

PART 2024 - PROPERTY AND SUPPLY

SUBPART A - ACQUISITION, SALES, LEASING AUTHORITY AND PROGRAM LOAN COSTS

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PART 2024 - PROPERTY AND SUPPLY

SUBPART A - ACQUISITION, SALES AND LEASING AUTHORITY AND PROGRAM COSTS

§ 2024.1 Purpose.

This subpart describes the delegations of authority for sales, space acquisitions and assignments authority for payment of noncontractual charges and expenses.

§ 2024.2 Definitions.

The following definitions apply to this subpart:

- (a) Administrative Expense is an expense incurred in the normal operation of any Agency office, e.g., office supplies, janitorial services, advertising office hours, etc. An administrative expense is charged to the Agency's Salaries and Expenses (S&E) Appropriation.
- (b) Contract Program Loan Cost Expense is an expense associated with a contractual liability, e.g., repair to a single-family house, appraisals, payment assistance reviews, etc. A contractual program loan cost expense is charged as recoverable or non-recoverable to one of the program accounts.
- (c) Interest Credit and Interest Credit Assistance terms, as they relate to Single Family Housing (SFH), are interchangeable with the term "Payment assistance." Payment assistance is the generic term for the subsidy provided to eligible SFH borrowers to reduce mortgage payments.
- (d) Noncontractual Program Loan Cost Expense is an expense charged as recoverable or non-recoverable to one of the Agency's program accounts, e.g., property taxes, filing fees, etc.
- (e) Nonrecoverable Expense is a contractual or non-contractual program loan cost expense not chargeable to a borrower, property account or subsidy funds.
- (f) Proper Invoice contains the appropriate information for the services rendered and contractual reference data for a contractor's request for payment. A proper invoice must include:

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Administrative Services
Property and Supply

RD Instruction 2024-A
§ 2024.2(f) (Con.)

- (1) Name and address of contractor,
- (2) Invoice date,
- (3) Contract number/task/delivery order number (when applicable),
- (4) Description of supplies or services rendered (including contract line item number, price and quantity of goods and services rendered),
- (5) Delivery and payment terms,
- (6) The remittance name and address, and
- (7) Individual to contact if the information listed on the invoice is not accurate or complete.

(g) Recoverable Expense is a contractual or noncontractual program loan cost expense, which can be chargeable to the borrower, property account or subsidy funds.

§ 2024.3 Acquisition Regulations, Policies and Procedures.

The Federal Acquisition Regulation (FAR) establishes policies for all executive agencies. The FAR is located at www.arnet.gov. The Agriculture Acquisition Regulation (AGAR) provides policies for the Department of Agriculture. The AGAR is located at <http://www.usda.gov/procurement/policy/agar.html>. The Rural Development Procurement Operating Procedures (POPs) establish internal agency procedures and guidance. The Rural Development POPs are located at <http://teamrd.usda.gov/rd/pmd/pop.htm>. The AGAR and Rural Development POPs are supplements to the FAR and the contracting activities must use these regulations and procedures in conjunction with the FAR.

§ 2024.4 Officials Authorized to Request a Contracting Officer's Warrant.

The Director for Property and Supply Management Division (PSMD), Director for Support Services Division, and Chief, Contract Operations Branch in the Procurement Management Division of the Procurement and Administrative Services Staff (PAS); and the State Director, or the person acting in that official's position is:

- (a) The "nominating officer" that must sign the Contracting Officer's Warrant request form located in Departmental Regulation (DR) 5001-1, "Acquisition Workforce Training, Delegation, and Tracking System," Appendix M.
- (b) Responsible for maintaining the quality of contracting support for Rural Development programs by providing the Contracting Officers with the required maintenance training as prescribed in DR 5001-1. The maintenance training will enable the contracting officer to retain the Certificate of Appointment.

§ 2024.4 (Con.)

(c) Responsible to ensure that the request package for the Contracting Officer's Warrant contains the appropriate information as prescribed in DR 5001-1 prior to submitting the information to the Head of the Contracting Activity, Designee (HCAD), for approval.

§ 2024.5 Appointment Official for the Contracting Officer's Warrant Authority.

The Director for Procurement Management Division in PAS is designated as the HCAD to manage Rural Development's Acquisition Workforce Training, Delegation and Tracking System. The HCAD is the appointment official with the authority to approve contracting officer's warrant authority for an individual. This authority may not be redelegated.

§ 2024.6 Appointment Officials and Responsibilities for the Leasing Program.

The responsibilities for the leasing program are as follows:

- (a) The Chief for Space Management Branch under the PSMD in PAS is designated as the Head of the Real Property Leasing Activity to issue Rural Development's Real Property leasing warrants. This authority may not be redelegated.
- (b) The Director for PSMD will conduct management reviews, functional assistance, training, etc. for the Leasing Program.
- (c) The State Directors are responsible for the administration of the State Leasing Program within their delegated lease authorities.

§ 2024.7 Lease Authorities and Acquisition Regulations.

The authority to lease Rural Development office space is issued based on the level of training that the individual has obtained. The Federal Property Management Regulation (FPMR), AGAR, General Services Administration (GSA) Regulation, FAR, and RD Instruction 2021-A are used for the acquisition of lease requirements.

§ 2024.8 Delegation Authority for Government-owned Property.

Under the GSA and USDA Departmental authorities, sale of surplus Government-owned personal property such as furniture and office equipment is delegated to the Director for PSMD in PAS. The Director for PSMD may not redelegate the authority.

§ 2024.9 Program Loan Cost Expenses Authority.

Reference the tables in Exhibit D of this instruction for the appropriate program authority to request contract services and to make noncontractual payments for goods and services to meet the program needs for the Type 60 transactions.

§ 2024.10 Sales - Personal and Real Property.

The responsibilities for personal and real property are as follows:

(a) Personal Property. GSA is responsible for the disposal of surplus personal property. The GSA Regional Office may authorize the Agency to sell the surplus personal property. The sale must be made by the official listed in § 2024.8. Reference the FPMR, Agriculture Property Management Regulations and RD Instruction 2045-BB. Foreclosure auctions are not included in this instruction.

(b) Real Property. There is no dollar limitation for disposal of inventory real property to be sold under program instructions by Community Development Managers, Area and Local Managers, Rural Development Managers, and State Directors authorized to execute sales documents.

§§ 2024.11 - 2024.26 [Reserved].

§ 2024.27 Type 60 Transactions - Stop Payment, Substitute, Replacement and Check Cancellation.

The processes required to change payment actions are as follows:

(a) Stop Payment (Check not issued).

(1) To stop an incoming receipt or invoice from being processed against an established purchase order, contact the National Finance Center (NFC), Purchase Order Section Inquiry Unit in New Orleans, Louisiana at (504) 255-4724. The contract number and the reason for requesting stop payment actions are required. The Purchase Order Section Inquiry Unit will flag the master file resulting in any requests for payments rejecting in the system. The Purchase Order Section Inquiry Unit will contact the appropriate individual(s) to inquire about the documents release. The individual requesting the stop payment should annotate the date and name of the person in the Purchase Order Section Inquiry Unit that processed the request.

§ 2024.27(a) (Con.)

(2) To stop a scheduled payment from being released by Treasury, contact the Purchase Order Section Inquiry Unit at least 3 days prior to the payment release date; and provide the contract number, invoice number, dollar amount, and the reason why the payment should be stopped. The individual requesting the stop payment should annotate the date and name of the person in the Purchase Order Section Inquiry Unit that processed the request. If the system shows that the payment will be released within 3 days, the check cannot be stopped. The payment release date is contained in the Treasury schedule number. The schedule number is located on the NFC Online Inquiry System, under "SCHEDULE NUMBER" in the upper right corner of the screen. The release date can be identified as follows:

3rd position - Calendar Year
 4th - 6th position - Julian Date Example: T21169

(b) Substitute and Replacement Payments.

(1) Before requesting a replacement check, make sure the contractor's "Remit To" address is correct and time is allowed for mailing or electronic transfer of the payment. Contact the Purchase Order Section's Inquiry Unit and provide the contract number, vendor invoice number, and dollar amount.

(2) If the allowable time has passed and the contractor has no record of receiving the payment, the appropriate Rural Development office must reissue the payment by completing the Form AD-663, "Request for Issuance of Substitute or Replacement Check." The form can be prepared by the appropriate Rural Development office to expedite the process. Also, NFC personnel can prepare the form and forward it to the contractor for signature to certify non-receipt of the payment. The Form AD-663 can be obtained from the Purchase Order Section Inquiry Unit. Departmental forms are located at http://www.ocio.usda.gov/forms/ocio_forms.html. If the check was originally issued in accordance with § 2024.28(b) of this subpart, the individual in the field office must notify the Research and Reentry Unit in St. Louis, Missouri at (314) 457-4031.

(c) Cancellation of Payment.

Do not return the check previously issued to the NFC. The individual must:

(1) For offices that use a concentration bank to deposit their daily receipts, payment should be deposited to the Treasury Limited Depository Account. Complete and send the appropriate documentation including the Form RD 1940-10, "Cancellation of U.S. Treasury Check and/or Obligation" and a copy of the Form RD 838-B, "Invoice-Receipt Certification" to the St. Louis, Missouri Office. Rural Development forms are located at <http://rdinit.usda.gov/regs/formstoc.html>.

(2) For offices that do not have access to a concentration bank, complete and send the Form RD 1940-10, a copy of the Form RD 838-B and the payment to their whole sale lockbox.

(3) After the St. Louis, Missouri Office receives the cancellation documentation, the payment cancellation transaction (e.g., L1/1L, 1K, 1X) will be processed to the Agency's accounting records. The St. Louis, Missouri Office will inform NFC personnel to process the cancellation of the payment to the system records.

(4) After the cancellation payment is posted to the system records, approximately within 5 working days the payment reversal will appear on the weekly paid activity report as a negative action.

§ 2024.28 Type 60 Transactions - Emergency Payments.

Requests for emergency payments can be used for Contractual and Noncontractual Program Loan Cost Expenses. The State Directors must approve the issuance of emergency payments.

(a) Emergency Payment by Check. If a payment request Form RD 838-B was submitted to NFC and was pending an "On Hold" status subject to the "Prompt Payment Act," the State Director may authorize the immediate issuance of payment. A letter stating the reason for the emergency issuance of the payment, date the funds should be paid and an approval by the State Director must be submitted to the NFC Certification and Disbursement Section.

§ 2024.28 (Con.)

(b) Emergency Payment by Electronic Funds Transfer.

(1) The Automated Clearing House/Electronic Funds Transfer System is also used to process emergency checks. The State Office must complete the Forms AD-838, "Purchase Order" and RD 838-B along with the invoice.

(2) Prior to processing the action to transfer the funds, send the documents listed below via express mail to the Director for the Fiscal and Accounting Division, Cash Management Branch, Mail Code FC-363, 1520 Market Street, St. Louis, Missouri 63103 or by facsimile to the Director for the Fiscal and Accounting Division, Cash Management Branch at (314) 457-4374. You may call (314) 457-4143 to confirm receipt of the documents.

- (i) Form AD-838,
- (ii) Form RD 838-B,
- (iii) Invoice, and
- (iv) A letter approved by the State Director that contains:

- (A) The reason for the emergency payment,
- (B) Date funds must be received,
- (C) Type of payment (Loan Cost Payment),
- (D) 9-digit routing number from the receipt bank,
- (E) Depositor account number from the receipt bank,
- (F) Amount of the payment, and
- (G) Payee's name.

(3) The Fiscal and Accounting Division will make the payment within 24 hours after receipt of the request, provided that the established cut-off times have been met. Discretion must be exercised in determining whether emergency handling is necessary. If the number of requests for emergency handling reaches an unacceptable level, restrictions on the service may be imposed.

(4) If a receipt bank is not available to the field office in the states, a check will be issued by the Fiscal and Accounting Division and will be mailed from the Treasury Department within 2 working days after receipt of the request. The Fiscal and Accounting Division will notify NFC personnel when the funds or payment has been issued for proper reporting purposes.

§ 2024.29 Administrative Expense Payments.

Expenses are classified as administrative when the reason for incurring the expense cannot be identified to a specific borrower, acquired/inventory property account, or program fund code. Administrative expenses are charged to the S&E appropriation.

(a) Examples of Administrative Expenses are:

- (1) Billing for telephone services.
- (2) Rent and utilities for field offices.
- (3) Janitor/janitorial supplies.
- (4) Office equipment.
- (5) Office supplies purchased over the counter or obtained from the warehouse.
- (6) Post office box rentals.
- (7) Safety deposit/night depository rentals.
- (8) Repairs and maintenance of office space and equipment.
- (9) Notary fees.
- (10) Room rentals.
- (11) Advertising for office space, notice of office hours, or Rural Development program services.

(b) Responsibilities.

(1) Acquisitions of Administrative Supplies and Services.

Individuals must use their contracting officer's warrant or the Governmentwide commercial purchase card authority to purchase supplies and services in accordance with policies and procedures pursuant to the FAR, AGAR, DR or Agency-specific instructions.

(2) Area and Local Offices. Designated individuals in the Area and Local Offices are responsible for expenses incurred by their offices. Responsibilities include submitting appropriate documentation, e.g., billings, invoices, receipts, or other evidence of Government liability or expenses to the State Office for payment action, unless otherwise instructed through State Office issued procedures.

§ 2024.29(b) (Con.)

(3) State Offices. State Directors, through their designated administrative officers, are responsible for processing and approving all administrative expenses incurred within their state's jurisdiction.

Exhibit A - [Reserved]
Exhibit B - [Reserved]
Exhibit C - [Reserved]
Exhibit D - Program Loan Cost Expenses
Exhibit E - [Reserved]
Exhibit F - Noncontractual Charges to the Revolving Fund
Exhibit G - [Reserved]
Exhibit H - [Reserved]
Exhibit I - [Reserved]
Exhibit J - [Reserved]
Exhibit K - Request for Emergency Payment

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Exhibit D, Tables D-1 through D-6 are located at:

https://ems-team.usda.gov/sites/RD_TECH/PSS/SitePages/PLC.aspx?RootFolder=%2Fsites%2FRD%5FTECH%2FPSS%2FProgram%20Loan%20Cost%20Info%2FRural%20Development%20PAC%20Codes%20%2D%20UPDATED&FolderCTID=0x012000EE9B8140E2B570429068DAFD8827199D&View=%7BC30B9F00%2D0A36%2D44A6%2DB571%2D799365758E7F%7D

PROGRAM LOAN COST EXPENSES

This Exhibit describes procedures for obtaining goods and services to be paid from program loan cost funds and guidelines for non-contractual payments to meet program needs in Rural Development. Procurement personnel will issue contracts with commercial sources when the need is fully supported and documented. Contracts may not be utilized; however, to procure services where discretion is involved for decision-making functions, which are inherently governmental.

I. Definitions.

Contractual program loan cost expense is an expense associated with a contractual liability, e.g., repair to a single-family house, appraisals, payment assistance reviews, etc. A contractual program loan cost expense is charged as recoverable or non-recoverable to one of the Agency's program loan cost accounts.

Non-contractual program loan cost expense is an expense charged as recoverable or non-recoverable to one of the Agency's program loan cost accounts, e.g., property taxes, filing fees, etc., and not involving a vendor.

Non-recoverable expense is a contractual or non-contractual program loan cost expense not chargeable to a borrower, property account, or subsidy funds.

Recoverable expense is a contractual or non-contractual program loan cost expense chargeable to a borrower, property account, or subsidy funds.

Proper invoice is a request for payment, which is submitted, to the designated billing office. (See Exhibit F for invoice requirements.)

II. Program Loan Cost Funding.

A. Accounts.

Under the requirements of the Credit Reform Act of 1990, as outlined in the Office of Management and Budget (OMB) Circular A-11 Part 5, funding for program loan costs is divided into the following accounts for each program area.

1. Salaries and Expense Account (Non-recoverable): The account used to fund all program loan cost expenses that are not chargeable to a borrower, property account, or subsidy funds. The National Office Budget Division allots funds for this account from the Agency's Salaries and Expenses appropriation (This Account commonly referred to as the "A" funds Account).
2. Direct Loan Financing Account (Recoverable): The account used to fund all program loan cost expenses that are chargeable to a direct/insured borrower or property account in which the loan was obligated in Fiscal Year (FY) 1992 or subsequent years. This account also includes expenses paid out of subsidy funds, not chargeable to a borrower or property account. Funding for this account is apportioned by OMB; additional monies can only be obtained by an OMB reappportionment (This Account commonly referred to as the "R" funds Account).
3. Liquidating Account (Recoverable): The account used to fund all program loan cost expenses that are chargeable to a direct/insured borrower, guaranteed borrower or property account in which the loan or primary loan was obligated prior to FY 1992. Funding for this account is apportioned by OMB; additional monies can only be obtained by an OMB reappportionment (This Account commonly referred to as the "L" funds Account).
4. Guaranteed Account (Recoverable): The account used to fund all program loan cost expenses that are chargeable to a guaranteed loan or property account obligated in FY 1992 or subsequent years. Funding for this account is apportioned from OMB; additional monies can only be obtained by an OMB reappportionment.

B. Processing.

Expenses to be paid from the accounts described in paragraphs II.A.1, II.A.2, and II.A.3 will be processed through the National Finance Center (NFC) Financial Management Modernization Initiative(FMMI). Expenses to be paid from the Guaranteed Account will be processed on a case by case basis through the Rural Development Finance Office. For borrowers with multiple loans, expenses are to be charged to the oldest outstanding like loan. Revised 05-01-13, PN 462.)

C. Housing Program Loan Cost Funds.

The National Office Program Support Staff will establish annual program loan cost (contractual and non-contractual) funding allocations for each State Office consisting of specific dollar limits by account for Single Family Direct and Multi-Family Housing programs. The State Director is responsible for determining and documenting how all funds are used to

meet the needs of the State and is accountable for the use of the funds. This includes monitoring the funds to insure that the allocation is appropriately utilized. If the State allocation is not sufficient to meet State requirements (e.g., due to disaster designations), the State Office may request an allocation increase. This request must be directed to the Program Support Staff, Housing and Community Facilities Programs.

D. Community Facilities and Water and Waste Program Loan Cost Funds.

The National Office will hold all program loan cost funds for Community Facilities and Water and Waste expenses. Field offices needing to process a program loan cost expense must submit a request to the appropriate Rural Development Administrator to obtain funding authority prior to obligation. The request should be submitted to the National Office on Attachment 2 of this Exhibit. The request can be faxed or electronically mailed to the appropriate Administrator's office to expedite processing.

III. Program Authority.

A. Program authority to obtain goods and services by contract and make non-contractual payments is granted only as specified in this Exhibit and must be in accordance with appropriate program regulations. However, the State Director may submit a written request to the appropriate Rural Development Administrator, to the attention of the appropriate Program area for authority to contract for purposes not specifically authorized. The request must support and document the program need.

B. Obtaining program authority to utilize contracts does not allow an employee to award a contract. A contract can be awarded only by a duly authorized Contracting Officer who is appointed by the Head of the Contracting Activity in accordance with Departmental Regulation 5001-1, "Acquisition Workforce, Training, Delegation and Tracking System."

The appropriate Rural Development Administrator may make written restrictions or revocations of any of the program authorities listed in this Exhibit at any time.

C. Tables D-1 through D-6 of this Exhibit specify for each program area both the program authority to utilize contracts and make non-contractual payments and the recoverability for each category of expense. Guaranteed Rural Housing program loan costs are not included in the Single Family Housing Table (D-5) since they are processed manually through the Rural Development Finance Office per paragraph II.B.

D. Redelegation of Authority.

1. The State Director may redelegate through a State Supplement any program authority delegated to the State Director in this Exhibit to:

- a. State Office employees within the applicable loan programs.
- b. Rural Development Managers (or other Area Office position equivalent to the District Director position)
- c. Rural Development Specialists (or other Area Office position equivalent to the District Loan Specialist or Assistant District Director position)
- d. Rural Development Managers (or other Local Office position equivalent to the County Supervisor position)

2. If program authority is redelegated to a position at a level below the State Office, those employees may redelegate their authority in writing to a qualified staff member with written concurrence of the State Director.

3. Program Authority for contractual loan expenses may not be redelegated to procurement personnel.

IV. Program Authority Code (PAC).

To control funds, track expenses, and determine program authority, each type of expense must be identified by a unique PAC. The PAC consists of four consecutive alphanumeric characters, [A-Z and 1-9].

First character: Identifies the Loan Program affected by the contractual/non-contractual payment action.

Second character: Identifies the Program Activity Phase.

Third character: Identifies the General Purpose.

Fourth character: Provides a Detail Description of the General Payment Purpose.

All four characters of the PAC must be specified on contractual and non-contractual documents as appropriate prior to entry in FMMI. The State's procurement office should include the PAC in FMMI at the time of obligation, in the case of contractual obligations. (Revised 05-01-13, PN 462.)

In addition to entering PAC information on the appropriate forms, the State Office Program Director requesting program loan cost funds for Community Facility and Water and Waste expenses must also enter this same PAC information on Attachment 2 of this Exhibit.

Program personnel must use Tables D-1 through D-6 of this Exhibit to identify the appropriate PAC, the program authority for the item, and the recoverability of the item. (See Tables D-1 through D-6 for further clarification).

First Character: Loan Program

<u>CODE</u>	<u>LOAN PROGRAM</u>
B	Business & Industry
C	Community Facilities
M	Multi-Family Housing
S	Single Family Housing
W	Water and Waste

Second Character: Program Activity Phase

<u>CODE</u>	<u>PROGRAM ACTIVITY PHASE</u>
1	<u>Loan Processing</u> - all costs associated with applying for a loan/grant. Costs in this category include loan application reviews, appraisals of potential collateral, credit history checks (credit bureau reports), etc. This code is appropriate to use until a loan is actually closed.
2	<u>Loan Servicing</u> - all costs associated with normal servicing of a loan. Costs in this category include protective advances, payment assistance reviews, year-end analysis, taxes (Taxes cannot be paid if the borrower has escrowed funds), etc. This code is <u>not</u> applicable when custodial responsibility has shifted to the Agency or acquisition/liquidation process has begun, i.e., after the date of acceleration.

- 3 Custodial Property Management - all costs associated with managing and maintaining property when the Agency has custodial responsibility. Costs in this category include utilities, lawn mowing, changing locks, etc. Custodial responsibility begins when a borrower has abandoned collateral property and the Agency is maintaining it to protect the Government's security interest.
- 4 Property Acquisition/Liquidation - all costs associated with voluntary or involuntary acquisition/liquidation of security property. Costs in this category include appraisals, foreclosure expenses, etc. For housing, this code would be applicable when the Agency has accelerated the loan(s) and should be used until the date of foreclosure/date title is transferred to the Government (acquired) or sold to a third party at the foreclosure sale.
- 5 Inventory Property Management - all costs associated with managing acquired/inventory property. Costs in this category include sales commissions, appraisals, repairs, improvements, taxes, lawn mowing, and utilities.

Third Character: General Purpose

CODE GENERAL CONTRACT/NON-CONTRACTUAL PURPOSE

A	Inspections
B	Appraisals
C	Analysis and Audits
D	Information Services
E	Other Services
F	Maintenance/Management
G	Repairs/Improvements
H	Real Estate Broker (Exclusive Listing)
I	Real Estate Broker (Open Listing)
J	Environmental
K	Asset Investigation
L-M	Reserved
N	Non-contractual Payments
O-X	Reserved
Y	Managerial
Z	Other

Fourth Character: Detail Description

The detail description codes are subcategories under each general purpose code. They are similar for each program area; however, the program authority to contract or make non-contractual payments may vary significantly between program areas.

V. Non-contractual Charges to the Program Loan Cost Accounts.

A. General.

This section establishes and prescribes the policies and procedures related to paying non-contractual charges from the program loan cost expense funds by NFC. An employee does not need a contracting officer warrant to process non-contractual charges. The procedures in this section (Section V.) apply only to payments for the following:

1. Taxes on behalf of the borrower, or the Agency if it has acquired the property. If the borrower has funds escrowed with the Centralized Servicing Center (CSC), taxes must be paid from those funds.
2. Insurance by the Agency on behalf of the borrower where an unusual and severe hazard exists and/or insurance is necessary to protect the Government's lien or interest in the borrower's property (e.g., flood insurance). If the borrower has funds escrowed with the CSC, insurance must be paid from those funds.
3. Prior liens and junior liens under special circumstances.
4. Utilities on acquired or custodial properties.
5. Other miscellaneous expenses such as judgments, satisfaction of mortgage (out-of-pocket), and financing statements, etc.

Obligation and payment of non-contractual items will be processed utilizing Form RD 2024-30 "Non-Contractual Program Loan Cost Expense (PLCE) Certification". Detailed instructions are found in the Form RD 2024-30 Forms Manual Insert (FMI).

B. Proper invoice requirements.

1. Invoices shall be submitted to the office specified in the contractual document. (See Exhibit F for invoice requirements)

2. When a vendor's invoice is not available, Rural Development requires a substitute invoice be prepared.

3. A Rural Development prepared invoice must be signed and dated by the payee. Attachment 1 to this Exhibit is an example of a Rural Development substitute invoice.

NOTE: The invoice number should be prefixed with "RD" followed by a sequentially assigned number, e.g., RD1, RD2, etc.

A receipt must support all Rural Development prepared invoices or billing retained with the office file copy of the Form RD 2024-30.

C. Agency required forms.

Form RD 2024-30 will be submitted for obligations and payment requests, with the original vendor's invoice or a substitute invoice. A copy of the vendor's/payee's invoice or bill shall be attached to the Agency's copy of the Form RD 2024-30 and retained in the preparing office to support the requested payment. In situations where no invoice was submitted, complete Attachment 1 of this Exhibit and attach it to the Form RD 2024-30. In addition, for Community Facilities Programs and Rural Utilities Programs requests, all applicable invoices should be submitted to the National Office with Attachment 2 of this Exhibit.

Recoverable charges to the subsidy account (e.g., mediation, Single Family Housing property appraisals) require use of the Direct Loan Financing Account funding. To disburse funds to pay these charges, program fund code "R" is used on Form RD 2024-30 and the borrower's ID is left blank.

D. Filing requirements.

In accordance with RD Instruction 2033-A, all related documentation (e.g., copies of invoices, justification, funding documents, etc.) required in support of Forms RD 2024-30 shall be attached to a copy of the form for retention in the preparing office. For recoverable costs

charged to a borrower or property account, duplicate copies of invoices and Form RD 2024-30 shall be placed in position two of the applicable borrower or Real Estate Owned (REO) property case file.

Title 48 of the Code of Federal Regulations, Subpart 4.8, prescribes the requirements for establishing, maintaining and disposing of contract files.

E. Approving Officials.

The approving official for non-contractual charges is identified in Tables D-1, D-2, D-3, D-4 [RESERVED], D-5 and D-6 of this Exhibit.

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Rural Development Invoice

Invoice Number: RD _____

Date: _____

FMMI PO Document Number: _____

FMMI Invoice Number: _____

Remit to Name and Address:

Brief description of goods or services as appropriate:

Payment Terms: _____

Invoice Amount: \$ _____

Payee's Signature _____

Date: _____

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FISCAL YEAR PROGRAM LOAN COST EXPENSE
HOUSING & COMMUNITY FACILITIES PROGRAMS - COMMUNITY PROGRAMS
RURAL UTILITIES PROGRAMS - WATER AND WASTE
RURAL BUSINESS-COOPERATIVE PROGRAMS - BUSINESS PROGRAMS

State: _____ Account: _____
Contact Person: _____ Fax No.: _____
Telephone Number: _____

Program Authority Code (PAC):
_____ (Loan Program) _____ (Program Activity)
_____ (General Purpose) _____ (Detail Description)

Program Authority Required: _____ (Indicate Yes/No)
Recoverable _____ Non-recoverable _____

Description of Request:

<u>CONTRACTUAL</u>		<u>NON-CONTRACTUAL</u>	
Inspections	_____	Real Estate Taxes	_____
Appraisals	_____	Insurance	_____
Analysis and Audits	_____	(including flood)	_____
Information Services	_____	Other (Explain)	_____
Other Services	_____	Utilities*	_____
Maintenance & Management	_____	TOTAL	_____
Repair/Improvement	_____		
Exclusive Broker	_____		
Open Listing Broker	_____		
Environmental	_____		
Other Field Contracting	_____		
Credit Bureau Reports	_____		
TOTAL	_____		

* Attach copies of
vouchers and/or documents.

State Director

Concurrence: _____ Date: _____
Associate Administrator/Deputy Administrator

TO BE COMPLETED BY NATIONAL OFFICE:
Account Balance after this obligation: _____
Initials: _____
Date: _____

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Noncontractual Program Loan Costs

This exhibit establishes and prescribes the policies and procedures relating to the payment of noncontractual program loan cost expenses. A program official does not need a contracting officer warrant to process noncontractual charges.

Noncontractual payments

The procedures in this exhibit apply only to those expenses that meet the following criteria:

1. Payment of real estate taxes on behalf of a borrower or after the Agency has acquired the property.
2. Payment of insurance by the Agency on behalf of a borrower, where an unusual and severe hazard exists and/or insurance is necessary to protect the Government's lien or interest in the borrower's property (e.g., property insurance, flood insurance, or title insurance).
3. Payment of prior liens and junior liens under special circumstances.
4. Utilities on acquired or custodial properties.
5. Protective Advances.
6. Legal fees, recording and release fees.
7. Services (including noncontractual legal services) incurred in connection with foreclosures or voluntary conveyance.
8. Other non-contractual program loan cost expenses as authorized by RD Instruction 2024-A, Exhibit D.

Payment of noncontractual items will be processed utilizing Form RD 2024-30, "Non-contractual Program Loan Cost Expense (PLCE) Certification," and an applicable invoice.

Proper invoice requirements

1. Invoices shall be submitted to the Rural Development issuing office authorizing the payment. The invoice must include the following information and/or attached documentation in order to constitute a proper invoice:

- a. The complete PO and Invoice document numbers assigned in the Financial Management Modernization Initiative (FMMI) system.
- b. The complete "Remit To" name and address of the vendor/payee to whom the check will be made payable and mailed.
- c. Invoice amount, number, and date.
- d. Description, price, and quantity, as appropriate.

2. When a vendor's invoice is not available, e.g., reimbursing employees for out-of-pocket expenses, etc., it will be necessary for Rural Development to prepare an invoice. A Rural Development prepared invoice must be signed and dated by the payee. Attachment 1 to this exhibit is an example of a Rural Development invoice.

NOTE: The invoice number should be prefixed with "RD" followed by a sequentially assigned number, e.g., RD1, RD2, etc.

All Rural Development prepared invoices must be supported by a receipt or billing retained with the office file copies of Form RD 2024-30.

Agency required forms.

Form RD 2024-30 will be submitted for noncontractual obligations as well as payment requests. A copy of the vendor's/payee's invoice or bill shall be attached to the Agency's copy of Form RD 2024-30 and retained in the preparing office to support the requested payment. In those situations where no invoice was submitted, complete Attachment 1 to this exhibit and attach it to the Form RD 2024-30. For many of these transactions, Form RD 2024-30 can include both obligation and payment information for processing.

Filing requirements.

In accordance with RD Instruction 2033-A, all related documentation (e.g., copies of invoices, justification, etc.), required in support of Form RD 2024-30 shall be attached to it for retention in the preparing office.

Approving Officials.

The approving official for noncontractual charges is identified in Exhibit D of this instruction.

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Rural Development INVOICE

Invoice Number: RD _____ Date: _____

PO Document Number: _____

Remit to Name and Address:

Brief description of goods or services as appropriate:

Payment Terms: _____

Invoice Amount: \$ _____

Payee's Signature: _____ Date: _____

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REQUEST FOR EMERGENCY PAYMENT

TO: Fiscal Control Branch
ATTN: Team 3
FAX: (314) 457-4374
email: dcfo-fcb2@stl.usda.gov

EMERGENCY CHECKS:

I am requesting an emergency check be issued and mailed as indicated below:

Payment amount _____
Payee name _____
Payee address _____
Date funds must be received _____

FINANCE OFFICE ELECTRONIC FUNDS TRANSFER:

I am requesting an electronic funds transfer be made as indicated below:

Payment amount _____
Date funds must be received _____
9-digit bank routing number (Obtained from receiving bank)
Bank Name, City, and State _____
Depositor's/payee's account number (Obtained from receiving bank)
Payee name _____

For **Contractual** Obligations I certify to the following:

- This request is an emergency and must be received by the date indicated above.
- The State's allocation is sufficient to cover this payment request.
- The type 60 obligation has been established and sent to the Finance Office.
- Copies of the Form AD-838, "Purchase Order," Form RD 838-B, "Invoice-Receipt Certification," and Invoice are attached.

For **Non-Contractual** Obligations I certify to the following:

- This request is an emergency and must be received by the date indicated above.
- The State's allocation is sufficient to cover this payment request.
- The type 60 obligation has been established and sent to the Finance Office.
- Copy of the Form RD 2024-30, "Non-Contractual Program Loan Cost Expense (PLCE) Certification" and Invoice are attached.

STATE DIRECTOR OR
DESIGNATED OFFICIAL

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