

**Rural Development Disbursement Matrix**

**FOR RURAL DEVELOPMENT DISBURSEMENT CONTACTS: SEE ADDRESSES ON PAGE 6 OF THIS MATRIX**

FINANCIAL MANAGEMENT SYSTEM Disbursement Activity/Method	Process Flow Description	Source Document	Loan and Grant Programs Included in Financial Management System
<p><b>PROGRAM LOAN ACCOUNTING SYSTEM (PLAS) / AUTOMATED DISCREPANCY PROCESSING SYSTEM (ADPS)</b></p> <hr/> <p>Initial/Single Advance/Electronic Funds Transfer (EFT)            Subsequent Advance/EFT</p> <p>Cancellation</p>	<p>Initial and subsequent advances processed through PLAS must be requested via EFT. Servicing office (SO) establishes EFT payee record and related borrower record, using the Rural Development Electronic Funds Transfer (EFT) System Handbook for reference. SO requests loan or grant advance via ADPS transaction code 1C. Reference Automated Discrepancy Processing System (ADPS) instructions for inputting transactions to PLAS.</p> <p>SO prepares and approves Form RD 1940-10, Cancellation of U.S. Treasury Check and/or Obligation. For EFT disbursement cancellation, SO should follow the instructions in the EFT System Handbook. For cancellation of Treasury check, SO should follow the procedure shown in §2018.158 of this instruction. The Deputy Chief Financial Officer (DCFO) will cancel the disbursement.</p>	<p>ADPS screen printout (with authorizing signature)</p> <p>Form RD 1940-10</p>	<p>Appalachia Regional Commission Grants            Business and Industry Loans            Community Facility Loans and Grants            Economic Development Administrative Grants            Emergency Community Water Assistance Grants            High Energy Cost Grants            Housing Application Packaging Grants            Housing Preservation Grants            Water &amp; Environmental Loans and Grants            Intermediary Relending Program            Mutual &amp; Self-Help Housing Grants            Rural Alaskan Village Grants            Rural Business Enterprise Grants            Rural Business Opportunity Grants            Rural Cooperative Development Grants            Rural Economic Development Loans and Grants            Self-Help Technical Assistance            Television Demonstration Grants</p>

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<b>GUARANTEED LOAN SYSTEM (GLS)</b>	<u>NOTE:</u> For the guaranteed B&I program, disbursement is by Treasury check. For all other guaranteed programs, EFT disbursement is preferred unless lender does not use ACH, in which case a Treasury check disbursement will be made.		Guaranteed Business and Industry Loans Guaranteed Community Facilities Loans Guaranteed Rural Rental Housing Loans Guaranteed Single Family Housing Loans Guaranteed Water and Environmental Loans
Losses (EFT/Treasury check)	SO reviews and approves Form RD 449-30, Loan Note Guarantee Report of Loss, received from lender and forwards it to the DCFO. The DCFO enters the loss claim to GLS for disbursement.	Form RD 449-30 (4041)	
Loan Repurchases (EFT/Treasury check)	SO completes and sends Form RD 1980-37, Purchase of Guaranteed Loan Portion, with attachments to the DCFO for approval and disbursement to holder. The DCFO enters the repurchase claim to GLS for disbursement.	Form RD 1980-37 (4035)	
Appraisal/Liquidation Fees (EFT/Treasury check)	Form RD 1980-46, Report of Liquidation Expenses, is prepared by SO and sent to the DCFO for disbursement. The DCFO enters the claim into GLS for disbursement.	Form RD 1980-46 (4040)	
Rural Rental Housing (RRH) Interest Assistance (EFT/Treasury check)	Form RD 1980-24, Request Interest Assistance/Interest Rate Buydown/Subsidy Payment, is completed by lender and approved by SO. Approved Form RD 1980-24 with original signatures is sent by SO to the DCFO for disbursement to the lender.	Form RD 1980-24 (4031)	
Rural Housing (RH) Interest Assistance (EFT)	SO enters annual interest assistance agreement request via GLS using T/C 4049, entering information from Form RD 1980-13, Annual Interest Assistance Agreement, completed by lender. Over the subsequent twelve months a disbursement is automatically issued to the lender through the GLS system. An EFT will be made using the banking information within the EFT system.	Form RD 1980-13 (4049/4055)	
Restructure Payments (EFT)	Servicing lender prepares a payment schedule for restructure payments for the DCFO. DCFO makes EFT disbursements according to the payment schedule using the banking information provided by the servicing lender.	Loan Guarantee Agreement; Trust Agreement; Closing Documents	
Cancellation	SO prepares Form RD 1940-10, Cancellation of U.S. Treasury Check and/or Obligation. For EFT disbursement cancellation, SO should follow the instructions in the EFT System Handbook. For cancellation of Treasury check, SO should follow the procedure shown in §2018.158 of this instruction. DCFO will cancel the disbursement.	Form RD 1940-10	

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<p><b>AUTOMATED MULTI-HOUSING ACCOUNTING SYSTEM (AMAS)</b></p> <hr/> <p>Initial/Single Advance/EFT          Initial/Single Advance/Treasury check</p> <p>Subsequent Advance/EFT          Subsequent Advance/Treasury check</p> <p>Cancellation</p> <p>Rental Assistance (Sec. 521)</p> <p>Rental Assistance Cancellation</p>	<p>SO establishes EFT payee record and related borrower record, using the Rural Development Electronic Funds Transfer (EFT) System Handbook for reference. Forms required are Form RD 440-11, Estimate of Funds Needed, or Form RD 1944-52, Multiple Family Housing-Promissory Note, or SF 270, Request for Advance or Reimbursement. SO requests loan or grant advance via AMAS transaction code M1C. Reference AMAS Handbook for inputting transactions to AMAS.</p> <p>SO prepares Form RD 1944-53, Multi-Family Housing Cancellation of U.S. Treasury Check and/or Obligation. For EFT disbursement cancellation, SO should follow the instructions in the EFT Handbook. For cancellation of a Treasury check, SO should follow the procedure shown in §2018.158 of this instruction.</p> <p>Borrower prepares and submits Form RD 1944-29, Project Worksheet for Credit and Rental Assistance, to the SO for approval. SO requests disbursement via AMAS transaction M2A. Disbursement is made to the borrower by EFT. (Reference RD Instruction 1951-K).</p> <p>Following the procedures shown in the AMAS On-Line Cash Manual the SO completes and prints MS2 screen. SO sends the print with a detailed explanation of cancellation to the DCFO, Direct Loan and Grant Branch FC340, to cancel rental assistance.</p>	<p>Forms RD 440-11 (Association/Community Development) or 1944-52 (Rural Rental Housing, Labor Housing, RH Site and Site Option) or SF 270 (Rural Housing Service-Single Family Housing Site Loans)</p> <p>Form RD 1944-53</p> <p>Form RD 1944-29</p> <p>Screenprint of MS2 with authorizing signature</p>	<p>Direct Multi-Family Housing Loans          Direct Site Development Loans          Farm Labor Housing Loans and Grants          Housing Land Development Loans          Multi Family Credit Sales Loans          Rental Assistance</p>
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<p><b>RURAL UTILITIES SERVICE (RUS) /          RURAL UTILITIES LOAN          SERVICING SYSTEM (RULSS)</b></p> <hr/> <p>Initial Advance (EFT)          Subsequent Advance (EFT)</p>           <p>Cancellation</p>           <p>RTB C Stock Dividend (EFT)</p>	<p>RUS Program Staff enters the EFT routing information (bank routing and account number) in the Borrower Directory Management System (BDMS). Borrower completes RUS Form 595, Financial Requirement and Expenditure Statement, for Electric Program loans (or RUS Form 481, Financial Requirement Statement, for Telecom Loans) and forwards it to the RUS Program Staff for administrative approval. Program Staff prepares Forms 676 (Report of Vouchers Released) and 595 (or 481). RUS Program Staff inputs the disbursement request to RULSS.</p> <p>Program Staff contacts DCFO and requests a cancellation of the disbursement.</p> <p>Rural Telephone Bank (RTB) Board of Directors sends Program Staff a resolution showing the dividend rate declared and payable date. Based on RTB Board resolutions, DCFO issues a dividend by EFT.</p>	<p>Forms REA 595 (or 481), 676</p>	<p>Electric Loans          Rural Telephone Bank Loans          Telecommunications Loans</p>
<p><b>DEDICATED LOAN ORIGINATION          SYSTEM (DLOS)</b></p> <hr/> <p>Single/Initial/Subsequent Advance (EFT)          Single/Initial/Subsequent Advance          (Treasury check)</p>           <p>Cancellation</p>	<p>SO requests loan or grant funds via DLOS automated system and account screens. Reference DLOS Training Manual for inputting transactions. The DLOS Training Manual can be accessed via the USDA Rural Development Intranet. U.S. Bank initiates EFT disbursements for programs serviced by DLOS.</p> <p>To cancel a disbursement, SO contacts Centralized Servicing Center (CSC) Cash Management Section, Disbursement Unit (ACH Unit). SO sends the Treasury check (or recipient's reimbursement if the EFT or Treasury check cannot be returned), Form RD 1940-10 (Cancellation of U.S. Treasury Check or Obligation), and Form RD 3550-17 (Funds Transmittal) by overnight mail to CSC. CSC then cancels the disbursement. Reference Direct Single Family Housing Loans and Grants, Field Office Handbook (HB-1-3550) for detailed instructions on returning checks to CSC.</p>	<p>Closing Agent Information Sheet</p>           <p>Form RD 1940-10          Form RD 3550-17</p>	<p>Housing Loans and Grants-Elderly Modular          Housing Natural Disaster Grants          Self-Help Housing Land Development Loans          Single Family Housing Loans and Grants          Very Low Income Housing Repair Loans and Grants          Water and Waste Disposal Individual Grants</p>

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<p><b>COMPENSATION FOR CONSTRUCTION DEFECTS (RHS)</b></p> <hr/> <p>Initial Advance (EFT)          Subsequent Advance (EFT)</p>	<p>Form RD 1924-4, (Documentation for Construction Complaint/Request for Compensation for Construction Defects), will be completed by the borrower and submitted to the SO. The SO submits the claim for compensation to the National Office for authorization of funds prior to approval. SO may mail, phone, or fax a disbursement request to the DCFO. Disbursement is made by EFT using banking information provided in the request.</p>	<p>Form RD 1924-4</p>	<p>Single Family Housing</p>
<p><b>NON-AUTOMATED (MANUAL) PROGRAMS</b></p> <hr/> <p>Initial Advance (EFT)          Subsequent Advance (EFT)</p>	<p>Program Staff or SO may mail, phone, or fax a disbursement request to the DCFO. The request must contain the payee name, case number, loan type/type of assistance, amount of disbursement, payee's EFT bank routing number, account number and account type (checking/savings), date of obligation, and undisbursed balance (non-contracts).</p>		<p>Armament Retooling and Manufacture Support Guaranteed Loans          Department of Energy Matching Grants          Distance Learning and Telemedicine Loans and Grants          Electrification and Telecommunications Guaranteed Loans          Hazardous Waste Management Grants          High Energy Cost Grants          Local Television Guaranteed Loans          Mutual and Self Help Housing Grants - Contracts          National Sheep Industry Improvement Center          Renewable Energy Grants          Rural Circuit Rider Contracts          Rural Empowerment Zone and Enterprise Community Grants</p>

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<p><b>DISBURSEMENT ACTIVITIES COMMON TO MULTIPLE SYSTEMS</b></p> <hr/> <p>Refunds (EFT)</p>	<p>SO sends a written request (facsimile is acceptable) for refunds to the DCFO or CSC. The request must include borrower name, case number, fund code, loan number, amount of payment, banking information, and the reason for refund. Disbursement is made by EFT using banking information provided in request.</p>	<p>Memorandum</p>	
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**RURAL DEVELOPMENT DISBURSEMENT CONTACTS**

**Single Family Housing Direct  
Loan and Grant Programs:**

Centralized Servicing Center (CSC)  
 Cash Management Section  
 Disbursement Unit

Mail Code: FC-2B  
 Telephone No.: 314-206-2060  
 FAX No.: 314-206-2766

**All Other Rural Development Direct  
and Guaranteed Programs:**

Deputy Chief Financial Officer (DCFO)  
 Fiscal and Accounting Division  
 Cash Management Branch

Mail Code: FC-363  
 Telephone No.: 314-457-4031  
 FAX No.: 314-457-4371