

## PROCEDURE NOTICE

### RD MANUAL CHANGES

**INSERT RD INS 440.1**  
(WSAL)

**INTEREST RATES, AMORTIZATION,  
GUARANTEE FEE, ANNUAL CHARGE, AND  
FIXED PERIOD.** This Instruction is  
partially revised as follows:

Exhibit B, to update various program rates and the Treasury Judgement Rate effective January 1, 2017.

REMOVE

Exhibit B: Pages 1 & 2 (Rev 94).

INSERT

Exhibit B: Pages 1 & 2 (Rev 95).

**REMOVE RD INS 1940-G**  
(WSAL)

**ENVIRONMENTAL PROGRAM.** This  
Instructions is being made obsolete due to  
the publication of Final rule which  
published on August 3, 2016.

REMOVE

Table of Contents;  
All Pages; and  
Exhibit A through M.

**INSERT RD INS 1951-B**  
(WSAL)

**COLLECTION.** Section 1951.54(d) is revised  
to remove the address used for mailing  
collection packages and referenced Exhibit  
A "Collection Matrix" for the mailing address. Exhibit A is revised to remove  
the collection matrix and replace with the URL for NFAOC's SharePoint site  
containing the new collection matrix.

REMOVE

Pages 3 & 4 (Rev 2); and  
Exhibit A.

INSERT

Pages 3 & 4 (Rev 3); and  
Exhibit A revised 01-27-17.

(CON.)

**RD MANUAL CHANGES**

**INSERT RD INS 1951-0  
(WSAL)**

**Servicing Cases Where Unauthorized Loan(s)  
or Other Financial Assistance Was Received-**

**-Community and Insured Business Programs.** Exhibit B is partially revised to update program interest rates, effective January 1, 2017.

REMOVE  
Exhibit B: Pages 3 & 4 (Rev 4).

INSERT  
Exhibit B: Pages 3 & 4 (Rev 5).

**RD HANDBOOK CHANGES**

**INSERT RD HB \*  
(WSAL)**

In the following Handbooks, Appendix 6 is completely revised to include the January 1, 2017, interest rate for the

Above-Moderate Single Family Housing non-program loans.

\* Number  
HB-1-3550

Title  
DIRECT SINGLE FAMILY HOUSING LOANS AND GRANTS FIELD OFFICE HANDBOOK.

HB-2-3550

DIRECT SINGLE FAMILY HOUSING LOANS AND GRANTS CENTRALIZED SERVICING CENTER HANDBOOK.

REMOVE  
Appendix 6.

INSERT  
Appendix 6 revised 01-27-17.

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3555  
(WSAL)**

**SFH GUARANTEED LOAN PROGRAM TECHNICAL HANDBOOK.** This Handbook is partially revised as follows:

Chapter 16:

Paragraph 16.1, deleted redundant language covered later in the Chapter;

Paragraph 16.2, language added to clarify when an extension to the conditional commitment can be requested. Language modified in section to improve clarity;

Paragraph 16.3, section title changed to "Requesting the Loan Note Guarantee;

Paragraph 16.3, language modified for clarity. The term "Settle Statement" changed to "Closing Disclosure" to match current CFPB terminology;

Paragraph 16.3(A), language modified to not that electronic closing submission is the preferred method;

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3555 (Con)  
(WSAL)**

**Chapter 16:**

Paragraph 16.3 (C), eliminated this closing submission option to further encourage electronic submissions;

Paragraph 16.4, language modified to improve clarity. Eliminated separate paragraphs for purchase loans versus refinance loans as the same fee structure is utilized for both options. Eliminated listing the actual fee amount and listed the link to the website which contains the current fee structure;

Paragraph 16.5, changed the term "Lender" to "Servicer" to clarify the responsibility for the annual fee submission. Added website link for the "Exhibit K of RD Instruction 440.1". Corrected website link for the lender's access to the Guarantee Annual Fee system;

Paragraph 16.5(A), (B), (D) and (E), language modified to improve clarity;

Paragraph 16.5(F), "1%" was modified to "one percent" for consistency within the Handbook. Added language to clarify that annual fee late charges cannot be passed on to the borrower;

Paragraph 16.5(H) thru (K), language modified to improve clarity;

Paragraph 16.6, language modified to improve clarity;

Paragraph 16.6(A), language modified to improve clarity;

Paragraph 16.6(B), timeframe for issuing the loan note guarantee modified from 15 calendar days to 10 business days. Language modified to improve clarity.

**Chapter 17:**

Throughout the Chapter the term "Lender" was substituted with the term "Servicer" for clarification of duties and consistency with other Chapters of the HB-1-3555.

Paragraph 17.1 Language modified to clarify meaning;

Paragraph 17.1(A) "Fannie Mae/ or Freddie Mac" changed to USDA;

Paragraph 17.1(C) the title of "Deputy Chief Financial Officer" was renamed to National Financial and Accounting Operations Center (NFAOC);

Paragraph 17.2(B) Language modified for clarification;

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3555 (Con)  
(WSAL)**

Chapter 17:

Paragraph 17.2(C) Language modified for clarification. "RESPA of 1974" was changed to "all applicable regulations";

Paragraph 17.2(E) Language modified to clarify meaning. "are encouraged to" changed to "should". Added language for forced place insurance to this section;

Paragraph 17.2(G) renumbered to 17.2(K);

Paragraph 17.2(H) renumbered to 17.2(G);

Paragraph 17.2(I) renumbered to 17.2(H);

Paragraph 17.2(J) renumbered to 17.2(I) and language modified to clarify meaning;

Paragraph 17.2(K) renumbered to 17.2(J);

Paragraph 17.3, language modified for clarification;

Paragraph 17.3(B), language modified for clarification. "Office of the Deputy Financial Officer" is revised to NFAOC;

Paragraph 17.7(D), the phrase "as listed in Appendix 4" is added for clarification;

Paragraph 17.8, language modified for clarification;

Paragraph 17.8(B), in the second paragraph the term "state" was added to clarify the approving office;

Paragraph 17.8(D) the header was changed from "Transfer Without Assumption" to "Transfer Without Agency Approval" for clarity of meaning. This paragraph was re written to improve clarity.

REMOVE

Chapter 16 dated 03-09-16:  
Pages 16-1 thru 16-22,  
Attachments A & B.  
Chapter 17 dated 03-09-16:  
Pages 17-1 thru 17-20.

INSERT

Chapter 16 dated 03-09-16:  
Pages 16-1 thru 16-22 revised,  
Attachments A & B revised;  
Chapter 17 dated 03-09-16:  
Pages 17-1 thru 17-20 revised 01-27-17.

**FORM**

**REPLACEMENT**

**RD 3550-23**

(WSAL)

**APPLICANT ORIENTATION GUIDE** dated 01-17.

Prescribed in RD HB-1-3550. The Form and FMI are revised to be reviewed in

conjunction with an on-line video which discuss information the applicant should know prior to closing a single family housing direct loan and the processes/expectations post loan closing. Upon completion of viewing the video, the applicant will be required to sign the form and retune it to the RD office processing their request. This Form and FMI are available on the Rural Development Instructions home page (<http://www.rd.usda.gov/publications/regulations-guidelines>). No paper copy distribution of this form will be made, and it will not be stocked in the warehouse.

REMOVE

FMI dated 12-05-13.

INSERT

FMI revised 01-27-17.

NO SPECIAL PROCEDURE NOTICE RELEASED.

ADMINISTRATIVE NOTICES RELEASED:

(See AN Checklist)

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