TO: State Directors  
Rural Development  

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

FROM: Richard A. Davis  
(Signed by Richard A. Davis)  
Acting Administrator  
Housing and Community Facilities Programs  

SUBJECT: Single Family Housing Guaranteed Loan Program  
Increasing/Decreasing Loan Amount  
Current and Prior Fiscal Years by Type of Assistance  
Code – Internal Use for Agency  

PURPOSE/INTENDED OUTCOME:  
This Administrative Notice (AN) provides updated guidance to Agency field staff on increasing, or decreasing, the amount of obligation for a Single Family Housing Guaranteed Loan Program (SFHGLP) loan for the various types of assistance codes, including a loan obligated with prior fiscal year (FY) funds.  

COMPARISON WITH PREVIOUS AN:  
This AN revises and replaces RD AN No. 4637(1980-D), dated March 20, 2012, which expired on March 31, 2013.  

EXPIRATION DATE:  
October 1, 2014  

FILING INSTRUCTIONS:  
Preceding RD Instruction 1980-D
BACKGROUND:

This notice provides the current guidance for processing and requesting a restoration of funds for guaranteed loans obligated under a prior fiscal year (FY). It also outlines guidance for processing full and partial de-obligations of funding for the present FY. The Agency Guide on the SharePoint website will be updated with the present guidance.

IMPLEMENTATION RESPONSIBILITIES:

A guide, providing detailed steps the state must take to restore funds from a previous year, will perform a partial or full de-obligation or increase an obligation is provided in the Agency’s SharePoint website in the Guaranteed Program Information tab under SFHGLP Guides folder (https://rd.sc.egov.usda.gov/teamrd/hcfp/sfh/Single%20Family%20Housing%20Information/Forms/Alphabetical%20Order.aspx?RootFolder=%2Fteamrd%2Fhcfp%2Fsfh%2FSingle%20Family%20Housing%20Information%2FGuaranteed%20Program%20Information%2FSFHGLP%20GUIDES).

Included in the guidance is a form required to be utilized by the Agency, when requesting a restoration of funds from a previous fiscal year.

If you have questions regarding prior fiscal year obligations, contact the Guaranteed Loan Branch at (314) 457-4192, or your DCFO accounting technician.

Questions pertaining to this AN can be directed to Debbie Terrell (debra.terrell@wdc.usda.gov); or Dean Daetwyler (dean.daetwyler@wdc.usda.gov), of the Single Family Housing Guaranteed Loan Division at (202) 720-1452, or the Guaranteed Loan Branch in St. Louis at (314) 457-4192.