

November 6, 2015

TO: State Directors, Rural Development

ATTN: Business Programs Directors

SUBJECT: Intermediary Relending, Rural Microentrepreneur Assistance Program, Rural Business Development Grant and Rural Economic Development Loan and Grant Programs  
Updating Guaranteed Loan System

This Unnumbered Letter provides guidance concerning the Guaranteed Loan System (GLS) and its importance in accurately recording the status of projects when submitted to the National Office for funding consideration. Please note that for fiscal year (FY) 2016, projects submitted to the National Office for funding consideration will not be considered if GLS is not updated to reflect the proper status of loan applications.

In FY 2016, the National Office will begin actively running a GLS report to verify that status codes, priority scores, and job information for each project received for funding consideration are entered and accurately coded in GLS. This report will be shared with each Regional Coordinator quarterly, so that they may assist in reaching out to States and ensure that GLS is up to date. Applicable projects in non-compliance will not be considered for funding. A reference table in GLS offers a listing of status types to assist in coding projects in every description activity from receipt of application through delinquency.

Projects submitted to the National Office for funding consideration must be coded "216" at the time the projects are uploaded to SharePoint.

If you have any questions regarding this letter, please contact Specialty Programs Division, (202) 720-1400.

/s/ **SAMUEL H. RIKKERS**

**SAMUEL H. RIKKERS**  
Acting Administrator  
Rural Business-Cooperative Service

EXPIRATION DATE:  
November 30, 2016

FILING INSTRUCTIONS:  
Preceding RD Instruction 4274-D