



United States Department of Agriculture  
Rural Development  
Pennsylvania State Office  
[www.rurdev.usda.gov/pa](http://www.rurdev.usda.gov/pa)

**PA AN # 1230 (2006-M)**  
**August 11, 2008**

Subject: State Internal Reviews – FY 2009

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 FY 2009 and issue our five-year plan for conducting reviews.

**COMPARISON WITH PREVIOUS AN(s):**

PA AN # 1219 dated September 5, 2007 expires on September 30, 2008.

**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 five 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 Fiscal Year 2009:

**Butler Area Office**

October 2008 – January 2009 (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:** August 31, 2009

**Filing Instructions:** File Preceding  
RD Instruction 2006-M

One Credit Union Place, Suite 330, Harrisburg, PA 17110-2996  
Phone: (717) 237-2299 TTY/TDD & Voice: 711; TTY/TDD only: 1-800-654-5984

*Committed to the future of rural communities.*

"USDA is an equal opportunity provider, employer and lender."  
To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382(TDD).

**Crawford Area Office:**

October 2008 – January 2009 (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.

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 five-year plan outlining SIRs conducted in previous FYs and those that are planned through FY13.

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/ Gary H. Groves*

GARY H. GROVES  
State Director

Attachment

**PENNSYLVANIA STATE INTERNAL REVIEWS (SIRs) - 5 YEAR PLAN**

PA AN 1230 (2006-M)  
August 11, 2008  
Attachment

	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13
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	•					•				
<b>Centralized Program Functions</b>										
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 8/15/2008