

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

MANUAL ISSUE No.
WSAL PN 641
DATE
May 23, 2025

PROCEDURE NOTICE

RD MANUAL CHANGES

INSERT RD INS 444.8
(WSAL)

RURAL HOUSING SITE LOAN POLICIES,
PROCEDURES, AND AUTHORIZATIONS.

Exhibit D is revised to updated to remove

RD Form 2006-38 "Environmental Justice and Civil Rights Impact Analysis Certification", along with the requirement of the Affirmative Fair Housing Marketing Plan as part of the application process.

REMOVE

Exhibit D dated 04-25-25.

INSERT

[Exhibit D revised 05-23-25.](#)

RD MANUAL CHANGES

INSERT RD INS 1944-I
(WSAL)

SELF-HELP TECHNICAL ASSISTANCE GRANTS.

This Instruction is being revised to align with Executive Orders and make minor updates as follows:

- Section 1944.403 (k), Added language that all volunteer labor hours will count towards the total hours contributed for rehabilitation projects.
- Section 1944.411(g), Updated and generalized outdated 2 CFR 200 reference.
- Section 1944.411(i), Corrected reference to the Bureau of the Fiscal Service, Department of the Treasury, Do Not Pay (DNP) portal.
- Section 1944.417 (a)(3), Added field instruction to check the organization and their principals in the DNP portal prior to any release of funds.
- Exhibit G, Removed Affirmative Fair Housing Marketing Plan, Civil Rights Impact Analysis, and add language specifying that compliance reviews must be completed by the Agency.
- Exhibit L, Removed rarely used sample condition for closing and added more frequently encountered items.
- Exhibit O, Minor revision made to improve flow.
- Exhibit S, Updated Department of the Interior contact point.

REMOVE

All Pages dated 10-24-24.

INSERT

[All Pages revised 05-23-25.](#)

(CON)

RD MANUAL CHANGES**INSERT RD INS 1944-N
(WSAL)****HOUSING PRESERVATION GRANTS.** This
Instruction is being revised to
clarify procedures.

- **Exhibit C "Administrative Instructions for Rural Development Offices" has been revised to:**
 - Update preapplication review to occur within 30 days of preapplication deadline.
 - Update Exhibit G requirements.
 - Add Electronic Customer File (ECF) requirement.
 - Update use of Centralized Environmental Review Tracker.
 - Update obligation timing.
 - Update ultimate recipient files should be complete before being reviewed by States.
 - Update environmental guidelines.
 - Update FEMA form.
 - Update flood insurance requirement to only substantial improvement projects.
 - Add Electronic Customer File definition.
 - Updated indirect de minimis rate to 15%.
- **Exhibit H "Ultimate Recipient File Checklist" has been revised to:**
 - Update required FEMA form.
 - Remove civil rights section.
- **Exhibit I "HPG Preapplication/Application Processing Checklist" has been revised to:**
 - Add a confirmation email from States to applicants who email a preapplication.
 - Remove statement asking States to review the preapplication before the preapplication deadline.
 - Add requirement that applicants must submit evidence of good standing from the state in which they are organized and for each state in which the applicant is expending HPG funds.
 - Added overcrowding statement is only for rental and cooperative properties.
 - Added evidence of consultation with local leaders needs to be from all county, parish, and/or township governments of the area in which HPG activities will take place.
 - Update the grant amount requested should be rounded to the nearest \$1.00.
 - Add Electronic Customer File (ECF) requirement.
 - Added "RD Instruction 1944-N, Exhibit F-1" to application documents.
 - Update persistent poverty and disaster fund obligation systems and obligation screen names for each system.
 - Update environmental guidelines.

(CON)

RD MANUAL CHANGES

**INSERT RD INS 1944-N (Con.)
(WSAL)**

- Update Civil Rights pre/post compliance review guidelines.
 - Update Congressional Announcement Management System information which replaced Congressional Announcement Tracking System.
 - Remove RD Instruction 1944-N, Exhibit F-1 as a servicing document.
 - Update required FEMA form.
 - Remove "Justice for All" posters from compliance review packet.
 - Update ultimate recipient files should be complete before being reviewed by States.
 - Update final audit requirement to include updated 2 CFR Part 200 updates.
 - Update persistent poverty and disaster fund de-obligation systems.
- **Exhibit K "Quarterly Review Checklist has been revised to:**
 - Remove environmental requirements for homes assisted.
 - Remove civil rights section.
 - **Exhibit L "Preapplication Application Review Letters - Templates" has been revised to:**
 - Update Exhibit L-4 template letter to add RD Instruction 1944-N Exhibit F-1 as an enclosure.
 - Update Exhibit L-7 template letter final audit requirement to include updated 2 CFR Part 200 updates.

REMOVE

All Pages dated 10-24-24.

INSERT

[All Pages revised 05-23-25.](#)

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