



United States Department of Agriculture
Rural Development
Pennsylvania State Office
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PA AN # 1243 (2006-M)
September 8, 2009

SUBJECT: State Internal Reviews – Fiscal Year 2010

TO: Program Directors, Area Directors, Team Leaders
Management Control Officer
Rural Development, Pennsylvania

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) is issued to announce the State Internal Review (SIR) schedule for Fiscal Year (FY) 2010 and issue our 5-year plan for conducting reviews.

COMPARISON WITH PREVIOUS AN(s):

PA AN # 1230 (2006-M) dated August 11, 2008 expires on August 31, 2009.

IMPLEMENTATION RESPONSIBILITIES:

State Offices are required to conduct comprehensive reviews to evaluate the delivery of all administrative and program functions within the State. We are required to review all field offices and centralized program functions at least once every 5 years. More frequent reviews may be conducted where major trends and weaknesses have been noted, or when a change of personnel occurs.

The following offices will be reviewed in FY 2010:

Lycoming Area Office

October 2009 – January 2010 (review dates)

Areas Reviewed – Rural Business, Rural Utilities, Multi-Family Housing, Community Facilities, Single Family Housing (502/504, Self-Help, and Guaranteed), EEO/Civil Rights, Administrative Programs, Environmental Programs, Community Development Activities and Customer Service.

Juniata Area Office:

October 2009 – January 2010 (review dates)

Areas Reviewed – Rural Business, Rural Utilities, Multi-Family Housing, Community Facilities, Single Family Housing (502/504, Self-Help, and Guaranteed), EEO/Civil Rights, Administrative Programs, Environmental Programs, Community Development Activities and Customer Service.

Expiration Date: September 30, 2010

Filing Instructions: File Preceding
RD Instruction 2006-M

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Review guides developed by the Financial Management Division in the National Office will be used for SIRs this fiscal year. The review guides will be distributed to each office and program staff.

Attached is Pennsylvania's 5-year plan outlining SIRs conducted in previous fiscal years and those that are planned through FY 2014.

Questions may be directed to Trudy S. Moore, Assistant to the State Director/Management Control Officer in the State Office at (717) 237-2266.

/s/ Trudy S. Moore, Acting for

THOMAS P. WILLIAMS
State Director

Attachment

PENNSYLVANIA STATE INTERNAL REVIEWS (SIRs) 5-YEAR PLAN

PA AN 1243 (2006-M)
Attachment

	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
CRAWFORD AREA OFFICE - AREA 1					•					•
CLINTON AREA OFFICE - AREA 2		•					•			
LYCOMING AREA OFFICE - AREA 3	•					•				
WYOMING AREA OFFICE - AREA 4				•					•	
LEHIGH AREA OFFICE - AREA 5			•					•		
LEBANON AREA OFFICE - AREA 6				•					•	
CUMBERLAND AREA OFFICE - AREA 7		•					•			
JUNIATA AREA OFFICE - AREA 8	•					•				
WESTMORELAND AREA OFFICE - AREA 9			•					•		
BUTLER AREA OFFICE - AREA 10					•					•
Centralized Program Functions										
B&I Direct and Guaranteed Loan Making and Processing		•					•			
All program areas are included in SIR reviews.										

NOTE: previous fiscal years are included for planning purposes only

Updated on 09/08/2009