

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

MANUAL                      ISSUE No.  
WSAL                        PN 642  
DATE  
May 30, 2025

## PROCEDURE NOTICE

### RD MANUAL CHANGES

INSERT RD INS HB-1-3550  
(WSAL)

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

#### Appendix 11:

- Updated references to "specialist" seeking loan approval authority to Loan Approval Official (LAO).
- Allows for conditional authority for eligibility reviews to be granted for a LAO to issue Form RD 1944-59, Certificate of Eligibility, or HB Letter 15, Standardized Adverse Decision Letter, after submission of seven eligibility reviews (five eligible and two ineligible) until full loan approval authority can be granted.
- Allows for the submission of fewer files (three 502 files and two 504 files of any type) to grant conditional approval authority for specific file types. The LAO only has loan approval authority for specific file types submitted and reviewed. LAO must continue to seek supervisor approval on file types they don't have approval authority for on their own.
- In an area that lacks new construction, State Directors have the discretion to accept an existing home with repairs that requires a construction contract in place of a new construction file.
- Based on demonstrated proficiency in inspections and site approvals, the LAOs immediate supervisor can recommend final approval without requiring site inspections with the Housing Program Director.

#### REMOVE

Appendix 11 dated 01-23-03:  
All Pages.

#### INSERT

Appendix 11 dated 01-23-03:  
[Pages 1 thru 4 revised 05-30-25.](#)

### FORM

#### REPLACEMENT

[RD 3560-44](#)  
(WSAL)

**FARM LABOR HOUSING TECHNICAL ASSISTANCE  
GRANT AGREEMENT** dated 05-25. Prescribed in  
7 CFR 3560. The Form and FMI are  
revised to conform to uniform guidance

found at 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which replaced the provisions previously found in 7 CFR parts 3015 through 3019. The Form and FMI can be located on the eForms website [eForms Home \(usda.gov\)](https://www.usda.gov/eforms).

#### REMOVE

FMI dated 02-24-05.

#### INSERT

FMI revised 05-30-25.

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