



United States Department of Agriculture
Rural Development

July 8, 2008

SUBJECT: Dates – Work Plan Completion, Loan Cutoff and Form 7
Minor Revision to Memorandum to All Electric Programs' Distribution
Borrowers, dated July 7, 2006

TO: All Electric Programs' Distribution Borrowers

FROM: James R. Newby
Assistant Administrator
Electric Programs

A handwritten signature in black ink, appearing to read "James R. Newby". The signature is written in a cursive style and is positioned to the right of the typed name and title.

The Rural Development Utilities Programs, Electric Programs had conducted a review of its procedures in 7 CFR 1710 with regard to dates associated with a distribution borrower's loan application; namely, the work plan effective date, loan cutoff date and Form 7 date. Based upon its review, the following procedures were developed and a memorandum dated July 7, 2006 was sent to all Electric Programs' Distribution Borrowers. A minor revision has recently been made to this procedure; namely, the Form 7 submitted with a loan application shall contain the most recent data available which shall not be more than 60 days old when received by the Electric Programs versus 90 days old.

The revised procedure is as follows:

- 1) The approval of the work plan will establish its effective date, which would typically be within one month of the dates of its approval, i.e., the end of the previous month or the end of the current month.
- 2) A loan application received date (APR) date which is established within six months of the work plan effective date can use the work plan's effective date as the cutoff date for the loan application.
- 3) If the APR date will be more than six months after the work plan effective date, the borrower must use a cutoff date that is no more than three months before the loan application's APR date.

1400 Independence Ave, S.W. • Washington, DC 20250-0700
Web: <http://www.rurdev.usda.gov/nj>

Committed to the future of rural communities.

"USDA is an equal opportunity provider, employer and lender."
To file a complaint of discrimination write 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).

- 4) Should a cutoff date other than the effective date of the work plan be required, an analysis of completed work plan projects will be performed to properly identify those projects in the work plan which are now possible reimbursement projects and those that continue to be proposed projects.
- 5) The Form 7 submitted with a loan application shall contain the most recent data available which shall not be more than 60 days old when received by the Electric Programs.

These procedures are effective immediately and will remain in effect until further notification. If you have any questions regarding these procedures, please contact your General Field Representative.