



USDA Lender Recertification

Single Family Housing Guaranteed Loan Program

A hand is holding a purple paper house with a yellow heart cutout in the center. The background is a soft-focus sunset or sunrise scene with warm orange and yellow tones. The text "Thank you for your partnership!" is overlaid in white, bold, sans-serif font.

Thank you for your partnership!

Working together to empower individuals and families as they embark on their path to homeownership.



New to USDA's Single Family Housing Guaranteed Loan Program?



NEW LENDER Training

USDA LINC Training & Resource Library



SCAN ME

The screenshot shows the USDA LINC Training & Resource Library website. The header features a green field with trees and the text "Lender Training". Below the header, there is a navigation bar with links: HOME, RESOURCES, and USDA LINC TRAINING & RESOURCE LIBRARY. A language selector shows "English".

LINC Training Library

- Guaranteed Underwriting System (GUS)
- Lender Approval
- Single Family Housing GLP Policy Desk
- Lender Training**
- Loan Closing
- Loan Origination
- Loan Servicing
- GUS Lender Test Environment (LTE)
- SPHGLP System Access and Security Guide
- Lender Training Schedule
- Loan Processing
- LINC Contact and Resources

Training

To view and register for upcoming live webinars: [Lender Training Schedule](#)

New

- [Construcción Combinada de Prestamos Permanentes](#)
- [Prestamo Combinado de Construcción a Permanente](#)

Recorded Live Trainings

- Ratio Analysis - August 2024** | [Slides with Notes](#)
- Manufactured Housing - May 2024** | [Webcast](#) # | [Slides with Notes](#)
- GUS Training - May 2024** | [Webcast](#) # | [Slides with Notes](#)
- Income and Assets - July 2024** | [Webcast](#) # | [Slides with Notes](#)
- Single Close Construction - January 2024** | [Webcast](#) # | [Slides with Notes](#)
- Hot Topics: GUS Loans - December 2023** | [Webcast](#) # | [Slides with Notes](#)
- Appraisal and Property Requirements - July 2024** | [Webcast](#) # | [Slides with Notes](#)
- Expand your Market with USDA Products - June 2023** | [Slides with Notes](#)
- Credit Overview - March 2024** | [Webcast](#) # | [Slides](#)
- Program Overview 101 - March 2024** | [Webcast](#) # | [Slides with Notes](#)

Loan Program Basics

- [Become an Approved Lender](#)
- [Program Overview](#)
- [Loan Terms, Purposes and Restrictions](#)
- [Refinance Loans](#)

Applicant Eligibility

- [Applicant Eligibility](#)
- [Annual Income](#)
- [Assets](#)
- [Adjusted Income](#)
- [Repayment Income](#)
- [Credit Analysis](#)
- [Ratio Analysis](#)

Property Eligibility

- [Property Eligibility](#)
- [Appraisals](#)
- [Existing Dwellings and Repair Escrow Requirements](#)
- [New Construction](#)
- [Combination Construction to Permanent Loans](#)
- [Combination Construction to Permanent Loans: Rehabilitation and Repair](#)
- [Special Properties: Condominiums and PUDs](#)

HANDBOOK Updates

Fiscal Year 2024 – Present

GovDelivery Updates

An archive of previously released email bulletins and program updates are outlined below. Stay connected with the latest information by [subscribing to our emails](#).

As the leaves turn, so do the opportunities! Dive into the exciting fall updates from USDA
10/27/2024 10:30 AM EDT

Stay informed and don't let homebuyers miss out...Get the scoop on USDA's latest handbook and policy updates!
10/22/2024 09:00 AM EDT

Obtaining a Payoff and/or Lien Release for a USDA Mortgage Recovery Advance
10/03/2024 03:30 PM EDT

Fiscal Year 2025 SFH Guaranteed Funds Now Available!
10/02/2024 03:35 PM EDT

Reminder of Servicing Relief for Borrowers Impacted by Presidentially Declared Disaster (PDD) Areas
10/02/2024 11:06 AM EDT

Receive Email Updates

HB-1-3555 SFH Guaranteed Loan Program Technical Handbook

Consolidated version (large document may take long to load)

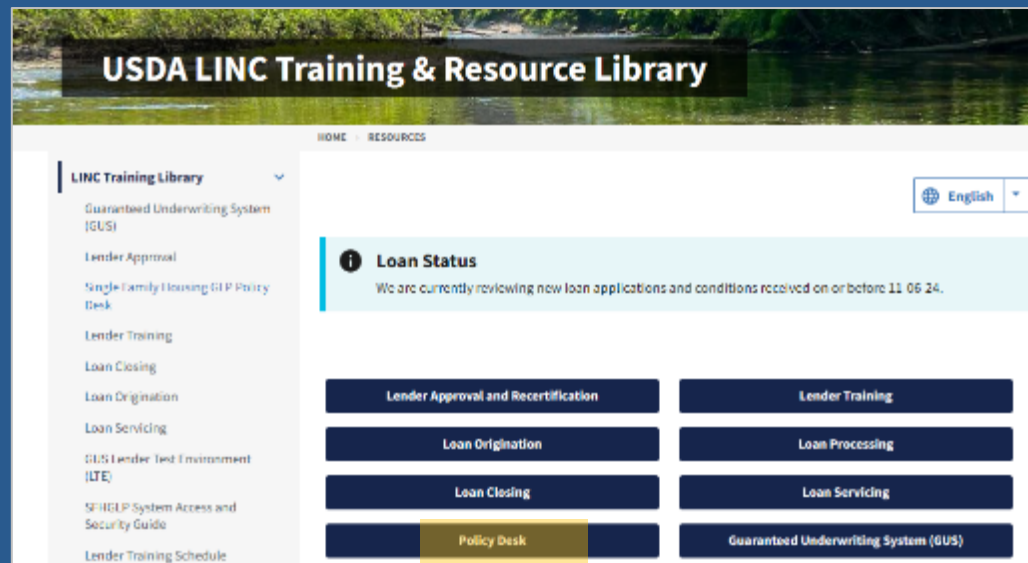
Table of Contents

Chapter 1	Overview
Chapter 2	Record Retention
Chapter 3	Lender Approval
Chapter 4	Lender Responsibilities
Chapter 5	Origination and Underwriting Overview
Chapter 6	Loan Purposes
Chapter 7	Loan Terms and Conditions
Chapter 8	Applicant Characteristics
Chapter 9	Income Analysis
Chapter 10	Credit Analysis
Chapter 11	Ratio Analysis
Chapter 12	Property and Appraisal Requirements
Chapter 13	Special Property Types
Chapter 14	Funding Priorities
Chapter 15	Submitting the Application Package
Chapter 16	Closing the Loan and Requesting the Guarantee
Chapter 17	Regular Servicing-Performing Loans
Chapter 18	Servicing Non-Performing Loans - Accounts with Repayment Problems
Chapter 19	Loss Claim - Collecting on the Guarantee

HANDBOOK Updates

Policy Desk

Allows lenders and stakeholders to provide valuable feedback on proposed policy changes for the Single Family Housing Guaranteed Loan Program.



Lender Training Schedule
Loan Processing
LINC Contact and Resources

Proposed Policy Revisions Open for Comment

[Chapter 2- Draft](#)
[Chapter 2- Markup](#)
[Chapter 6- Draft](#)
[Chapter 6- Markup](#)
[Chapter 12- Draft](#)
[Chapter 12- Markup](#)
[Chapter 13- Draft](#)
[Chapter 13- Markup](#)
[Appendix 2- Draft](#)
[Appendix 2- Markup](#)
[Appendix 3- Draft](#)
[Appendix 3- Markup](#)
[Appendix 7- Draft](#)
[Appendix 7- Markup](#)

[Stakeholder CommentForm](#)

Archive of Previous Proposals

[Chapter 4: Lender Responsibilities - Draft](#)
[Chapter 4: Lender Responsibilities - Markup](#)
[Chapter 5: Origination And Underwriting Overview - Draft](#)
[Chapter 5: Origination And Underwriting Overview - Markup](#)
[Chapter 8: Applicant Characteristics - Draft](#)
[Chapter 8: Applicant Characteristics - Markup](#)
[Chapter 9: Income Analysis - Draft](#)
[Chapter 9: Income Analysis - Markup](#)

Common Findings Delaying Conditional Commitments



Missing Income
Calculations



Missing Bank
Statements



After Pay
Accounts



Appraisal
Reminders



Supporting
Documentation
Uploads



AGENDA



- 1 Program Highlights
- 2 Loan Overview
- 3 Applicant Eligibility Overview
- 4 Income & Assets Overview
- 5 Credit Analysis Overview
- 6 Ratio Analysis Overview
- 7 Property Requirements Overview
- 8 Loan Submission Process & GUS Overview
- 9 Special Initiatives Overview
- 10 Lender Toolkit



Program Highlights

Homebuyer Benefits

No down payment.

100% financing based on appraised value.

No specific minimum credit score requirement.
Alternative credit option.

Not limited to first time homebuyers.

No maximum purchase price limits.



Lender Benefits

Reduced risk with up to a 90% guarantee and premium pricing on the secondary market.

Credit towards Community Reinvestment Act (CRA) performance.

Streamlined documentation requirements with the use of the Guaranteed Underwriting System (GUS).

Online training modules and resources that are easy to navigate.

Customer service...*we're always striving to be better for you!*





Loan Overview



Low Loan Fees



LOW FEES!



Upfront Guarantee Fee. Current Fee is 1% of Loan Amount.

May finance with loan funds, personal funds, or seller commissions. Subject to change to maintain subsidy neutral program, but not to exceed 3.5%.



Annual Fee. Current Fee is .35%.

Calculated based on average scheduled unpaid principal balance.



Technology Fee. Current Fee is \$25.

This fee may be passed to borrower and can be included in loan amount.

Program is not subsidized and is budget neutral; fully funded year round by program fees.



Eligible Loan Purposes

Acquire a Site and Dwelling

Loan funds may be used to purchase existing or build new.

Reasonable and Customary Expenses

These closing costs may be paid for with loan funds. Seller contributions are limited to 6% of sales prices.

Repairs and Rehab

May be financed when combined with purchase of home. Escrows allowed for repairs that don't affect the livability of the home.

Refinance

May include "take out" construction financing or refinance of an existing Rural Development Direct or Guaranteed loan.

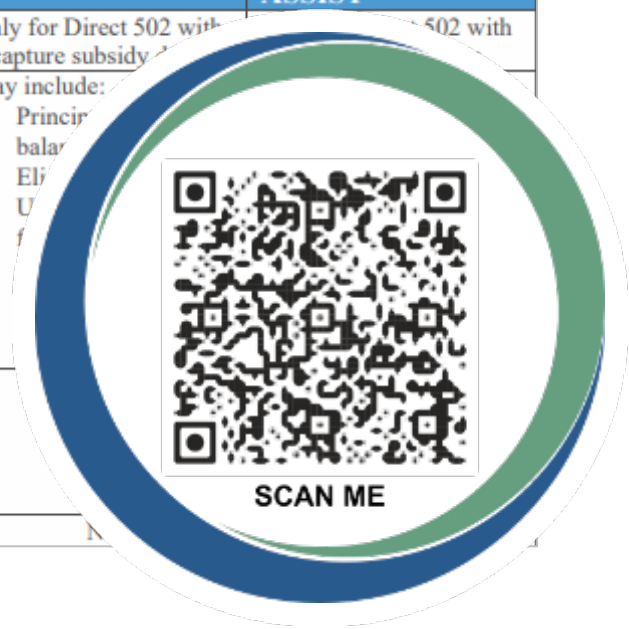


REFINANCE Options

HB-1-3555, Chapter 6, Attachment 6-A
Streamlined-Assist, Streamlined, and Non-Streamlined

<https://www.rd.usda.gov/sites/default/files/rd-sfh-refinancematrix.pdf>

REFINANCE OPTIONS FOR SECTION 502 DIRECT AND GUARANTEED LOANS			
REQUIREMENT	NON-STREAMLINED	STREAMLINED	STREAMLINED-ASSIST
New Appraisal	Yes	Only for Direct 502 with recapture subsidy	Only for 502 with
Maximum Loan Amount	Up to the new appraised value plus the amount of the financed up-front guarantee fee and include: <ul style="list-style-type: none">• Principal & interest balance• Eligible closing costs• Subsidy recapture	May include: <ul style="list-style-type: none">• Principal balance• Eligible closing costs• Unfunded	
Net Tangible Benefit	No		
Include Subsidy Recapture	Yes		



- Only loans financed or guaranteed by USDA are eligible.
- Existing loan must have closed 12 months prior to the request for Conditional Commitment.
- Fixed interest rate and 30-year term.
- Borrower must meet applicable adjusted annual household income.
- No cash out from collateral equity. Only reimbursement of borrower prepaid eligible closing costs and/or refund from escrow overage.
- Borrowers must occupy the property.
- Properties located in areas now deemed ineligible remain eligible for refinance.
- Existing leveraged loans or subordinate liens must be paid in full or be subordinated.





REFINANCE Options

HB-1-3555, Chapter 6, Attachment 6-A

Streamlined-Assist is the most favored and effective choice!

Manual File Submission Process

To be used for loan types not supported by GUS

The following guidance provides a process for manual file submissions that will assist Rural Development in expediting loan application requests, while also protecting applicants' personal information.

Manual file submissions take a significant amount of Agency time to process. As a result, we feel it is important to collaborate with lenders to ensure applications are reviewed, and Conditional Commitments issued, as quickly as possible. While we encourage lenders to use the Guaranteed Underwriting System (GUS), manual file submissions are supported in GUS, such as the Streamlined Assist Refinance.


What Do I Need to Do?

To expedite manual file submissions, please follow the steps below and enter the file directly into GUS, even though the file will not be a streamlined assist refinance.

STEP 1: Required GUS Entries

In GUS, the lender will enter, at a minimum, the following information:

- "Eligibility" Page - Enter the following data:
 - Subject Property Address (Street)
 - Subject Property Address (City)
 - Subject Property Address (State)
 - Subject Property Address (County)



Appraisal: Streamlined-assist does not require a new appraisal unless the borrower has a USDA Direct loan with recapture subsidy due.

Removing Borrowers: Streamlined-assist only allows deceased borrowers to be removed. If a living borrower is looking to be removed from the loan, the remaining borrower must choose between the streamlined or non-streamlined options.

Credit Review: Streamlined-assist only requires verification there have been no defaults in the past 12 months. Streamlined and non-streamlined require no defaults in the previous 180 days plus a full credit review per Chapter 10 guidelines.

Loan Amount: All options allow refinancing of the principal and interest balance, eligible closing costs, and up front guarantee fee. If the borrower is looking to include subsidy recapture, the non-streamlined option would be required.

Loan Submission: All refinance loans are entered into GUS; however, a streamlined-assist is ineligible for a 'final' submission; follow the "Manual File Submission Job Aid" for step by step guidance.



Applicant Eligibility Overview



Retaining a Dwelling

1

Only 1 RD Loan

Not financially responsible for another Agency guaranteed or direct home loan

2

Financially Qualified

The applicant is financially qualified to own more than one house

3

Primary Residence

The applicant will occupy the home financed with the guaranteed loan as their primary residence

4

No Longer Meets Needs

The current home owned, whether adequate or inadequate, no longer meets the applicants' needs

Examples:

- Relocation due to a new job opportunity.
- Requires a larger home to provide for a growing family.
- Obtaining a divorce and the ex-spouse will retain the dwelling.
- Is a non-occupying co-owner or co-borrower on another mortgage loan and wants to purchase their own dwelling.

Unable to Secure Conventional Credit

1

Assets

Has personal non-retirement liquid asset funds of at least 20%

2

Resources

Can pay all closing costs (plus the 20% down) associated with the loan

3

Ratios

Meets qualifying ratios of no more than 28% PITI and 36% TD when applying the 20% down payment

4

Credit

Demonstrates qualifying credit for such a loan

5

Loan Terms

Conventional loan is 30-year fixed rate loan without PMI

UPDATE

Business Owner Applicants

Lender should closely review asset accounts to verify assets are not transferred between a *personal account* and a *business account* and vice versa.

Not Having a Suspension or Debarment



Suspended or Debarred = *Not eligible*



7 CFR 3555.151(g) and HB-1-3555, 8.2E



Lender must screen the applicant and parties to the transaction on the “System for Award Management” (SAM) website



Must be within 30 days of loan closing

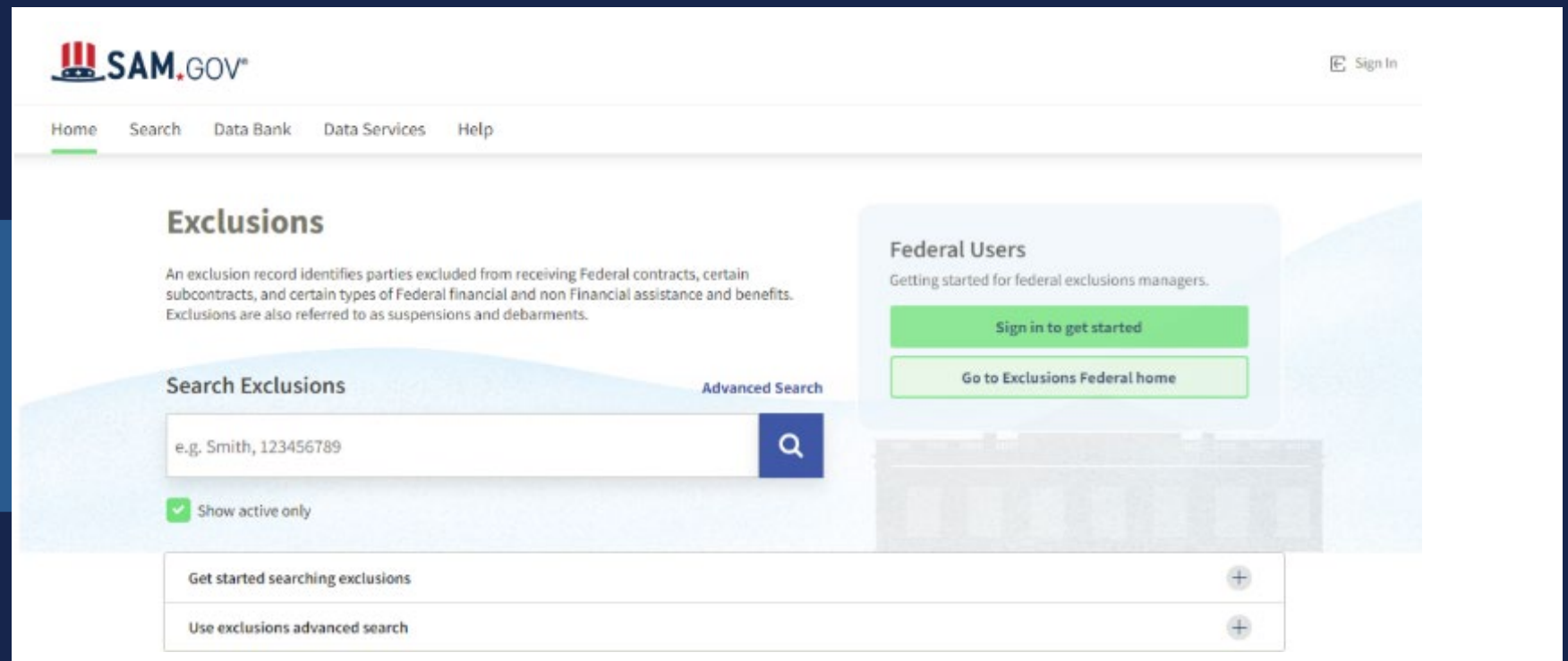
UPDATE

Excluded by Non-Housing Federal Program

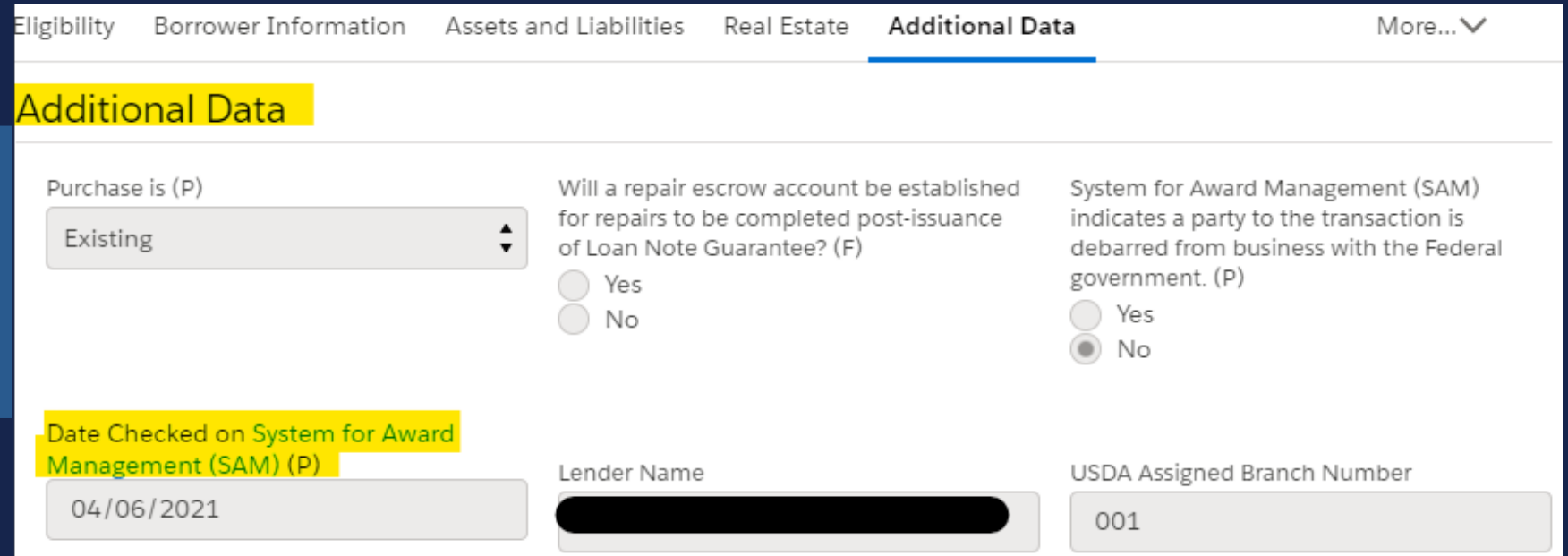
Applicants that have been excluded from a non-housing federal program continue to be eligible to participate in the SFHGLP, unless the individual becomes suspended or debarred.

Sam.gov

GUS
“Additional Data”



The screenshot shows the SAM.gov Exclusions page. At the top is the SAM.GOV logo and a 'Sign In' link. Below the navigation bar (Home, Search, Data Bank, Data Services, Help) is the 'Exclusions' section. It includes a description: 'An exclusion record identifies parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non Financial assistance and benefits. Exclusions are also referred to as suspensions and debarments.' To the right is a 'Federal Users' box with 'Sign in to get started' and 'Go to Exclusions Federal home' buttons. The main area features a 'Search Exclusions' section with a search bar containing 'e.g. Smith, 123456789', a magnifying glass icon, and a checked 'Show active only' checkbox. Below the search bar are two expandable sections: 'Get started searching exclusions' and 'Use exclusions advanced search'.



The screenshot shows the 'Additional Data' section of a GUS form. The 'Additional Data' tab is selected in the top navigation bar. The form contains several fields: 'Purchase is (P)' is a dropdown menu with 'Existing' selected; 'Will a repair escrow account be established for repairs to be completed post-issuance of Loan Note Guarantee? (F)' has two radio buttons, 'Yes' and 'No', both of which are unselected; 'System for Award Management (SAM) indicates a party to the transaction is debarred from business with the Federal government. (P)' has two radio buttons, 'Yes' and 'No', with 'No' selected; 'Date Checked on System for Award Management (SAM) (P)' is a text input field containing '04/06/2021'; 'Lender Name' is a text input field that has been redacted with a black bar; and 'USDA Assigned Branch Number' is a text input field containing '001'.

Having Acceptable Citizenship or Immigration Status



The applicants must be a U.S. citizen, a U.S. non-citizen national, or a qualified alien.



Applicants are required to have a valid social security number and evidence of continued residency and income.



The lender is responsible for documenting the applicants' legal residency for all file submissions.



By submitting the request for a Conditional Commitment to the Agency, the lender represents and warrants that the applicant is legally present in the United States and meets the eligibility requirements.

UPDATE

*Effective until
May 2, 2025*

Non-US citizens with a valid SSN and valid Employment Authorization Document are eligible.

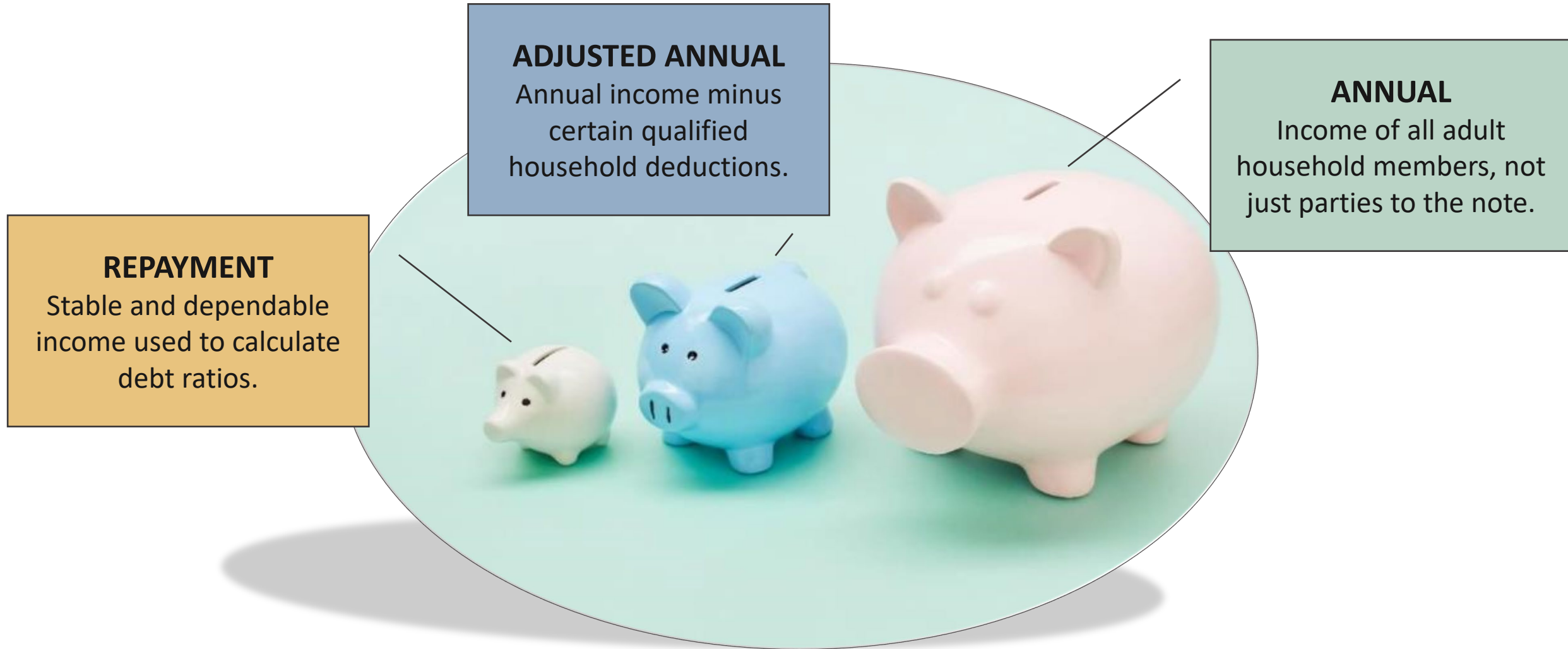
Utilization of SAVE is no longer required!



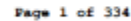
Income Eligibility Overview



Types of Income



<https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>



Anniston-Oxford-Jacksonville, AL MSA								
	VERY LOW INCOME	34400	34400	34400	34400	45450	45450	45450
	LOW INCOME	55050	55050	55050	55050	72650	72650	72650
	MOD. INC.-GUAR. LOAN	103500	103500	103500	103500	136600	136600	136600
Auburn-Opelika, AL MSA								
	VERY LOW INCOME	43600	43600	43600	43600	57600	57600	57600
	LOW INCOME	69750	69750	69750	69750	92050	92050	92050
	MOD. INC.-GUAR. LOAN	103500	103500	103500	103500	136600	136600	136600
Birmingham-Hoover, AL MSA								
Birmingham-Hoover, AL HUD Metro FMR Area								
	VERY LOW INCOME	42400	42400	42400	42400	56000	56000	56000
	LOW INCOME	67850	67850	67850	67850	89550	89550	89550
	MOD. INC.-GUAR. LOAN	103500	103500	103500	103500	136600	136600	136600
Chattanooga, TN MSA								

SCAN ME



Annual Income Overview



ANNUAL Income



Adult Full-Time Students

(not the applicant, co-applicant, or spouse of an applicant)

- Include first \$480 of earned income



Applicant's Spouse

- Include unless living apart for at least 3 months *(for reasons other than military or work assignment)*, or court proceedings for divorce or legal separation have been commenced.



Currently Unemployed Adults

- Include previous earnings IF seeking new employment.

Whose income is included?

All adult household members *(including benefits received on behalf of minors)*.



ANNUAL Income



What income is included?

Anticipated income for **next 12 months**.

(This list is NOT inclusive. Refer to HB-1-3555, Chapter 9, Attachment 9-A for additional guidance.)

Employee Pay

- GROSS amount of base wages and salaries, OT pay, commissions, fee, tips, bonuses, housing allowances, & other compensations for personal services.

Self-Employed Income & Rental Income

- Self employed = 25% or greater ownership interest in a business.
- Use \$0 if there is a business or rental loss.

Court Ordered Payments

- Child support, alimony, & guardianship.

Retirement & Pension

- Include recurring payments.

Government Benefits & Long Term Disability

Asset Income

- Income from cumulative household non-retirement assets of \$50,000 or greater.



ANNUAL Income



What income is NOT included?

(This list is NOT inclusive. Refer to HB-1-3555, Chapter 9, Attachment 9-A for additional guidance.)

Foster Income

Live In Aides

Lump Sum or Sporadic Payments

Medical Reimbursement

Mortgage Credit Certificate (MCC)

Section 8 Housing Vouchers

SNAP Benefits

Student Loans/GI Bill

Unreimbursed Employee Expenses



Adjusted Annual Income Overview



ADJUSTED ANNUAL Income



What are the allowable deductions?

(This list is NOT inclusive. Refer to HB-1-3555, Chapter 9, Attachment 9-A for additional guidance.)

Dependent Deduction

- \$480 per eligible dependent (at time of application).
- May include when there is shared custody.

Verified Childcare Expenses

- For children 12 & under.
- Anticipated amount for next 12 months.

Disability Expenses

- Amount that exceeds 3% of annual income.

Elderly Deduction

- Applicant or co-applicant is 62 or older.
- 1 \$400 deduction per household.

Unreimbursed Medical Expenses

- For elderly or disabled households only.
- Amount that exceed 3% of annual income.



Repayment Income Overview



REPAYMENT Income



Whose income is included?

Include stable and dependable income of **parties to the note** only.

Must be documented.

Must be evidence to support the historical receipt of earnings.

Must continue for at least 3 years into the mortgage.

Use caution when there is a sharp (20% or greater) variance in income.

May gross up non-taxable income by 25%.



REPAYMENT Income



What is the required history?

(This list is NOT inclusive. Refer to HB-1-3555, Chapter 9, Attachment 9-A for additional guidance.)

6 Months:

- Court Ordered Child Support, Separate Maintenance/Alimony, Trust Income, & Worker's Comp

1 Year History:

- Base Wages, Bonus, Commission, Employee Fringe Benefits, Military, Overtime, Secondary Employment, Tips, & Voluntary Child Support

2 Year History:

- Auto Allowance, Capital Gains, Depreciation/Depletion, Dividends, Expense Allowance, Interest, Rental Income, Schedule K-1, Seasonal, Self-Employment, Unemployment

Ineligible:

- Boarder Income, Foster Income, GI Bill, Live In Aides, Medical Reimbursements, Non-Occupant Borrower, SNAP Benefits, & Student Loans.



REPAYMENT Income



What income is NOT included?

(This list is NOT inclusive. Refer to HB-1-3555, Chapter 9, Attachment 9-A for additional guidance.)

Foster Care

- Payments for the care of foster children or adults.

Lump Sum Payments

- Such as inheritances, capital gains, insurance payments and personal or property settlements.

Reimbursement of Medical Expenses

- Amounts received specifically for, or in reimbursement of the cost of medical expenses for any family member.

SNAP Benefits

Student Financial Aid

- Any aid received by household members for tuition, fees, books, equipment, materials, and transportation.

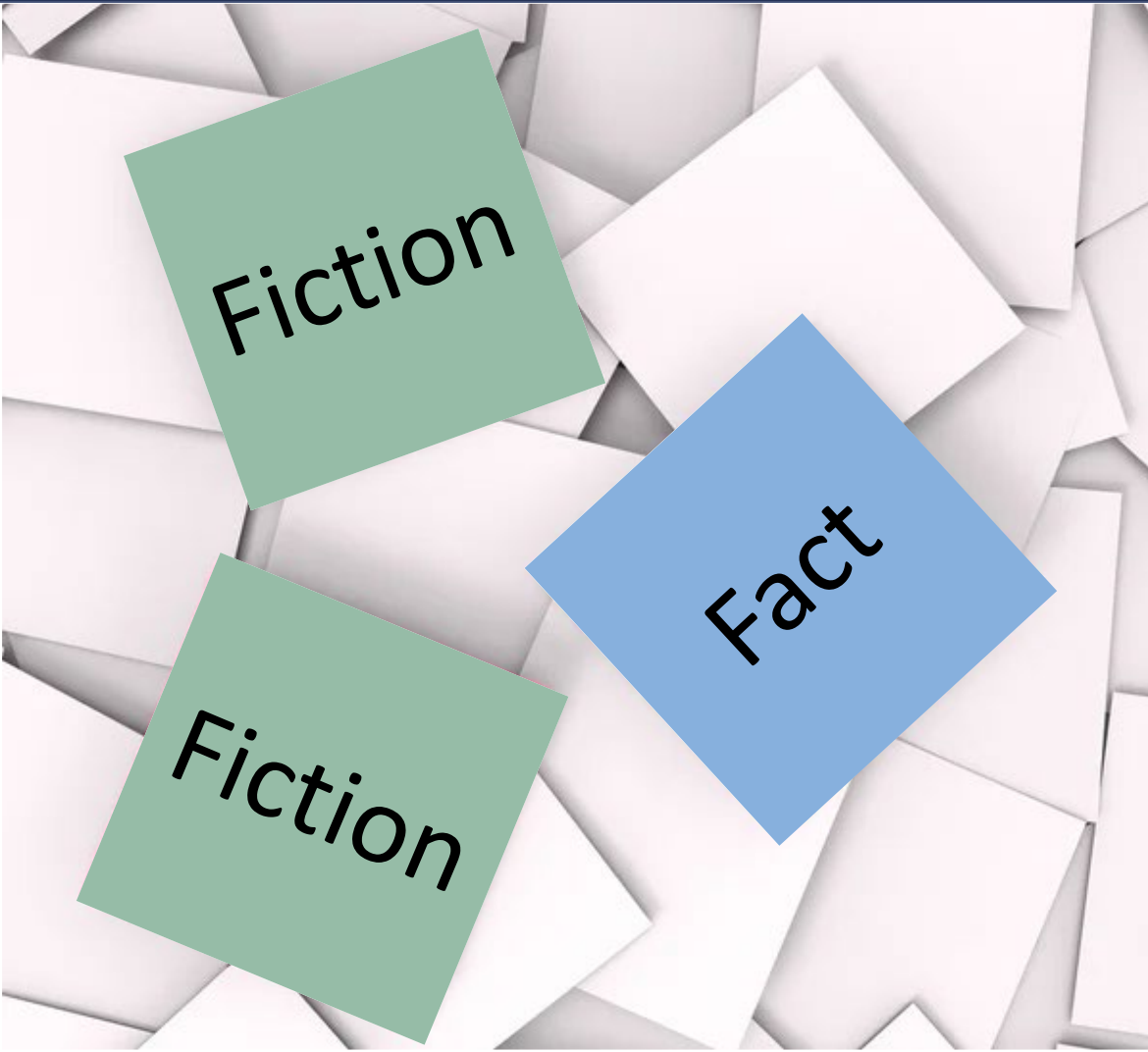
Unreliable Income

- Temporary, nonrecurring, or sporadic income (including gifts).



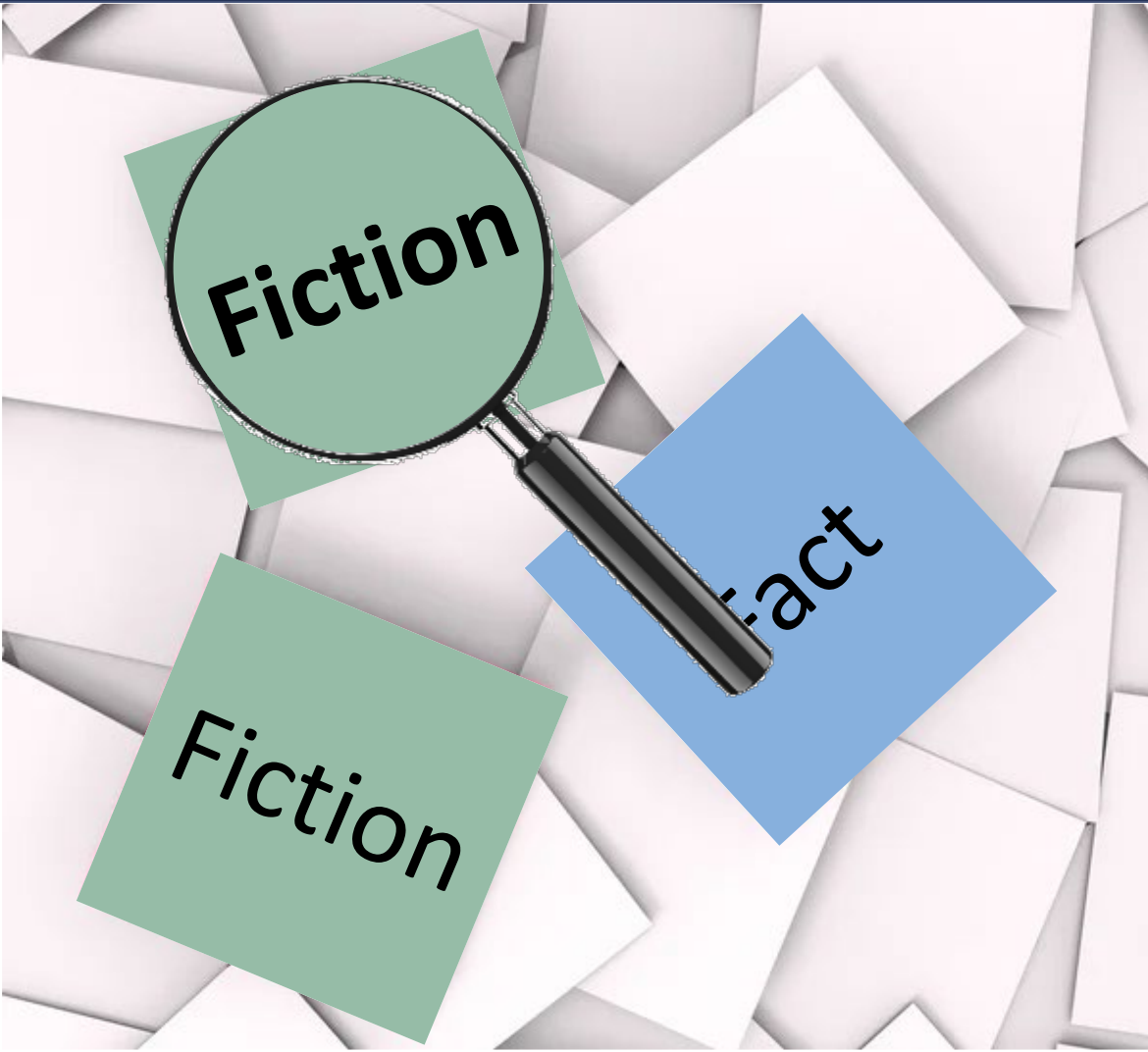
Income Verification & Documentation Requirements

FACT OR FICTION



Since the income calculation pages were removed from Form RD 3555-21, lenders are no longer required to document adjusted annual income, annual income, and repayment income calculations.

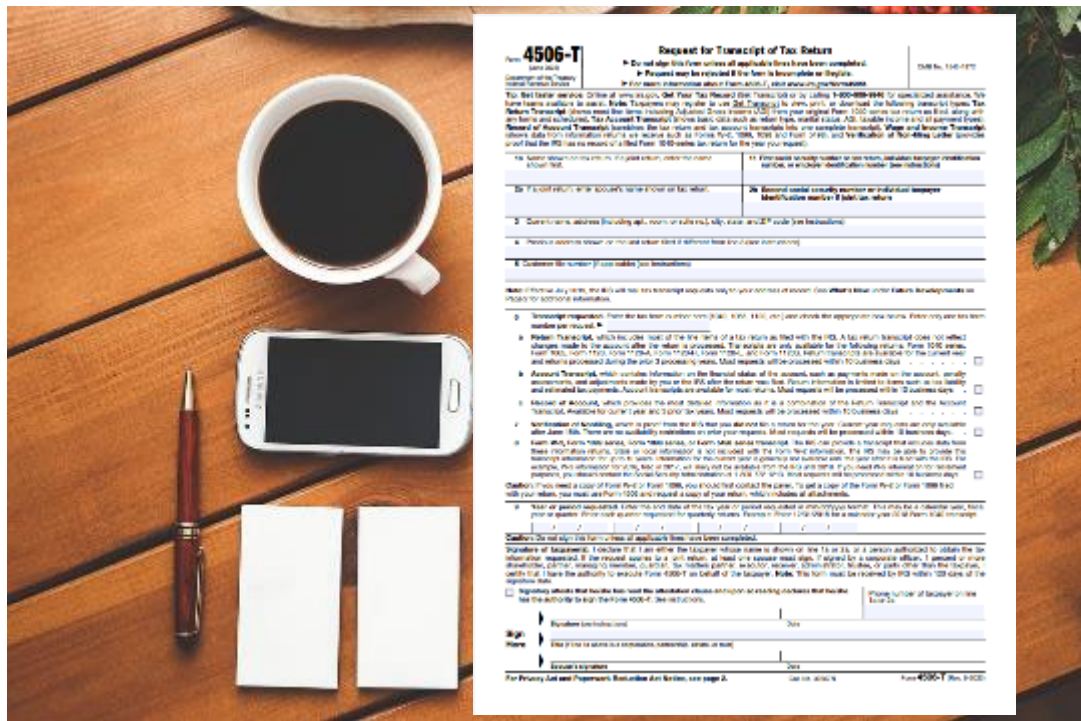
FACT OR FICTION



- Lenders are still required to document adjusted, annual and repayment income calculations in their permanent loan file.
- Lenders may utilize Attachment 9-B, Form 1008, or an equivalent.
- Submission of the lender's calculations is only required on manual submissions, and GUS Refer, Refer with Caution, and Accept with Full Documentation recommendations.



IRS Transcripts



Who are they required for?

All adult household members (except full-time students).

Purpose

- Provide a quality control measure to ensure all income and asset earnings reported to the IRS have been disclosed to the lender.

Documentation Requirements

- Lenders must obtain and review the transcripts prior to loan closing and retain them in their permanent loan file.
- Tax transcripts not received prior to closing will not delay the loan closing, but are still required to be obtained and retained in the lender's permanent loan file.

Undisclosed Income

- Previously unknown/undisclosed income or asset sources that are identified by the transcripts will require additional review by the lender and may render a loan file ineligible.



INCOME Review

HB-1-3555, Chapter 9, Attachment 9-A

Double check your income calculations, avoid processing delays!

Refer to applicable column for income type.

GUS does not determine stable and dependable income. The underwriter does.

Incorrect data entries will render the underwriting recommendation as invalid.

Income and Documentation Matrix	
Income guidance: 7 CFR 3555, Sections 3555.152(a) and (b)	
This matrix cannot cover every income/asset type, employment scenario, etc. USDA requires approved lenders to use sound judgment to make an accurate and dependable analysis of income per 7 CFR 3555.152. Exclusions may apply under 7 CFR 3555.152(b)(5) and Attachment 9-D.	
Considerations for Income Calculations	
<ul style="list-style-type: none">• Lenders must verify the income for each adult household member for the previous 2 years.• Annual and adjusted annual income calculations must include all eligible income sources from all adult household members, not just parties to the loan note.• Annual income is calculated for the ensuing 12 months, based on income verifications, documentation, and household composition.• Include only the first \$480 of earned income from adult full-time students who are not the applicants, or a spouse of an applicants in annual and adjusted annual income.• Income from assets that meet the criteria of Section 9.4 must be included in annual and adjusted annual income.• Repayment income calculations include the income sources of the applicants who will be parties to the note that meet the minimum required history identified in this matrix <u>and</u> have been determined to be stable and dependable income by the approved lender.• Income used in repayment income calculations must be confirmed to continue a minimum of three years into the mortgage.• If the income is tax exempt, it may be grossed up 25 percent for repayment income.• "Documentation Source Options" lists eligible documentation. Every item listed is not required unless otherwise stated. Lenders must obtain and maintain documentation supporting the lender's income calculations.	
Income Type	Annual Income
Adoption Assistance or Subsidy	If the income will be received for the ensuing 12 months, include the first \$480 of the subsidy assigned to the grantee.
Documentation Source Options: <ul style="list-style-type: none">• Benefit/Award letter to document.• Online payment schedule from the agency.• Federal income tax returns or IRS transcripts.	





INCOME Calculations

Attachment 9-B, Underwriting Transmittal Summary, or Similar Form

REMINDER: Income worksheet was removed from the 3555-21 but calculations are still required.

Lender must document and retain income calculations for all adult household members.

Do not submit to USDA for GUS “Accept” loans but retain in case file.

HB-1-3555
Attachment 9-B
Page 1 of 3

Applicant: _____ Co Applicant: _____

WORKSHEET FOR DOCUMENTING ELIGIBLE HOUSEHOLD AND REPAYMENT INCOME

Lender Instructions: Determine eligible household income for the Single-Family Housing Guaranteed Loan Program (SFHGLP) by documenting all sources/types of income for all household members. Qualify the loan by documenting all sources/types of income that is stable and dependable, utilized to repay the loan.

Identify all Household Members	Age	Full-time Student Y/N?	Disabled Y/N?	Receive Income Y/N?	Source of Income

ANNUAL INCOME CALCULATION (Consider anticipated income for the next 12 months for all adult household members as described in 7 CFR 3555.152(b) and HB-1-3555, Chapter 9. Website for instructions: <https://www.rd.usda.gov/resources/directives>)


1. Applicant (Wages, salary, self-employed, commission, overtime, bonus, tips, alimony, child support, pension/retirement, social security, disability, trust income, etc.). Calculate and record how the calculation of each income source/type was determined in the space below.

2. Co-Applicant (Wages, salary, self-employed, commission, overtime, bonus, tips, alimony, disability, trust income, etc.) Calculate and record how the calculation of each in

3. Additional Income to Primary Income (Automobile Allowance, Mr Employment, Unemployment, etc.). Calculate and record how the ca

4. Additional Adult Household Member (s) who are not a par Additional Income to Primary Employment, Other Income, etc.). A determined in the space below.

5. Income from Assets (Income from household assets as described in). income source/type was determined in the space below.



(03-09-16) SPECIAL PN
Revised (01-09-23) PN 573

Show Me the Math!

Annual Income based on Hrly Rate at 40hr/wk + YTD OT Avg

Annual Income: $\$32.50 \times 40 \text{ hrs} = \$1,300$
 $\times 52 = \$67,500$
YTD OT $7500 / 5.4 \text{ mos} = \$1,388.88 \times 12 =$
 $\$16,666.67 + \text{hrly } \$67,500 = \$84,166.67$

Applicant: _____

Co Applicant: _____

WORKSHEET FOR DOCUMENTING ELIGIBLE HOUSEHOLD AND REPAYMENT INCOME

Lender Instructions: Determine eligible household income for the Single-Family Housing Guaranteed Loan Program (SFHGLP) by documenting all sources/types of income for all household members. Qualify the loan by documenting all sources/types of income that is stable and dependable, utilized to repay the loan.

Identify all Household Members	Age	Full-time Student Y/N?	Disabled Y/N?	Receive Income Y/N?	Source of Income

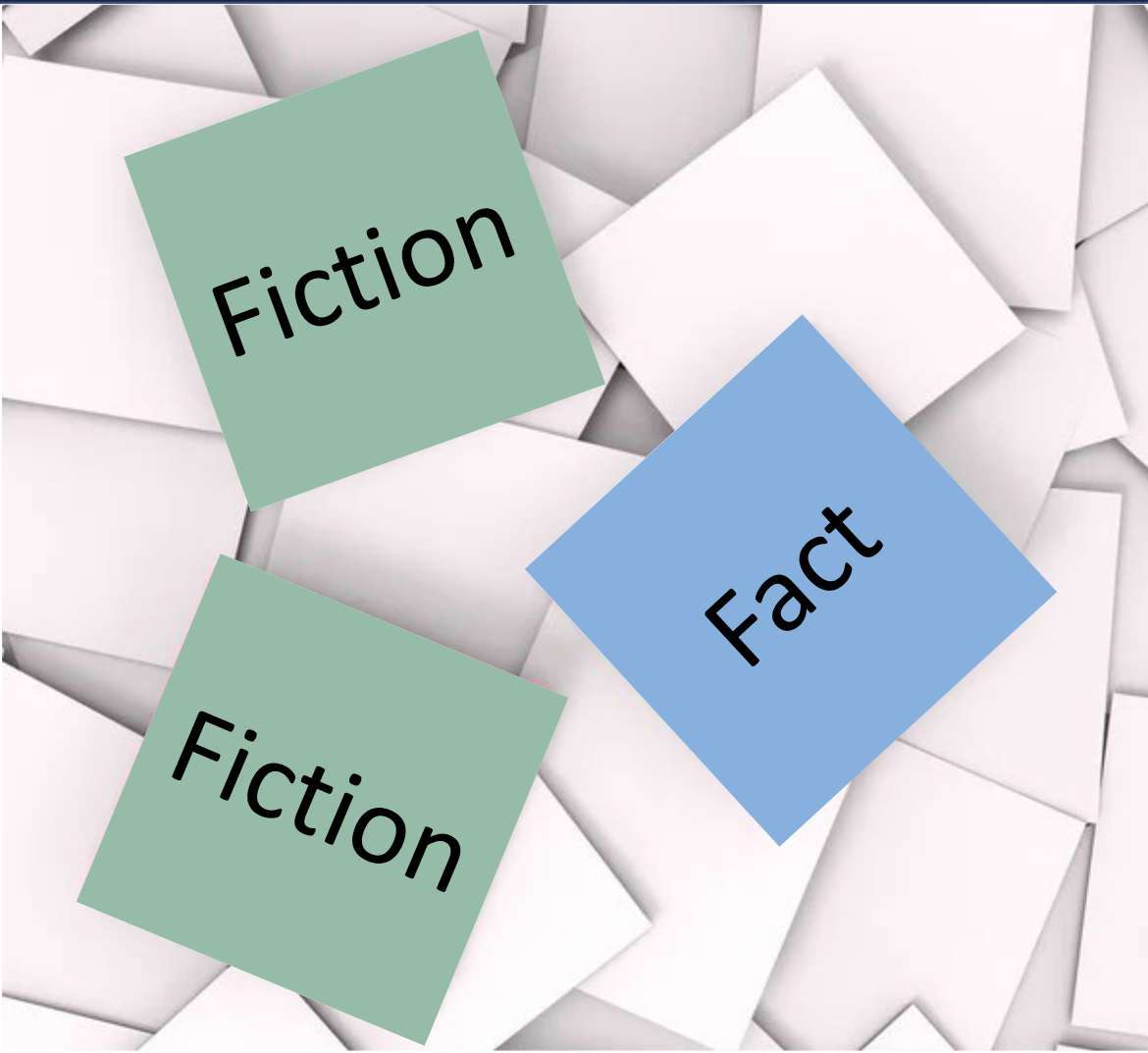
ANNUAL INCOME CALCULATION (Consider anticipated income for the next 12 months for all adult household members as described in 7 CFR 3555.152(b) and HB-1-3555, Chapter 9. Website for instructions: <https://www.rd.usda.gov/resources/directives>)

1. Applicant (Wages, salary, self-employed, commission, overtime, bonus, tips, alimony, child support, pension/retirement, social security, disability, trust income, etc.). Calculate and record how the calculation of each income source/type was determined in the space below.	
2. Co-Applicant (Wages, salary, self-employed, commission, overtime, bonus, tips, alimony, child support, pension/retirement, social security, disability, trust income, etc.) Calculate and record how the calculation of each income source/type was determined in the space below.	
3. Additional Income to Primary Income (Automobile Allowance, Mortgage Differential, Military, Secondary Employment, Seasonal Employment, Unemployment, etc.). Calculate and record how the calculation of each income source/type was determined in the space below.	
4. Additional Adult Household Member (s) who are not a party to the note (Primary Employment from Wages, Salary, Self-Employed, Additional Income to Primary Employment, Other Income, etc.). Calculate and record how the calculation of each income source/type was determined in the space below.	
5. Income from Assets (Income from household assets as described in HB-1-3555, Chapter 9). Calculate and record how the calculation of each income source/type was determined in the space below.	
6. Annual Household Income (Total 1 through 5)	



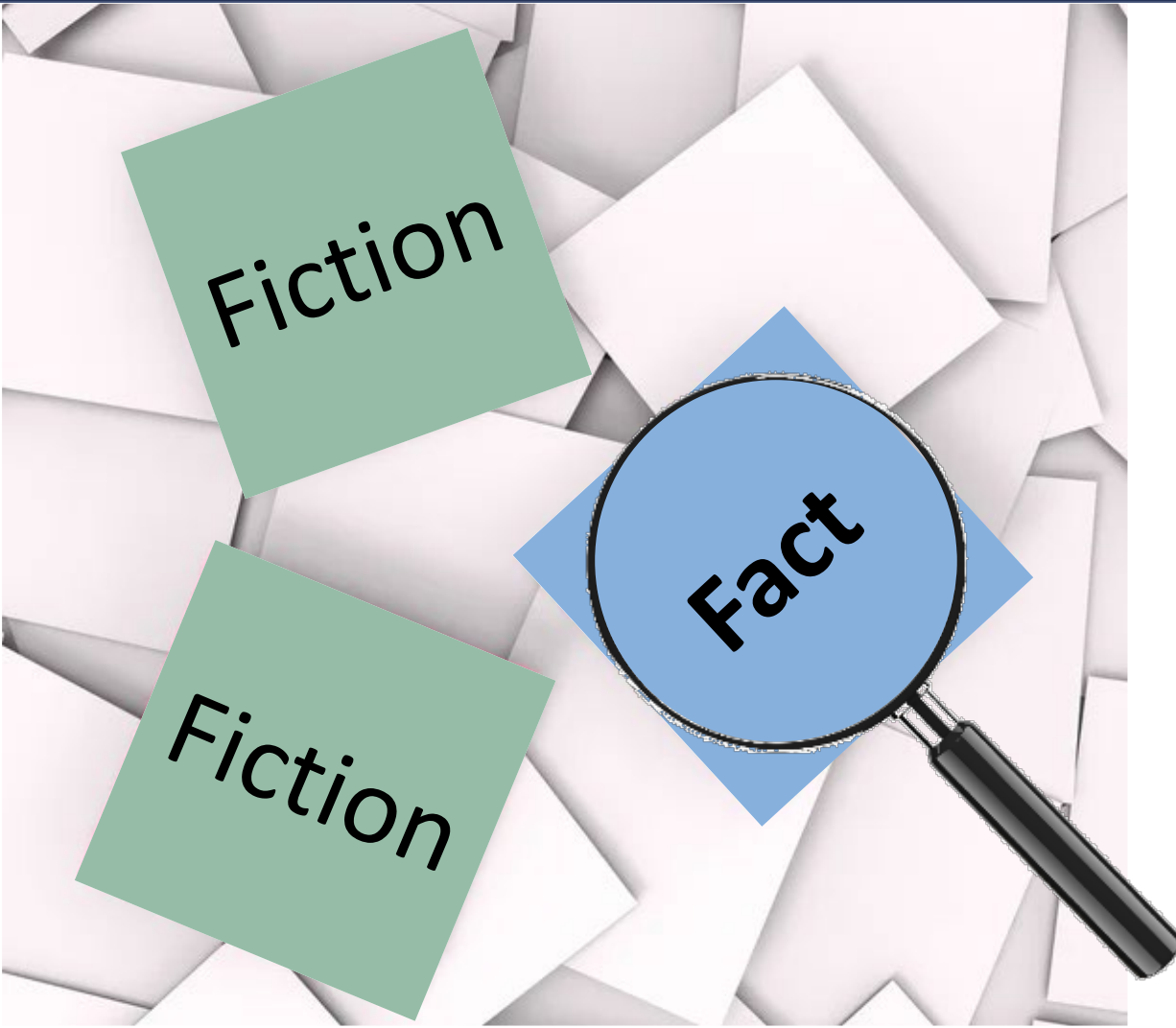
Assets Overview

FACT OR FICTION



If an applicant does not need funds to close, assets must still be verified.

FACT OR FICTION



- Assets must be verified whether they are required for funds to close or not.
- Assets may affect income eligibility (Chapter 9) and applicant eligibility (Chapter 8).



ASSET Income



When do you calculate asset income?

Include income from cumulative household *non-retirement* assets of \$50,000 or greater.

Assets with Actual Earnings

- Use the stated rate of interest.

Assets with NO Actual Earnings

- Use a current passbook savings rate.

Prior to Calculating Income from Assets

- Deduct any funds utilized for down payment, closing costs, pre-pays, etc. in the home purchase transaction.
- If total is now less than \$50,000, asset income is not required to be included.

Asset Verification

You may not have to enter them...but you have to verify them!

Not required on “*Assets & Liabilities*” page, but **may be** required on “*Eligibility*” page.

Assets and Liabilities

Assets - Bank Accounts, Retirement, and Other Accounts You Have (0)

Other Assets You Have (0)

Liabilities - Credit Cards, Other Debts, and Leases that You Owe (0)

Other Liabilities and Expenses (0)

CAIVRS Information

Always required to verify. Calculation required if cumulative household total exceeds \$50,000.

HB-1-3555
Attachment 9-B
Page 1 of 3

Applicant: _____ Co-Applicant: _____

WORKSHEET FOR DOCUMENTING ELIGIBLE HOUSEHOLD AND REPAYMENT INCOME

Lender Instructions: Determine eligible household income for the Single-Family Housing Guaranteed Loan Program (SFHGLP) by documenting all sources/types of income for all household members. Qualify the loan by documenting all sources/type of income that is stable and dependable utilized to repay the loan.

Identify all Household Members	Age	Full-time Student Y/N?	Disabled Y/N?	Receive Income Y/N?	Source of Income

ANNUAL INCOME CALCULATION (Consider anticipated income for the next 12 months for all adult household members as described in 7 CFR 1555.152(b) and HB-1-3555 Chapter 3. Website for instructions/administrative notices: <https://www.rd.usda.gov/resources/financing>)

1. Applicant (Wages, salary, self-employed, commission, overtime, bonus, tip, dividend, child support, pension/retirement, social security, disability, trust income, etc.). Calculate and record how the calculation of each income source/type was determined in the space below.

2. Income from Assets (Income from household assets as described in HB-1-3555, Chapter 3). Calculate and record how the calculation of each income source/type was determined in the space below.

3. Annual Household Income (Total 1 through 3)

Asset Inflation

Accuracy matters!

Invalid GUS underwriting recommendations

Inaccurate annual income calculation

Potential fraud



Calculating Income from Assets - Example



Checking account (non-interest bearing): **\$17,000**

Savings account (.25% interest): **\$24,000**

Certificate of Deposit (3% interest): **\$15,000**

Total Assets: **\$56,000** less **\$5,000** from checking used to purchase the home

*Remaining Assets = **\$51,000***

Calculating Interest on Assets - Example



Checking: $\$17,000 - \$5,000 = \$12,000 \times .25\% = \30

Savings: $\$25,000 \times .25\% = \62.50

CD: $\$15,000 \times 3\% = \450

Asset Calculation: $30 + 62.50 + 450 = \$542.50$

Include $\$542.50$ in annual income calculation

Assets...Which do I use?



December Ending Balance: \$4,354.53

January Current Balance: \$4,534.32

Use this amount

REMINDER: Transaction Histories are not a substitute for Bank Statements in order to verify assets.



Credit Eligibility Overview



Credit Eligibility Requirements



Underwriting Recommendation

Credit requirements vary for loans underwritten with the assistance of the GUS compared to those that are manually underwritten.



Lender Overlays

Lenders and investors may impose overlays such as minimum credit score requirements.



Lender Responsibility

It is the lender's responsibility to determine the creditworthiness of their applicant.

USDA does not underwrite loans.



Adverse Credit

In some cases of adverse credit, the lender's underwriter can grant credit exceptions.

Credit Exceptions Lender Cannot Waive



Delinquent Court Ordered Child Support: Subject to the collection by an administrative offset.

- Ineligible unless payments are brought current or released of liability.



Delinquent Court Ordered Child Support: Not subject to the collection by an administrative offset.

- Ineligible unless 3 timely payments of repayment agreement have been made, arrearage is PIF, or released of liability.



Delinquent Federal Non-Tax Debt

- Applicants with delinquent Federal non-tax debt are ineligible until the debt is paid in full or a release of liability is documented.



Previous USDA Loss

- Only a Rural Development official may grant this exception. The applicant and lender must provide a letter of explanation and supporting documentation as required in Attachment 10-A.



CREDIT SCORE Validation



GUS “Accept”:

- No credit score validation required

GUS “Refer”, “Refer w/Caution”, and Manually Underwritten Files:

- At least one applicant whose income or assets are used for qualification must have at least 2 historical trade line references

No eligible tradelines on the credit report:

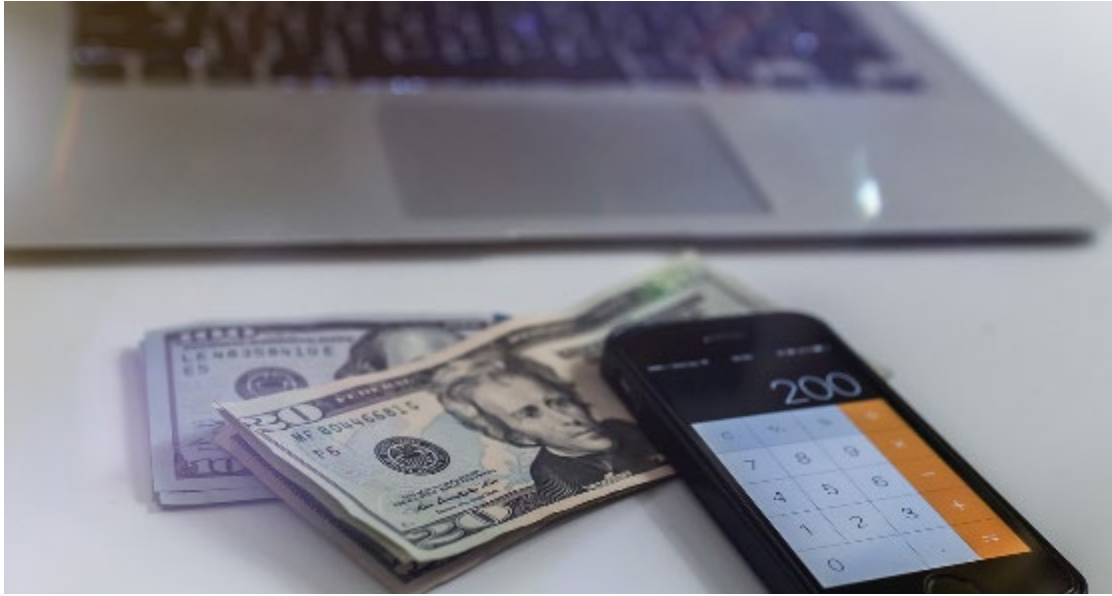
- Non-traditional credit must be verified.

When is it required?

Refer to your GUS Underwriting Recommendation & GUS Findings Report



COLLECTION Accounts



If the cumulative total of all non-medical collections exceeds \$2000, the lender must:

Require payment in full of these accounts prior to closing;

Use an existing repayment agreement amount; OR

Include 5% of the outstanding balance.

All open collection accounts must be listed on the GUS 'Liabilities' page.

Not required to be paid in full: *Select 'Omit'; provide explanation.*

Repayment agreement: Include ACTUAL specified monthly payment.

When must a payment be included?

Refer to your GUS Underwriting Recommendation & GUS Findings Report



RENT History



GUS “Accept” File:

- No verification of rent or mortgage required.

GUS “Refer”, “Refer with Caution”, or Manually Underwritten:

- May require a verification of rent or mortgage. Refer to GUS Underwriting Findings Report.

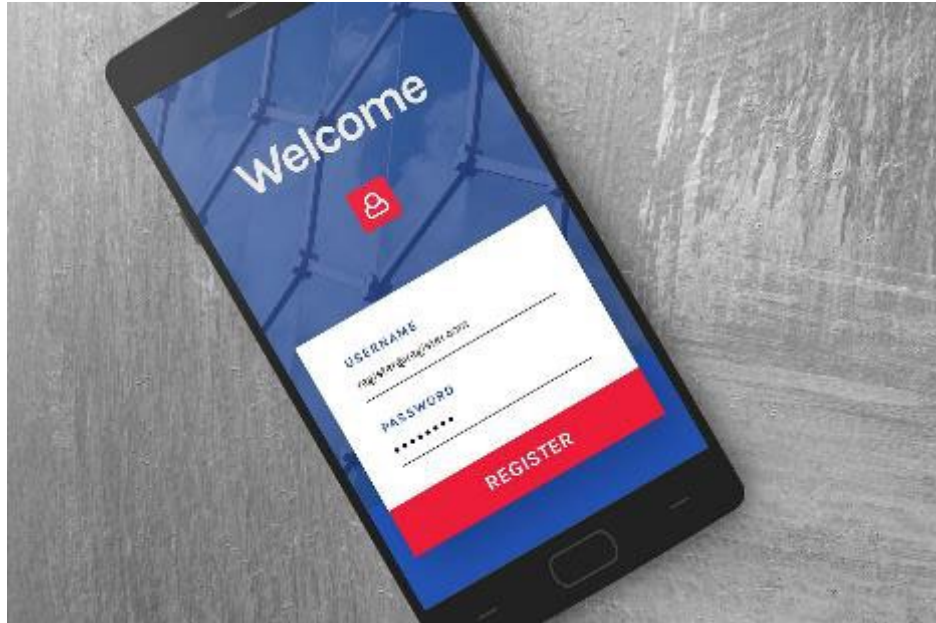
When must it be obtained?

Refer to your GUS Underwriting Recommendation & GUS Findings Report





NON-TRADITIONAL Credit



How many tradelines are required?

Refer to your GUS Underwriting Recommendation & GUS Findings Report

No Present Housing Expense:

- 3 tradelines

Present Housing Expense:

- 2 tradelines (VOR or housing payment verification plus 1 additional trade line)

Tradeline History:

- May be open, recently closed and/or paid in full (*recent = 6 months*)
- Must have 12-month history

UPDATE

- Monthly subscription services, gym memberships, etc. may now be considered as an eligible source.



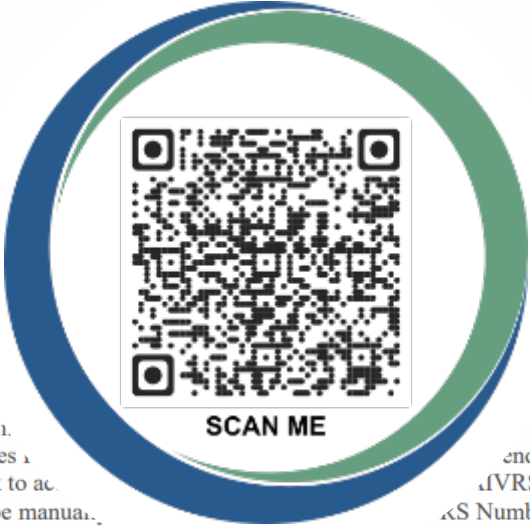
CREDIT Review

HB-1-3555, Chapter 10, Attachment 10-A

Refer to GUS Findings Report.

Ensure documentation supports underwriting decision.

Incorrect data entries will render the underwriting recommendation as invalid.

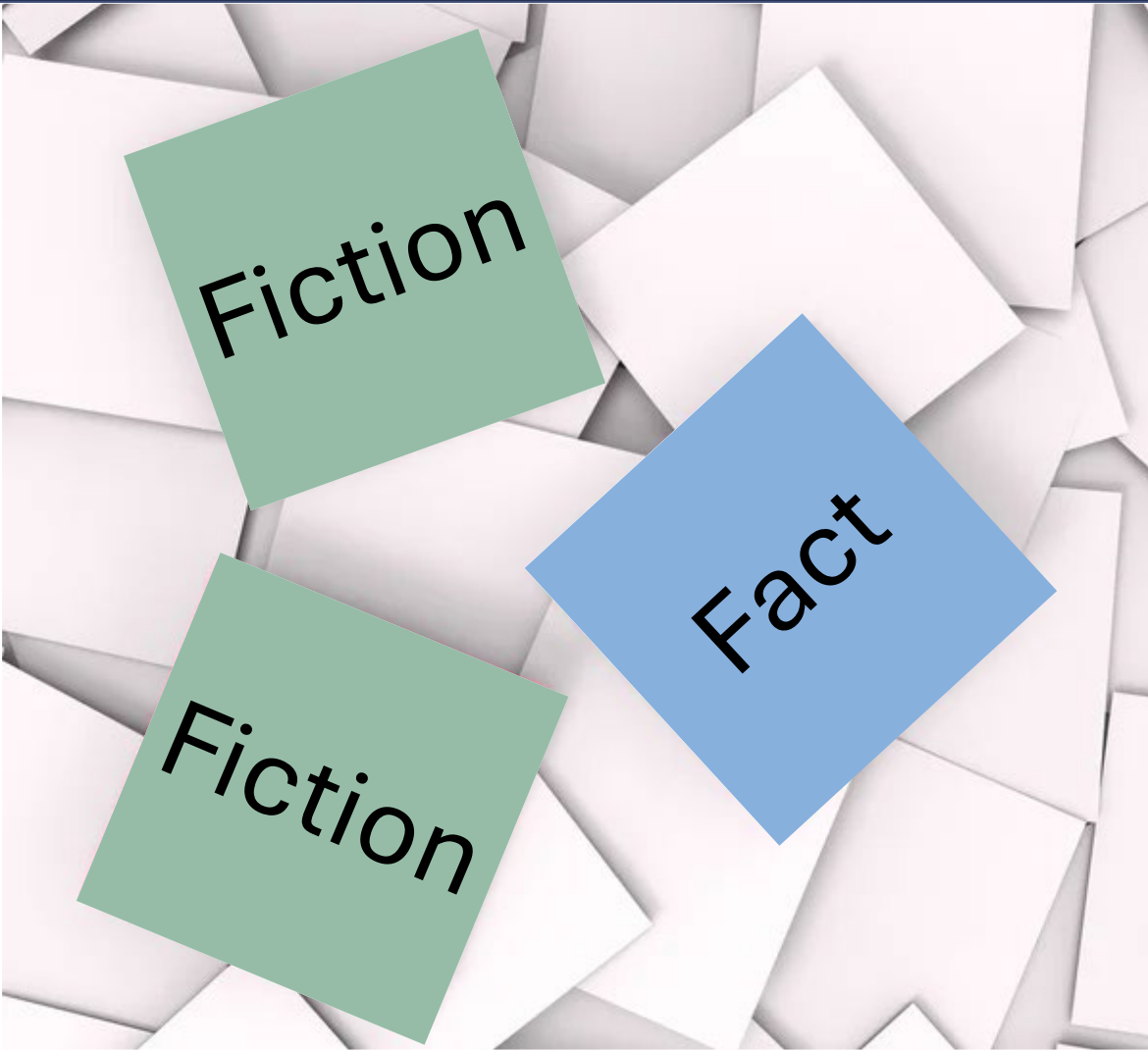
HB-1-3555 Attachment 10-A Page 1 of 20
ATTACHMENT 10-A
CREDIT MATRIX
Credit guidance: 3555.151(i)
CONSIDERATIONS FOR CREDIT ANALYSIS
ALL GUARANTEED LOANS: If the lender is aware of any potential derogatory or contradictory information that is not part of the data submitted to GUS, or if there is any erroneous information in the data submitted to GUS, the loan must be manually downgraded.
CREDIT ALERT VERIFICATION REPORTING SYSTEM (CAIVRS) CAIVRS is a Federal government wide repository to file and report delinquent and/or defaulted claims on individuals that were paid on their behalf. CAIVRS may return the following results: <ul style="list-style-type: none">• A: Approved by CAIVRS (no issues exist)• B: Multiple cases from one or more Federal agencies• C: Claim filed• D: Default on loan• F: Foreclosure of loan• J: Judgment filed An “A” response is the only acceptable result. CAIVRS in GUS: <ul style="list-style-type: none">• GUS will automatically retrieve the information application page is saved. If the user receives an “A” response, the lender must obtain this documentation must be uploaded to the GUS application to USDA. The CAIVRS will retrieve and confirm an Agency’s internal Guaranteed Loan status.• If the CAIVRS system is unavailable and the user is unable to access the GUS Assets and Liabilities page, the user can select the HUD CAIVRS hyperlink to access the CAIVRS system. The CAIVRS number retrieved in this manner must be manually entered into the block.




Ratio Analysis Overview

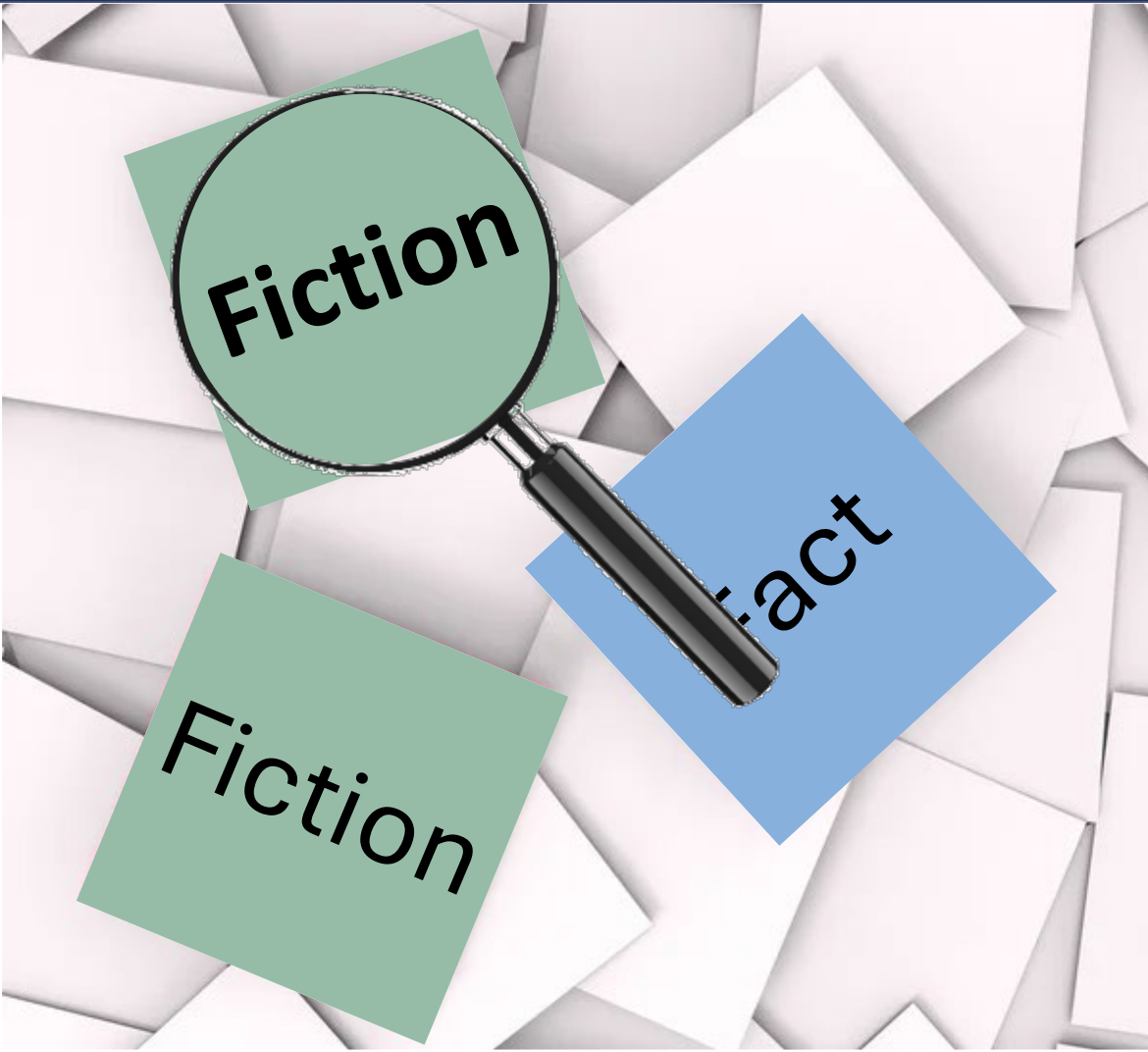


FACT OR FICTION



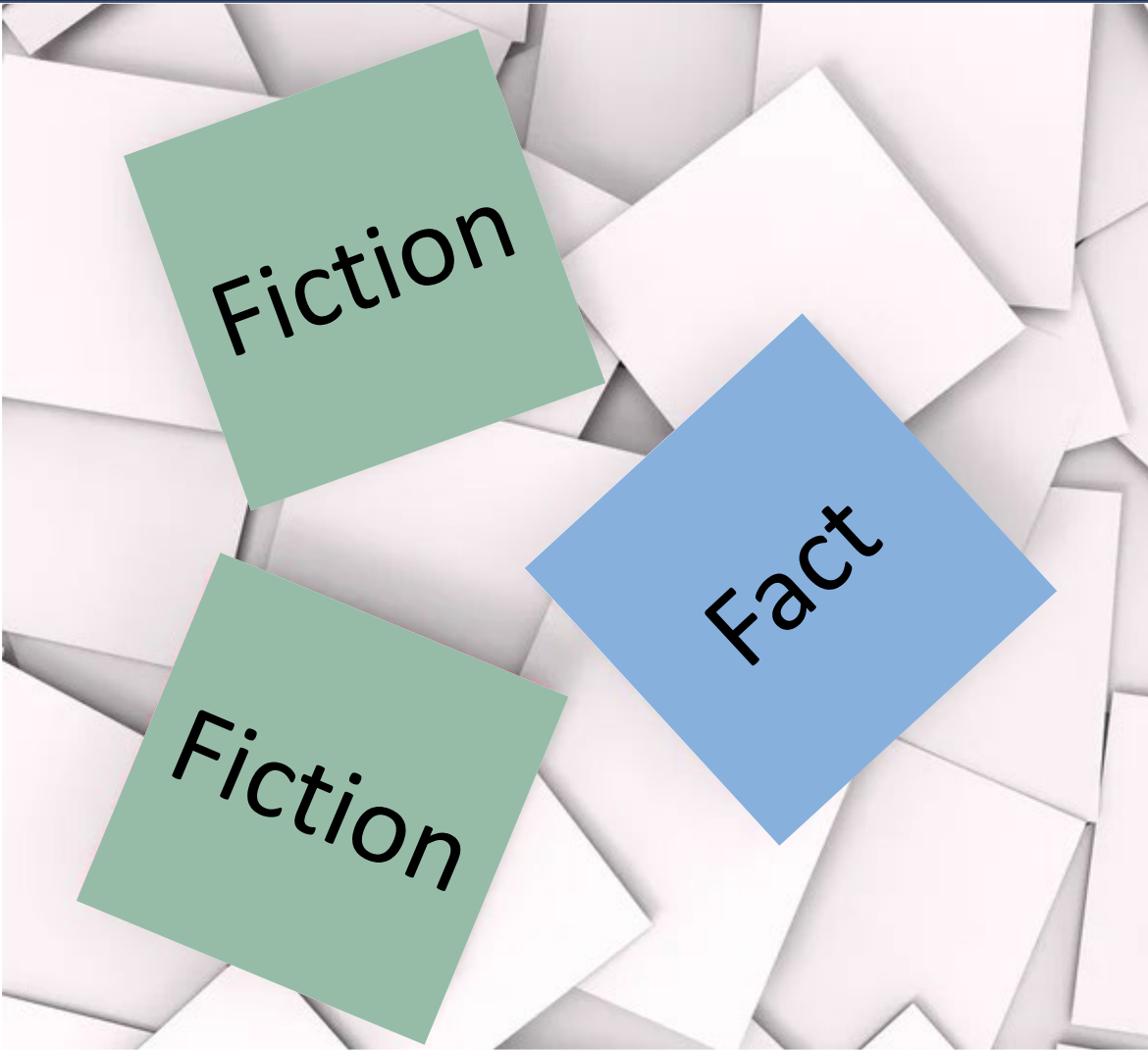
Applicants are considered to have repayment ability if their proposed monthly housing expense does not exceed 29% of their repayment income.

FACT OR FICTION



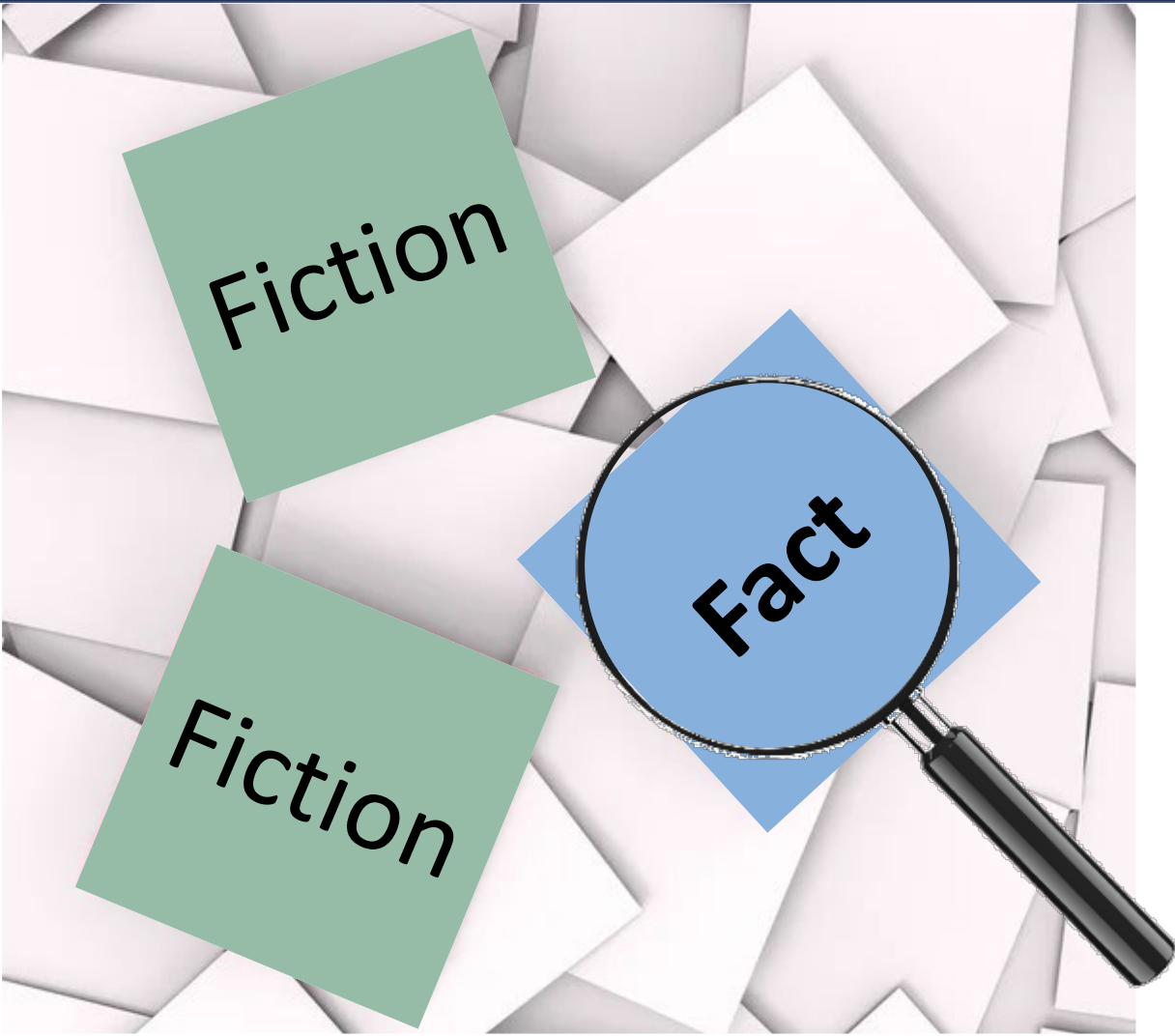
- As of August 5, applicants are considered to have repayment ability if their proposed monthly housing expense does not exceed 34% of their repayment income.

FACT OR FICTION



Afterpay accounts should be treated like an installment debt.

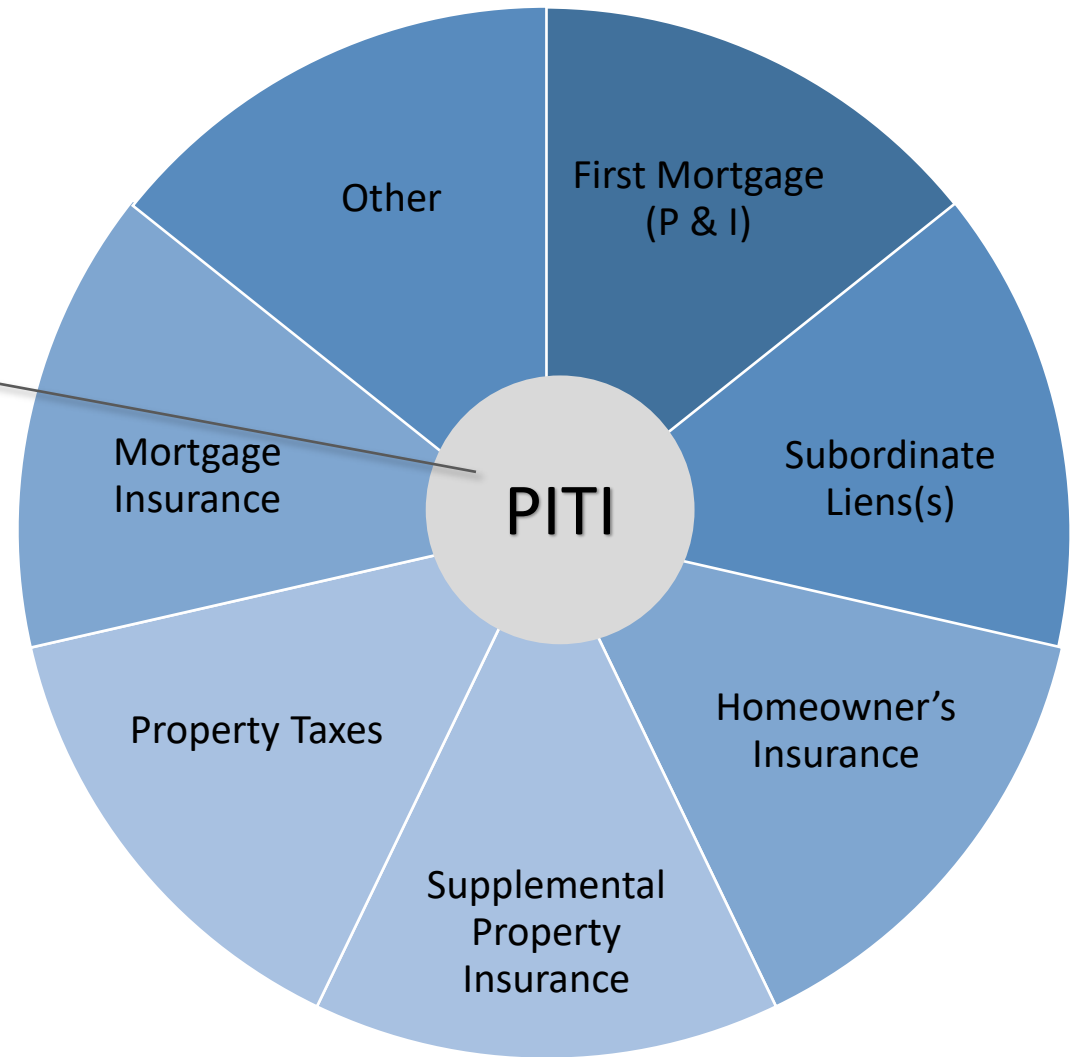
FACT OR FICTION



- These accounts are growing in popularity and USDA is seeing an increase in Afterpay accounts on the bank statements received.
- Afterpay accounts should be treated like an installment debt.
- Documentation for the debt should be obtained, it should be entered in GUS as an installment liability and omitted if it meets the requirements of Handbook 3555, Chapter 11.

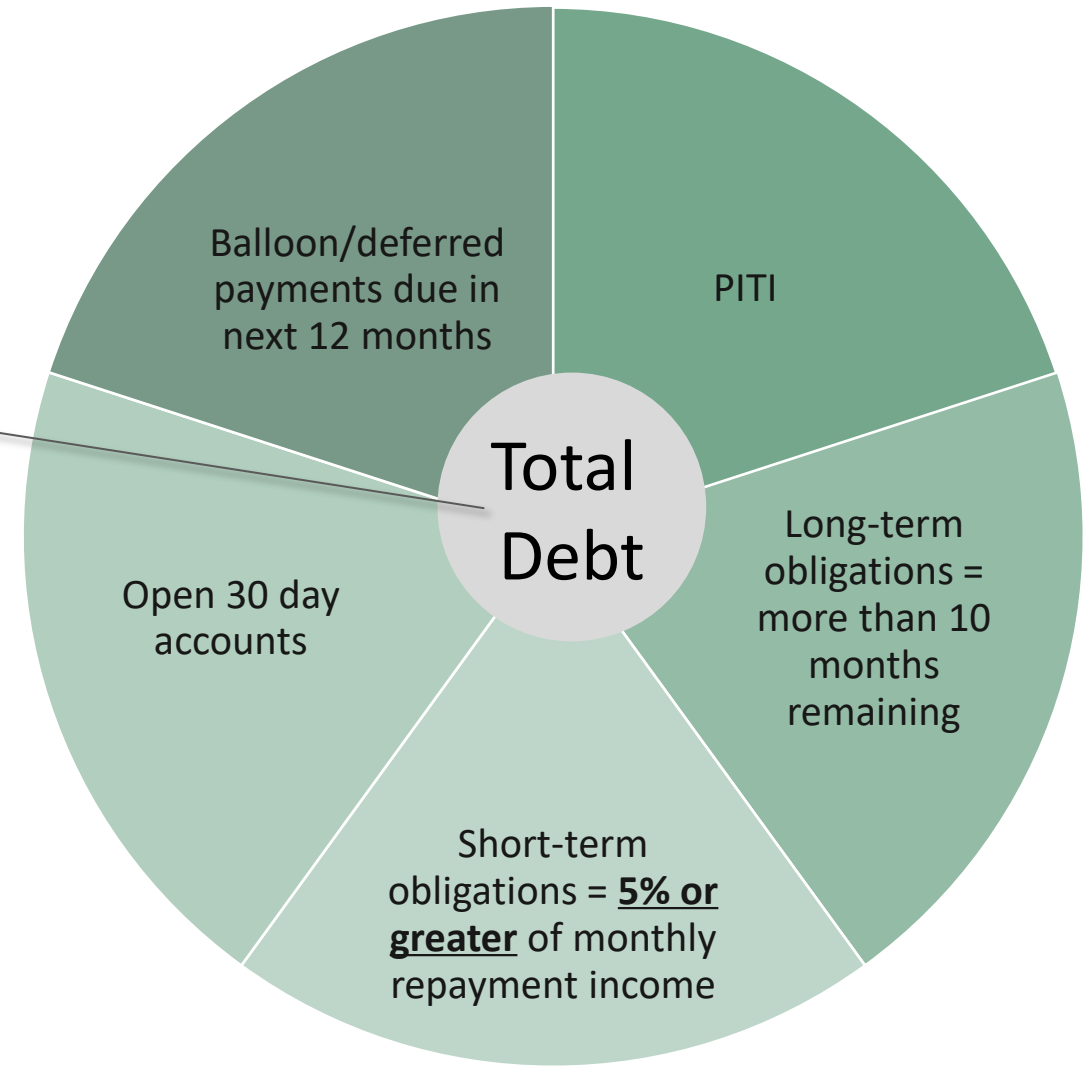
PITI

34% ~~29%~~



Total Debt Ratio

41%





Liability Considerations

Omitting Liabilities

If omitting a liability, make sure you double check and verify that it doesn't exceed 5% of the applicant's repayment income.

Court Ordered Debts

Must include a payment unless applicant has been released of liability.

OR

10 or less months remaining IF payment does not exceed 5% of monthly repayment income.

Student Loans

Regardless of payment status...

Payment amount is above 0 = Use the payment amount reported on the credit report or the actual documented payment.

Payment amount is 0 = Use One half percent of the outstanding loan balance documented on the credit report or creditor verification.

NPS Debts

The debts of a non-purchasing spouse must be included unless excluded by state law.

The lender must cite the specific state statute in the permanent case file and confirm state laws are met.

Debt Ratio Waivers

Purchase Transactions – Ratios



TOTAL DEBT RATIO

May exceed
41%

Strong compensating
factors to support
higher repayment
ability.

PITI RATIO

May NOT exceed
34%

No waivers are
permitted to increase
the PITI ratio above
34% for purchase
transactions.



Debt Ratio Waivers

Purchase Transactions – File Types

GUS “Accept”
and “Accept Full
Documentation”

Do **NOT** require debt ratio
waivers.

File
Type

GUS “Refer”,
“Refer with
Caution” and
Loans not
supported by
GUS

Lender must document eligible
compensating factors to support
a debt ratio waiver.

Debt Ratio Waivers

Purchase Transactions – Required Conditions

1

PITI ratio
cannot exceed
34%

2

Total debt ratio
cannot exceed
44%

3

Validated credit
score of ALL
applicants must
be 680 or greater

4

1 acceptable
compensating
factor must be
present



Debt Ratio Waivers

Purchase Transactions – Compensating Factors

Accumulated Savings or Cash Reserves Available Post Loan Closing

- Equal to or greater than 3 months of PITI payments. Cash on hand is not eligible.

Employment

- ALL applicants have been continuously employed with their current primary employer for a minimum of 2 years. Social Security benefits or retirement income may be considered. Self-employment is not eligible.

Proposed PITI

- Does not exceed the applicant's current verified housing expense by more than \$100 or 5%, whichever is less, for the 12-month period preceding loan application. No more than one 30 day late allowed.

Energy Efficient Home

- Subject property is an energy efficient home based on the International Energy Conservation Code (IECC) standards. Lender is responsible for verifying and documenting evidence in permanent loan file.

Debt Ratio Waivers

Refinance Transactions – File Types

GUS “Accept”
and “Accept Full
Documentation”

Do **NOT** require debt ratio
waivers.

Supporting documentation
must be submitted to the
agency.

GUS “Refer”,
“Refer with
Caution” and
Loans not
supported by
GUS

“Streamlined-
Assist”

Do not require debt ratio
calculations, therefore, no
debt ratio waiver is required.



Debt Ratio Waivers

Refinance Transactions – Compensating Factors

Credit Score

- Validated credit score of 680 or higher for all applicants.

Accumulated Savings or Cash Reserves Available Post Loan Closing

- Equal to or greater than 3 months of PITI payments. Cash on hand is not eligible.

Employment

- Continuous employment with the current primary employer.

Proposed PITI

- Does not exceed the borrower's current verified mortgage payment by more than \$100 or 5%, whichever is less, for the 12-month period preceding loan application.

Energy Efficient Home

- Subject property is an energy efficient home based on the International Energy Conservation Code (IECC) standards. Lender is responsible for verifying and documenting evidence in permanent loan file. (*HB-1-3555, Chapter 11*)



RATIO ANALYSIS Review

HB-1-3555, Chapter 11

Refer to GUS Findings Report.

Ensure documentation supports underwriting decision.

Incorrect data entries will render the underwriting recommendation as invalid.

HB-1-3555

CHAPTER 11: RATIO ANALYSIS

11.1 INTRODUCTION

Ratio calculations are used to determine if the applicants' repayment income can reasonably be expected to meet the anticipated monthly housing expense and total monthly obligations involved in homeownership. The Agency has established standards for principal, interest, taxes, and insurance (PITI) and total debt (TD) ratios; however in some instances, there is flexibility to apply these standards when valid compensating factors are present.

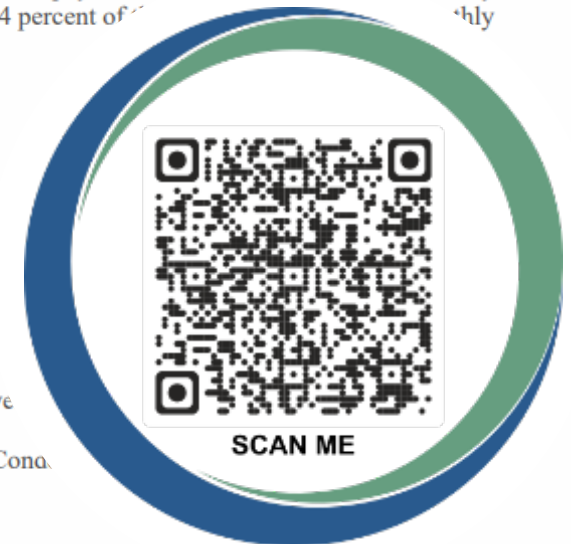
11.2 THE RATIOS [7 CFR 3555.151(h)(1)(i)]

Ratios are calculated by utilizing the repayment income, as determined by the lender in Chapter 9, Section 2 of this Handbook. To qualify for a guarantee, borrowers must meet the Agency's standards for both the PITI and TD ratios.

A. The PITI Ratio

Applicants are considered to have repayment ability if the total monthly housing expense does not exceed 34 percent of the borrower's monthly income. Monthly housing expenses include:

- First Mortgage (P&I);
- Subordinate Lien(s);
- Homeowner's Insurance;
- Supplemental Property Insurance;
- Property Taxes;
- Mortgage Insurance (First year);
- Association/Project Dues (Condominiums);
- Other.



B. The Total Debt Ratio



Property Requirements Overview



Expand Your Market



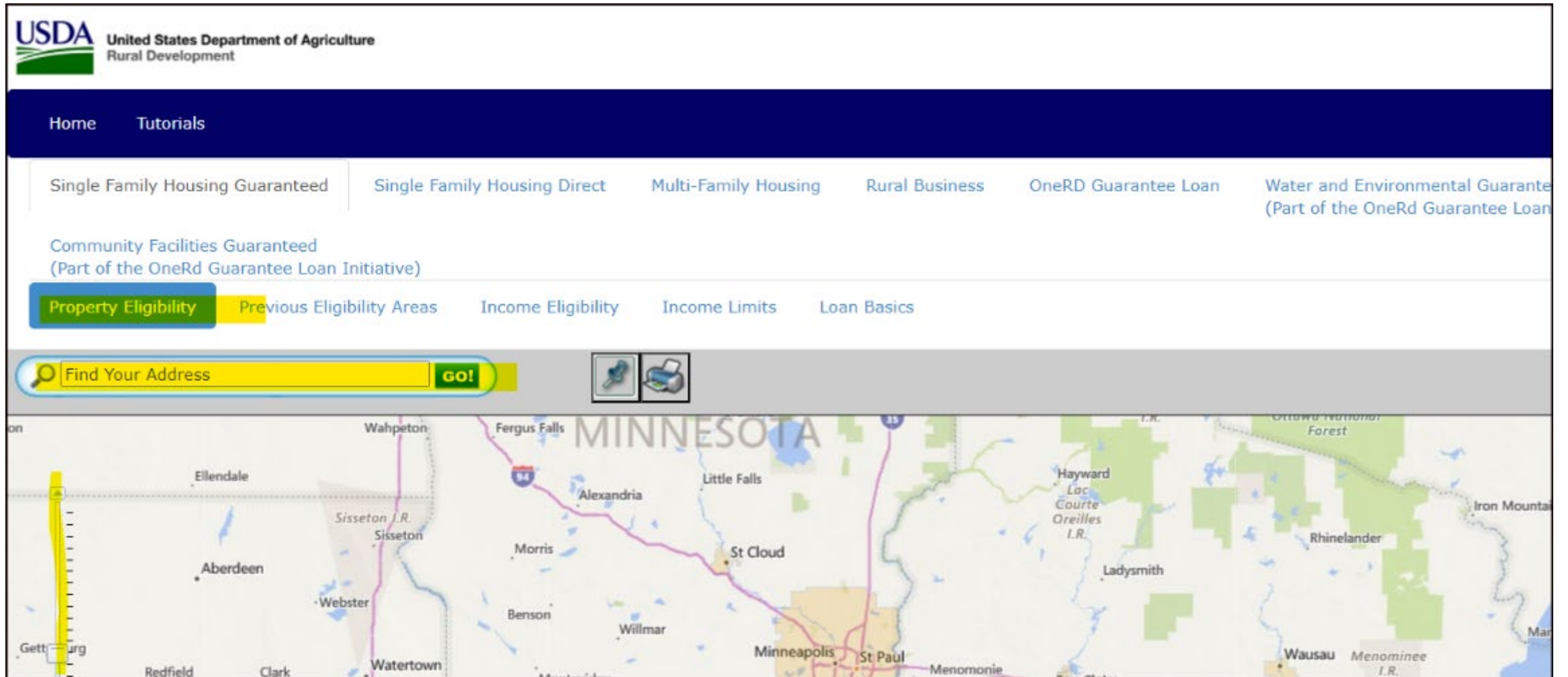
More than

92%

US Landmass
is Eligible!

Property Eligibility: USDA Eligibility Site

<https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>



The screenshot displays the USDA Eligibility Site homepage. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Rural Development". Below this is a dark blue navigation bar with "Home" and "Tutorials" links. A light blue horizontal bar contains several program categories: "Single Family Housing Guaranteed", "Single Family Housing Direct", "Multi-Family Housing", "Rural Business", "OneRD Guarantee Loan", and "Water and Environmental Guarantee (Part of the OneRD Guarantee Loan)". Below these is a section for "Community Facilities Guaranteed (Part of the OneRD Guarantee Loan Initiative)". A row of buttons includes "Property Eligibility" (highlighted in green), "Previous Eligibility Areas", "Income Eligibility", "Income Limits", and "Loan Basics". A search bar with a magnifying glass icon and the text "Find Your Address" is followed by a green "GO!" button and icons for a key and a printer. The bottom half of the page features a map of Minnesota with various locations labeled, including Wahpeton, Fergus Falls, Alexandria, Little Falls, St. Cloud, Morris, Benson, Willmar, Minneapolis, St. Paul, Menomonie, Wausau, Menominee I.R., Rhinelander, Ladysmith, Hayward, Lac Courte Oreilles I.R., Sisseton, Sisseton I.R., Webster, Watertown, Clark, Redfield, Aberdeen, Ellendale, and Gettysburg. The map also shows major highways like I-94 and I-35, and geographical features like the Ottawa National Forest.

Property Eligibility: USDA Eligibility Site

<https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do>

USDA United States Department of Agriculture Rural Development

Home Tutorials

Single Family Housing Guaranteed Single Family Housing Direct Multi-Family Housing

Property Eligibility Previous Eligibility Areas Income Eligibility Income Limits

5417 Clems Way Stevens Point WI 54482 GO!

5417 Clems Way Stevens Point WI 54482

This address is not located in an eligible area.

USDA United States Department of Agriculture Rural Development

Home Tutorials

Single Family Housing Guaranteed Single Family Housing Direct Multi-Family Housing

Property Eligibility Previous Eligibility Areas Income Eligibility Income Limits

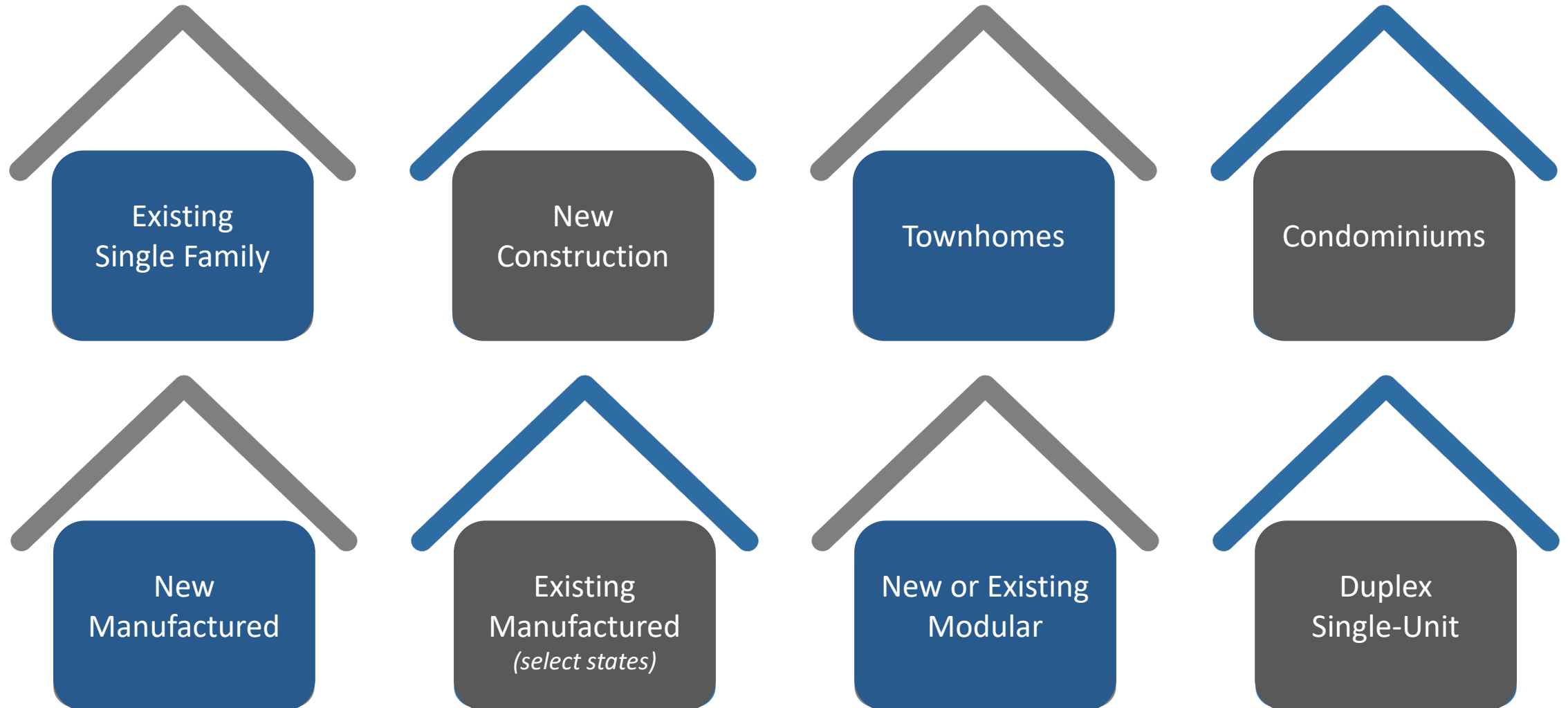
390 Red Cedar Street Menomonie WI 54751 GO!

390 Red Cedar St Menomonie WI 54751

This address IS located in an eligible area.



Property Eligibility



Property and Site Requirements



Site Size

- No specific limitation to size/acreage of site



Income Producing Buildings

- Income producing buildings are prohibited



Accessory Dwelling Unit

- Does not automatically render property ineligible



Income Producing Land

- Income producing land is prohibited

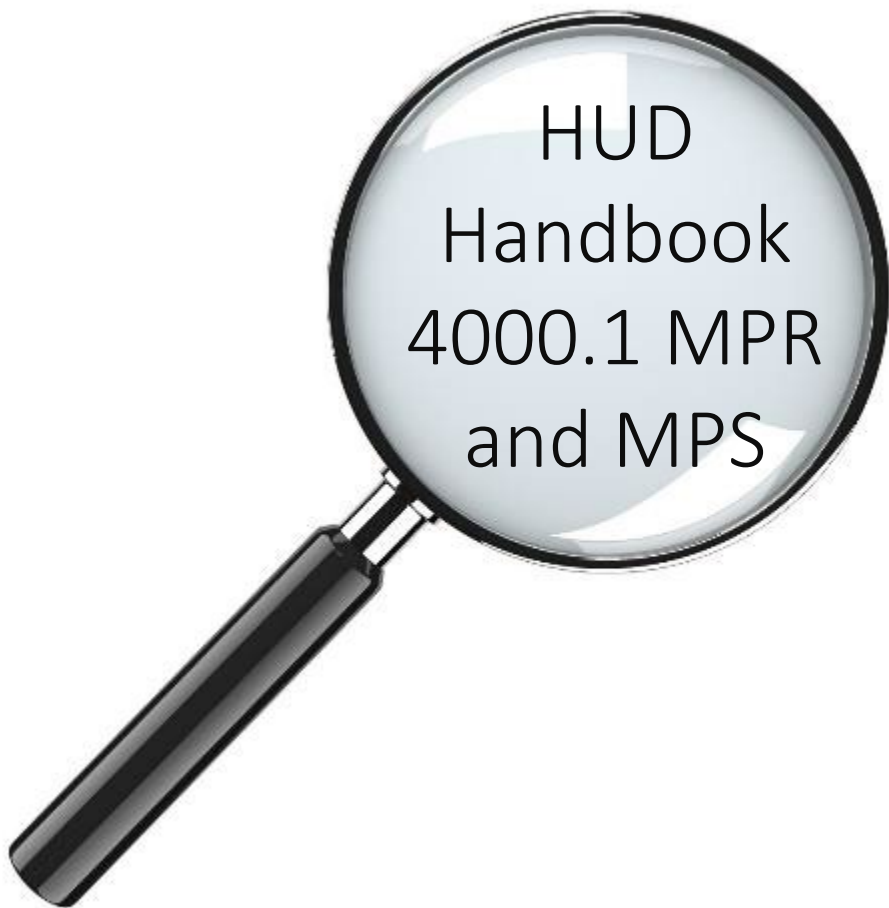


Multiple Parcels

- Allowable if contiguous, covered by lien in entirety, and only 1 dwelling

Residential in use, character, and design. Typical for the area.

Required Inspections



1 Inspection...That's it!

No additional inspections required by USDA unless required by the lender, appraiser, inspector, or state law.

NOTE: A safe water test is always required for properties with a private well.



PROPERTY Review

HB-1-3555, Chapter 12

Refer to GUS Findings Report.

Ensure documentation supports underwriting decision.

Incorrect data entries will render the underwriting recommendation as invalid.

HB-1-3555

CHAPTER 12: PROPERTY AND APPRAISAL REQUIREMENTS

12.1 INTRODUCTION

Lenders must ensure the property to be purchased is eligible for the Single Family Housing Guaranteed Loan Program (SFHGLP). The Agency's minimum property requirements serve to protect the borrower's interest, minimize the lender's loss, and reduce the potential risk to the government in the event of liquidation. It is the lender's responsibility to ensure that the property meets the Agency's standards.

SECTION 1: UNDERWRITING THE PROPERTY [7 CFR 3555.201]

12.2 OVERVIEW

The lender must ensure the subject property meets the Agency's site guidelines. In particular, sites must be located in eligible rural areas; meet community standards regarding utilities, including water and wastewater and road access; and contain other features that ensure the marketability of the home. This section addresses the following:

12.3 RURAL AREA DESIGNATION [7

Only loans secured by property in rural areas are eligible to receive a loan guarantee. Lenders must ensure how lenders are notified of changes in rural area designations in which loans for properties in rural areas are guaranteed.

A. Rural Area Definition

An area's rural designation is the result of periodic review or after the Agency conducts reviews every five years to ensure the area is experiencing rapid growth, and in eligible rural areas (MSAs), reviews take place every five years. At least 30 days before the date of the final determination, the Agency provides an adequate chance to comment. Refer to section 5.1 of Chapter 5, for additional information regarding rural area designations.



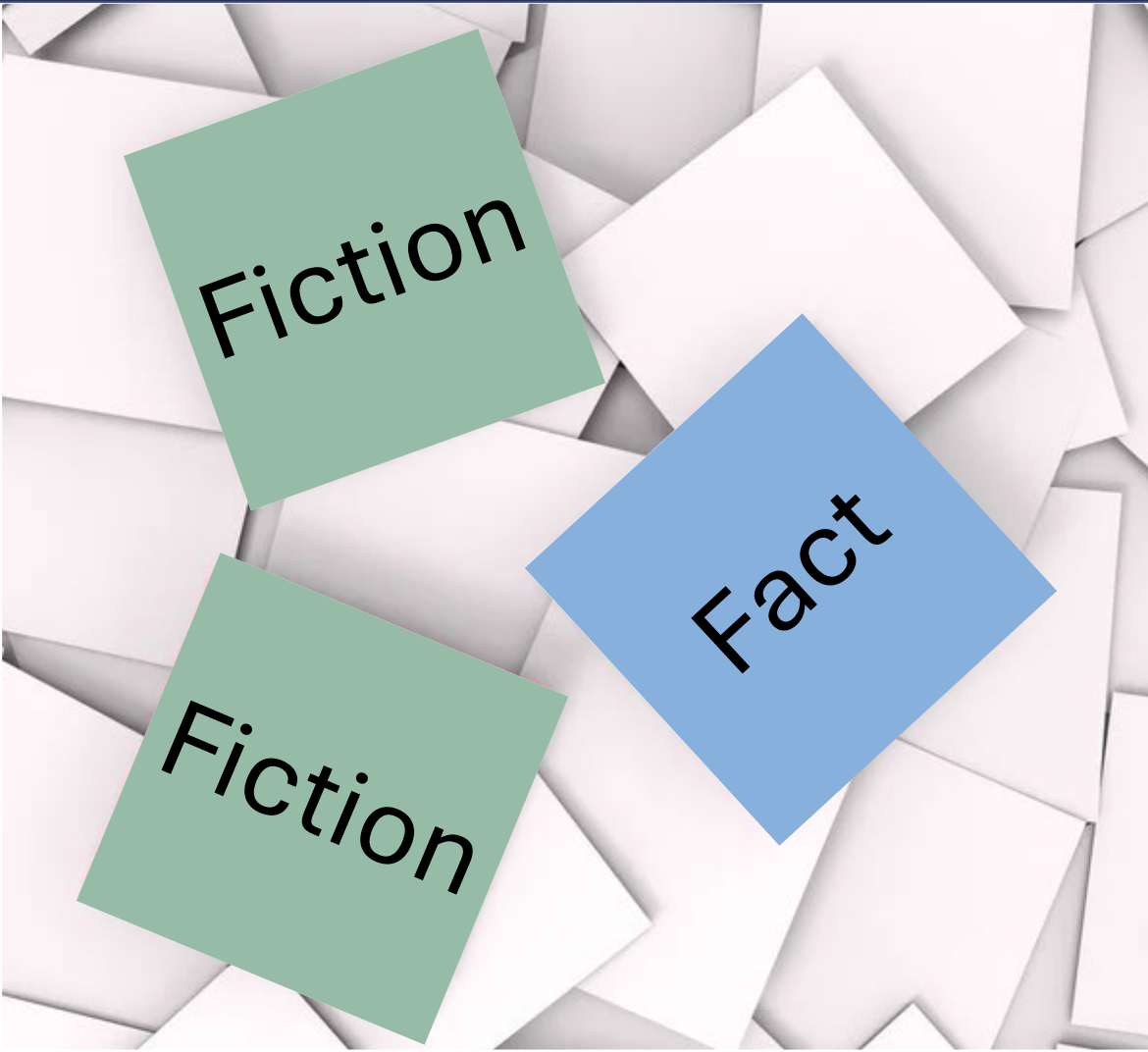
at parties
and HB-1-3550



Guaranteed Underwriting System (GUS) & Loan Submission Process Overview

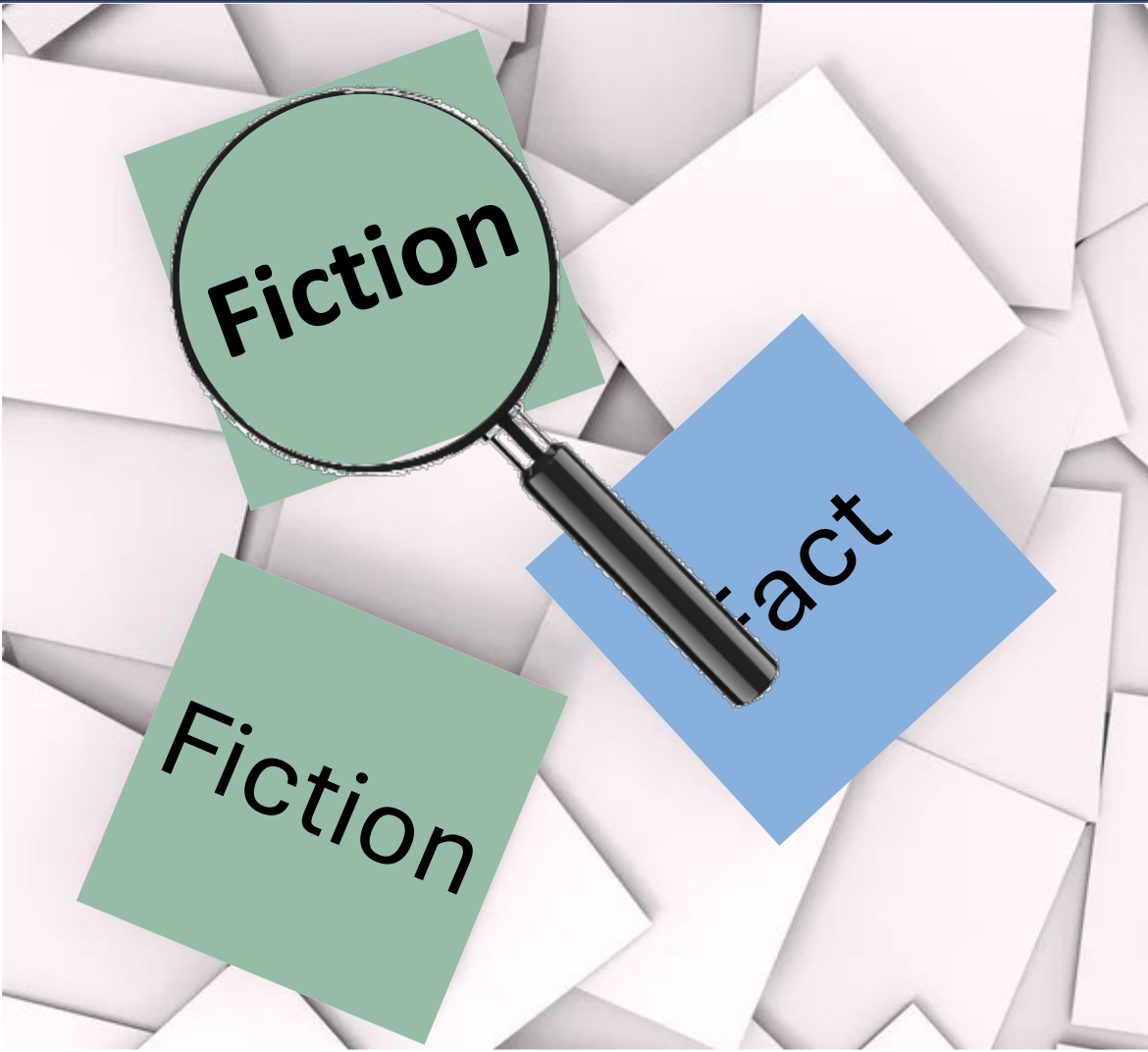


FACT OR FICTION



I want to make sure USDA has all the documentation we used in making our underwriting decision so it's ok to upload our entire case file in GUS.

FACT OR FICTION



Upload what we need and set aside what we can do without!

Lenders sometimes upload an entire file to USDA, even if the documents are not listed in the Attachment 15-A Checklist. This makes our review slower because we have to go through extra papers to find what we need. We also notice that some documents needed for Attachment 15-A are missing.

Please check the GUS findings report carefully and send the necessary documents according to the 15-A Checklist.

When you finish a GUS Final Submit, be ready to upload the required documents to prevent delays in USDA's review.

Utilizing GUS

Guaranteed Underwriting System

All qualifying loans must go through GUS!

Developed to automate process of credit risk evaluation of the SFHGLP.

GUS compliments but does not replace the judgement of experienced underwriters.

Incorporates a modified version of the Federal Housing Administration TOTAL score card.

GUS is not designed to evaluate the dependability of repayment income.



Understanding Submission Types

ACCEPT

- Review “GUS Findings Report”.
- Refer to “Loan Origination Checklist” (Attachment 15-A) for Accept Loans.
- Upload documents via the GUS in stacking order.
- Find the checklist in the LINC Library.

ACCEPT with FULL DOCUMENTATION

- Review “GUS Findings Report”.
- Refer to “Loan Origination Checklist” for Manually Underwritten Loans. Not all documents will be applicable.
- Upload documents via the GUS in stacking order.

REFER and REFER with CAUTION

- Review “GUS Findings Report”.
- Not a reason to deny the loan, it needs further review.
- Refer to “Loan Origination Checklist” for Manually Underwritten Loans.
- Upload documents via the GUS in stacking order. No need to email anything!



ACCEPT Recommendation

Upload the following:

- Uniform Residential Appraisal Report (URAR)
- Standard Flood Hazard Determination
- Form RD 3555-21, “Request for Single Family Housing Loan Guarantee” (*filled out completely and accurately*)
- Non-Purchasing Spouse Credit Report (*as applicable*)
- Mortgage Payoff Statement for a Refinance (*as applicable*)

HB 1-3555
Attachment 15-A
Page 1 of 3

ATTACHMENT 15-A

Guaranteed Rural Housing

USDA

Loan Origination Checklist

Lender Instructions: Submit the identified documents for the applicable loan type. To expedite loan review, please submit only the identified documents. Documents must not exceed the maximum allowable age set forth in the 7 CFR 3555 and Handbook 1-3555. Rural Development will consider all documents submitted as the certified and true copies of the original documents retained in the lender's permanent file. Lenders should submit loan files electronically to Rural Development. See electronic delivery information in the SFHGLP Lending Partner Webpage: <https://www.rd.usda.gov/page/sfh-guaranteed-lender>. In the subject line include the following: Loan Origination: Borrower Last Name, First Name

General Information

Applicant(s):

Lender:

Date:

Loan Origination Checklist

Guaranteed Underwriting System (GUS)- Purchase and Non-Streamlined and Streamlined Refinance Transactions

Underwriting Recommendation: ACCEPT

When submitting documents in GUS, the appraisal report must be uploaded separately in color.

☐ Form RD 3555-21, Request for Single Family Housing Loan Guarantee
Include all pages from the current published version
Executed by applicant(s) and lender

☐ FEMA Form FF-206-FY-21-116, Standard Flood Hazard Determination
New construction properties located in 100-year flood plain
the base flood elevation (BFE) is below lowest habitable floor

☐ Mortgage Payoff Statement: If refinance transaction

☐ Credit Report for Non-Purchasing Spouse (as applicable)
Applies to applicant or property located in a flood zone

☐ Uniform Residential Appraisal Report (URAR)
FNMA 1004/FHLMC 70 or applicable report

Information

SCAN ME

(03-09-16) SPECIAL PN
Revised (04-01-24) PN 609

GUS Accept with “Full Documentation” Message

Determination is listed under “Prior to Conditional Commitment Findings” of the “Lender’s Required Conditions”

Lender's Required Conditions

Prior to Final Submission Findings

Underwriting Summary	
Underwriting Recommendation: Accept With Full Documentation / Eligible	
Property Eligibility	Eligible
Income Eligibility	Eligible
Loan Eligibility	Eligible
Loan Risk Evaluation	Accept

Prior to Conditional Commitment Findings

- 2001 - Required Documentation: ACCEPT recommendation is contingent on submission of the following to Rural Development: 1) Completed Form RD 3555-21, 'Request for Single Family Housing Loan Guarantee', which includes the 'Worksheet for Documenting Eligible Household and Repayment Income', 2) Completed 'Uniform Residential Appraisal Report' or its equivalent (excluding streamline refinance transactions), 3) Completed FEMA Form 086-0-32, 'Standard Flood Hazard Determination Form', and 4) A copy of the final GUS Underwriting Findings Report. Certain transactions may require additional documentation be submitted (e.g. qualified alien documentation, non-purchasing spouse credit report, etc.)
- 31063 - FULL DOCUMENTATION REVIEW: This application has been randomly selected for a data integrity review by the Agency prior to issuance of conditional commitment. Lender must provide a fully documented loan file to Rural Development in support of all data entered into the automated application.

Prior to Conditional Commitment Findings

- 2001 - Required Documentation: ACCEPT recommendation is contingent on submission of the following to Rural Development: 1) Completed Form RD 3555-21, 'Request for Single Family Housing Loan Guarantee', which includes the 'Worksheet for Documenting Eligible Household and Repayment Income', 2) Completed 'Uniform Residential Appraisal Report' or its equivalent (excluding streamline refinance transactions), 3) Completed FEMA Form 086-0-32, 'Standard Flood Hazard Determination Form', and 4) A copy of the final GUS Underwriting Findings Report. Certain transactions may require additional documentation be submitted (e.g. qualified alien documentation, non-purchasing spouse credit report, etc.)
- 31063 - FULL DOCUMENTATION REVIEW: This application has been randomly selected for a data integrity review by the Agency prior to issuance of conditional commitment. Lender must provide a fully documented loan file to Rural Development in support of all data entered into the automated application.




ACCEPT FULL DOCUMENTATION Recommendation

Upload the following:

- Form RD 3555-21, “Request for Single Family Housing Loan Guarantee”
- Underwriting Analysis, “FNMA 1008/FHLMC 1077” or Similar Form
- Uniform Residential Loan Application
- Income Verification Documentation
- Asset Documentation
- Credit Report
- Credit Report for Non-Purchasing Spouse (*as applicable*)
- Mortgage Payoff Statement for a Refinance (*as applicable*)
- Standard Flood Hazard Determination
- Uniform Residential Appraisal Report (URAR) (*not applicable for most streamlined or streamlined-assist refinances*)

HB 1-3555
Attachment 15-A
Page 2 of 3

Loan Origination Checklist Manual Underwriting, GUS Refer/Refer with Caution Underwriting Recommendation, or GUS Accept with Full Documentation Message on GUS Underwriting Findings and Analysis Report	
When submitting documents in GUS, the appraisal report must be uploaded separately in color.	
<input type="checkbox"/>	Form RD 3555-21, Request for Single Family Housing Loan Guarantee Include all pages from current published version Executed by applicant(s) and lender
<input type="checkbox"/>	Underwriting Analysis: FNMA 1008/FHLMC 1077, or similar form Documentation of annual and repayment income calculations Credit waiver explanations, debt ratio waiver compensating factors, and overall loan file comments may be documented on this form
<input type="checkbox"/>	Uniform Residential Loan Application: FNMA 1003/FHLMC 65 Not required to be signed by applicant(s) or lender Loan amount is not required to match the loan request in GUS or on Form RD 3555-21
<input type="checkbox"/>	Income Verification Documentation: Applicable methods Alternative Documentation: Non self-employed: Written/Electronic VOE + 1 earning statement with YTD figures Full Documentation: Non self-employed: 2 years W-2s + 4 weeks of earning statements with YTD figures Self-Employed: 2 years personal and business filed income tax returns or IRS transcripts with all schedules + YTD profit and loss statement Additional Income Types: SSI, VA Benefits, Pension, Retirement, etc. Refer to Chapter 9 for acceptable verification documents
<input type="checkbox"/>	Asset Documentation: Documentation for all applicable household members per 20 VOD's, bank or investment statements, gift letters, etc.
<input type="checkbox"/>	Credit Report: (as applicable) Credit Report: For loans submitted outside of GUS Non-Traditional credit tradelines, as applicable Credit supplements, if utilized to support data
<input type="checkbox"/>	Credit Report for Non-Purchasing Spouse (as applicable) Applies to applicant or property located in a
<input type="checkbox"/>	Verification of Rent: NOT APPLICABLE FOR GUS ACCEPT FULL DO Applicable for manually underwritten loans Refer to Chapter 10 for guidance on documentation available.
<input type="checkbox"/>	Mortgage Payoff Statement: If refinance transaction
<input type="checkbox"/>	FEMA Form FF-206-FY-21-116, Standard Flood Hazard Determination New construction properties located in 100-year confirmation base flood elevation (BFE) is below local
<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) NOT APPLICABLE TO MOST STREAMLINED OR STREAMLINED-ASSIST FNMA 1004/FHLMC 70 or applicable report as determined by



GUS “Refer or Refer with Caution”

Risk factors have been identified based on data entered into GUS.

The credit risk evaluation represented by a “Refer with Caution” is greater than a “Refer”.

Loans should not be denied solely based on a risk evaluation generated by the GUS.

Loan must be manually underwritten and full documentation package submitted to USDA.



GUS “Refer or Refer with Caution”

Refer and Refer with Caution Determination

- Loan Risk Findings
- Lender’s Required Conditions

Loan/Applicant Risk
Loan Risk Finding(s) There were no loan risk findings issued.
Risk Finding(s) for [REDACTED] <ol style="list-style-type: none">30060 - Low Credit Score: A review of the mortgage loan application reveals the following [REDACTED] has a credit score of 631. Loan must be manually underwritten by the lender and submitted to RD for review. A credit exception listed in HB-1-3555 Chapter 10 must be recorded by the lender on the underwriting analysis if any instances of significant derogatory credit are present on the credit report. Documentation provided by the applicant to support an approved credit exception must be retained in the lender's permanent cassette (if applicable).
Lender's Required Conditions
Prior to Final Submission Findings <ol style="list-style-type: none">539 - Home Sold: Obtain a final Closing Disclosure or equivalent to evidence the cash sale proceeds realized by the applicant. Ensure net equity (proceeds) from disposition of real property supports the asset amount entered into GUS.601 - Standard Flood Hazard Determination Form (SFHDF): Obtain FEMA form 066-0-32 (SFHDF). Submit form to Rural Development when requesting a conditional commitment for loan note guarantee. If an existing dwelling is in a 100-yr floodplain the lender must ensure flood insurance through FEMA's National Flood Insurance Program (NFIP) is available for the community and flood insurance whether NFIP, "write your own," or private flood insurance, as approved by the lender, is purchased. Additional requirements for flood insurance are listed in HB-1-3555 Chapter 12 10B, including requirements for new construction properties.622 - Lender Due Diligence: Lenders must apply due diligence when reviewing the loan file to determine if there is any potentially derogatory or contradictory information that is not part of the data submitted to GUS or if there is any erroneous information in the data submitted to GUS. If the lender is aware of any contradictory, derogatory, or erroneous information, lenders are obligated to take action. For example if the lender is aware of debts, late payments or derogatory information that has not been made available to the data submitted to GUS (not all inclusive) an underwriting recommendation of ACCEPT may be required to be manually downgraded by the lender to REFER or on the Credit Underwriting page in GUS. The file must be manually underwritten by the lender.2002 - Risk Analysis: The request has received a REFER or REFER WITH CAUTION underwriting recommendation. The credit risk represented by either of these recommendations is statistically greater than the credit risk of loans that receive an ACCEPT recommendation. The lender must manually underwrite the loan and determine if the applicant is creditworthy in accordance with program guidelines. Lenders must submit a fully documented loan file to Rural Development as noted in HB-1-3555 Attachment 15-A.30585 - Omitted Liabilities: One or more liabilities were omitted from repayment consideration in the application. Lender must document the reason the account(s) was omitted in the Notes section of the Assets and Liabilities page in GUS (for each tradeline omitted) and retain documentation surrounding the omission in their permanent case file. Refer to HB-1-3555 Chapter 11 to determine if a liability is eligible to be marked as Omitted. [REDACTED] has liability with an account type of Installment, balance of \$5,000.00, monthly payment of \$0.00 owed to [REDACTED] which has been designated as No, Omit. (Note: Paid Off). [REDACTED] has liability with an account type of Installment, balance of \$67,100.00, monthly payment of \$749.00 owed to USDA Rural DEV which has been designated as No, Omit. (Note: Sold).30680 - Other Credits: Ensure any amount entered as an 'Other Credit' on the Lender Loan Information page is not duplicated in an 'Asset' account on the Assets and Liabilities page.30000 - Retirement Assets: Retirement funds were included as an asset type on the application. Lender must retain the following documentation for each account(s): 1) Verification through a recent depository or brokerage account statement to evidence the vested balance, 2) 60% or less of the vested balance was entered on the application (to account for withdrawal penalties and taxes), and 3) Funds may be withdrawn absent retirement or job termination. [REDACTED] has an asset with an account type of Retirement and an amount of \$5,534.00.60000 - Authorized User Accounts: Authorized User (AU) accounts are not the legal responsibility of an authorized user. Lenders are not required to include a monthly payment for an AU account in the total debt ratio but may do so at their discretion. Lenders may include an AU account to validate the credit score for GUS REFER and REFER WITH CAUTION files, as applicable, per HB-1-3555 Chapter 10. AU accounts that are closed or terminated do not require further analysis.60005 - Disputed Account Non-Derogatory: When an applicant's credit report indicates a tradeline or public record is in dispute, an ACCEPT underwriting recommendation may be required to be downgraded to a REFER. A downgrade is not required if any of the following are met regarding the non-derogatory disputed account: 1) The tradeline has a zero dollar balance, 2) The tradeline states "paid in full" or "resolved", 3) The tradeline is 24 months of age or greater, 4) The tradeline is current and paid as agreed, 5) The payment listed on the credit report is included in the monthly debts, 6) A documented payment from the creditor is included in the monthly debts, or 7) Five percent of the stated account balance on the credit report is included in the monthly debts. If none of these options can be met, the lender must downgrade the loan file to a REFER and include monthly debt payments for the disputed items per HB-1-3555 Chapter 10.60011 - Conventional Credit Test: The lender must certify the applicant(s) does not qualify for a conventional credit loan. The conventional credit test for RD purposes includes all of the following: 1) The applicant(s) has available non-retirement liquid assets of at least 20% of the purchase price for downpayment, 2) In addition to the downpayment, applicant(s) can pay all closing costs from available non-retirement liquid assets, 3) After applying the downpayment and closing costs the applicant(s) would not exceed a 28% PITI ratio and 36% TD.



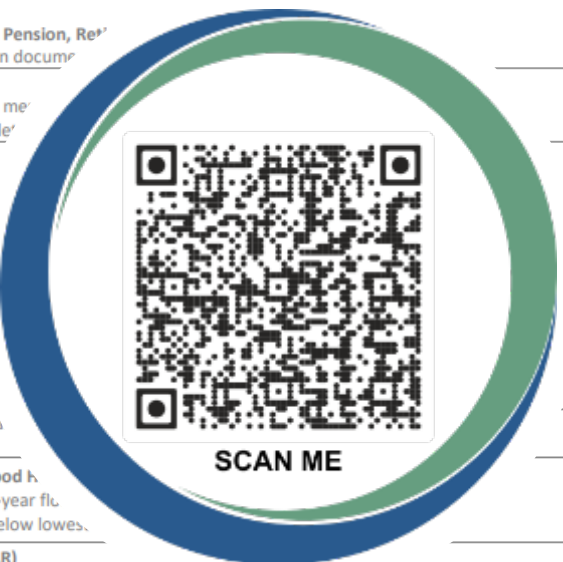
REFER OR REFER W/CAUTION Recommendation

Upload the following:

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HB 1-3555
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<input type="checkbox"/>	Income Verification Documentation: Applicable methods Alternative Documentation: Non self-employed: Written/Electronic VOE + 1 earning statement with YTD figures Full Documentation: Non self-employed: 2 years W-2s + 4 weeks of earning statements with YTD figures Self-Employed: 2 years personal and business filed income tax returns or IRS transcripts + YTD profit and loss statement Additional Income Types: SSI, VA Benefits, Pension, Re' Refer to Chapter 9 for acceptable verification documents
<input type="checkbox"/>	Asset Documentation: Documentation for all applicable household member's VOD's, bank or investment statements, gift letter
<input type="checkbox"/>	Credit Report: (as applicable) Credit Report: For loans submitted outside Non-Traditional credit tradelines, as applicable Credit supplements, if utilized to support
<input type="checkbox"/>	Credit Report for Non-Purchasing Spouse Applies to applicant or property located
<input type="checkbox"/>	Verification of Rent: NOT APPLICABLE FOR GUS ACCEPT FULL Applicable for manually underwritten loans Refer to Chapter 10 for guidance on documentation available.
<input type="checkbox"/>	Mortgage Payoff Statement: If refinance transaction
<input type="checkbox"/>	FEMA Form FF-206-FY-21-116, Standard Flood Hazard Determination New construction properties located in 100-year flood zone confirmation base flood elevation (BFE) is below lowest
<input type="checkbox"/>	Uniform Residential Appraisal Report (URAR) NOT APPLICABLE TO MOST STREAMLINED OR STREAMLINED-ASSIST FNMA 1004/FHLMC 70 or applicable report as determined by appraiser



GUS “Ineligible” Finding

Property not located in a rural area

Adjusted annual income exceeds Rural Development guidelines

Non-owner-occupied transaction

Unacceptable SAM or CAIVRS

Ratios exceed limits and borrower does not qualify for a ratio waiver

Last Modified	State/County	Submission Status/Date	Underwriting Recommendation	Final Submission Ct	App Status
03/03/2021	West Virginia / Berkeley County	Preliminary - 03/03/2021	INELIGIBLE	0	Pending

Underwriting Summary	
Underwriting Recommendation: Ineligible / Ineligible	
Property Eligibility	UNABLE TO DETERMINE
Income Eligibility	Eligible
Loan Eligibility	Ineligible
Loan Risk Evaluation	Refer



GUS Resources

USDA LINC Training & Resource Library

GUS Lender User Guide

Lender Request for Branch
Addition/Modificatoin

Adding/Removing Security Administrators

GUS Training Modules

Guaranteed Underwriting System (GUS)

HOME RESOURCES USDA LINC TRAINING & RESOURCE LIBRARY

LINC Training Library


- Guaranteed Underwriting System (GUS)
- Lender Approval
- Single Family Housing GLP Policy Desk
- Lender Training
- Loan Closing
- Loan Origination
- Loan Servicing
- GUS Lender Test Environment (LTE)
- SFHGLP System Access and Security Guide
- Lender Training Schedule
- Loan Processing
- LINC Contact and Resources

Documentation and Resources

- [GUS Lender User Guide](#)
- [Pop-Up Information \(PDF\)](#)
- [Gaining Access to GUS](#)
- [GUS User Agreement & Training Cert](#)
- [Lender Agent Access to GUS](#)
- [SFHGLP System Access and Security Guide](#)
- [Lender Request for Branch Addition/Modification](#)
- [Single Close Rehab User Guide](#)

Training

- [How to Become...](#)
 - [How to P...](#)
- [GUS Q...](#)
 - [GU...](#)
 - [G...](#)
 - [GU...](#)
 - [GUS...](#)
- [Loan App...](#)
 - [Loan Appli...](#)
- [Eligibility Page #...](#)
 - [Eligibility Page \(PDF Training r...](#)



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Contacting the GUS Helpdesk



Technical Issues: GUS

- RD.HD@USDA.GOV or (800) 457-3642 option 2, option 2

Technical Issues: e-Authentication or Login.gov

- Login.gov/E-Authentication FAQs:
<https://www.eauth.usda.gov/eauth/b/usda/faq>
- Login.gov/E-Authentication Contact Us:
<https://www.eauth.usda.gov/eauth/b/usda/contactus>

USDA LINC Training & Resource Library

- <https://www.rd.usda.gov/resources/usda-linc-training-resource-library/guaranteed-underwriting-system>



Special Initiatives and Pilot Programs





Combination Construction to Permanent Loans (aka 'Single Close Construction')



Combination Construction to Permanent Loan

aka 'Single Close Construction'



EVERYONE Benefits!

Homebuyer...Makes Building Affordable

- Escrow up to 10% of purchase price, and up to 12-months of loan payments during construction.

Lender...Assumes Less Risk

- Loan Note Guarantee is issued prior to construction and sellable on secondary market.

Realtor...Receives Timely Commission

- Paid at time of closing – prior to construction.

Builder...Keeps Their Capital

- It's not tied up in the project.

Local Economy...Everyone Benefits!



Combination Construction to Permanent Loan

aka 'Single Close Construction'



What are the Lender requirements?

After Obtaining USDA Approval

- Lenders can submit a request for Conditional Commitment, which allows them to self-certify that their staff has at least two years of experience in handling construction loans.
- In lieu of the above, a Lender may employ a construction loan management company with two or more years of experience. Lender confirms eligibility of the company employed.
- Confirm the eligibility of contractors/builders.



Combination Construction to Permanent Loan

aka 'Single Close Construction'



What are the Lender responsibilities?

Approve builders

Oversee disbursement of loan proceeds

Monitor the construction of subject property

Obtain documentation confirming construction is complete

Ensure use of fixed price construction contract

Single Close Rehab and Repair Benefits



100% Financing up to 100% of “as improved” appraised value.



Loan Note Guarantee is issued after closing – before repairs begin.



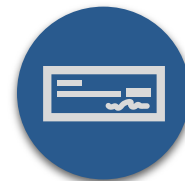
Purchase Existing while able to customize improvements.



Reduced Risk to Lenders as loans may be sold immediately on secondary market once the LNG is issued.



One Loan Closing with funding for both purchase and eligible rehabilitation.



Real Estate Agent Commission is paid at time of closing – prior to repairs.



Non-Structural

TYPE

Structural

Finance up to \$35,000 in repairs



COST

Finance over \$35,000 in repairs

Subject to repair type



INSPECTION

Qualified inspector is required

Allowed
Utilities **ON**: 10%
Utilities **OFF**: 15%



CONTINGENCY

Allowed
Utilities **ON**: 10%
Utilities **OFF**: 15%

Optional



RESERVES


PITI reserves up to 6 mos when dwelling is uninhabitable

Combination Construction to Permanent Loan aka 'Single Close Construction'



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READY TO LEARN MORE?

**USDA**
Rural Development
U.S. DEPARTMENT OF AGRICULTURE

Together, America Prospers

Combination Construction-to-Permanent (Single Close) Loan Program

Single Family Housing Guaranteed Loan

Single-close loans are another tool Rural Development offers to increase financing opportunities for low- to moderate-income applicants searching for affordable rural housing. Approved lenders and homebuilders participating in the [Single Family Housing Guaranteed Loan Program](#) can use the combination construction-to-permanent loan to close with one signing and receive a loan note guarantee before construction begins.

What are some of the benefits of single close loans?

- **Reduced risk for lenders:** By issuing a loan note guarantee before construction begins, USDA allows lenders the opportunity to immediately package the loan in a mortgage-backed security, or sell it to a participating investor. This decreases new construction lending risks and can lead to quicker revenues.
- **Reduced risk for builders:** Because the loan is guaranteed by USDA and fully funded at closing, homebuilders are not at risk when investing capital in a home construction project.
- **Increased economic activity:** New home construction generates local and regional business for subcontractors, hardware stores, landscapers, utility companies, inspectors, appraisers, and other housing industry suppliers.

How do we get started?

- **Lenders:** To be eligible to participate in the combination construction-to-permanent loan program, a USDA Rural Development approved lender must have two years of experience in originating and administering construction loans.
- **Homebuilders:** USDA approved lenders review homebuilders' qualifications, and determine their eligibility to participate in the single-close program.

Where are these loans available?

- Single-Close Lenders and Builders financing is available in eligible rural areas with populations up to 35,000.

A map of eligible areas is available at this link:
<https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfp>

How can loan funds be used?

Funds can be used to build and purchase single family homes, including eligible manufactured homes and condominiums. This includes purchasing a lot, reasonable construction administrative costs, contingency reserves, inspection fees, builder's risk insurance, landscaping costs, and other authorized items.

What are the loan terms?

Interest rates are fixed at loan closing and before construction begins. The appraised value determines the maximum loan amount. This program allows for two product options:

- Standard, with interest-only payments made during construction
- Securitized, in which full principle, interest, tax, and insurance (PITI) payments are made.

The securitized version does not require a loan modification once the build is completed. This allows the loan to be packaged or sold prior to construction, without a warehouse line of credit provided to the loan originator. Both options allow for payments made during construction to be escrowed from loan funds, and both receive Rural Development's loan note guarantee at signing, before a shovel ever goes into the ground.



New and Existing Manufactured Homes



MANUFACTURED Homes

Brand New



What are the Eligible loan purposes?

Have a site that conforms to state and local standards.

Be a new unit in stock that has never been installed or occupied at any other site or location.

Have a floor area of not less than 400 square feet.

Be placed on a permanent foundation.

Meet or exceed the FMHCSS standards for the geographic area the unit will be placed.



MANUFACTURED Homes

Brand New



What are the Ineligible loan purposes?

The purchase of a unit moved from a site other than a dealer's lot.

Units older than 12 months from date of purchase agreement.

A unit with a tow hitch or running gear remaining.



EXISTING Manufactured

Pilot Program

<https://www.govinfo.gov/content/pkg/FR-2022-11-02/pdf/2022-23754.pdf>



States Included in the Pilot

CO, IA, LA, MI, MS, MT, NV, NH, NY, ND, OH, OR, PA, SD, TN, TX, UT, VT, VA, WA, WV, WI, and WY.

Age of Unit

Must have been constructed on or after January 1, 2006.

No Alterations or Modifications Except

Porches, decks, or other structures which were built to engineered designs or were approved and inspected by local code officials are acceptable.

**Meet all other criteria set forth in
7 CFR Part 3555 and HB-1-3555.**



Tribal Land Pilot Programs



TRIBAL LAND

Pilot Programs

<https://www.govinfo.gov/content/pkg/FR-2023-07-26/pdf/2023-15759.pdf>



Appraisals

Making accommodations for the lack of availability of appraisers with knowledge and experience of trust land property.

Repair/Rehab

Making allowance for properties currently owned without liens to be treated as “purchases” for the sake of utilizing the program.



Lender Toolkit





USDA LINC Training & Resource Library

Your One Stop Shop!

<https://www.rd.usda.gov/resources/usda-linc-training-resource-library>

Save it as a favorite.

Access HB-1-3555, policy resources, GUS user guides and training, loan closing user guide, loan servicing resources, and more.

Sign up for GovDelivery notifications.



HB-1-3555 Resource

We're here to help.

<https://www.rd.usda.gov/resources/directives/handbooks#hb13555>

Save it as a favorite.

Use Ctrl-F to find answers quickly.

Check back for updates.

HB-1-3555 SFH Guaranteed Loan Program Technical Handbook

Consolidated version (large document may take long to load)

Table of Contents

Chapter 1	Overview
Chapter 2	Record Retention
Chapter 3	Lender Approval
Chapter 4	Lender Responsibilities
Chapter 5	Origination and Underwriting Overview
Chapter 6	Loan Purposes
Chapter 7	Loan Terms and Conditions
Chapter 8	Applicant Characteristics
Chapter 9	Income Analysis
Chapter 10	Credit Analysis
Chapter 11	Ratio Analysis
Chapter 12	Property and Appraisal P
Chapter 13	Special Property T
Chapter 14	Funding Prior
Chapter 15	Submitting
Chapter 16	Closing t
Chapter 17	Regular
Chapter 18	Servicir Problem
Chapter 19	Loss Cla

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FAQ Resource

We're here to help.

<https://www.rd.usda.gov/media/file/download/rd-sfh-faqloanorigination.pdf>

Save it as a favorite.

Use Ctrl-F to find answers quickly.

Check back for updates.



Rural Development
U.S. DEPARTMENT OF AGRICULTURE

Together, America Prospers

Frequently Asked Questions (FAQ)

This document consists of answers to commonly asked questions on the Rural Development Single Family Housing Guaranteed Loan Program Technical Handbook (HB-1-3555). **The policy information contained in this guide is based on the applicable Regulations and Technical Handbook, and all lending decisions should adhere to the guidance contained within.** You can find a complete copy of the Regulation, 7 CFR Part 3555, and the Technical Handbook on the Rural Development Directives Website, located at https://www.rd.usda.gov/sites/default/files/hb-1-3555_0.pdf.

General loan scenario or policy questions may be sent to the Guaranteed Policy, Analysis and Communications Branch at sfhgld.program@usda.gov.

Additional lender resources, including up to date information on file turn times and a full listing of contacts based on topic, can be found on the Guaranteed Lender Website located at <https://www.rd.usda.gov/page/sfh-guaranteed-lender>.

Lenders can also utilize USDA's Customer Access Lender Line (CALL), which is available to provide turn time updates, as well as access to specialists and analysts who are available to answer your questions on specific files, lender recertifications and approvals, policies and scenarios, and GUS technical questions. The toll-free number for CALL USDA is (833) 314-0168, which is available from 9:00 am to 3:30 pm.

Critical program information such as policy changes are sent by email through GovDelivery notices at: <https://public.govdelivery.com/accounts/USDA>

Thank you for supporting the Sir



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HELP Contacts

We're here to help.

<https://www.rd.usda.gov/resources/usda-linc-training-resource-library/linc-contact-and-resources>

Have a question on POLICY?
Contact the PAC team!

Need TRAINING?
Contact the LPA team!

Have a question on a SPECIFIC FILE?
Contact the OPD!

Contacts

Topic	Information
File-Specific Questions	<p>Information to include in email:</p> <ul style="list-style-type: none">• Identify the state the application is located; if applicable;• Provide applicant's name and USDA borrower ID, if applicable;• GUS loan number, if applicable• Include contact information; and• Indicate if you would like a call back (otherwise you will receive an email reply) <p>File-Specific Questions by phone: 833-314-0168, ext. 2 Phone System Availability: 9:00 am to 3:30 pm ET</p> <p>Production Team One: SFHGLPONE@usda.gov AK, AL, AZ, CA, CO, GU, HI, IA, ID, KS, MT, NM, NV, OR, SD, TX, UT, WA, WI, WP, WY Production Team Two: SFHGLPTWO@usda.gov AR, KY, LA, MN, MO, MS, ND, NE, NJ, NY, OK</p> <p>Production Team Three: SFHGLPTHREE@usda.gov CT, DE, GA, IL, MA, MD, ME, MI, NC, NH, RI, SC, VT, WV</p> <p>Production Team Four: SFHGLPFOUR@usda.gov FL, IN, OH, PA, PR, TN, VA, VI</p>
Lender Self-Report	sfhgld.qualityassurance@usda.gov
Program Training Program Marketing and Outreach	sfhgld.lenderpartner@usda.gov
General Loan Scenario Questions Loan Policy/Regulation/Handbook	sfhgld.progra@usda.gov
Turn Times	833-314-0168 Phone System
Lender Approval/Recertification Loan Servicing	sfhgldpservi@usda.gov
Technical Issues: GUS	RD.HD@USDA.gov
Technical Issues: eAuth or Login.gov	https://www.eauth.usda.gov
Loss Claims	guarantee.svc@usda.gov

SCAN ME

Qs



thank
you



www.rd.usda.gov

USDA is an equal opportunity provider, employer, and lender.

