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FORM RD 2006-46 (Rev. 01-98)

U.S. DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
Washington, D.C 20250

MANUAL ISSUE No.
WSAL PN 509
DATE
March 16, 2018

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 March 1, 2018.

REMOVE

Exhibit B: Pages 1 & 2 (Rev 108).

INSERT

Exhibit B: Pages 1 & 2 (Rev 109).

INSERT RD INS 1940-M
(WSAL)

**GOVERNMENT WIDE DEBARMENT AND SUSPENSION
(NONPROCUREMENT) AND REQUIREMENTS FOR**

DRUG-FREE WORK PLACE. This Instruction has been completely revised as follows:

Section 1940.607(c) is revised to read as follows:

(c) RD has a network of designated field and headquarters staff with secure token-enabled access to perform Do Not Pay (DNP) screenings (which include debarment history via SAM.gov) using the U.S. Treasury's DNP online portal. DNP queries will suffice for the performance of SAM.gov exclusion screenings to comply with the requirements of this Instruction. Such DNP screenings need to be documented in the same way as those using SAM.gov directly.

Section 1940.610 has been added as follows:

1940.610 Rural Development Training Plan and Reporting.

The Rural Development Suspension and Debarment Coordinator shall be responsible to keep up to date on regulations, requirements and annual training for suspension and debarment actions. Annual training certifications and periodic reports of suspension and debarment actions are required by the Office of the Chief Financial Officer.

Make minor editorial changes throughout this Instruction.

REMOVE

Table of Contents;
All Pages;
Exhibits A & B.

INSERT

Table of Contents;
Pages 1 through 8; and
Exhibits A & B revised 03-16-18.

(CON.)

READ PROCEDURE - DISCUSS IN STAFF CONFERENCE - KEEP PROCEDURE MANUAL UP TO DATE

RD MANUAL CHANGES

INSERT RD INS 1944-B

(WSAL)

HOUSING APPLICATION PACKAGING GRANTS.

Exhibit C is revised to remove the references to Forms RD 1944-3, "Budget and/or Financial Statement" and 1944-12 "Rural Housing Loan Application Package."

REMOVE

Exhibit C.

INSERT

Exhibit C revised 03-16-18.

INSERT RD INS 1951-F

(WSAL)

ANALYZING CREDIT NEEDS AND GRADUATION OF

BORROWERS. Paragraph 1951.263(c)(2)(i) is

revised to remove the reference to Form RD 1944-3, "Budget and/or Financial Statement".

INSERT

Pages 11 & 12 (Rev 1).

REMOVE

Pages 11 & 12 (Rev 2).

INSERT RD INS 1962-A

(WSAL)

SERVICING AND LIQUIDATION OF CHATTEL

SECURITY. Paragraph 1962.34 (f)(7) is

revised to remove the reference to Form RD 1944-3, "Budget and/or Financial Statement".

INSERT

Pages 29 & 30 (Rev 9).

REMOVE

Pages 29 & 30 (Rev 10).

RD HANDBOOK CHANGES

INSERT RD HB-1-3550

(WSAL)

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

This Handbook is partially revised.
Specific revisions include:

This Handbook is partially revised. The specific revisions are outlined below.

Chapter 2:

Paragraph 2.3, to clarify what interest rate applies to an initial loan and to clarify that an initial loan can be made to an existing homeowner (who is not an Agency borrower) for essential repairs to their home provided any senior lien secures an affordable non-Agency loan.

RD HANDBOOK CHANGES

INSERT RD HB-1-3550 (Con.)

Paragraph 2.4 B., to clarify that: A party interested in a same rates and terms assumption is not subject to a creditworthiness or repayment ability review; the property is not reviewed or appraised; and the interested party must provide evidence they meet one of the permitted types of transfers and a copy of the recorded deed conveying ownership to them.

Exhibit 2-1, to update the guidance related to appraisals to match Chapter 5 and to update references.

Paragraph 2.10, to emphasize that pre-qualifications are not required and to reflect the complete application process introduced with PN 485.

Paragraphs 2.13 - 2.15, to correct grammatical errors and to remove "If the deal appears to meet the Agency's underwriting criteria" since a Loan Approval Official must review the case file regardless and make a decision.

INSERT

Chapter 2 dated 01-23-03:
Pages 2-1 thru 2-4,
2-7 & 2-8.

REMOVE

Chapter 2 dated 01-23-03:
Pages 2-1 thru 2-4,
2-7 & 2-8 revised 03-16-18.

**INSERT RD HB-2-3550
(WSAL)**

**DIRECT SINGLE FAMILY HOUSING LOANS AND
GRANTS - CUSTOMER SERVICE CENTER HANDBOOK.**

This handbook is partially revised to coincide with related changes to Handbook HB-1-3550. The specific revisions are outlined below.

Chapter 1:

Paragraph 1.5 and its subparagraphs, to clarify the purpose and the requirements of the Section 504 direct loan and grant program.

Exhibit 1-2, to reflect the preferred source(s) for income verifications.

Chapter 6:

Paragraph 6.1, to clarify that either the Customer Service Center (CSC) or the Field Office may consent to a short sale in states included in the REO/foreclosure centralization. In non-centralized states, the Field Office may consent to the sale.

Paragraph 6.1(C), to replace "Borrower Assistance Branch" with "Field Assistance Desk".

Paragraph 6.4, to remove the reference to Form RD 1944-3, Budget and/or Financial Statement.

RD HANDBOOK CHANGES

INSERT RD HB-2-3550 (Con.)

Appendix 2:

To remove the reference to Form RD 1944-3, Budget and/or Financial Statement.

INSERT

Chapter 1 dated 05-27-98:
Pages 1-5 & 1-6 and 1-15 & 1-16;
Chapter 6 dated 05-27-98:
Pages 6-1 & 6-2, 6-5 & 6-6
and 6-9 & 6-10 and 6-15;
Appendix 2 dated 05-27-98:
All Pages.

REMOVE

Chapter 1 dated 05-27-98:
Pages 1-5 & 1-6, 1-15 & 1-16;
Chapter 6 dated 05-27-98:
Pages 6-1 & 6-2, 6-5 & 6-6
and 6-9 & 6-10;
Appendix 2 dated 05-27-98:
Pages 1 & 2 revised 03-16-18.

NO SPECIAL PROCEDURE NOTICE RELEASED.

ADMINISTRATIVE NOTICES RELEASED:

(See AN Checklist)

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