

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, 2019.

REMOVE

Exhibit B: Pages 1 & 2 (Rev 119).

INSERT

Exhibit B: Pages 1 & 2 (Rev 120).

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 for October 1, 2018 and January 1, 2019.

REMOVE

Exhibit B: Pages 3 & 4 (Rev 8).

INSERT

Exhibit B: Pages 3 & 4 (Rev 9).

RD HANDBOOK CHANGES

INSERT RD HB-1-3550
(WSAL)

DIRECT SINGLE FAMILY HOUSING LOANS
AND GRANTS FIELD OFFICE HANDBOOK. This
Handbook is partially revised.
The specific revisions are outlined below:

In the following Handbooks, Appendix 6 is completely revised to include the March
1, 2019, interest rate for the Above-Moderate Single Family Housing non-program
loans.

* Number

Title

HB-1-3550

DIRECT SINGLE FAMILY HOUSING LOANS AND GRANTS FIELD
OFFICE HANDBOOK.

HB-2-3550

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

(CON.)

RD HANDBOOK CHANGES
INSERT RD HB-1-3550
(WSAL)

Table of Contents:

To reflect the Customer Service Center (CSC) to National Financial and Accounting Operations Center (NFAOC) name change and to reflect previously posted changes to various areas of the handbook.

Chapter 1:

Chapter 1: Was restructured to provide guidance on the responsibilities of RD. Clarification was added for Preliminary and Post hearing activities. The attachments were revised to include a decision letter for informal reviews.

Paragraph 1.9, to clarify Adverse Decision paragraph.

Paragraphs 1.9 (B), (C) and (D), added responsibilities of State Director, ADR Coordinator and Agency Representative.

Remove Exhibit 1-2, Over income sample adverse decision letter can be found in UNIFI.

Remove Exhibit 1-2, Sample Adverse Decision Letter credit revised to include CFR reference, description of conflict with regulation and list the accounts in question.

Paragraph 1.10 (A) (B) (C) added the Agency must give the program participant notice of their right to an informal meeting within 10 days from the date of the adverse decision letter.

Added bulletin for Denials due to income calculations added "adjusted" income limit.

Paragraph 1.11 Added the participant is allowed to apply for appeal options within 30 days simultaneously.

Paragraph 1.11 (A), Clarified informal review can be requested within 30 days by the decision maker or a representative of the Agency. Revised Attachment 1-A to be issued notifying the participant of the results of informal review.

Paragraph 1.11 (B), Clarified attachments and added the costs of mediation can be requested through the PLCE Survey.

Paragraph 1.12 (A) (B) (C) (D) Added paragraph on how to prepare for NAD appeal hearing and information regarding post procedure, timing and Director Review requests.

(CON)

RD HANDBOOK CHANGES

**INSERT RD HB-1-3550 (Con.)
(WSAL)**

Chapter 2:

Exhibit 2-1, to refer to the Closing Disclosure instead of the Loan Estimate in the guidance related to the right to cancel.

Chapters 2, 6 through 11, Glossary, and Acronyms to reflect the CSC-to-NFAOC name change.

Chapter 13:

Chapter 13: Was changed to add clarification on same rates and terms assumptions, and references to Centralized Service Center and CSC have been changed to National Financial and Accounting Operations Center and NFAOC respectively throughout.

Paragraph 13.14 (B) clarifying language on same rates and terms assumptions.

Paragraph 13.16 remove reference to Appendix 11 and replace with Handbook 2-3550, Attachment 6-A.

Chapter 15: References to Centralized Service Center and CSC have been changed to National Financial and Accounting Operations Center and NFAOC respectively throughout.

Paragraph 15.6 (A) removed reference to Appendix 11 and replace with Handbook 2-3550, Attachment 6-A.

Paragraph 15.7 (A) added heading Circumstances Necessitating an Environmental Assessment.

Paragraph 15.11 (A) clarifying language on leasing transitional housing.

Chapter 16: References to Centralized Service Center and CSC have been changed to National Financial and Accounting Operations Center and NFAOC respectively throughout.

Paragraph 16.8 (A) remove reference to Appendix 11 and replace with Handbook 2-3550, Attachment 6-A.

RD HANDBOOK CHANGES

INSERT RD HB-1-3550 (Con.)

(WSAL)

Appendices 4-16:

Appendix 4, 5, 6, 7, 8, 9, and 10 are renumbered and revised. Appendix 11, 12, 13, 14, 15 and 16 are removed.

- Appendix 6 renumbered to Appendix 4;
- Appendix 7 revised;
- Appendix 8 renumbered to Appendix 6;
- Appendix 9 renumbered to Appendix 5;
- Appendix 14 renumbered to Appendix 8;
- Appendix 15 renumbered to Appendix 9;
- Appendix 16 renumbered to Appendix 10;

REMOVE

- Table of Contents:
 - Pages 1 thru 23;
- Chapter 1 dated 01-23-03:
 - Pages 1-1 thru 1-8,
 - 1-11 thru 1-24,
 - Attachments 1-A, 1-B, 1-C,
 - 1-D, 1-E, 1-F, 1-G and 1-H;
- Chapter 2 dated 01-23-03:
 - Pages 2-3 thru 2-8;
- Chapter 6 dated 01-23-03:
 - Pages 6-11 & 6-12,
 - 6-17 thru 6-20, 6-27 & 6-28,
 - Attachment 6-B: Pages 1 & 2,
 - Attachment 6-C.
- Chapter 7 dated 01-23-03:
 - Pages 7-1 thru 7-11,
 - Attachment 7-A: Pages 1 thru 4;
 - Attachment 7-C: Pages 1 & 3;
- Chapter 8 dated 01-23-03:
 - Pages 8-1 thru 8-4, 8-13 thru 20;
- Chapter 9 dated 01-23-03:
 - Pages 9-3 & 9-4, 9-15 & 9-16;
- Chapter 10 dated 01-23-03:
 - Pages 10-5 & 10-6;
- Chapter 11 dated 01-23-03:
 - Pages 11-3 & 11-4;

INSERT

- Table of Contents:
 - Pages 1 thru 23;
- Chapter 1 dated 01-23-03:
 - Pages 1-1 thru 1-8,
 - 1-11 thru 1-24,
 - Attachments 1-A, 1-B, 1-C,
 - 1-D, 1-E, 1-F, 1-G revised;
- Chapter 2 dated 01-23-03:
 - Pages 2-3 thru 2-8;
- Chapter 6 dated 01-23-03:
 - Pages 6-11 & 6-12,
 - 6-17 thru 6-20, 6-27 & 6-28,
 - Attachment 6-B: Pages 1 & 2 revised;
- Chapter 7 dated 01-23-03:
 - Pages 7-1 thru 7-11,
 - Attachment 7-A: Pages 1 thru 4 revised;
 - Attachment 7-C: Pages 1 & 2 revised;
- Chapter 8 dated 01-23-03:
 - Pages 8-1 thru 8-4, 8-13 thru 8-20;
- Chapter 9 dated 01-23-03:
 - Pages 9-3 & 9-4, 9-15 & 9-16 revised;
- Chapter 10 dated 01-23-03:
 - Pages 10-5 & 10-6;
- Chapter 11 dated 01-23-03:
 - Pages 11-3 & 11-4 revised;

RD HANDBOOK CHANGES

INSERT RD HB-1-3550 (Con.)

(WSAL)

REMOVE

Chapter 13 dated 01-23-03:
 Pages 13-1 thru 13-20,
 13-23 thru 13-30, 13-33 thru 13-40,
 Attachments 13-A, 13-B and 13-C;

Chapter 15 dated 01-23-03:
 Pages 15-1 thru 15-16,
 Attachment 15-B;

Chapter 16 dated 01-23-03:
 Pages 16-1 & 16-2, 16-9 & 16-10,
 16-15 thru 16-20, 16-27 & 16-28;

Acronyms dated 01-23-03:
 All Pages;

Glossary dated 01-23-03:
 Pages 1 thru 4 and 7 & 8;

Appendix 4 dated 01-23-03:
 Pages 1 thru 17,

Appendix 5 dated 01-23-03:
 Page 1;

Appendix 6 dated 01-23-03:
 Pages 1 thru 8;

Appendix 7 dated 01-23-03:
 Page 1;

Appendix 8 dated 01-23-03:
 Pages 1 thru 3;

Appendix 9 dated 01-23-03:
 Page 1;

Appendix 10 dated 01-23-03:
 Page 1;

Appendix 11;

Appendix 12;

Appendix 13;

Appendix 14;

Appendix 15; and

Appendix 16.

INSERT

Chapter 13 dated 01-23-03:
 Pages 13-1 thru 13-20,
 13-23 thru 13-30, 13-33 thru 13-40,
 Attachments 13-A, 13-B and 13-C revised;

Chapter 15 dated 01-23-03:
 Pages 15-1 thru 15-16,
 Attachment 15-B revised;

Chapter 16 dated 01-23-03:
 Pages 16-1 & 16-2, 16-9 & 16-10,
 16-15 thru 16-20, 16-27 & 16-28 revised;

Acronyms dated 01-23-03:
 Pages 1 thru 4 revised;

Glossary dated 01-23-03:
 Pages 1 thru 4 and 7 & 8;

Appendix 4 dated 01-23-03:
 Pages 1 thru 8;

Appendix 5 dated 01-23-03:
 Pages 1;

Appendix 6 dated 01-23-03:
 Pages 1 thru 3;

Appendix 7 dated 01-23-03:
 Page 1 revised;

Appendix 8 dated 01-23-03:
 Pages 1 thru 11;

Appendix 9 dated 01-23-03:
 Pages 1 thru 23;

Appendix 10 dated 01-23-03:
 Pages 1 thru 7.

NO SPECIAL PROCEDURE NOTICE RELEASED.

ADMINISTRATIVE NOTICES RELEASED:

(See attached AN checklist)