



Rural Development  
Business Center

October 4, 2021

Chief Financial Officer

Office of Accounting  
And Finance

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TO: State Directors  
Associate Enterprise Directors

FROM: Alison Suhre /s/ *Tracy Galloway*  
Associate Chief Financial Officer  
Office of Accounting and Finance

SUBJECT: Unliquidated Obligations Guidance  
for Fiscal Year 2021

The Program Funds Control Branch (PFCB) of the Finance Office (FO) will be assisting with the fall 2021 semiannual Rural Development (RD) certification of Unliquidated Obligations (ULO).

Report Code (RC) 743, Report of Prior Year Unliquidated Obligations data file, as of September 30, 2021, will be available for review on October 7, 2021.

The review and notation of the ULO data will be completed by your Program Directors and their staff. Your Associate Enterprise Director is responsible for coordinating the process and providing a follow-up with you and your Program Directors to assist with communicating due dates for timely certification and reporting. You are responsible for the certification of the ULO data once it has been reviewed and notated.

You can download the ULO data file on the [ULO SharePoint site](#). **This ULO SharePoint site is for RD loans and grants only and not for Administrative/Financial Management Modernization Initiative (FMMI) activities.**

- Instructions on how to certify and submit the RC 743 report and required supporting documents are also on the ULO SharePoint site.
- Your Program Directors and their staff should upload the RC 743 ULO Certifications with supporting documents by the October 25, 2021, deadline. This is a firm deadline so we can meet regulatory requirements for agency reporting and have additional time to summarize the results.

EXPIRATION DATE:  
October 31, 2022

FILING INSTRUCTIONS:  
Administrative/Other Programs

The password to open the ULO Tool Excel file is **certifyrdulo** (all lower case and no space).

### **Certification Deadline**

- Upload ULO Certification and supporting documents by close of business (COB)  
**October 25, 2021**

If you have any questions, please contact PFCB at [RD.CFO.PFCB@USDA.GOV](mailto:RD.CFO.PFCB@USDA.GOV). We appreciate the hard work and effort that goes into this process.

Sent by Electronic Mail on October 4, 2021 at 11:10 am by the Finance Office/Program Funds Control Branch, St. Louis, Missouri. State Directors should advise other personnel as appropriate.