

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

MANUAL ISSUE No.
WSAL PN 520
DATE
December 21, 2018

PROCEDURE NOTICE

RD MANUAL CHANGES

INSERT RD INS 440.1
(WSAL)

INTEREST RATES, AMORTIZATION,
GUARANTEE FEE, ANNUAL CHARGE, AND
FIXED PERIOD. This Instruction is
partially revised as follows:

Exhibit B, to update various program rates and the Treasury Judgement Rate effective December 1, 2018.

REMOVE

Exhibit B: Pages 1 & 2 (Rev 116).

INSERT

Exhibit B: Pages 1 & 2 (Rev 117).

RD HANDBOOK CHANGES

INSERT RD HB *
(WSAL)

In the following Handbooks, Appendix 6 is completely revised to include the December 1, 2018, interest rate for the

Above-Moderate Single Family Housing non-program loans.

* Number

Title

HB-1-3550

DIRECT SINGLE FAMILY HOUSING LOANS AND GRANTS FIELD OFFICE HANDBOOK.

HB-2-3550

DIRECT SINGLE FAMILY HOUSING LOANS AND GRANTS CENTRALIZED SERVICING CENTER HANDBOOK.

REMOVE

Appendix 6: Pages 3 & 4.

INSERT

Appendix 6:

Pages 3 & 4 revised 12-21-18.

(CON.)

READ PROCEDURE - DISCUSS IN STAFF CONFERENCE - KEEP PROCEDURE MANUAL UP TO DATE

RD HANDBOOK CHANGES
INSERT RD HB-1-3565
(WSAL)

GUARANTEED RURAL RENTAL HOUSING PROGRAM
ORIGINATION AND SERVICING HANDBOOK. This Handbook is partially revised as follows:

Chapter 4:

To remove the reference to obsolete RD Instruction 1940-G and replace with Instruction 1970 series.

Paragraph 4.2, first sentence, to remove "On an annual basis" and reference to "NOFA" is revised to "notice."

Paragraph 4.3, first sentence, reference to "NOFA" revised to "notice."

Paragraph 4.4, update the Income Limit website link to (<https://www.rd.usda.gov/files/RD-GRHLimitMap.pdf>.)

Paragraph 4.5, reference to "EPLS website link" is revised to "SAM website link (<https://www.sam.gov/portal/SAM/#1>).

Paragraph 4.7 A, update the eligible rural area website link to (<https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=sfp&NavKey=property@12>)

Paragraph 4.7 B, reference to "1940-G" revised to "1970 and its associated RD Instructions".

Paragraph 4.8, first paragraph, last sentence added, "The lender is encouraged to schedule a meeting with the Agency prior to submission of the application to discuss transaction milestones and deadlines".

Paragraph 4.8 B 1, reference to "Form RD 1940-20" is removed.

Paragraph 4.8, B 2, to add "Reserve for Replacement Schedule;"

Paragraph 4.8, B 2, reference to "Form RD 1940-20" is removed.

Paragraph 4.8, B 2, reference to "Phase I Environmental Site Assessment Report" revised to "Most current version of the ASTM Standard E 1528-14".

Paragraph 4.8, B 2, reference to "FEMA Form Special Flood Hazard Determination" revised to "FEMA Form 086-0-32 Special Flood Hazard Determination".

Paragraph 4.10 A, reference to "www.epls.gov" revised to "www.sam.gov".

Paragraph 4.11 B, "Environmental Review by Agency" is revised.

Paragraph 4.11 G, reference to "State Office" is revised to "Agency".

(CON.)

RD HANDBOOK CHANGES

**INSERT RD HB-1-3565 (CON.)
(WSAL)**

Chapter 4:

Paragraph 4.13, reference to "1940-G" is revised to "1970 and its associated RD Instructions".

Paragraph 4.13, reference to "Form RD 1940-3" is removed

Paragraph 4.14 F, added "Lender's who have been active for a long period of time may be required to sign an updated Lender's Agreement".

Paragraph 4.18, reference to "a pledge by the lender of collateral..." is revised to "a pledge to the lender of collateral...".

Paragraph 4.19, sentence added to the end of first paragraph regarding funding of the lease-up reserve.

Paragraph 4.20, sentence added to paragraph pertaining to continuous guarantee compliance, "The date that these items are due to the Agency must be indicated in the conditional commitment. A reasonable timeframe for submission of these items is 24 months".

Attachment 4-A, remove reference to "Form RD 1940-20."

Attachment 4-A, reference to "FEMA Form Standard Flood Hazard Determination" revised to "FEMA Form 086-0-32 FEMA Special Flood Hazard Determination".

Attachment 4-A, added "FEMA Form 086-0-33, Elevation Certificate".

Attachment 4-A, reference to "Phase I Environmental Site Assessment" revised to "ASTM Standard E 1528-14 Phase I Environmental Site Assessment Process".

REMOVE

Chapter 4 dated 02-23-12:
Pages 4-1 thru 4-31,
Attachment 4-A:
Pages 1 thru 8,
Attachment 4-E: Pages 1 & 2.

INSERT

Chapter 4 dated 02-23-12:
Pages 4-1 thru 4-31,
Attachment 4-A revised,
Attachment 4-E:
Pages 1 & 2 revised 12-21-18.

RD HANDBOOK CHANGES
INSERT RD HB-3-3560
(WSAL)

MFH PROJECT SERVICING HANDBOOK. This Handbook is partially revised as follows:

Chapter 10:

This Chapter is partially revised to support new procedures in Chapter 9, Paragraph 9.27 of this Handbook, and incorporates new recommended time frames for preparing and submitting the new Form RD 3560-56 "Report on Real Estate Problem Case" to the State Director for decision.

Paragraph 10.22 B and 10.25 B.1 has been revised to required National Office concurrence for borrowers requesting to reduce or zero RHS loan payment. This requirement goes in effect for all new and renewal of any work-out plans effective the date of this PN.

REMOVE

Chapter 10 dated 02-24-05:
Pages 10-1 & 10-2,
10-11 & 10-12, 10-17 & 10-18,
and 10-23 & 10-24.

INSERT

Chapter 4 dated 02-24-05:
Pages 10-1 & 10-2,
10-11 & 10-12, 10-17 & 10-18,
and 10-23 & 10-24 revised 12-21-18.

NEW

FORM

RD 3560-56
(WSAL)

REPORT ON REAL ESTATE PROBLEM CASE dated 12-18. Prescribed in Handbook HB-3-3560. The Form and FMI are issued to provide the

State Directors with all required borrower, project and servicing information needed to prepare a response that will either be; an agreement with the Loan Servicer's proposal for enforcement; or a directive for alternative servicing. This Form and FMI are available on the Rural Development Instructions home page (<http://www.rd.usda.gov/publications/regulations-guidelines>). No paper copy distribution of this form will be made, and it will not be stocked in the warehouse.

INSERT

FMI revised 12-21-18.

FORM

REPLACEMENT

**RD 2006-6
(WSAL)**

**CLEARANCE AND ROUTING OF RURAL
DEVELOPMENT ISSUANCE** revised 11-18.

Prescribed in RD Instruction 2006-D

The Form and FMI are revised to replace

"Regulations and Paperwork Management Branch" with "IC - Regulations Management Team." This Form and FMI are available on the Rural Development Instructions home page (<http://www.rd.usda.gov/publications/regulations-guidelines>). No paper copy distribution of this form will be made, and it will not be stocked in the warehouse.

INSERT

FMI revised 12-21-18.

**RD 3550-25
(WSAL)**

LOAN CLOSING INSTRUCTION AND LOAN revised 11-18. Prescribed in RD Instruction

1927-B. The Form and FMI are revised to

replace "Customer Service Center" with "NFAOC" (National Financial and Accounting Operations center). This Form and FMI are available on the Rural Development Instructions home page (<http://www.rd.usda.gov/publications/regulations-guidelines>). No paper copy distribution of this form will be made, and it will not be stocked in the warehouse.

REMOVE

FMI dated 06-21-18.

INSERT

FMI revised 12-21-18.

NO SPECIAL PROCEDURE NOTICE RELEASED.

ADMINISTRATIVE NOTICES RELEASED:

See AN Checklist