SUBJECT: State Internal Reviews – Fiscal Year 2013

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) 2013 and issue our 5-year plan for conducting reviews.

COMPARISON WITH PREVIOUS AN(s):

This AN replaces PA AN No. 1266 (2006-M) dated September 1, 2011, which will expire on September 30, 2012.

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 2013:

**Lebanon Area Office**
October 2012 – January 2013 (review dates)
Areas Reviewed – Administrative Programs (Financial Management, Office Management and Administrative Services, Human Resources and Training, Equal Employment Opportunity, and Information Technology Security); Single Family Housing Direct; Multi-Family Housing Direct Programs; Business and Cooperative Programs (Specialty Lending and B&I Guaranteed Servicing); Community Facilities Programs; Water and Waste Water Programs; Environmental Programs (Under 1940-G and 1794); Civil Rights; and Community Development

Expiration Date: August 31, 2013
Filing Instructions: File Preceding RD Instruction 2006-M
Wyoming Area Office:
October 2012 – January 2013 (review dates)
Areas Reviewed – Administrative Programs (Financial Management, Office Management and Administrative Services, Human Resources and Training, Equal Employment Opportunity, and Information Technology Security); Single Family Housing Direct; Multi-Family Housing Direct Programs; Business and Cooperative Programs (Specialty Lending and B&I Guaranteed Servicing); Community Facilities Programs; Water and Waste Water Programs; Environmental Programs (Under 1940-G and 1794); Civil Rights; and Community Development

Review guides developed by the Financial Management Division in the National Office will be used. 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 2017.

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

Sincerely,

/s/ Trudy S. Moore, Acting for

THOMAS P. WILLIAMS
State Director

Attachment
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<th>Field Offices</th>
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### Centralized Program Functions

- **B&I Direct and Guaranteed Loan Making and Processing**: • • • • •
- **Procurement (Administrative)**: • • • • •
- **Guaranteed MFH Loan Making and Processing**: ADDED • •
- **Guaranteed Single Family Housing**: ADDED • •

All program areas are included in SIR reviews.

**NOTE**: previous fiscal years are included for planning purposes only

*Updated on 08/27/12*