USDA GUS TRAINING

ADDITIONAL DATA INFORMATION

USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

Training Objectives:

- Understanding of how to complete the Additional Data tab in GUS.

  - Appraisal/Property related questions
  - System for Award Management (SAM)
  - Requirement checks
  - USDA relationships
  - Immigration/Naturalization Check
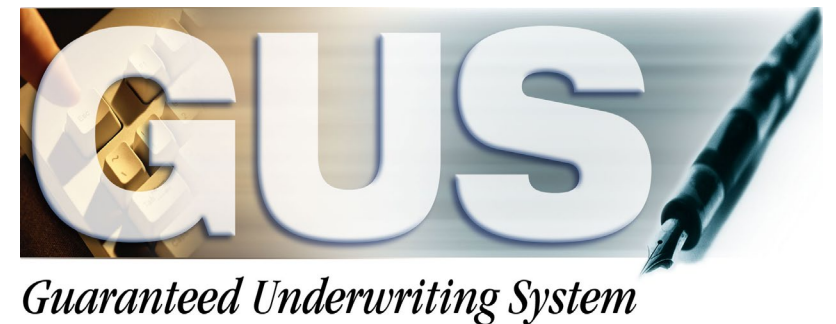
GUS

Guaranteed Underwriting System

Additional Data

Validate Application

Withdraw Application

Additional Data

① Purchase is (P)

New

Will a repair escrow account be established for repairs to be completed post-issuance of Loan Note Guarantee? (F)

○ Yes
○ No

By selecting Yes you are confirming that one or more persons associated with this application is prohibited from doing business with the Federal Government in SAM

② System for Award Management (SAM) indicates a party to the transaction is debarred from business with the Federal government. (P)

● Yes
○ No

② Date Checked on System for Award Management (SAM) (P)

09/01/2020

Lender Name

USDA Assigned Branch Number

001

Ⓐ Branch List

Requirement Checks

③ New Construction Dwellings: USDA new construction requirements and documentation are met. (P)

Choose One

Existing Dwellings: Current minimum property requirements (MPR) of HUD Handbook 4000.1 are met. (P)

Choose One

Additional Borrower Information

Borrower's Name

Do you have a relationship with any Rural Development employee? (P) ⓘ

○ Yes ● No **④**

Immigration/Naturalization Check
(If the applicants indicated are not a U.S. citizen. Immigration/Naturalization information must be provided.)

> Alice Firstimer

Steps:

1. Select from the drop-down to choose whether the **Purchase** is "**New** "or "**Existing**".

2. Select "**Yes**" or "**No**" for the **System for Award Management (SAM)** question and then enter the date when the System for Award Management was checked.

   A. The fields **Lender Name** and **USDA Assigned Branch Number** will auto-populate. If **Branch Number** is missing or incorrect, select **Branch List** to look up the number.

3. **Requirement Checks** section, if the **Purchase is** "**New**" then the **New Construction Dwelling** field will be enabled. If it is "**Existing**", then the **Existing Dwellings** field will be enabled. Also, if the loan is **Refinance**, both fields will be disabled.

4. Select "**Yes**" or "**No**" to the USDA relationship question.

Additional Data – Immigration/Naturalization Check

Immigration/Naturalization Check
(If the applicants indicated are not a U.S. citizen. Immigration/Naturalization information must be provided)

∨ Alice Firstimer

Initial Verification via SAVE

Select Immigration Form

1 | Choose One ▼ |

| Choose One |
| CIS Form I-551 "Permanent Resident Card" |
| CIS Form I-571 "Refugee Travel Document" |
| CIS Form I-94 "Arrival/Departure Record" |
| CIS Form I-766 "Employment Authorization ..." |
| Form not listed |

ender Contact Phone Number
XXX-XXX-XXXX

Lender Contact Phone Extension
XXXXXXX

Immigration/Naturalization Check
(If the applicants indicated are not a U.S. citizen. Immigration/Naturalization information must be provided)

∨ Alice Firstimer

3 | Initial Verification via SAVE |

Select Immigration Form

2 | CIS Form I-551 "Permanent Resident Card" ▼ |

Alien/USCIS Number

Card Number

Lender Contact Person

Lender Contact Phone Number
XXX-XXX-XXXX

Lender Contact Phone Extension
XXXXXXX

On the **Borrower Information** tab, if a Borrower has indicated they are not a U.S. Citizen, the **Immigration/Naturalization** section must be completed.

Steps:

1. Select the applicable **Immigration Form** from the drop-down.

   Note: If the form required is not listed, select **Form Not Listed**.

2. After selecting the **Immigration Form**, fill out the applicable fields.

   Note: Fields will vary slightly based on the Immigration Form selection.

2. Select **Initial Verification via Save button**.

Additional Data – Immigration/Naturalization Check – Initial Verification Complete

Immigration/Naturalization Check
(If the applicants indicated are not a U.S. citizen. Immigration/Naturalization information must be provided)

Select Immigration Form
CIS Form I-551 "Permanent Resident Card" ▼

Alien/USCIS Number

Card Number

Lender Contact Person
John Smith

Lender Contact Phone Number
999-999-9999

Lender Contact Phone Extension
XXXXXXX

(1) SAVE Case Number
0020289155922ST

SAVE Initial Verification
Submitted 10/15/2020

SAVE Secondary Check

SAVE Third Check

Verification Results
CONDITIONAL RESIDENT - EMPLOYMENT AUTHORIZED

(2) Qualification Status
ELIGIBLE

(3) CASE Status
CLOSED

DOB Submitted
04/01/1980

Name Submitted

After selecting the **Initial Verification via SAVE** button, the system will provide a:

1. **SAVE Case Number**

2. If the initial verification is completed successfully, the system will return a result in the **Qualification Status** field and will show as either eligible or not eligible.

3. The **CASE Status** field will update to **CLOSED**.

Additional Data – Immigration/Naturalization Check, Continued

Immigration/Naturalization Check

(If the applicants indicated are not a U.S. citizen. Immigration/Naturalization information must be provided)

~~nts f~~ ~~Division of Hom~~land Security

SAVE Case Number	**SAVE Initial Verification**
0020248145026PX	Submitted 09/04/2020
SAVE Secondary Check	**SAVE Third Check**
Verification Results	**Qualification Status**
	① UNABLE TO DETERMINE

CASE Status

SECONDARY CHECK REQUIRED

DOB Submitted	**Name Submitted**

Steps:

1. Upon selecting the **Initial Verification via SAVE** button, if the system displays an **Unable to Determine** result in the **Qualification Status** field, a secondary check will need to be initiated.

Additional Data – Immigration/Naturalization Check – Secondary Check

Immigration/Naturalization Check
(If the applicants indicated are not a U.S. citizen. Immigration/Naturalization information must be provided)

∨ Alice Firstimer

Secondary Check   **Close SAVE Case**   ②

Select Immigration Form
CIS Form I-551 "Permanent Resident Card" ▾

Alien/USCIS Number
999999999

Card Number
XYZ9999999999

Lender Contact Person
John Doe

Lender Contact Phone Number
444-444-4444

Lender Contact Phone Extension
XXXXXXX

Comments for Division of Homeland Security
①

SAVE Case Number
0020255123209SQ

SAVE Initial Verification
Submitted 09/11/2020

SAVE Secondary Check

SAVE Third Check

Verification Results

Qualification Status
UNABLE TO DETERMINE   ③

CASE Status
SECONDARY CHECK REQUIRED

DOB Submitted

Name Submitted

Steps:

If a Secondary Check is required, the user should complete the following steps:

1. First, review and update Lender fields. Enter comments in the **Comments for Division of Homeland Security (DHS)** section.

2. Next, the user should select the **Secondary Check** button to proceed with DHS SAVE confirmation or select **Close SAVE Case** button if the user decides to no longer proceed with the verification. **Note**: if **Close SAVE Case** button is selected, the process ends.

3. If the **Secondary Check** is completed successfully, the system will return a result in the **Qualification Status** field and will show the status as either eligible or not eligible. Lastly, the **CASE status** field will update to CLOSED. Otherwise, a Third Check is needed.

Additional Data – Immigration/Naturalization Check – Third Check

Steps:

1. Review the second **SAVE** results fields from DHS (e.g. CASE status).

2. As needed, review, update Lender fields, enter comments for DHS and complete the "**Lender Contract Address**" fields.

3. Provide supporting documentation by uploading or dragging the required files into GUS. Examples include a copy of a passport, permanent resident card, court documents, etc.

4. Click the **Third Check** button to proceed with DHS SAVE confirmation or click **Close SAVE Case button**.
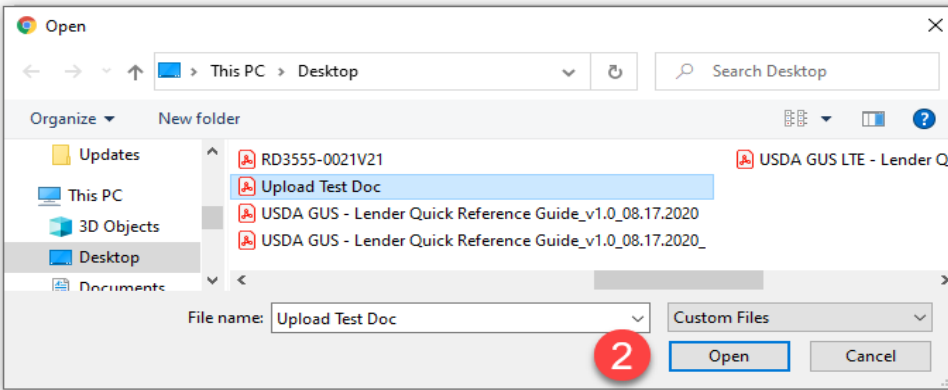
Additional Data – Immigration/Naturalization Check – Uploading Docs for Third Check

Steps for Uploading Documents:

1. After clicking the Upload Files button, the browser's file search pop-up window appears. Choose the file. **Note:** Document size is limited to 5MB.

2. Click the **Open** button.

3. The Upload Files pop-up window appears. Once the document has been uploaded, a green checkmark displays, click the **Done** button.

4. The file appears listed under the **Upload Document** section. If needed, repeat steps to add other files.

Immigration/Naturalization Check
(If the applicants indicated are not a U.S. citizen. Immigration/Naturalization information must be provided)

∨ Alice Firstimer

Select Immigration Form
CIS Form I-551 "Permanent Resident Card" ▼

Alien/USCIS Number
987654321

Card Number
ABC1213132313

Lender Contact Person
John Doe

Lender Contact Phone Number
555-555-5555

Lender Contact Phone Extension
XXXXXXX

Comments for Division of Homeland Security
Test

SAVE Case Number
0020255125344SR

SAVE Initial Verification
Submitted 09/11/2020

SAVE Secondary Check
Submitted 09/11/2020 Response 09/15/2020

SAVE Third Check

Verification Results
INSTITUTE ADDITIONAL VERIFICATION

Qualification Status
ELIGIBLE

CASE Status
CLOSED

DOB Submitted

Name Submitted

This is an example of a Finalized Immigration/Naturalization Check.

The SAVE related fields show submission and response dates for the initial and secondary checks, along with the verification and CASE results, and qualification status.

Note: Only an "**Eligible**" Qualification Status will allow you to proceed to a Final Submission in GUS. You will not be able to proceed with a Final Submission with an "**Ineligible**" or "**Unable to Determine**" status.

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