL TRANS ESTERIFICATION
GA	NITTANY BIODIESEL	\$22,641.50	BIODIESEL TRANS ESTERIFICATION
HI	PACIFIC BIODIESEL, INC.	\$43,978.24	BIOFUEL FROM WASTE PRODUCTS
IA	CLINTON COUNTY BIO ENERGY, LLC	\$131,831.49	BIOFUEL FROM WASTE PRODUCTS
IA	IOWA RENEWABLE ENERGY, LLC	\$138,360.72	BIOFUEL FROM WASTE PRODUCTS
IA	RENEWABLE ENERGY GROUP, INC.	\$3,739,128.61	BIODIESEL TRANS ESTERIFICATION
IA	WESTERN DUBUQUE BIODIESEL, LLC	\$487,871.16	BIODIESEL TRANS ESTERIFICATION
IA	WESTERN IOWA ENERGY	\$658,243.95	BIOFUEL FROM WASTE PRODUCTS
ID	DF-AP#1, LLC	\$15,225.32	ANAEROBIC DIGESTER
ID	LIGNETICS OF IDAHO, INC.	\$109,386.99	PELLETS
ID	PLEASANT VALLEY BIOFUELS, LLC	\$805.45	BIODIESEL TRANS ESTERIFICATION
ID	QB CORPORATION	\$494.26	PELLETS
ID	ROCKY CANYON PELLET CO., LLC	\$6,861.29	PELLETS
IL	ARCHER DANIELS MIDLAND COMPANY	\$1,852,067.10	BIODIESEL TRANS ESTERIFICATION
IL	INCOBRASA INDUSTRIES, LTD.	\$1,312,184.47	BIODIESEL TRANS ESTERIFICATION
IL	MIDWEST BIODIESEL PRODUCT, LLC	\$103,299.23	BIODIESEL TRANS ESTERIFICATION
IN	CENTRAL INDIANA ETHANOL, LLC	\$120,490.25	ETHANOL PRODUCTION

IN	E BIOFUELS, LLC	\$1,621,836.31	BIOFUEL FROM WASTE PRODUCTS
IN	INTEGRITY BIOFUELS, LLC	\$101,414.49	BIODIESEL TRANS ESTERIFICATION
IN	LOUIS DREYFUS AGRICULTURAL INDUSTRIES, LLC	\$2,394,192.13	BIOFUEL FROM WASTE PRODUCTS
IN	T AND M LIMITED PARTNERSHIP	\$60,231.63	ANAEROBIC DIGESTER
IN	UNION COUNTY BIODIESEL COMPANY	\$48,985.39	BIOFUEL FROM WASTE PRODUCTS
KS	ARKALON ETHANOL, LLC	\$1,711,257.49	ETHANOL PRODUCTION
KS	BONANZA BIOENERGY, LLC	\$900,458.17	ETHANOL PRODUCTION
KS	EMERGENT GREEN ENERGY, INC.	\$21,847.46	BIODIESEL MECHANICAL
KS	ESE ALCOHOL	\$49,670.53	ETHANOL PRODUCTION
KS	KANSAS ETHANOL, LLC	\$1,440,213.20	ETHANOL PRODUCTION
KS	NESIKA ENERGY, LLC	\$220,960.85	ETHANOL PRODUCTION
KS	PRAIRIE HORIZON AGRI-ENERGY, LLC	\$874,943.90	ETHANOL PRODUCTION
KS	R-3 ENERGY, LLC	\$10,733.07	BIOFUEL FROM WASTE PRODUCTS
KS	REEVE AGRI ENERGY, INC.	\$416,123.54	ETHANOL PRODUCTION
KS	WESTERN PLAINS ENERGY, LLC	\$899,861.67	ETHANOL PRODUCTION
KY	GRIFFIN INDUSTRIES, INC.	\$86,099.81	BIOFUEL FROM WASTE PRODUCTS
KY	OWENSBORO GRAIN COMPANY, LLC	\$1,026,463.07	BIODIESEL TRANS ESTERIFICATION
KY	SOMERSET HARDWOOD FLOORING	\$49,449.09	PELLETS
KY	SOUTHERN KENTUCKY PELLET MILL, INC.	\$6,572.64	PELLETS
MA	FUELS OF THE FUTURE, LLC	\$6,630.58	BIOFUEL FROM WASTE PRODUCTS
ME	CORINTH WOOD PELLETS, LLC	\$13,347.07	PELLETS
ME	GENEVA WOOD FUELS, LLC	\$32,986.95	PELLETS
ME	MAINE WOODS PELLET COMPANY, LLC	\$61,051.43	PELLETS
ME	NORTHEAST PELLETS, LLC	\$427.69	PELLETS
MI	GREEN MEADOW FARMS, INC.	\$5,394.65	ANAEROBIC DIGESTER
MI	SCENIC VIEW DAIRY, LLC	\$15,215.73	ANAEROBIC DIGESTER
MN	CARGILL, INC.	\$1,267,659.93	ANAEROBIC DIGESTER/BIODIESEL
MN	DISTRICT 45 DAIRY, LLP	\$16,236.38	ANAEROBIC DIGESTER
MN	EVER CAT FUELS, LLC	\$70,583.77	BIODIESEL TRANS ESTERIFICATION
MN	MN SOYBEAN PROCESSORS	\$1,165,913.11	BIODIESEL TRANS ESTERIFICATION
MN	RIVERVIEW, LLP	\$16,417.84	ANAEROBIC DIGESTER
MN	WEST RIVER DAIRY, LLP	\$15,873.13	ANAEROBIC DIGESTER
MO	ABENGOA BIOENERGY CORPORATION	\$1,138,787.72	ETHANOL PRODUCTION
MO	GLOBAL FUELS, LLC	\$6,849.47	BIODIESEL TRANS ESTERIFICATION
MO	ME BIO ENERGY, LLC	\$204,796.47	BIODIESEL TRANS ESTERIFICATION
MO	MID-AMERICA BIOFUELS, LLC	\$1,100,113.17	BIODIESEL TRANS ESTERIFICATION
MO	NATURAL BIODIESEL PLANT, LLC	\$264,207.73	BIODIESEL TRANS ESTERIFICATION
MO	PASEO CARGILL ENERGY, LLC	\$1,606,558.14	BIODIESEL TRANS ESTERIFICATION
MS	DELTA BIOFUELS, INC.	\$2,188.93	BIOFUEL FROM WASTE PRODUCTS
MS	ENVIVA, LLP	\$50,357.67	PELLETS

MS	SCOTT PETROLEUM CORPORATION	\$414,690.25	BIOFUEL FROM WASTE PRODUCTS
NC	BLUE RIDGE BIOFUELS, LLC	\$9,487.04	BIOFUEL FROM WASTE PRODUCTS
NC	NORTH AMERICAN BIO-ENERGIES	\$6,383.39	BIODIESEL MECHANICAL
NC	PIEDMONT BIOFUELS INDUSTRIAL, LLC	\$8,999.17	BIODIESEL MECHANICAL
NC	TRIANGLE BIOFUELS INDUSTRIES, INC.	\$34,392.44	BIODIESEL MECHANICAL
NE	AG PROCESSING, INC.	\$2,085,753.77	BIODIESEL TRANS ESTERIFICATION
NE	HORIZON BIOFUELS, INC.	\$634.82	PELLETS
NE	KAAPA ETHANOL, LLC	\$2,829.49	ETHANOL PRODUCTION
NH	AMERICAN ENERGY INDEPENDENCE COMPANY, LLC	\$74,476.85	BIOFUEL FROM WASTE PRODUCTS
NH	NEW ENGLAND WOOD PELLET, LLC	\$74,360.53	PELLETS
NH	SMARTFUEL AMERICA, LLC	\$88,951.41	BIOFUEL FROM WASTE PRODUCTS
NM	MT. TAYLOR MACHINE, LLC	\$4,105.00	PELLETS
NM	RIO VALLEY BIOFUELS, LLC	\$17,949.33	BIOFUEL FROM WASTE PRODUCTS
NV	BENTLY BIOFUELS COMPANY	\$18,864.72	BIOFUEL FROM WASTE PRODUCTS
NY	AURORA RIDGE DAIRY, LLC	\$6,319.10	ANAEROBIC DIGESTER
NY	NORTHERN BIODIESEL, INC.	\$78,428.78	BIOFUEL FROM WASTE PRODUCTS
NY	RENEWABLE ENVIRONMENTAL SOLUTIONS, LLC	\$6,976.26	BIOFUEL FROM WASTE PRODUCTS
NY	TMT BIOFUELS, LLC	\$3,441.57	BIOFUEL FROM WASTE PRODUCTS
OH	CENTER ALTERNATIVE ENERGY COMPANY II	\$88,465.48	BIODIESEL TRANS ESTERIFICATION
OH	JATRODIESEL, INC.	\$4,988.96	BIODIESEL TRANS ESTERIFICATION
OK	HIGH PLAINS BIOENERGY, LLC	\$2,094,063.72	BIODIESEL TRANS ESTERIFICATION
OR	BEAR MOUNTAIN FOREST PRODUCTS, INC.	\$105,974.94	PELLETS
OR	BLUE MOUNTAIN LUMBER PRODUCTS, LLC	\$20,889.91	PELLETS
OR	FRANK PELLET, LLC	\$25,139.30	PELLETS
OR	OCHOCO LUMBER COMPANY	\$3,516.01	PELLETS
OR	PACIFIC PELLET, LLC	\$11,341.05	PELLETS
OR	SEQUENTIAL-PACIFIC BIODIESEL	\$306,596.52	BIODIESEL TRANS ESTERIFICATION
OR	STAHLBUSH ISLAND FARMS, INC.	\$9,395.01	ANAEROBIC DIGESTER
OR	WEST OREGON WOOD PRODUCTS, INC.	\$78,682.54	PELLETS
PA	AMERICAN BIODIESEL ENERGY, INC.	\$21,825.44	BIODIESEL MECHANICAL
PA	ENVIRONMENTAL ENERGY RECYCLING CORP., LLC	\$240,701.98	BIOFUEL FROM WASTE PRODUCTS
PA	KEYSTONE BIOFUELS, INC.	\$125,816.61	BIODIESEL MECHANICAL
PA	LAKE ERIE BIOFUELS, LLC DBA HERO BX	\$1,918,321.70	BIODIESEL MECHANICAL
PA	SMARTER FUEL, INC.	\$352,440.51	BIOFUEL FROM WASTE PRODUCTS
PA	SOY ENERGY, INC. DBA CUSTOM FUELS, INC.	\$2,718.20	BIODIESEL MECHANICAL
PA	UNITED OIL COMPANY	\$15,527.50	BIODIESEL MECHANICAL
RI	NEWPORT BIODIESEL, LLC	\$24,400.66	BIOFUEL FROM WASTE PRODUCTS
SD	HANSON COUNTY OIL PRODUCERS, LLC	\$6,599.50	BIODIESEL TRANS ESTERIFICATION
TN	HASSELL & HUGHES	\$17,781.06	PELLETS

Page 4	AGRIBIOFUELS, LLC	\$78,979.91	BIODIESEL TRANS ESTERIFICATION
TX	ELEMENT MARKETS, LLC	\$27,825.97	ANAEROBIC DIGESTER
TX	GREEN EARTH FUELS OF HOUSTON, LLC	\$87,746.24	BIODIESEL TRANS ESTERIFICATION
TX	INSIGHT EQUITY ACQUISITION PARTNERS, LP	\$275,633.66	BIODIESEL TRANS ESTERIFICATION
TX	LEVELLAND/HOCKLEY COUNTY ETHANOL, LLC	\$514,881.03	ETHANOL PRODUCTION
TX	RBF PORT NECHES, LLC	\$1,343,939.58	BIODIESEL TRANS ESTERIFICATION
TX	WHITE ENERGY, INC.	\$3,146,733.31	ETHANOL PRODUCTION
VA	POTOMAC SUPPLY CORPORATION	\$36,530.70	PELLETS
VA	RECO BIODIESEL, LLC	\$29,916.20	BIODIESEL TRANS ESTERIFICATION
VA	VIRGINIA BIODIESEL REFINERY, LLC	\$46,262.06	BIODIESEL TRANS ESTERIFICATION
VT	AUDET'S COW POWER, LLC	\$1,836.34	ANAEROBIC DIGESTER
VT	VT WOOD PELLET CO., LLC	\$13,377.04	PELLETS
VT	WESTMINSTER ENERGY GROUP, LLC	\$1,876.21	ANAEROBIC DIGESTER
WA	FARM POWER LYNDEN, LLC	\$2,925.19	ANAEROBIC DIGESTER
WA	FARM POWER REXVILLE, LLC	\$7,235.88	ANAEROBIC DIGESTER
WA	FPE RENEWABLES, LLC	\$5,279.76	ANAEROBIC DIGESTER
WA	GDR POWER, LLC	\$9,684.33	ANAEROBIC DIGESTER
WA	GENERAL BIODIESEL, INC.	\$15,972.40	BIODIESEL TRANS ESTERIFICATION
WA	IMPERIUM GRAYS HARBOR, LLC	\$1,095,833.58	BIODIESEL TRANS ESTERIFICATION
WA	QUALCO ENERGY	\$5,052.53	ANAEROBIC DIGESTER
WI	BACH DIGESTER, LLC	\$3,777.25	ANAEROBIC DIGESTER
WI	BADGER BIODIESEL, INC.	\$115,833.15	BIODIESEL TRANS ESTERIFICATION
WI	BIO BLEND FUELS	\$6,822.65	BIODIESEL TRANS ESTERIFICATION
WI	BUCKEYE RIDGE RENEWABLE POWER, LLC	\$31,398.27	ANAEROBIC DIGESTER
WI	CLOVER HILL DAIRY, LLC	\$2,678.58	ANAEROBIC DIGESTER
WI	GREEN VALLEY DAIRY, LLC	\$8,207.62	ANAEROBIC DIGESTER
WI	GROTEGUT DAIRY FARM, INC.	\$6,300.82	ANAEROBIC DIGESTER
WI	HOLSUM DAIRIES, LLC	\$10,615.98	ANAEROBIC DIGESTER
WI	MARTH PESHTIGO PELLET COMPANY, LLC	\$36,651.40	PELLETS
WI	MARTH WOOD SHAVING SUPPLY, INC.	\$11,130.51	PELLETS
WI	NORM E LANE, INC.	\$5,690.92	ANAEROBIC DIGESTER
WI	NORSWISS DIGESTER, LLC	\$31,456.98	ANAEROBIC DIGESTER
WI	PAGEL'S PONDEROSA DAIRY, LLC	\$8,438.39	ANAEROBIC DIGESTER
WI	QUANTUM DAIRY, LLC	\$3,931.32	ANAEROBIC DIGESTER
WI	STARGEST POWER, LLC	\$30,340.71	ANAEROBIC DIGESTER
WI	STATZ BROTHERS, INC.	\$7,363.24	ANAEROBIC DIGESTER
WI	SUN POWER BIODIESEL, LLC	\$39,620.18	BIODIESEL TRANS ESTERIFICATION
WI	WALSH BIO FUELS, LLC	\$47,850.45	BIODIESEL TRANS ESTERIFICATION

Total

\$44,672,781.92

November 22, 2011

TO: State Directors
Area Directors
Rural Development Managers

ATTN: Rural Housing Program Directors

FROM: Tammye Treviño (Signed by Tammye Treviño)
Administrator
Housing and Community Facilities Programs

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

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

<u>Loan Type</u>	<u>Existing Rate</u>	<u>New Rate</u>
ALL LOAN TYPES		
Treasury Judgment Rate	0.110%	0.120%

The new rate shown above is as of the week ending October 28, 2011. The actual judgment 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).

RURAL HOUSING LOANS

Rural Housing (RH) 502 Very-Low or Low	3.500	3.250
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EXPIRATION DATE:
December 31, 2011

FILING INSTRUCTIONS:
Administrative/Other Programs

Single Family Housing (SFH) Nonprogram	4.000	3.750
Rural Housing Site (RH-524), Non-Self-Help	3.500	3.250
Rural Rental Housing and Rural Cooperative Housing	3.500	3.250

Please notify appropriate personnel of these rates.

Sent by Electronic Mail on 11/22/2011, at 2:00 pm by Policy Analysis Division. State Directors should advise other personnel as appropriate.

November 30, 2011

TO: State Directors
Rural Development

ATTN: Rural Housing Program Directors

FROM: Tammye H. Treviño *(Signed by Tammye H. Treviño)*
Administrator
Housing and Community Facilities Programs

SUBJECT: Student Income Eligibility Determination for
Rural Development Multi-Family Properties

This unnumbered letter is to clarify how to calculate annual income for students who are applicants or tenants at Rural Development Multi-Family Housing (MFH) properties. As 7 C.F.R. §3560.153 states, the calculation of household annual income will be calculated in accordance with 24 C.F.R. §5.609 and adjusted income will be calculated in accordance with 24 C.F.R. §5.611. There has been some confusion over whether annual student income for MFH properties will be considered in accordance with 24 C.F.R. §5.609(b)(9) or (c)(6). The regulation at 24 C.F.R. §5.609(c)(6) states that annual income does not include “[s]ubject to paragraph (b)(9) of this section, the full amount of student financial assistance paid directly to the student or to the educational institution.” Section 5.609(b)(9) goes on to state:

For section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph, financial assistance does not include loan proceeds for the purpose of determining income.

Sections 5.609(b)(9) and 5.612 are specifically for section 8 programs and are exceptions to the general rule for calculating a student’s annual income under 24 C.F.R. §5.609(c)(6). As a result, local offices should not include the full amount of student financial assistance paid directly to the student or the educational institution when calculating a student’s annual income for MFH properties. Income that is not associated with student financial assistance should be calculated as annual income in accordance with 24 C.F.R. §5.609.

If you have any questions regarding this memorandum, please contact Joan Atkinson of the Multi-Family Housing Portfolio Management Division at (202) 720-1609.

EXPIRATION DATE:
November 30, 2012

FILING INSTRUCTIONS:
Housing Programs

November 30, 2011

TO: State Directors
Rural Development

ATTN: Rural Housing Program Directors,
Area Directors and Area Specialists

FROM: Tammye Treviño (Signed by Tammye Treviño)
Administrator
Housing and Community Facilities Programs

SUBJECT: Modest Housing Determinations

PURPOSE/INTENDED OUTCOME:

The purpose of this Unnumbered Letter is to clarify Rural Development's (RD) definition of modest housing and to provide additional guidance on the modest housing determination.

BACKGROUND:

Agency regulations define modest housing as "a property that is considered modest for the area, with a market value that does not exceed the applicable area loan limit as established by RHS in accordance with §3550.63. In addition, the property must not be designed for income producing activities nor have an in-ground swimming pool." 7 CFR 3550.10. RD derives its area loan limits from the nationally recognized Marshall and Swift residential cost analysis of the expense to build a new modest home in each county plus the cost of a developed lot.

As you have seen and heard, the market value of much of the nation's housing stock has fallen along with housing prices in the last several years. As a result, some applicants are entering into purchase agreements for homes that appear to be above modest but have market values within the applicable area loan limit.

EXPIRATION DATE:
November 30, 2012

FILING INSTRUCTIONS:
Housing Programs

This can be problematic because larger homes may jeopardize a borrower's success; larger homes have higher costs (utilities, taxes, insurance, maintenance, etc.).

IMPLEMENTATION RESPONSIBILITIES:

Due to the above, we believe the modest housing determination should include a standardized square footage consideration. We have determined that the most standardized square footage data available is the biennial American Housing Survey (AHS). Below is the average size of single family homes by regions as listed in the 2009 survey; future survey results will be provided as published. This regional data will serve as a general guideline and is not a firm limitation. If a home's square footage exceeds the reported AHS average square footage, the Area Office will need to determine if the home is typical for the area based on historical Agency-lending activity in that area and/or if the applicant has special needs due to an exceptionally large household or a household member with a disability. If the Area Office believes the home is modest, an exception by the State Director will be sought. The exception request must take into consideration the costs of utilities and maintenance. The applicant will be requested to obtain actual utility costs for the last 12 months. In addition, the request must address the age and condition of the home and the applicant's ability to pay the higher costs (utilities, taxes, insurance, maintenance, etc.) associated with the larger home. Otherwise, the home will be considered above modest based on size.

Size of Unit -- Owner Occupied Units (single detached and mobile homes).

Northeast	Midwest	South	West
2,000 sq. ft.	1,800 sq. ft.	1,800 sq. ft.	1,800 sq. ft.

States contained in each region are as follows:

Northeast - Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, Pennsylvania and New Jersey.

Midwest - Ohio, Indiana, Illinois, Michigan, Wisconsin, Minnesota, Iowa, Missouri, Kansas, Nebraska, North Dakota and South Dakota.

South - Delaware, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Tennessee, Kentucky, Arkansas, Louisiana, Oklahoma, and Texas.

West - Montana, Wyoming, Colorado, New Mexico, Arizona, Utah, Idaho, Alaska, Washington, Oregon, Nevada, California and Hawaii.

While some State Offices expressed concerns regarding various amenities (premium materials, unique features, etc.), we believe that amenity biases are a consumer issue. Amenities desired by consumers may cost more but they tend to last longer. The Agency will not dictate what amenities are or are not allowed (other than those expressed in the 7 CFR part 3550).

States Offices may not add any additional considerations to the modest housing determination.

If you have any questions, please contact Chris Ketner at (202) 690-1530, or via email at Christopher.Ketner@wdc.usda.gov

Sent by Electronic Mail on 11-30-11 at 6:55 a.m. by Single Family Housing Direct Loan Division. The State Director should advise other personnel as appropriate.