

UNNUMBERED LETTERS ISSUED FOR THE MONTH OF APRIL 2004

Dated	Subject	Distribution
04-01-04	Required Posters for Field Offices	S/D
	Training/Developmental Survey Questionnaire for Rural Business-Cooperative Service Loan Specialists and Loan Technicians	S/D
04-06-04	Revised USDA Form for Program Applicants	S/D
	Business and Industry Guaranteed Loan Program Moody ' s Financial Analyst Software Web-based Training	S/D
04-07-04	Smart Benefits for Vanpools	Washington D.C., N.O.Employees
	Rural Economic Development Loan and Grant Program Projects Funded for First and Second Quarter Fiscal Year 2004	S/D
04-12-04	The Money Smart Program	S/D
04-14-04	Results of the 2004 Multi-Family Housing Annual Fair Housing Occupancy Report	S/D
04-15-04	Earmarked Funding Procedures for Fiscal Year 2004 Empowerment Zone/Enterprise Community, Champion Communities and Rural Economic Area Partnership Zones	S/D
	Thrift Savings Plan Open Season	N.O. Employees, RUS Field Employees
	Retroactive Annual Pay Raise	N.O. Employees, RUS Field Employees
	Employee Benefits Solicitations	N.O. Employees
04-16-04	Administrative Budget Teleconference	S/D
	Administrative Budget Teleconference	N.O.Officials

## UNNUMBERED LETTERS ISSUED FOR THE MONTH OF APRIL 2004

Dated	Subject	Distribution
04-16-04	Quarterly Discipline-Discrimination Report for EEO/CR Second Quarter - FY 2004	S/D
04-19-04	Interest Rate Changes for Housing Programs and Credit Sales (Nonprogram)	S/D, RDM, CDM
04-21-04	Intermediary Relending Program First Round Funding	S/D
04-26-04	Justification for Use of Rental Cars	S/D
	Request for Automation (RFA) and Brio Report Request Procedure	S/D
04-27-04	2003 Relocation Income Tax (RIT) Claims	S/D
04-29-04	Government Contract Fares	S/D

April 1, 2004

SUBJECT: Required Posters for Field Offices

TO: Rural Development State Directors  
Rural Development National Office Officials

ATTN: Administrative Program Directors and  
Management Control Officers

The attached list of required posters for field offices is provided for your use and information. This revised list will assist States in monitoring poster requirements and in conducting reviews of Area and Local Offices.

The list indicates the title of the poster, the item number, where it is referenced in regulations or Rural Development Instructions, if the reference makes a specific or general requirement for the poster, whether it is for public or in-house display, and where copies may be obtained. The posters with no item number indicated may be obtained directly from the National Office contact. We suggest that State Management Control Officers (MCOs) canvass their field offices to obtain a comprehensive list for needed posters.

Most of the posters included in the list are not mentioned specifically by name. Each agency has the responsibility to keep employees informed of their rights, any new programs, their safety, non-discrimination, etc. We have attempted to cross-reference the poster with the Rural Development Instruction, Departmental Regulation, or other reference if available.

The "Equal Housing Opportunity," "... And Justice for All," and "Equal Employment Opportunity is THE LAW," posters were mentioned specifically by name in several of our regulations as indicated in the attached list.

The National Appeals Division (NAD) is in the process of developing a new poster to be distributed to all field offices as soon as it is available. The previous poster, "You Have the Right to Appeal," is no longer available but you may still display the poster if you have it. NAD has developed a new fact sheet available in English (Program Aid 1741) and Spanish (Program Aid 1741-S) to replace the pamphlet, "If you disagree ...." The pamphlet should be distributed for informational purposes to let customers know about their appeal rights until supplies of the new fact sheets are available. These fact sheets and pamphlets do not replace the agencies' exhibits or attachments to adverse action letters. There is no regulation that specifically mentions the fact sheet and pamphlet; however, Public Law 103-354, Department of Agriculture Reorganization Act of 1994, requires all agencies to inform the customer of their appeal rights within 10 days of the date an adverse decision is rendered.

EXPIRATION DATE:  
March 31, 2005

FILING INSTRUCTIONS:  
Administrative/Other Programs

The U.S. Department of Labor Form CA-10, "What a Federal Employee Should Do When Injured at Work," referenced in RD Instructions 2069-A and 2069-B, is obsolete. The references will be removed the next time the Instructions are revised.

It is our intent to provide an annual update of the list for your use and information.

If you have any questions or comments, please contact John Purcell, Director, Financial Management Division, at (202) 692-0080.

*(Signed by David Saffert) for*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

Attachment

Sent by electronic mail on 04-05-04 at 8:15a.m. by FMD.

# Required Posters for Field Offices

Financial Management Division (FMD)

March 2004

TITLE	ITEM #	REFERENCE	REQUIREMENT/AVAILABILITY
Equal Housing Opportunity (Fair Housing Poster)	HUD 928.1 (English), HUD 928.1A (Spanish)	<b>1901-E</b> , §§ 1901.203(c)(3)(iv) and 1901.205(e)(1)(i); <b>1930-C</b> , Exh. B (Pg. 32), VI C 2 a(2) and Exh. G (Pg. 2), 3; <b>HB-1-3565</b> , Ch. 8 (Pg. 8-11), 8.15	Mentioned specifically and generally/ Rural Development Warehouse or HUD-ONLINE (ENGLISH) <a href="http://www.hudclips.org/sub_nonhud/html/forms/engpostr.pdf">http://www.hudclips.org/sub_nonhud/html/forms/engpostr.pdf</a> (SPANISH) <a href="http://www.hudclips.org/sub_nonhud/html/forms/spanpstr.pdf">http://www.hudclips.org/sub_nonhud/html/forms/spanpstr.pdf</a> (PUBLIC)
... And Justice For All	AD-475A	<b>1901-E</b> , §§ 1901.202(f) and 1901.205(e)(1)(i); <b>1930-C</b> , Exh. B (Pg. 32), VI C 2 a(2) and Exh. G (Pg. 2), 3; <b>HB-1-3550</b> , Ch. 5 (Pg. 5-35), 5.22 B	Mentioned specifically and generally/ Rural Development Warehouse (PUBLIC)
USDA Hotline	Item 434	<b>5 USC 2301(b)(9)</b>	Mentioned generally/ Rural Development Warehouse or National Office - FMD, Contact Arlene Pitter (202) 692-0083 (PUBLIC)
Equal Employment Opportunity is THE LAW	Item 620 (English), ONLY ON-LINE (Spanish)	<b>1901-E</b> , § 1901.205(b)(3)(i)(A) and (e)(1)(i); <b>1980-D</b> , § 1980.317(c)(2)(iii) and (c)(5); <b>2024-A</b> , Exh. J (Pg. 29), 422.8-4D; <b>2045-X</b> , § 2045.1153(b)(8)	Mentioned specifically and generally/ Rural Development Warehouse or DOL-ONLINE (ENGLISH) <a href="http://www.dol.gov/esa/regs/compliance/posters/pdf/7975epos.pdf">http://www.dol.gov/esa/regs/compliance/posters/pdf/7975epos.pdf</a> (SPANISH) <a href="http://www.dol.gov/esa/regs/compliance/posters/pdf/eeosp.pdf">http://www.dol.gov/esa/regs/compliance/posters/pdf/eeosp.pdf</a> (PUBLIC)
NOTICE TO ALL EMPLOYEES Working on Federal or Federally Financed Construction Projects	WH-1321	<b>1940-C</b> , § 1940.106(d)(5) and Exh. A (Pg. 1), a(1)(i); <b>2024-A</b> , Exh. J (Pgs. 21 and 24), 422.470-2-4D(c)(8) and 442.470-6-4D(b)	Mentioned specifically/ Rural Development Warehouse or DOL-ONLINE <a href="http://www.dol.gov/esa/regs/compliance/posters/pdf/fedprojc.pdf">http://www.dol.gov/esa/regs/compliance/posters/pdf/fedprojc.pdf</a> (PUBLIC)
EEO Counseling Program	Item 431	<b>2045-X</b> , § 2045.1153(b)(8); <b>29 CFR 1614</b>	Mentioned generally/ Rural Development Warehouse (IN-HOUSE)
Sexual Harassment	AD-1085 (Rev. 09/03)	<b>29 CFR 1604.11</b>	Mentioned generally/ Rural Development Warehouse (IN-HOUSE)
USDA Occupational Safety and Health	AD-1010	<b>2069-A</b> , § 2069.8(d)(10)(i); <b>29 CFR 1900-1990</b>	Mentioned generally/ Rural Development Warehouse (IN-HOUSE)
Work Place Violence	AD-1135A	<b>DR 4200-001</b>	Mentioned generally/ Rural Development Warehouse (IN-HOUSE)

# Required Posters for Field Offices

Financial Management Division (FMD)

March 2004

TITLE	ITEM #	REFERENCE	REQUIREMENT/AVAILABILITY
National Appeals Division (Fact Sheet)	PA-1741 (English),  PA-1741-S (Spanish)	<b>1930-C</b> , Exh. B (Pg. 32), VI C 2 a(2); <b>HB-1-3565</b> , Ch. 8 (Pg. 8-11), 8.15	Mentioned generally/ Rural Development Warehouse ( <b>PUBLIC</b> )
EAP Serves You (Flyer)	None	<b>5 USC 7901(a)</b>	Mentioned generally/ National Office - HR, Sylvester Pope, (202) 692-0196 ( <b>IN-HOUSE</b> )

April 1, 2004

SUBJECT: Training/Developmental Survey Questionnaire for Rural Business-Cooperative Service Loan Specialists and Loan Technicians

TO: State Directors, Rural Development

ATTN: Business Program Directors

As part of the Rural Business-Cooperative Service (RBS) ongoing commitment in providing career enhancement opportunities for Loan Specialists and Loan Technicians, you are invited to participate in an online survey questionnaire. As referenced in the unnumbered letter dated January 16, 2004, "Training/Development Accreditation Program for Business Program Loan Specialist," the purpose of this survey is to assess the results of past training and to identify current training needs. We ask that you participate in this effort by ensuring that all RBS Loan Specialists and Loan Technicians (target audience) are informed about the forthcoming survey and that you *encourage* their participation. Although this is a voluntary effort, responses to the survey are essential to the development and content of the new Accreditation Program for Loan Specialists.

In a few days, you will receive an e-mail announcement that contains the instructions for accessing and completing the survey. Upon receipt of the announcement, immediately forward the information to all RBS Loan Specialists and Loan Technicians within your State.

If you would like additional information about the survey, please feel free to contact the survey coordinator, Allison Savage, at 314-992-0408.

*(Signed by Peter Thomas) for*

JOHN ROSSO  
Administrator  
Rural Business-Cooperative Service

EXPIRATION DATE  
April 30, 2005

FILING INSTRUCTIONS  
Community/Business Programs

Sent by Electronic Mail on 04-02-04 at 8:45 a.m. by DABP.

April 6, 2004

SUBJECT: Revised USDA Form for Program Applicants

TO: Rural Development State Directors  
Administrators  
Deputy Administrators

FROM: Gilbert Gonzalez  
Acting Under Secretary  
Rural Development

In a memorandum dated July 23, 2003, I informed you of a new requirement, applicable to nonprofit grant applicants only, the **USDA Survey on Ensuring Equal Opportunity for Applicants**. The form was developed to assist the Federal government in ensuring that all qualified grant applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding.

The form has been revised (copy enclosed) to accommodate specific applicant and program detail. Upon receipt of a completed survey, separate it from the application and track accordingly. Information provided on this form will not be considered in any way in making funding decisions and will not be included in the Federal grants database.

Effective immediately, grant, direct loan, and guaranteed loan applicants that are nonprofit private organizations (not including private universities) are to complete and submit this revised form with their application. This form, will soon to be available online from the USDA eForms Web site listed as Survey On Ensuring Equal Opportunity For Applicants. Please continue tracking applications by faith-based and community organizations.

You may direct inquiries regarding Faith-Based and Community Initiatives to Ms. Juliet McCarthy, (202) 720-3631, [Juliet.McCarthy@usda.gov](mailto:Juliet.McCarthy@usda.gov) or to Mr. Carlton Lewis, (202) 692-0097, [Carlton.Lewis@usda.gov](mailto:Carlton.Lewis@usda.gov).

Enclosures

EXPIRATION DATE:  
April 30, 2005

FILING INSTRUCTIONS:  
Administrative/Other Programs



# SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

OMB No. 1890-0014 Exp. 1/31/2006

**Purpose:** The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

**Applicant's (Organization) Name:** \_\_\_\_\_

**Applicant's DUNS Number:** \_\_\_\_\_

**Grant (or Loan) Name:** \_\_\_\_\_ **CFDA Number:** \_\_\_\_\_

1. Does the applicant have 501(c)(3) status?

Yes

No

2. How many full-time equivalent employees does the applicant have? (*Check only one box.*)

3 or Fewer

15-50

4-5

51-100

6-14

over 100

3. What is the size of the applicant's annual budget?

(*Check only one box.*)

Less Than \$150,000

\$150,000 - \$299,999

\$300,000 - \$499,999

\$500,000 - \$999,999

\$1,000,000 - \$4,999,999

\$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

Yes

No

5. Is the applicant a non-religious community-based organization?

Yes

No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

Yes

No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

Yes

No

8. Is the applicant a local affiliate of a national organization?

Yes

No

## Survey Instructions on Ensuring Equal Opportunity for Applicants

**Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.**

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651.

**If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Joyce I. Mays, Application Control Center, U.S. Department of Education, 7<sup>th</sup> and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725

April 6, 2004

SUBJECT: Business and Industry Guaranteed Loan Program  
Moody ' s Financial Analyst Software Web-based Training

TO: State Directors, Rural Development

ATTN: Business Programs Directors

Moody ' s has been contracted to offer web-based training to staff. This training is a 10-hour course which can be completed in a 6-week period. This is the same course offered on-line last year. In addition, there will be an on-line mentor from Moody ' s available to assist the participants while they complete the course. The mentor can be contacted by telephone to answer questions regarding use of the Financial Analyst spreadsheet program. That number is (415) 229-0809. The mentor will answer your questions when called or will return your call with an answer.

All participants who have not completed the web based Moody=s Financial Analyst training offered last year must return to the following web page, <http://www.moodysexpertise.com/Alpine/Courses/MoodysFinancialAnalyst/Main/main.jsp> and sign on. You will be able to continue to use the user name and password you were previously assigned. Our organization ID is 2166. Those people who have completed the training can still access the training material, using the aforementioned method, to review the exercise as needed.

Each trainee should thoroughly read the orientation section of the site to obtain an understanding of the training program. It is suggested that the lesson description and sections be printed for review prior to the quiz. Note that in the first case study, the balance sheet does not balance, but this should not deter students from proceeding with the training.

As each exercise is completed, participants are required to send the exercise along with any questions to [MKMVMFABasics@mkmv.com](mailto:MKMVMFABasics@mkmv.com). This will ensure that the mentor receives the questions and exercises, expediting responses back to the participants. All participants must complete this training by July 16, 2004.

EXPIRATION DATE:  
March 31, 2005

FILING INSTRUCTIONS:  
Community/Business Programs

Sent by electronic mail on 04-08-04 at 8:55 a.m. by DABP.

Moody ' s will also provide three web-ex sessions, scheduled to begin on September 15, 2004. Two of these sessions will be for those who completed the training by July 16, 2004, while a third session would be reserved for participants completing the Moody ' s training during 2003. Each session will last for two hours and will be based on topics submitted by participants.

You may submit your topics for the web-ex sessions by email to Charles Angelucci, [charles.angelucci@usda.gov](mailto:charles.angelucci@usda.gov). Also you may request misplaced passwords/IDs using that same email address.

If you have any questions, please contact Charles Angelucci, Business and Industry Division Processing Branch, (202) 690-0309.

*(Signed by William F. Hagy, III)*

WILLIAM F. HAGY III  
Deputy Administrator  
Business Programs

April 7, 2004

SUBJECT: Smart Benefits for Vanpools

TO Washington, D.C. National Office Employees

Smart Benefits are now available for vanpool riders. The vanpool rider would authorize direct payment of Transit Benefits to the vanpool driver/owner and would no longer have to wait in line to pick-up paper Metrocheks. The steps to authorize direct payment are:

1. Be a rider in a Washington Metropolitan Area Transit Authority (WMATA) registered vanpool. This means the vanpool driver accepts Metrocheks as payment.
2. Apply for the Transit Program (if you have not done so) by completing an AD 1147, "USDA Public Transportation Benefit Program Application." The form can be obtained from the website [www.usda.gov/da/employ/ffwg.htm](http://www.usda.gov/da/employ/ffwg.htm). Go to the column heading "RESOURCES" and click on "Work/Life Program Forms"; then click on "USDA Transportation Benefits Program Application" to obtain the form. Mail the completed copy with your original signature to Judy Steer, Rural Development Transit Coordinator, at mail stop 0740. The Department of Transportation (DOT) requires an original signature be on file in their office. Please provide a facsimile copy to Ms. Steer at 692-0210 to expedite initial processing and to alert her to expect your application in the mail.
3. Have your vanpool driver/owner register to receive a direct deposit benefit from WMATA at [www.WMATA.com](http://www.WMATA.com). The registration form is listed under the "Fares" dropdown menu from the WMATA homepage then click on "SmartBenefits" and follow the prompts to register. Vanpool Services, Inc. (VPSI) has already established their Smart Benefits account with WMATA.

EXPIRATION DATE:  
April 30, 2005

FILING INSTRUCTIONS:  
Administrative/Other Programs

4. Obtain and complete an application for a Smart Benefits Card from any Metro station. The fee for the card is \$5.00 and it can be obtained from WMATA at the Metro Center or Pentagon Metro sale offices. You must register your card at the time you purchase your Smart Benefits Card to be eligible for this program.
5. Complete a Smart Benefits Application (copy attached) and mail the copy with your original signature to Judy Steer, Rural Development Transit Coordinator, at mail stop 0740. Please provide a facsimile copy to Ms. Steer at 692-0210 to expedite initial processing and to alert her to expect your application in the mail. DOT requires an original signature be on file in their office. You must be registered in the Transit Program before submitting a Smart Benefits Application. Please make sure your Smart Benefits Application is processed through DOT before attempting to register for on-line direct deposit benefits; otherwise, the system will not allow you to register.
6. Register your Smart Benefits Card with WMATA at [www.WMATA.com](http://www.WMATA.com) to authorize a direct deposit. To register, go to the "Fares" dropdown menu from the WMATA homepage then click on "SmartBenefits" and follow the prompts to register. You must have the vanpool registration number to register on-line; you should obtain this information from your vanpool driver/owner.

It is the rider's responsibility to cancel Smart Benefits direct deposit benefits upon leaving the government or changing modes of transportation. Otherwise, the vanpool driver/owner will continue to receive the direct deposit. If you leave the government without canceling Smart Benefits direct deposit benefits, Rural Development will hold the retiring employee responsible for benefits received after leaving the Federal Government.

Further information about this program is provided on the attached Question and Answer document that was provided by DOT. If you have additional questions about the program, please contact Judy Steer by telephone at 692-0012 or by e-mail at [Judy.Steer@usda.gov](mailto:Judy.Steer@usda.gov).

*(Signed by Sherie Hinton Henry)*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

Attachments

Sent by electronic mail on 04-08-04 at 7:20 a.m. by AAPAS.

April 7, 2004

**SUBJECT:** Rural Economic Development Loan and Grant Program  
Projects Funded for First and Second Quarter  
Fiscal Year 2004

**TO:** State Directors, Rural Development

**ATTN:** Business Program Directors

The Rural Business-Cooperative Service (RBS) has announced loan and grant selections for the first and second quarter of fiscal year (FY) 2004 under the Rural Economic Development Loan and Grant (REDLG) Program. A listing of loan and grant awards is attached for your information.

During the first and second quarters of FY 2004, 29 loan applications totaling \$9,956,000 were considered by RBS for financing. All 29 applications were selected for funding. These 29 zero-interest loans will be leveraged by \$166,324,875 of private and public financing and directly create 325 jobs in rural areas and help sustain 328 existing positions.

In addition, five grants, totaling \$936,000, to finance revolving loan fund programs that will be operated by rural electric utilities were considered and selected for funding. The initial zero-interest loans from these revolving loan fund programs, leveraged by \$17,593,214 in private and public financing, will be made to non-profit entities and rural communities to finance medical facilities and community services. An estimated 19 new jobs will be created and 348 existing positions retained as a result of the five grants.

The State Office should notify utilities whose applications were unsuccessful. Under the REDLG program, the National Office will consider a request for funding during four consecutive funding periods. Any requests that have unsuccessfully competed in four consecutive funding

**EXPIRATION DATE:**  
September 30, 2004

**FILING INSTRUCTIONS:**  
Community/Business Programs



periods must be withdrawn. However, since the first and second quarters were combined this fiscal year, they will count as one funding period instead of two. For those applications not selected, modifications may be made to their projects at this time if they so desire.

The State Office must evaluate all project changes. In order to be eligible for reconsideration during the third quarter funding period, revised project evaluations, certifications, and project information sheets must be filed with the National Office for those projects being modified **no later than close of business April 30, 2004**. If a utility wishes to withdraw its application, please notify the Specialty Lenders Division (SLD).

The deadline for receipt of new REDLG funding requests in the National Office for consideration during the FY 2004 third quarter funding period is **close of business April 30, 2004**.

If you have any questions, please contact Diane Berger, Loan Specialist, SLD Processing Branch, (202) 720-2383.

WILLIAM F. HAGY III  
Deputy Administrator  
Business Programs

Attachment (2 pages)

**RURAL ECONOMIC DEVELOPMENT LOAN AND GRANT PROGRAM  
FIRST AND SECOND QUARTER FY 2004 LOAN AWARDS**

State	Project	Priority Points	Loan Amount	REDL #
AL	Pioneer Electric Cooperative	295	\$ 400,000	935
NE	Benkelman Telephone Company, Inc.	282	\$ 450,000	936
NM	Roosevelt County Electric Cooperative	273	\$ 450,000	937
KS	Pioneer Cooperative, Inc.	268	\$ 450,000	938
WI	Vernon Telephone Cooperative, Inc.	265	\$ 225,000	939
KS	Flint Hills Rural Electric Cooperative	264	\$ 114,000	940
MN	Wild Rice Electric Cooperative, Assn.	263	\$ 250,000	941
KS	Rolling Hills Electric Cooperative, Inc.	262	\$ 136,000	942
MN	Traverse Electric Cooperative	261	\$ 400,000	943
IA	Eastern Iowa Light & Power Cooperative	258	\$ 400,000	945
MN	Garden Valley Telephone Company	258	\$ 450,000	944
KS	Wheatland Electric Cooperative, Inc.	254	\$ 450,000	957
MN	Noblies Cooperative Electric	253	\$ 450,000	958
KS	Blue Valley Tele-communication, Inc.	252	\$ 160,000	946
KY	Salt River Electric Cooperative Corp.	252	\$ 300,000	947
IA	Heartland Power Cooperative	248	\$ 450,000	948
SD	Santel Communications Cooperative	248	\$ 450,000	949
MN	Lake Region Co-op Electrical Assn.	246	\$ 375,000	950
NC	Surry Telephone Membership Corp.	242	\$ 210,000	951
MS	Southern Pine Electric Power Assn.	239	\$ 450,000	952
KS	Leavenworth-Jefferson Electric Coop.	236	\$ 234,000	953
IL	Spoon River Electric Cooperative	235	\$ 450,000	959
TN	Meriwether Lewis Electric Cooperative	233	\$ 450,000	954
KS	S&T Telephone Cooperative Assn.	232	\$ 450,000	955
MO	Three Rivers Electric Cooperative	232	\$ 100,000	956
MN	Garden Valley Telephone Company	228	\$ 400,000	960
SD	West River Electric Association	225	\$ 300,000	961
OK	Caddo Electric Cooperative, Inc.	214	\$ 352,000	962
MN	Wikstrom Telephone Company, Inc.	210	\$ 200,000	963
<b>29 Loans</b>		<b>Total</b>	<b>\$9,956,000</b>	

**RURAL ECONOMIC DEVELOPMENT LOAN AND GRANT PROGRAM  
FIRST AND SECOND QUARTER FY 2004 GRANT AWARDS**

State	Project	Priority Points	Loan Amount	REDG #
MN	Lake County Power	238	\$ 200,000	291
IA	Heartland Power Cooperative	229	\$ 200,000	292
IN	White County Rural Electric Cooperative	227	\$ 200,000	293
ND	McLean Electric Cooperative, Inc.	217	\$ 200,000	294
IA	Consumers Energy Cooperative	205	\$ 136,000	295
<b>5 Grants</b>		<b>Total</b>	<b>\$ 936,000</b>	

April 12, 2004

TO: All State Directors  
Rural Development

ATTENTION: Single Family Housing Program Directors

FROM: Arthur A. Garcia     *(Signed by Arthur A. Garcia)*  
Administrator  
Rural Housing Service

SUBJECT: The Money Smart Program

We recently completed a follow-up survey of the **Money Smart Program** to determine the activities that have taken place nationwide since the last survey was completed in May 2003. In our memorandum of understanding with the Federal Deposit Insurance Corporation, we agreed to promote the **Money Smart Program** as a tool to provide a financial education program for applicants and potential applicants for the Section 502 Single Family Housing Program.

I want to commend those states that have continued to promote the program, provide **Money Smart** training, and utilize the program in your overall homeowner education programs.

In our recent survey some of the findings were as follows:

- 43 of 47 (91%) states responded to the survey.
- 37 of 43 (86%) respondents had conducted some type of **Money Smart Program** activity since May 2003.
- 684 Rural Development field staff received training to deliver the **Money Smart Program**.
- 24 states said that local offices are using the **Money Smart Program**.
- 16 states have made the **Money Smart Program** available to non-English Speaking groups.

EXPIRATION DATE:  
April 30, 2005

FILING INSTRUCTIONS:  
Housing Programs

- One state was not aware of the **Money Smart Program**.
- Several states have hired employees that are fluent in Spanish. Some offices utilize translators made available through local groups.

Some still continue to provide excuses for not using the program such as 1) the program is too basic, 2) there is already a homeowner education program in place, and 3) not enough resources to conduct the program. I want to address each of these. First, we should remember that the **Money Smart Program** was designed to be a basic financial education program, however you should not view this as a negative and fail to take advantage of the potential uses of this program. Applicants and potential applicants represent a broad range of sophistication with regards to their finances.

Next, I know that many states have homeowner education programs already in place, either through a state Housing Agency or some other source, however this should not prevent us from promoting the use of the **Money Smart Program** as a tool to complement existing homeowner education programs particularly for those who need basic financial literacy training. It is not a replacement, nor is it intended to compete with existing homeownership education programs. The **Money Smart Program** has proven to be very flexible and very adaptable to various audiences and situations and states should continue to promote it.

Finally, some states continue to express concern about the lack of time and resources needed to conduct the **Money Smart Program**. Let me reiterate that we have a great deal of flexibility on how we use the program including working with partners. We must continue to identify and utilize the skills and services of our partners in the delivery of this and other housing programs.

Finally, I encourage states to continue to share their experiences with this program. We will use the information you share with us to provide updates and more information to help make the best possible use of this and other tools.

**Money Smart** is one of many tools available to you, your field staff, and our partners to provide financial education to applicants. If you have questions about this program, call Ethen Gillespie in the Single Family Housing Direct Loan Division at (202) 720-1482 or email him at [ethen.gillespie@usda.gov](mailto:ethen.gillespie@usda.gov).

April 14, 2004

TO: State Directors  
Rural Development

ATTN: Multi-Family Housing Program Directors

FROM: Arthur A. Garcia *(Signed by Arthur A. Garcia)*  
Administrator  
Rural Housing Service

SUBJECT: Results of the 2004 Multi-Family Housing Annual  
Fair Housing Occupancy Report

Attachment A contains the 2004 Annual Occupancy Reports for Multi-Family Housing (MFH), including both Rural Rental Housing (RRH) and Farm Labor Housing (FLH) tenant demographics. These results are based as of January 2004 data from the consolidated Multi-Family Housing Tenant File System (MTFS).

This year's report looks at data from the past 3 years, reflecting the comparison of changes from year 2003 to year 2004. The highlights of this year's data include:

- The total number of rental properties in the MFH portfolio as of January 2004 was 17,155, a slight decrease of 0.8 percent compared to January 2003. The total number of MFH rental units consist of 464,382, yielding 92 percent unit occupancy for the portfolio.
- The total number of race/ethnic tenants, who by definition are minorities, increased by 6,006 from 120,427 in 2003 to 126,433 by 2004. This increase can be attributed in part to the new methodology and accuracy with which data is being gathered and reported.
- The percentage of White, Non-Hispanic tenant population represents 71 percent of the total race/ethnic tenant population; Black, Non-Hispanic tenant population represents 17 percent; Asian, Pacific Islander tenant population represents 0.6 percent; American Indian/Alaskan Native tenant population represents 1.1 percent; Hispanic/Latino tenant population represents 8.9 percent, and Multi-racial tenant population represent 2.0 percent.
- Population of tenants with very low incomes increased from 400,100 in 2003 to 404,701 by 2004, a slight increase of 1.3 percent from last year. The population of tenants with very low income represents 94.3 percent of the total tenant household income, and the population of tenants with low incomes represents 4.8 percent of the total tenant household income. The average tenant adjusted income increased by 2004 to \$9,452, up from \$9,365, an increase of \$87 over 2003. The average tenant population receiving rental assistant income by 2004 was \$6,640, a slight decrease of \$93 from last year's rental assistant income.

EXPIRATION DATE: April 30, 2005

FILING INSTRUCTIONS:  
Housing Programs

- Single female head-of-tenant household population constitutes 73.4 percent of total head-of-tenant household population and single male head-of-tenant household population constitutes 27 percent. Multi-person-female tenant household population constitutes 71.3 percent of total multi-person-tenant household population, and multi person-male-tenant household population represents 29 percent.

The elderly, disabled and handicapped total tenant population increased to 245,525, as well as the proportion of disabled and handicapped tenants whom by definition are considered eligible to occupy elderly housing increased from 89,441 in 2003 to 91,460 by 2004, while elderly tenants by definition whom are considered elderly decreased by 1,261.

This year there were 491,478 tenants and co-tenants; 227,107 minors; 15,167 handicapped; 4,691 full-time students and 793 foster care residents. The number of bedrooms that make up the portfolio are: 50.5 percent - consists of one-bedroom units, 42.4 percent consists of two-bedroom units, 6.4 percent consists of three-bedroom units, 0.6 percent consists of four-bedroom units and .02 percent consists of five-bedroom units.

Attachment B contains two categories of occupancy statistics. The first category documents the type of tenant subsidy received by each tenant household. The second category documents the extent by which tenant households experience rent overburden. Rent overburden occurs when a tenant household contributes more than 30 percent of its adjusted income for shelter costs. You will notice the number of tenants receiving Rental Assistance Subsidy make up 59 percent of total tenant subsidy, an increase of 1.1 percent compared to last year's total. The tenants who are rent-overburdened fall into three categories: 40.5 percent fall between 30-40 percent overburdened, 23 percent fall between 41-50 percent overburdened, and 36.4 percent are 51 percent and greater overburdened. As always, we will continue to work on additional reports from our automation system to make more data of this type available.

We would like to thank both you and your staff for helping to make this data project a success for the year 2004.

A copy of this report can be obtained electronically this year from the USDA Intranet website or you may contact Ancil Green of our staff on (202) 690-0760, for additional information.

Attachments

**Multi-Family Housing Occupancy Statistics as of January 2004**

Attachment A

MFH Program Totals:	January-2002		January-2003		January-2004		2003 - 2004	2003 - 2004
	Number	%	Number	%	Number	%	Change In	Change In
							Number	%
<b>Property Information:</b>								
Property Information:	17,475		17,287		17,155		-132	
Units	469,932		464,604		464,382		-222	
Total 1 Bedroom Units			235,169	50.62%	234,616	50.52%	-553	-0.09%
Total 2 Bedroom Units			197,119	42.43%	197,027	42.43%	-92	0.00%
Total 3 Bedroom Units			29,662	6.38%	29,888	6.44%	226	0.05%
Total 4 Bedroom Units			2,561	0.55%	2,756	0.59%	195	0.04%
Total 5 Bedroom Units			93	0.02%	95	0.02%	2	0.00%
<b>Vacancy Information:</b>								
Occupied units	434,170	92.39%	430,174	92.59%	429,163	92.42%	1,011	-0.17%
Vacant units	35,762	7.61%	34,430	7.41%	35,219	7.58%	-789	0.17%
<b>Average tenant income</b>								
All tenants	<b>\$8,105</b>		<b>\$9,365</b>		<b>\$9,452</b>		<b>\$87</b>	
<b>Elderly and handicapped tenant</b>								
Elderly	176,259	71.33%	155,326	63.46%	154,065	62.75%	-1,261	-0.71%
Disabled	59,218	23.97%	74,971	30.63%	77,084	31.40%	2,113	0.77%
Handicapped	11,623	4.70%	14,470	5.91%	14,376	5.86%	-94	-0.06%
<b>Total elderly by definition</b>	<b>247,100</b>		<b>244,767</b>		<b>245,525</b>		<b>758</b>	
Elderly	247,100	56.91%	244,766	56.90%	245,525	57.21%	759	0.31%
Non-elderly	187,070	43.09%	185,407	43.10%	183,638	42.79%	1,769	-0.31%
<b>Total</b>	<b>434,170</b>		<b>430,173</b>		<b>429,163</b>		<b>2,528</b>	
<b>Race/ethnic status of tenant status</b>								
White, Non-Hispanic	316,665	72.94%	309,747	72.01%	302,730	70.54%	7,017	-1.47%
Black, Non-Hispanic	72,813	16.77%	73,050	16.98%	72,499	16.89%	551	-0.09%
Asian, Pacific Islander	4,371	1.01%	1,407	0.33%	2,498	0.58%	1,091	0.25%
American Indian, Alaskan Native	2,652	0.61%	4,653	1.08%	4,885	1.14%	232	0.06%
Hispanics/Latinos	36,733	8.46%	37,246	8.66%	38,093	8.88%	847	0.22%
Multi/Unknown	936	0.22%	4,071	0.95%	8,458	1.97%	4,387	1.02%
<b>Total Race/ethnic status tenant</b>	<b>434,170</b>		<b>430,174</b>		<b>429,163</b>		<b>14,125</b>	
<b>Tenant household income level</b>								
Very-low	394,799	90.93%	400,100	93.01%	404,701	94.30%	4,601	1.29%
Low	32,574	7.50%	25,143	5.84%	20,404	4.75%	-4,739	-1.66%
Moderate	3,870	0.89%	2,861	0.67%	2,231	0.52%	-630	-0.15%
Above moderate	2,789	0.64%	2,048	0.48%	1,827	0.43%	-221	-0.05%
Incomplete information	138	0.03%	22	0.01%	0	0.00%	-22	-0.01%
<b>Total</b>	<b>434,170</b>		<b>430,174</b>		<b>429,163</b>		<b>-1,011</b>	
<b>Head of tenant household</b>								
One person-male	64,648	25.26%	66,504	26.13%	67,903	26.60%	1,399	0.47%
One person-female	190,762	74.52%	188,001	73.86%	187,382	73.39%	-619	-0.47%
Unknown	561	0.22%	21	0.01%	31	0.01%	10	0.00%
<b>Total one person household</b>	<b>255,971</b>		<b>254,526</b>		<b>255,316</b>		<b>790</b>	
Multi person-male	51,636	28.98%	50,521	28.76%	49,813	28.65%	-708	-0.11%
Multi person-female	126,251	70.85%	125,123	71.24%	124,023	71.34%	-1,100	-0.11%
Unknown	312	0.18%	4	0.00%	11	0.01%	7	0.00%
<b>Total multi person households</b>	<b>178,199</b>		<b>175,648</b>		<b>173,847</b>		<b>-1,801</b>	
Total male	116,284	26.78%	117,025	27.20%	117,716	27.43%	691	0.23%
Total female	317,013	73.02%	313,124	72.79%	311,405	72.56%	-1,719	-0.23%
Total unknown	873	0.20%	25	0.01%	42	0.01%	17	0.00%
<b>Total</b>	<b>434,170</b>		<b>430,174</b>		<b>429,163</b>		<b>-1,011</b>	



**Multi-Family Housing Occupancy Statistics for January 2004**

Attachment B

MFH Program Totals:	January - 2002		January - 2003		January - 2004		2003 - 2004 Change In Number	2003 - 2004 Change In %
	Number	%	Number	%	Number	%		
<b>Tenant Subsidy</b>								
No Deep Tenant Subsidy	146,377	29.5%	112,548	26.2%	108,694	25.3%	-3,854	-0.84%
Rental Assistance	271,821	54.8%	248,480	57.8%	252,434	58.8%	3,954	1.06%
HUD Section	34,561	7.0%	29,029	6.7%	28,317	6.6%	-712	-0.15%
Existing Section 8	13,969	2.8%	11,039	2.6%	9,693	2.3%	-1,346	-0.31%
Other Public Assistance	8,767	1.8%	7,655	1.8%	7,230	1.7%	-425	-0.09%
Private Assistance	564	0.1%	509	0.1%	394	0.1%	-115	-0.03%
HUD Voucher	16,802	3.4%	17,956	4.2%	19,636	4.6%	1,680	0.40%
Other Basic Rent	2,150	0.4%	2,579	0.6%	2,451	0.6%	-128	-0.03%
Voucher HUD Rent	764	0.2%	379	0.1%	314	0.1%	-65	-0.01%
<b>Total Tenant Subsidy</b>	<b>495,775</b>		<b>430,174</b>		<b>429,163</b>		<b>-1,011</b>	
<b>Overburdened Tenant</b>								
<b>Total Units Occupied</b>	<b>434,170</b>		<b>430,174</b>		<b>429,163</b>		<b>-1,011</b>	
30-40 PCT	29,921	41.2%	34,579	40.4%	33,999	40.5%	-580	-0.17%
41-50 PCT	18,235	25.1%	18,893	22.1%	19,303	23.0%	410	0.96%
51+ PCT	24,502	33.7%	32,167	37.6%	30,549	36.4%	-1,618	-1.13%
<b>Total Overburdened Tenant</b>	<b>72,658</b>		<b>85,639</b>		<b>83,851</b>		<b>-1,788</b>	

April 15, 2004

**TO:** Administrators  
State Directors  
Deputy Under Secretary for Operations and Management  
Chief Financial Officer, Finance Office  
State Office Program Directors  
USDA Rural Development

**FROM:** Luis A. Luna           *(Signed by Barbara Nelson)*     *for*  
Deputy Administrator  
Community Development Programs  
USDA Rural Development

**SUBJECT:** Earmarked Funding Procedures for Fiscal Year 2004  
Empowerment Zone/Enterprise Community, Champion  
Communities and Rural Economic Area Partnership Zones

The Empowerment Zone and Enterprise Community (EZ/EC) program is designed to provide designated communities with real opportunities for long-term, sustainable growth and revitalization. The framework of the program is embodied in four key principles: economic opportunity, sustainable community development, community-based partnerships, and strategic vision for change.

USDA Rural Development provides assistance through its State Offices and the Office of Community Development (OCD) to Round I, Round II and Round III Empowerment Zones and Enterprise Communities, Rural Economic Area Partnerships (REAP) Zones and Champion Communities. These communities continue to receive support to help them implement strategic plans, increase leadership capacity, and develop appropriate measures by which to gauge their progress.

The Consolidated Appropriations Act, Public Law 108-199, contains earmarked funding for EZs, ECs, and communities designated as REAP Zones. **For Fiscal Year 2004, Round I, Round II and Round III communities are eligible for these funds, as are REAP zones.**

EXPIRATION DATE:  
September 30, 2004

FILING INSTRUCTIONS:  
Administrative/Other Programs

There are currently 128 Champion Communities (CCs) that have signed Memoranda of Agreement with USDA Rural Development and are actively implementing their strategic plans. While CCs do not qualify for earmarked funding, they can receive priority points or special consideration at the State Director's discretion. We encourage State Directors to utilize discretionary points, when applicable, in scoring, ranking, and selecting projects that are a part of the strategic plans of CCs.

The OCD has responsibility for overall coordination and implementation of the EZ/EC/CC and REAP programs for USDA Rural Development. Applications for loans and grants for the affected programs will be processed in accordance with existing regulations and the following guidelines:

### **Loan/Grant Processing**

Earmarked funds will be retained in a reserve account controlled by the National Program Office and will be allocated to States on a project-by-project basis except for the RBEG, RBOG and IRP programs as well as Single Family Housing Section 502 and Section 504 loans. Specific guidance on the allocation and disbursement of funds is available from the respective program areas. State Directors are responsible for reviewing applications to determine if the project proposed is **specifically identified in the Empowerment Zone, Enterprise Community or REAP Zone Strategic Plan and approved benchmark documents.**

Requests for funds should be sent to the appropriate program division in the National Office, in accordance with applicable guidance provided in RD Instruction 1940-L and RUS Staff Instruction 1780-5. Due to the large number of pending applications for some of the earmarked programs, the priority/selection scoring criteria outlined in applicable regulations should be addressed and forwarded along with funding requests. Projects will be ranked based upon scores and funded in accordance with the guidance provided by these instructions. Administrator points, where applicable, may be used to ensure that geographic distribution and objectives of the EZ/EC program are met. State Directors are strongly encouraged to provide a recommendation to the Administrator outlining how the project meets the objectives of the initiative and furthers mission area goals and objectives. Efforts to partner, leverage, and serve the most underserved or underrepresented areas should be documented.

The request should clearly indicate that the funds are for an EZ/EC/REAP project in a designated area. Earmarked funds **must be obligated by June 29, 2004 for programs in Program Funds Control System (PFCS) and June 30, 2004 for programs in Program Loan Accounting System (PLAS) (as the funds will be pooled and returned to the National Office Reserve on July 1).** After that date, any remaining unobligated funds will revert to regular program use at the discretion of the Administrator. This includes earmarked funds that have been allocated to States for a particular project, but not obligated. If the demand for earmarked funds exceeds the amount available from the reserve, States may use funds for the EZ/EC/REAP project from their regular unobligated State allocation or request funds from the regular National Office reserve. The National Office will notify the State Office of the allocation of funds.

## **Approval Process for Earmarked Funds**

Projects must be specifically identified in the strategic plan and benchmark documents in order to be eligible for earmarked funds. If the project is consistent with the strategic plan but not specifically mentioned, the community may elect to amend their strategic plan and benchmark documents to reflect the project. The State Director must approve the amendment to the plan and benchmark documents.

State Directors are responsible for reviewing applications to determine if the proposed project is identified in the EZ/EC/REAP strategic plan and benchmark documents. A copy of this documentation must accompany the request to the National Office program division, which will provide a copy to the OCD. The OCD must concur that the proposed project is consistent with strategic plans and benchmarks prior to funding decisions by the applicable agency Administrator.

## **Funding of Projects Serving Residents Both In and Outside Designated Community Boundaries**

Earmarked funds will be used for projects identified in the EZ/EC/REAP Strategic Plan and benchmark documents, provided at least 75 percent of the benefits of the project will be received by residents within the designated boundaries. Waiver of the 75 percent minimum is possible on a case-by-case basis if the project would otherwise provide significant benefits to the designated area. Requests for waivers should be submitted to the appropriate Administrator's office with a copy to OCD (attention Empowerment Programs Division). The appropriate Administrator must approve waiver requests.

Due to the nature of the program, Section 523 Mutual Self Help Grants provide that a minimum of 50 percent of the housing to be constructed within the designated area must meet the minimum requirements for serving the EZ/EC/REAP Community.

## **Announcement Procedures for Projects in EZ/ECs, REAPS, and CCs**

Loans and grants funded with earmarked funds are subject to the 6-day reservation period required by RUS Instructions 1780 and 1785; RD Instructions 1942-A, section 1942.5(d)(4); 3570-B; 4284-G, section 4284.647(c); and 4274-D, section 4274.355(e). In accordance with RD Instruction 2015-C, a project announcement is to be sent via electronic mail to the Legislative and Public Affairs Staff (LAPAS), as soon as it is determined a loan or grant will be made. The project announcement information should prominently identify the project as being in a designated community and identify the community by name. A copy must be sent to the appropriate program division and OCD simultaneously. LAPAS will work with the respective State Offices to set up public events for project announcements, and in order for these events to be properly coordinated, no waivers of the 6-day reservation period will be granted without prior approval from LAPAS.

For projects funded in CCs, State Directors are encouraged to organize and participate in formal public announcement ceremonies. Projects being announced in a CC should provide at least 75 percent of the benefits to residents within the CC boundaries and should link clearly to the CC's strategic plan and benchmarks. The Under Secretary and/or appropriate Administrator may wish to participate in these announcements. State Offices should coordinate any public events for project announcement in CCs. This should include notifying the Under Secretary and/or appropriate Administrator and coordinating any National Office participation.

### **Obligation/Closing Process**

EZ/EC/CC and REAP allow for reporting on projects funded under the EZ/EC Program. Forms RD 1940-1, "Request for Obligation of Funds," and RD 1940-3, "Request for Obligation, Guaranteed Loans," must be completed using the type of assistance (TOA) codes found in Attachment A and processed in accordance with established policies and procedures. Obligations for guaranteed loans and direct community and business program loans and grants are processed through the Guaranteed Loan System (GLS). Obligations for direct water and environmental loans and grants are processed through the Community Program Application Program (CPAP) and Rural Utilities Loan Servicing System (RULSS) Water and Environmental Program (WEP) module. Single Family Housing Direct Section 502 Loan and Section 504 Loans and Loan/Grant Combinations will be processed in UniFi using the appropriate EZ/EC program type code. Since funding for designated communities may be provided through either earmarked funds or regular allocations, it is important that the correct TOA code be used for tracking purposes.

The community must also enter funds obligated to a designated community into the Benchmark Management System to reflect the specific benchmark and activity for which they will be used. Note: The EZ/EC/CC/REAP programs did not exist prior to December 21, 1994. No program funds obligated before that time should have a Track Code of Z, C, T or D.

Obligation activity is reported weekly and monthly on RC 205, "Status of Loan and Grant Obligations/Allotments or Distributions."

The closing procedures for EZ/EC and REAP direct loans are the same as for regular program direct loans. On the Loan Closing Information memorandum sent to Miscellaneous Servicing Section of the Direct Loan and Grant Branch, prominently mark the memorandum with a Z in the top right corner and mark the appropriate kind code box.

### **Report of Preapplications/Applications in Process**

For accounting system purposes, grants (WWD and RBEG) are considered closed at the time of obligation. Requests for advances or reimbursements on the grant would be handled in the normal manner.

## **List of Designated EZ/EC/CCs and REAPs**

Designated EZ and EC communities are listed on <http://www.ezec.gov/Communit/ruralezec.html>. The list of active Champion Communities is located at <http://www.ezec.gov/Communit/champions.html> and active REAPs can be found at <http://www.ezec.gov/Communit/reap.html>. Those communities that do not appear on these lists are no longer eligible for earmarks or other EZ/EC/REAP or Champion Community benefits.

Questions about the financial program implementation aspects of this memo should be directed to the appropriate National Office program division. Questions regarding the strategic plans and benchmark approval processes should be directed to the Director of Empowerment Programs Division, Office of Community Development. Announcement procedure questions should be directed to LAPAS.

Attachment A – FY 04 Earmarked EZ/EC/REAP Funding for Rural Development

**Sent by electronic mail on 4/15/04 at 2:05 pm by OCD.**

**ATTACHMENT A**

**FY 2004 EARMARKED EZ/EC/REAP FUNDING FOR RURAL DEVELOPMENT**

All projects for all programs must be obligated by **June 30, 2004**.

<b>PROGRAM</b>	<b>TYPE CODE</b>	<b>Supportable Amount</b>
<b>RUS Programs</b>		
<b>Water and Waste Disposal (WWD) Direct Loans - EZ/EC/REAP</b>		\$21,854,834.83
Domestic Water Loan Only	162	
Waste Water Loan Only	163	
Combination Water & Waste Loan Only	164	
<b>WWD Grants - EZ/EC/REAP</b>		11,780,000
Domestic Water Grant Only	165	
Waste Water Grant Only	166	
Combination Water & Waste Water Grant Only	167	
Simultaneous Loan & Grant Domestic Water Only	168	
Simultaneous Loan & Grant Waste Disposal Only	169	
Simultaneous Loan & Grant Combination WWD	170	
<b>RBS Programs</b>		
<b>Guaranteed Business and Industry (B&amp;I) Loans – EZ/EC/REAP *</b>	143	11,250,102.88
12% Portion of Guaranteed Business and Industry (B&I) Loans at 1% - EZ/EC/REAP	261	(1,350,012)
<b>Intermediary Re-lending Program (IRP) Loans – EZ/EC/REAP</b>	144	5,621,823.43
<b>Rural Business Enterprise Grants (RBEG) – EZ/EC/REAP</b>	145	6,958,700
<b>Rural Business Opportunity Grants (RBOG) - EZ/EC/REAP</b>	288	994,100
<b>RHS Programs</b>		
<b>Direct Community Facility Loans – EZ/EC/REAP</b>	142	2,500,000
<b>Community Facility Grants – EZ/EC/REAP</b>	242	994,100
<b>Section 502 Direct Single Family Housing - EZ/EC/REAP</b>		48,793,635.38
Section 502 Direct Very Low Income - EZ/EC/REAP	1027	
Section 502 Direct Low Income - EZ/EC/REAP	1028	
<b>Section 504 Very Low-Income Housing Repair Loans-EZ/EC/REAP</b>	2008	1,400,000
<b>Section 504 Very Low-Income Housing Repair Grants-EZ/EC/REAP</b>	2009**	894,690
<b>Section 515 Rural Rental Housing Loans - EZ/EC/REAP</b>	276	5,000,000
<b>Section 523 Mutual and Self-Help Housing Grants - EZ/EC/REAP</b>	277	994,100
<b>Section 533 Housing Preservation Grants - EZ/EC/REAP</b>	244	894,690
* Seventy-five percent of the funds for EZ/EC, REAP, and Native American projects have been reserved to be obligated at a percentage of guarantee in excess of 80 percent.	3-Digit TOA or 4-Digit Program Code	
** This code is for grant and loan combo. The grant only code is 2007.		

April 15, 2004

**SUBJECT:** Thrift Savings Plan Open Season

**TO:** All Rural Development National Office Employees  
Rural Utilities Service Field Employees

The Thrift Savings Plan (TSP) Open Season is April 15 through June 30, 2004. During this period, you may elect to begin contributing to the TSP, change the dollar amount or percentage of contributions, or cancel your TSP contributions without losing the right to resume contributions the next open season. Following are important reminders regarding the TSP Open Season:

- The payroll contribution rate is 14% of basic pay earned per pay period for Federal Employees Retirement System (FERS) employees and 9% for Civil Service Retirement System (CSRS) and CSRS-Offset employees.
- The elective deferral limit for 2004 is \$13,000.
- To increase or decrease the percentage of your contributions, you may use the Employee Express website at <http://www.employeeexpress.gov> or you may submit a TSP-1, Election Form, to the Human Resources office in room 1330-S or mail the form to Rural Development Human Resources, Stop 0730.
- The effective dates are determined by the date your election is received.

<b>If Your Election Is Received:</b>	<b>The Effective Date Is:</b>
4/15/04-6/11/04	6/13/04
6/14/04-6/25/04	6/27/04
6/28/04-6/30/04	7/11/04

No forms will be accepted after June 30, 2004.

- At any time (not just during open season), you may do interfund transfers. To change allocations, you must complete TSP-50, Investment Allocation Form, and mail it directly to the address provided on the form, use the TSP website (<http://www.tsp.gov>) or call the TSP Thriftline (504-255-8777) to make the desired changes.

**EXPIRATION DATE:**  
April 30, 2005

**FILING INSTRUCTIONS:**  
Administrative/Other Programs



- You can only use an original TSP-50 and not a copy because this form is designed to be read by an optical scanner. Do not submit this form if you are newly enrolled in the TSP and you are making your first contribution, until you have received your New Account letter from TSP confirming that your account has been established and you have been given a PIN number.
- TSP "catch-up" contributions are permitted if you are a TSP participant age 50 or older who is contributing the maximum amount in regular contributions. You can sign up any time, but you must submit a new election for each calendar year, using the Thrift Saving Plan Catch-up Contribution Election Form, TSP-1-C. The maximum contribution limit for 2004 is \$3,000. You can stop and re-start the TSP catch-up anytime during the year without penalty.
- You may also borrow your TSP contributions and repay through payroll deductions. The minimum amount you can borrow is \$1,000. The loan interest rate for new loans is 3.875% and it goes into your account. Your account balance is updated each business day. To access your account via the TSP website, you need your Social Security number and PIN. If you do not know your PIN, you can request a new one from the account access section of the TSP website or by calling the Thriftline at (504) 255-8777.
- CSRS and CSRS Offset employees may also be eligible to participate in the CSRS Voluntary Contributions Fund by completing SF 2804, application to make Voluntary Contributions. However, no monies will be accepted until approved by the Office of Personnel Management (OPM). You may participate if you do not owe for Deposit or Redeposit Service or if you previously received a refund of voluntary contributions. Contributions are made after taxes and deposited into an interest earning account. Your total contributions cannot exceed 10 percent of your total basic salary. The account earns interest at a rate equal to the average yield earned by new investments purchased by the Civil Service Retirement and Disability Fund during the preceding fiscal year. Interest begins to accrue on the date your voluntary contributions are deposited and is compounded annually on December 31<sup>st</sup> of every year.

To get additional information about TSP, TSP Open Season, or the CSRS Voluntary Contributions Fund, you may contact Diane Nero on (202) 692-0172.

*(Signed by William J. Fleming)*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

Sent by electronic mail on April 15, 2004 at 3:30 p.m. by Human Resources.

April 15, 2004

SUBJECT: Retroactive Annual Pay Raise

TO: All Rural Development National Office Employees  
All Rural Utilities Service Field Employees

President Bush signed E.O. 13332 dated March 3, 2004 to give most employees in most major Federal pay systems a 1.2 percent pay raise retroactive to January 11, 2004. This pay raise, provided for in P.L. 108-199, applies to GS, GM, special salary rates and wage grade employees. The special salary rate and wage grade employees will receive an increase the same as for GS employees in their location. The Senior Executive Service (SES) which is now paid under a new pay system, receives a new rate based on P.L. 108-136. SES employees who received a 1.5 percent increase in January will receive an additional .7 percent increase under the new SES pay system.

Our payroll office, the National Finance Center (NFC) is scheduled to process the increase in Pay Period 7, which has an official pay date of April 29, 2004. This paycheck will have the additional 1.2 percent pay increase for pay periods 1-7.

Beginning with Pay Period 8, which has an official payday of May 13, 2004, employees' paychecks will reflect the new bi-weekly salary they can expect for the remainder of the year. Wage grade increases will not be processed until the implementation of the new law for fixing rates of pay for wage grades. Once implemented, the pay raise for wage grades will be effective at the beginning of the calendar year.

If you have any questions regarding this memo, please contact your servicing Human Resources Specialist.

*(Signed by William J. Fleming) for*

WILLIAM J. FLEMING  
Assistant Administrator  
for Human Resources

EXPIRATION DATE:  
May 31, 2004

FILING INSTRUCTIONS:  
Administrative/Other Programs

Sent by electronic mail on April 15, 2004 at 1:15 p.m. by Human Resources.

April 15, 2004

SUBJECT: Employee Benefits Solicitations

TO: All Rural Development National Office Employees

Please be aware that a company claiming to be a benefits contractor with the Office of Personnel Management (OPM) has been calling some USDA employees in the Washington, D. C. area offering to review their benefits information. OPM does not provide this type of contractor service and no one should be calling you.

If you receive such solicitations, I urge you, DO NOT GIVE OUT PERSONAL INFORMATION TO THE CALLER.

If you are or were called, it would be helpful if you would provide the name and telephone number of the caller, the date and time of the call and any information about the solicitation to Diane Nero on (202) 692-0172.

*(Signed by William J. Fleming) for*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

EXPIRATION DATE  
April 30, 2005

FILING INSTRUCTIONS:  
Administrative/Other Programs

Sent by electronic mail on April 15, 2004 at 4:55 p.m. by Human Resources.

April 16, 2004

SUBJECT: Administrative Budget Teleconference

TO: Rural Development State Directors

ATTN: Administrative Program Directors

A teleconference has been scheduled for **Tuesday, April 27, 2004, from 2:00 p.m. to 3:30 p.m. EST**. To connect to the teleconference, please call **202-554-1742**. The access code is 6675 followed by the pound (#) sign. A limited number of lines have been made available for this call, so please maximize the number of employees calling from each location.

The purpose of the teleconference is to discuss issues related to the FY 2004 administrative budget. All State personnel who perform work on administrative budgets and/or FFIS area are encouraged to participate.

If you have issues that you would like to have addressed, please send your **requests no later than COB Wednesday, April 21, 2004**, to [deborah.watt@usda.gov](mailto:deborah.watt@usda.gov). Issues relating to FFIS may be sent to the Fiscal Control Branch at [fcf@stl.rural.usda.gov](mailto:fcf@stl.rural.usda.gov). Due to time constraints, we may not be able to address specific questions regarding your State that do not pertain to the mission area as a whole.

Please call Deborah Watt at 202-692-0124 if you have any questions regarding the teleconference.

*(Signed by Carla J. Szasz) for*

DEBORAH B. LAWRENCE  
Director  
Budget Division

EXPIRATION DATE:  
April 30, 2004

FILING INSTRUCTIONS:  
Administrative/Other Programs

Sent by Electronic Mail on 04-19-04 at 10:30 a.m. by BD.

**RURAL DEVELOPMENT  
BUDGET DIVISION  
TELECONFERENCE**

**AGENDA**

**PARTICIPANTS:**

- Budget
- FCB
- SMB
- States

**ANNOUNCEMENTS:**

**ISSUES:**

**E-MAIL RESPONSES**

**ROLL CALL / QUESTIONS**

April 16, 2004

SUBJECT: Administrative Budget Teleconference

TO: National Office Officials

A teleconference has been scheduled for **Wednesday, April 28, 2004, from 10:00 a.m. to 11:30 a.m. EST**. The Teleconference Center in **Room 1605-S** has been reserved for use by employees in the South Building and the Whitten Building in Washington, DC. Only employees at other locations may dial into the teleconference by calling **202-554-1742**. The access code is 4936 followed by the (#) sign. A limited number of lines have been made available, so employees are urged to maximize the number of employees calling from each location to ensure access for everyone who wants to attend.

The purpose of the teleconference is to discuss issues related to the FY 2004 administrative budget. All National Office personnel who perform work on administrative budgets and/or FFIS are encouraged to participate.

If you have issues that you would like to have addressed, please send your requests **no later than COB Wednesday, April 21, 2004**, to Deborah Watt at [deborah.watt@usda.gov](mailto:deborah.watt@usda.gov). Issues relating to FFIS may be sent to the Fiscal Control Branch at [fcbl@stl.rural.usda.gov](mailto:fcbl@stl.rural.usda.gov). Due to time constraints, we may not be able to address specific questions regarding your area that do not pertain to the mission area as a whole.

Please call Deborah Watt at 202-692-0124 if you have any questions regarding the teleconference.

*(Signed by Deborah B. Lawrence)*

DEBORAH B. LAWRENCE  
Director  
Budget Division

EXPIRATION DATE:  
April 30, 2004

FILING INSTRUCTIONS:  
Administrative/Other Programs

Sent by Electronic Mail on 04-19-04 at 10:32 a.m. by BD.

**RURAL DEVELOPMENT  
BUDGET DIVISION  
TELECONFERENCE**

**AGENDA**

**PARTICIPANTS:**

- Budget
- FCB
- SMB
- States

**ANNOUNCEMENTS:**

**ISSUES:**

**E-MAIL RESPONSES** (that impacts mission area)

**ROLL CALL / QUESTIONS**

SUBJECT: Quarterly Discipline-Discrimination Report for EEO/CR  
Second Quarter - FY 2004

TO: Rural Development State Directors

ATTN: Administrative Program Directors  
Human Resources Managers

DATE: April 16, 2004

The first quarter Fiscal Year (FY) 2004 report for any Discipline-Discrimination cases will be **due April 27, 2004**. We need your response by this date in order to submit a consolidated report to USDA's Office of Human Resources Management. **Each succeeding report will include the information from the prior report and be cumulative for the fiscal year.** The reporting period for this quarter is January 1-March 31, 2004.

**Personnel Bulletin**

Discipline-Discrimination  
Cases

**Report**

Please provide the number of cases referred to your office for consideration of Government-wide or Department-wide civil rights disciplinary or adverse action on one or more allegations that an employee committed an act or acts violating civil rights policies. The disciplinary quarterly report includes cases that involve agencies taking another corrective action, e.g., training, counseling, retirement, or resignations due to the civil rights case, etc. (Format is attached.)

EXPIRATION DATE:  
September 30, 2004

FILING INSTRUCTIONS:  
Administrative/Other Programs



Please submit your reports to Robyne Jackson via fax at (202) 692-0297. She may be reached at (202) 692-0173, if you have any questions. Negative reports may be e-mailed to Ms. Jackson at [robyne.jackson@usda.gov](mailto:robyne.jackson@usda.gov). Your efforts in sending this report to us by the **April 27, 2004**, deadline are greatly appreciated.

*(Signed by William J. Fleming)*

WILLIAM J. FLEMING  
Assistant Administrator  
for Human Resources

Attachment

Sent by electronic mail on 04-16-2004 at 4:00 P.M. by CSD.

**Employee Relations Report**  
**Personnel Bulletin 752-2: Discipline B Discrimination Cases**  
**Second Quarter of Fiscal Year 2004**  
**Cumulative Report January 2004 - March 2004**

**Date of Report:**

**Name of Reporting Mission Area:** Rural Development

**State/Office Being Reported:**

**PART 1:** This report covers cases referred by any source to an Employee Relations office for consideration of disciplinary or adverse action, or any other corrective actions (training, counseling, retirement or resignations due to the civil rights case, etc.) on one or more allegations that an employee has committed an act or acts violating Government-wide and/or Department civil rights policies.

This report is cumulative for January 2004 - March 2004. Each succeeding report will include the information from the prior report. (Example: The number of removal actions taken in the first quarterly report is 2, and 2 more removal actions are decided in the next quarter. The number reported for cases received is 4.) The report separates cases involving employment discrimination (AE) and program discrimination (AP). The report concerns only actions completed by the mission area. Do not report cases in which action is under consideration or proposed. Do not divide cases and/or report them by fractions.

a.	Removal	E ____	P ____
b.	Suspension 15 or more days	E ____	P ____
c.	Suspension 14 or less days	E ____	P ____
d.	Reduction in Grade/Pay	E ____	P ____
e.	Letters of Reprimand	E ____	P ____
f.	Other Corrective Action: <u>e.g., Resignation</u>	E ____	P ____
g.	Other Corrective Action: _____	E ____	P ____
h.	Other Corrective Action: _____	E ____	P ____
<b>Totals</b>		<b>E ____</b>	<b>P ____</b>
<b>Total E plus Total P =</b>		_____	

**PART 2:**

Provide the following information on a separate report. Provide the following for individual cases: 1) Date of Disciplinary or Other Corrective Action; 2) Names and Grade Level of Employees; 3) Type of Disciplinary or Other Corrective Action Taken; 4) Action Based on Formal Finding of Investigation or Other Non-Civil Rights/EEO Case; and, 5) Based on Employment or Program Case. Provide the following information for each new case reported for the quarter only. Do not report cases in which action is under consideration or proposed. The number of disciplinary or other corrective action cases and the number of employment/program cases must agree with the new quarterly numbers reported in Part 1.

**Signature of Reporting Individual:** \_\_\_\_\_

**Title of Reporting Individual:** \_\_\_\_\_

**Telephone Number of the Reporting Individual:** \_\_\_\_\_

April 19, 2004

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

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

**ATTN:** Rural Housing Program Director

The following interest rates, effective May 1, 2004, are changed as follows:

<b><u>Loan Type</u></b>	<b><u>Existing Rate</u></b>	<b><u>New Rate</u></b>
-------------------------	-----------------------------	------------------------

**ALL LOAN TYPES**

Treasury Judgement Rate	1.220%	1.170%
-------------------------	--------	--------

The current rate shown above is as of the week ending March 26, 2004. 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 web site for the weekly average 1-year CMT yield ([www.federalreserve.gov/releases/h15/data/wf/tcm1y.txt](http://www.federalreserve.gov/releases/h15/data/wf/tcm1y.txt)).

**RURAL HOUSING LOANS**

Rural Housing (RH) 502 Low or Moderate	6.125	5.875
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**EXPIRATION DATE:**  
May 31, 2004

**FILING INSTRUCTIONS:**  
Administrative/Other Programs

Single Family Housing (SFH) Nonprogram	6.625	6.375
Rural Housing Site (RH-524), Non-Self-Help	6.125	5.875
Rural Rental Housing and Rural Cooperative Housing	6.125	5.875

Please notify appropriate personnel of these rates.

*(Signed by Arthur A. Garcia)*

ARTHUR A. GARCIA  
Administrator  
Rural Housing Service

Sent by Electronic Mail on 04-22-04 at 8:53 a.m. PAD.

April 21, 2004

**SUBJECT:** Intermediary Relending Program  
First Round Funding

**TO:** State Directors, Rural Development

**ATTN:** Business Programs Directors

The Fiscal Year (FY) 2004 first round funding selections for the Intermediary Relending Program (IRP) non-earmarked funds are listed below for your information. The priority points for each project are inclusive of any Administrator points that were awarded. The selections are as follows:

<b>State</b>	<b>Project Name</b>	<b>Amount</b>	<b>Priority Points</b>
SD	Deadwood Economic Development Corp.	\$500,000	175
CA	Arcata Economic Development Corp.	500,000	173
SD	West River Foundation for Economic Dev.	750,000	171
ND	Dakota Certified Development Corp.	500,000	170
NE	Nebraska Economic Development Corp.	450,000	165
MA	Cape and Islands Community Development	750,000	164
NC	Mid-East Certified Development Corp.	750,000	161
OH	Mahoning Valley Economic Dev. Corp.	500,000	160
USVI	St. Croix Foundation, Inc.	200,000	159
OH	West Central Partnership, Inc.	750,000	157
NC	East Carolina Development Company	750,000	156
MT	Butte Local Development Corporation	750,000	156
GA	Appalachian Community Enterprises	750,000	156
OR	Mid-Columbia Economic Dev. District	600,000	154
NJ	Cooperative Business Assistance Corp.	800,000	154
NC	Piedmont Development Corporation, Inc.	750,000	152
NY	North Country Alliance	750,000	151
NC	Lumbee River EMC	750,000	151
VT	Vermont Development Credit Union	500,000	150

**EXPIRATION DATE:**  
September 30, 2004

**FILING INSTRUCTIONS:**  
Community/Business Programs

DE	Western Maryland Rural Lending Corp.	750,000	144
GA	Small Business Assistance Corp.	750,000	141
OR	Greater Eastern Oregon Development Corp.	750,000	139
MI	Midwest Energy Cooperative	600,000	135
TX	Cen-Tex Certified Development Corp.	680,283	130
<b>Total</b>		<b>\$15,580,283</b>	

A total of \$22,257,547.97 is available for the IRP unrestricted reserve for FY 2004. Due to the budget being approved late into the fiscal year, the first two quarters were combined, and 70 percent of the unrestricted reserve was available to fund these projects.

Please provide appropriate notification to all participants that did not receive an allocation. Applications that have been considered for an allocation of funds in four quarterly funding cycles will receive no further consideration, in accordance with RD Instruction 4274-D, section 4274.344(b). Applications that have been considered in less than four quarterly funding cycles will be considered again next quarter. Any revisions in priority scoresheets that are intended for consideration in the next funding cycle of FY 2004, must be received in the National Office **by April 30, 2004**.

*(Signed by William F. Hagy, III)*

WILLIAM F. HAGY III  
Deputy Administrator  
Business Programs

Sent by electronic mail on 04-22-04 at 4:00 p.m. by DABP.

April 26, 2004

**SUBJECT:** Justification for Use of Rental Cars

**TO:** State Directors  
Rural Development

**ATTN:** Administrative Programs Directors  
and Special Approving Officials

After careful consideration, I have determined that State Directors may be given authority on their Type N travel authorizations to permit the rental of commercially leased vehicles, when justified and advantageous to the Government, without my prior approval.

The use of a Government owned vehicle (GOV) for official transportation is generally the most advantageous to the Government. Therefore, you will be expected to use a GOV during your official travel if one is available. Before approval of reimbursement of official travel for which a commercially leased vehicle expense is claimed, you must have included written certification, on a case-by-case basis, that a GOV was not available and a justification why a rental car was cost advantageous to the Government.

In addition, you should use Travel Management Centers to reserve rental cars; you are expected to lease only sub-compact or compact cars unless larger vehicles can be justified; you are responsible for any additional costs resulting from the unauthorized use of a rental car for other than official travel-related purposes; and you will not be reimbursed for any extra insurance options for the rental car. Please refer to RD Instruction 2036-A, Section 2036.10(e), for additional guidance.

**EXPIRATION DATE:**  
April 30, 2005

**FILING INSTRUCTIONS:**  
Preceding RD Instruction 2036-A



If you require rental car authority, your staff may prepare an amendment to your Type N travel authorization and contact the National Office Travel Unit (TU) for appropriate review and release. Questions may be addressed to the TU to either Irene Wofford at 202-692-0030 or Theresa Hollowell at 202-692-0027.

*(Signed by Gilbert G. Gonzalez)*

GILBERT G. GONZALEZ  
Acting Under Secretary  
Rural Development

April 26, 2004

TO: All State Directors  
Rural Development

ATTENTION: Single Family Housing Program Directors

FROM: David J. Villano (Signed by Roger Glendenning) for  
Deputy Administrator  
Single Family Housing

SUBJECT: Request for Automation (RFA) and  
Brio Report Request Procedure

The purpose of this memorandum is to clarify the proper format and routing of a request for automation to UniFi as well as outline the procedure to request development of new or revisions to existing Brio reports that pertain to Single Family Housing (SFH) direct origination.

#### **RFA's**

State generated RFAs to UniFi (be it to a report, field, form, etc.) must be submitted using the format outlined in Attachment 1 and must be emailed to [brooke.baumann@usda.gov](mailto:brooke.baumann@usda.gov).

Given the Agency's limited resources, individual requests must be reviewed to ascertain the applicability and usability to the nation as a whole. Segments of requests deemed beneficial will be compiled and forwarded to the System Coordinator.

#### **Brio Report Requests**

State generated Brio report requests must be submitted using the format outlined in Attachment 2 and must be emailed to [lou.paulson@usda.gov](mailto:lou.paulson@usda.gov). Please do not submit requests directly to the St. Louis IRM Staff for processing. Requests must be properly documented on the attached request form and forwarded to the National Office to obtain a tracking number. This will assist in managing the status of each request and will prevent duplication.

EXPIRATION DATE:  
April 30, 2005

FILING INSTRUCTIONS:  
Housing Programs

As stated earlier, with limited available resources, all requests must be reviewed to determine its usefulness to Rural Development National and Field Office Staff.

If you have any questions regarding this memorandum, please contact Brooke Baumann or Lou Paulson of the Single Family Housing Direct Loan Division at (202) 720-1474.

Attachments

DATE RECEIVED: _____	LOG NUMBER: _____
INITIAL PRIORITY NUMBER: _____	OK TO SUBMIT: _____
FOR SYSTEM COORDINATOR USE ONLY!	

DATE SUBMITTED: \_\_\_\_\_ BRANCH/ORGANIZATION AREA: \_\_\_\_\_

REQUESTER'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMERGENCY REQUEST? YES NO

**CONCISE DESCRIPTION OF THE REQUEST (TEN WORDS OR LESS):**

**PRIORITIZATION CRITERIA:**

Please answer all of the following questions thoroughly.

Without this enhancement, is the agency out of compliance with:

YES -- signifies non-compliance.

NO -- signifies that the agency is in compliance.

- The law? ..... YES NO
- A statute? ..... YES NO
- A Court Order? ..... YES NO
- Our Regulations? ..... YES NO
- The handbook? ..... YES NO
- Internal Policy? ..... YES NO
- An OIG or other third party audit/investigation?... YES NO
- An internal agency audit/investigation? ..... YES NO
- The requirements of NAD?..... YES NO
- An existing court case with a pending decision.... YES NO
- Anticipated change in law, statute, or regulation... YES NO
  - If "yes" is the change expected in the next:
    - 30 days          60 days          More than 60 days

Is there a work-around for this enhancement?..... YES NO

- If “yes”, does the work-around increase processing time by more than 50% per transaction?.....YES NO

Is this a request to add or adjust a:

REPORT      FORM LETTER      BILLING STATEMENT

Date that the enhancement MUST be in production (if applicable). Please indicate by what individual, regulation, or authority the date was imposed:

\_\_\_\_\_

Anticipated Annual Cost Savings. Documentation of computation MUST be attached to receive credit: \$\_\_\_\_\_

Anticipated Time Savings. Documentation of computation MUST be attached to receive credit: \_\_\_\_\_minutes/8 hours/User

Percent of active borrowers or borrower accounts impacted:\_\_\_\_\_%

What impact will this enhancement have on the borrower or the borrower’s account information?

Will this enhancement have an impact on the agency’s ability to establish internal controls? How?

What type of reporting systems will be enhanced or developed with this change?

Other Consideration in prioritizing this enhancement:

The following information is requested to facilitate the business design/development process. The accuracy and level of detail provided below could significantly impact the completion rate of the request.

WHAT IS THE GOAL OF THIS ENHANCEMENT:

WHAT SCREENS WILL BE IMPACTED:

WHAT SYSTEMS WILL BE IMPACTED:

WHAT OTHER BRANCHES/SECTIONS/WORK AREAS WILL BE IMPACTED:

WHAT ARE THE ALTERNATIVES TO THIS SOLUTION:

WHAT ARE THE BENEFITS OF THIS ENHANCEMENTS:

WHAT ARE THE NEGATIVE IMPACTS OF THIS REQUEST:

WHAT ARE THE ORGANIZATIONAL GAINS TO THE REQUEST:  
BETTER INFORMATION AVAILABLE, QUICKER RESPONSE TIME,  
BETTER INTERACTION BETWEEN BRANCHES, ETC.

WHAT IS THE URGENCY OF THIS REQUEST:

**PLEASE ATTACH ADDITIONAL SHEETS TO ADDRESS THE FOLLOWING:**

- DETAILED DEFINITION OF THE REQUEST: EXACTLY WHAT ARE YOU PROPOSING? PLEASE INCLUDE SCREEN PRINTS, LETTERS, FORMS, FIELD DEFINITION AND JUSTIFY THE NEED FOR EACH REQUEST.
- LIST AN OUTLINE OF THE DESK PROCEDURES TO BE USED WHEN THIS ENHANCEMENT IS IMPLEMENTED.
- LIST THE OUTLINE OF THE TEST SCRIPT TO BE USED WHEN THE ENHANCEMENT IS TO BE TESTED. IF “A” IS DONE, THEN “B” SHOULD BE THE RESULT.

# Data Warehouse Report Request Form

\*\*\* ORIGINATOR'S INFORMATION ONLY \*\*\*

\*\*\* ISM/SSD USER ONLY \*\*\*

**Report Name:****Short Description Of Request:**

Requestor Name:

Date Requested:

Branch/Serv Ofc:            Mail Code:            Phone #:

Email Address:

Program Type:     SFHD     SFHG     RULSS     WEPD     WEPG  
 MFIS     AMAS     MFHG     BP             CF  
 OTHER

**National Office Tracking No:****Request Priority:**  High     Medium     Low    Priority Number:Request #:  
\_\_\_\_\_**Initials:**  
\_\_\_\_\_**Date:**  
\_\_\_\_\_**Type Of Report/Update:**  Daily     Weekly     Monthly     Annual     Other:**Data As Of Current Day:**  Trend Analysis:  YES     NO    If Y, How Many Historical Months:**Type Of Output:**

- Reports  
 Pivots  
 Charts  
 Online Analysis  
 Print Online Analysis

Export to:  JPEG     HTML     PDF     Excel - Spreadsheet Name:            Other:

This is to be completed by the request owner who submits the request.

**Reviewed by:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INFORMATION REGARDING REQUEST

**SUMMARIZE THE REQUEST.** Criteria for query, associated reports, charts, pivots, EIS front end, etc.**Attached Sample(s):**  Yes     No

Date Program Director Submitted Request: \_\_\_\_\_ Comments: \_\_\_\_\_

Date National Office Submitted Request: \_\_\_\_\_ Comments: \_\_\_\_\_

Date Assigned to Developer: \_\_\_\_\_ Comments: \_\_\_\_\_

Date Returned for Retest: \_\_\_\_\_ Comments: \_\_\_\_\_

Acceptance Date: \_\_\_\_\_ Comments: \_\_\_\_\_

April 27, 2004

SUBJECT: 2003 Relocation Income Tax (RIT) Claims

TO: Rural Development State Directors  
National Office Officials

ATTN: Administrative Programs Directors

The National Finance Center (NFC) has advised that 2003 Relocation Income Tax (RIT) claims may now be submitted for processing. Please remind all employees who relocated during 2003 that they should send their RIT claims to the NFC. Employees who relocated during prior years also need to submit RIT claims if they received a Withholding Tax Allowance (WTA) during 2003.

It is important that employees submit their RIT claim in a timely manner to settle their RIT allowance account. If the employee fails to comply with this requirement, the entire WTA already paid to the employee will be considered an excess payment. The NFC will then bill the employee for the excess WTA.

You and your staff may contact D. Irene Wofford, Travel Unit, at 202-692-0030 with any questions.

*(Signed by Sharon Randolph)*

*for*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

EXPIRATION DATE:  
April 30, 2005

FILING INSTRUCTIONS:  
Administrative/Other Programs

Sent by electronic mail at 1:00 p.m. on 04-28-04 by SSD.

State Directors and National Office Officials should advise other personnel as appropriate.



April 29, 2004

SUBJECT: Government Contract Fares

TO: Rural Development State Directors  
National Office Officials

ATTN: Administrative Programs Directors

We have been advised that daily flights to and from St. Louis, Missouri, have decreased. With peak travel season approaching, many existing flights may be overbooked and reservations for which tickets have not been issued are subject to cancellation by the airline(s) unless the Government contract carriers are used. This is the airlines' policy, not the Travel Management Centers' (TMC) policy.

When reserving flights through your TMC, it is advisable to book with the Government contract carriers since those tickets will not be canceled by the airlines. The code "YCA" is used to designate unrestricted coach class contract fares for Government contract carriers. With a YCA fare, you will not be required to purchase tickets as far in advance since tickets normally will be issued 3 days prior to the departure date. Although the YCA fare may not be the lowest available fare, you will have a guaranteed and reserved seat on the specific date of travel.

If you or your staff have any questions, please contact D. Irene Wofford, Travel Management Specialist, at 202-692-0030.

*(Signed by Sherie Hinton Henry)*

SHERIE HINTON HENRY  
Deputy Administrator  
for Operations and Management

EXPIRATION DATE:  
April 30, 2005

FILING INSTRUCTIONS:  
Administrative/Other Programs

Sent by Electronic Mail on 04-30-04 at 1:30 p.m. by SSD.

State Directors and National Office officials should advise other personnel as appropriate.