



United States Department of Agriculture  
Rural Development  
Oregon State Office

October 1, 2006

**SUBJECT:** Guaranteed Rural Housing (GRH) Program  
GRH Stack  
Agency Review – Request for Conditional Commitment for Loan  
Note Guarantee  
Request for Loan Note Guarantee—Agency Review of Closing  
Documents

**TO:** Rural Development Managers  
USDA, Rural Development Oregon

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to provide updated reference sources for field and state office Single Family Housing staff to use during the processing of loan information which has been received from a lender for a GRH loan. The AN Exhibits are used when establishing case files, when reviewing loan submission information and when reviewing post-closing documentation.

**COMPARISON WITH PREVIOUS AN:**

This AN replaces Exhibit E and Exhibit F to Oregon PN 520, issued November 24, 2004, and Oregon PN 524, issued June 1, 2006.

**IMPLEMENTATION RESPONSIBILITIES:**

Exhibit A - "GRH Stack" is a checklist for field office staff to use in for assembling case files when loan application information is received from the lender.

**EXPIRATION DATE:**  
September 30, 2007

**FILING INSTRUCTIONS:**  
Preceding RD Instruction 1980-D

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Exhibit B - "Agency Review – Request for Conditional Commitment for Loan Note Guarantee" assists field office staff in reviewing loan applicant information provided by the lender. This exhibit serves as a guide in analyzing applicant eligibility and approval/disapproval for a GRH loan. If applicant is approved for the loan the Conditional Commitment is issued to the originating lender

Exhibit C - "Request for Loan Note Guarantee – Agency Review of Closing Documents" is a checklist for field office staff to use while reviewing the closed loan documents submitted by the lender. After confirming that the post-closing documentation is complete, the field staff processes the closing and issues the Loan Note Guarantee to the lender.

*/s/ Signed by Mark Simmons*

MARK SIMMONS  
State Director

Attachments

