

**Form FHA 021-4**

**UNITED STATES DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT  
HARRISBURG, PENNSYLVANIA**

**TO:**  
State Office  
Area Office  
Local Office

**STATE PROCEDURE  
NOTICE**

**ISSUE NO. 299**

**DATE: November 28, 2006**

**RURAL DEVELOPMENT MANUAL CHANGE**

**PA Instruction 2024-A**

**GENERAL - Delegation of Contracting**

(Non-Contractual Payments) Program Authority to Rural Development Program Staff in Pennsylvania.

This instruction is issued to redelegate the same contract program authority to both utilize contracts and make non-contractual payments and the recoverability for each category of expense for all programs delegated to the State Director, in RD Instruction 2024-A, Exhibit D, III, C, Tables D-1 through D-6, to Pennsylvania employees.

The Pennsylvania State Director has granted loan and grant approval authorities, to the maximum extent possible, to those individuals who the State Director has determined to be knowledgeable of the requirements of their respective program regulations, has processed a sufficient number of loans and grants, including underwriting analysis, and has good loan making judgment, to warrant the issuance of loan/grant approval authority. In keeping with this policy, the State Director deems it appropriate, therefore, to redelegate Program Authority to obtain the goods and services, by contract, and/or make non-contractual payments, as necessary to process Program Loan Cost Expenses.

**REMOVE:**

No previous instruction issued.

**INSERT:**

PA PN 299, dated November 28, 2006,  
following RD Instruction 2024-A

III. Program Authority

D. Redefinition of Authority.

1. The PA State Director redelegates any program authority delegated to the State Director in RD Instruction 2024-A, Exhibit D to:

a. The following Pennsylvania State Office employees:

- i. **The Rural Housing Program Director** - the same program authority to both utilize contracts and make non-contractual payments and the recoverability for each category of expense for all Rural Housing Programs (exception: Guaranteed Rural Housing program loan costs are not included in the Single Family Housing Table (D-5) since they are processed manually through the RD St. Louis Office) as delegated to the State Director in RD Instruction 2024-A, Exhibit D, III., C, Tables D-1 through D-6. An employee acting on behalf of the Rural Housing Program Director will have all the authorities for the incumbent unless it is specifically noted otherwise on the designation document in accordance with RD Instruction 2006-G.
- ii. **State Office Direct Housing Program Specialists** – the same program authority to both utilize contracts and make non-contractual payments and the recoverability for each category of expense for all Rural Housing Programs (exception: Guaranteed Rural Housing program loan costs are not included in the Single Family Housing Table (D-5) since they are processed manually through the RD St. Louis Office) as delegated to the State Director in RD Instruction 2024-A, Exhibit D, III., C, Tables D-1 through D-6.
- iii. **Community Program Director** - the same program authority to both utilize contracts and make non-contractual payments and the recoverability for each category of expense for all Community Facilities and Water and Waste programs as delegated to the State Director in RD Instruction 2024-A, Exhibit D, III., C, Tables D-1 through D-6. An employee acting on behalf of the Community Program Director will have all the authorities for the incumbent unless it is specifically noted otherwise on the designation document in accordance with RD Instruction 2006-G.

iv. **Business and Cooperative Program Director** - the same program authority to both utilize contracts and make non-contractual payments and the recoverability for each category of expense for all Business and Cooperative programs as delegated to the State Director in RD Instruction 2024-A, Exhibit D, III., C, Tables D-1 through D-6. An employee acting on behalf of the Business and Cooperative Services Director will have all the authorities for the incumbent unless it is specifically noted otherwise on the designation document in accordance with RD Instruction 2006-G.

b. **Pennsylvania Area Directors** – Area Directors may redelegate this authority to a qualified staff member with written concurrence of the State Director. Area Directors shall submit the written delegation to the attention of the State Director to obtain concurrence.

c. **Pennsylvania Area Specialists** – Area Specialists may **not** redelegate this authority to another staff member.

d. **Pennsylvania Rural Development Managers** – Rural Development Managers may redelegate this authority to a qualified staff member with written concurrence of the State Director. Rural Development Managers shall submit the written delegation, through their respective Area Directors, to the attention of the State Director to obtain concurrence.