




United States Department of Agriculture
Rural Development
State Office
Stillwater, Oklahoma

TO: Interested Parties in the Processing of Oklahoma's USDA GRH Loans

FROM: Ryan McMullen
State Director 

SUBJECT: Centralization of Oklahoma's Guaranteed Rural Housing Loan Processing

Effective January 30, 2012, Oklahoma USDA Rural Development will be centralizing its Guaranteed Single Family Housing processing. The new process will rely on three, two-person teams consisting of Kevin Smith and Angel Boone, Susan Pierce and Marcia Ard, and Bill Terrell and Katie White. **All initial applications as well as all closing docs will be sent to the State Office for distribution. Electronic submissions are preferred.** To ensure timely processing, lenders should not submit files to any other location, as applications which are received in other offices will be packaged and shipped back to the State Office for re-distribution for processing.

Once a file has been received by one of the processing teams, the lender will be notified by that team if further information is required/needed. They will process the file and issue Conditional Commitments and other docs. **The lender should submit the closing package back to the State Office***, where it will then be sent to the appropriate team for review. **All inquiries, unless particular to a specific file, should be directed to the State Office as well, at 405-742-1070.**

The centralization of USDA GRH processing should provide more consistency and efficiency. Lenders will no longer have to consult maps to determine the appropriate office in which to submit files, and lenders can expect greater consistency in determinations and the answering of questions.

Beginning January 30, 2012, please submit all loan packages, initial and closing, in one of the following ways:

- * E-mail address for Oklahoma GRH package submission: Oklahoma-GRH@ok.usda.gov
- * Fax number for Oklahoma GRH package submission: (405) 742-1084
- * If mailing Oklahoma GRH packages, send to: USDA Rural Development
Attn: Guaranteed Single Family Housing
100 USDA, Suite 108
Stillwater, OK 74074

100 USDA • Suite 108 • Stillwater, OK 74074
Phone: (405) 742-1000 • Fax: (405) 742-1084 • TDD: (405) 742-1007 • Web: <http://www.rurdev.usda.gov/ok>

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"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, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD).

As of October 1, 2011, GRH purchases require a 2% upfront funding fee and a .30% annual fee. Refinances require a 1.5% upfront funding fee and a .30% annual fee.

The new 1980-21, (Rev. October, 2011), must be used on all submissions after October 1, 2011. All pages of the new form must be submitted, including page two with borrower signature.

***Closing packets for loans funded prior to January 30, 2012,** will still be submitted to the Rural Development Servicing office the loan was approved in.

***Closing packets for loans funded after January 30, 2012,** will be sent to:

USDA Rural Development
Attn: Guaranteed Single Family Housing
100 USDA, Suite 108
Stillwater, OK 74074

Questions regarding Rural Development Single Family Housing Guaranteed Loans should be directed to the central email box at Oklahoma-GRH@ok.usda.gov or (405) 742-1070.

