

## 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 August 1, 2020.

REMOVE

Exhibit B: Pages 1 & 2 (Rev 8).

INSERT

Exhibit B: [Pages 1 & 2 \(Rev 9\)](#).

**INSERT RD INS 2006-00**  
**(WSAL)**

**RURAL DEVELOPMENT VISITOR POLICY** dated  
08-07-20. This is a new RD Instruction.  
Fiscal Year 2018, a Management Control

Review of the USDA Rural Development (RD) Physical Security Program identified  
that most offices do not have established Visitor Access Control policy.  
Visitors were being allowed into employee-only spaces without confirming their  
identity or requiring them to sign in. The recommended action was to establish a  
RD-wide Visitor Policy that requires all visitors to show photo identification  
prior to entry into employee-only space, implement a sign-in/sign-out log for  
visitors, contractors, or employees without badges or in the office before or  
after business hours, and require that visitors are escorted when in employee-  
only space.

This Instruction completes the recommendation from the Management Control Review,  
and requires all RD locations implement visitor and tour of duty controls  
consistent with The Risk Management Process for Federal Facilities (Interagency  
Security Committee Standard). This Instruction assists RD in protecting our  
employees and customers.

INSERT

Table of Contents;  
Pages 1 thru 6; and  
Exhibits A, B and C.

(CON.)

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3555  
(WSAL)**

**SFH GUARANTEED LOAN PROGRAM TECHNICAL HANDBOOK.** This Handbook is partially revised as follows:

**Paragraph 13.3:**

Made minor grammatical corrections and removed reference to State Director.

**Paragraph 13.5:**

Added reference to the Federal Manufactured Home Construction and Safety Standards

Added reference to Chapter 6 and 12.

**Paragraph 13.6:**

Transferred applicable paragraphs to loan restrictions, lien requirement section, and construction and site requirement sections for a better fit.

Rearranged paragraphs and bullets to distinguish between eligible units and required documentation.

Removed repetitive guidance.

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3555 (Con.)**

**Paragraph 13.7:**

Transferred bullets previously in 13.6 for better fit.

Added language providing clarity to modification restrictions.

Removed reference to FMHCSS - now included in 13.6,

**Paragraph 13.8:**

Removed previous paragraphs 13.8 and 13.9 which provided loan processing procedures for new and existing units. The previous guidance was incorporated into paragraphs 13.6 or new paragraph 13.8 titled CONSTRUCTION AND SITE REQUIREMENTS.

The new Paragraph 13.8 removes repetitive language and provides clearer guidance on construction documentation requirements.

Added reference to Chapter 12 procedures on new construction.

**(CON.)**

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3555 (Con.)**

**Paragraph 13.9:**

Removed language already in other paragraphs of this chapter.

Clarified guidance for real estate tax, title and lien requirements.

**Section 3 Modular Homes:**

Removed paragraphs 13.11 and 13. 12 and incorporated into one paragraph.

Added clearer definition that modular homes are considered stick-built and should follow chapter 12 guidance.

Removed statement "Permanent on frame homes do not meet the definition of modular homes."

**Chapter 15:**

Paragraph 15-1, clarified it is the lender's responsibility to fully underwrite the loan prior to submission to the Agency and referred to Attachment 15-A, "Guaranteed Rural Housing - Loan Origination Checklist."

**Paragraph 15.2:**

Clarified lender responsibility regarding accuracy of information submitted.

Removed borrower requirements that are previously addressed in the underwriting chapters of the handbook.

Added statement that lenders are not authorized to close loans prior to issuance of the Conditional Commitment.

**Paragraph 15.3:**

Revised entire paragraph for a clearer description of the different types of application packages and removed unnecessary language.

**Paragraph 15.4:**

Clarified requirements for the use of electronic signatures, including eNotes and lender due diligence.

Removed repetitive language.

**(CON.)**

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3555 (Con.)**

**Paragraph 15.5:**

Replaced outdated language to be in line with the current automated application tracking system.

**Paragraph 15.5 A.:**

Removed guidance previously addressed in the underwriting chapters of the handbook.

**Paragraph 15.5 B.:**

Clarified circumstances for Agency thorough review of submissions and lender oversight.

**Paragraph 15.6:**

Added that Electronic Status Reporting (ESR) is required in accordance with Chapter 17.

Removed paragraph B, The Agency Requires Additional Time to Complete Review.

Condensed paragraphs and removed repetitive language from paragraph A, B and C.

**Paragraph 15.7:**

Removed Paragraph 15.7, "Agency Processing of an approved Request"

Renumbered Paragraph 15.8 to Paragraph 15.7, "Lender Response to Conditional Commitment and revised introduction."

Revised paragraph for lender options when accepting the conditions.

Revised paragraph for declining the conditions for the loan note guarantee.

Condensed paragraph for requesting changes to conditions and removed repetitive language.

**RD HANDBOOK CHANGES**

**INSERT RD HB-1-3555 (Con.)**

**Attachments:**

Revised Attachment 15-A Loan Origination Checklist.

Removed Attachment 15-B Rural Development - Guaranteed Rural Housing Agency Documentation and Processing Checklist (Internal Agency Use).

REMOVE

Table of Contents dated 03-09-20:  
Pages 9 & 10;  
Chapter 13 dated 03-09-16:  
Pages 13-1 thru 13-12; and  
Chapter 15 dated 03-09-16:  
Pages 15-1 thru 15-14,  
Attachments 15-A and 15-B.

INSERT

Table of Contents dated 03-09-20:  
[Pages 9 & 10 revised;](#)  
Chapter 13 dated 03-09-16:  
[Pages 13-1 thru 13-9;](#) and  
Chapter 15 dated 03-09-16:  
[Pages 15-1 thru 15-6,](#)  
[Attachment 15-A revised 08-07-20.](#)

**RD HANDBOOK CHANGES**

**RD HB-2-3560  
(WSAL)**

**MFH ASSET MANAGEMENT HANDBOOK.** This Handbook is partially revised. Specific revisions include:

**Chapter 3:**

Paragraph 3.6 B, to add the Form name, Form RD 1944-37 as "Previous Participation Certification".

Section 3.8 B 1., "Occupied Unit Fee" changes regions from the current modified IREM structure to geographic regions and simplifies instructions for conducting management fee survey.

Section 3.8 B 2., "Add-On Fee" is revised to reflect increases in existing fees from \$2 to \$5 per unit per month and adds a new add-on fee for multiple subsidies. Revising Exhibit 3-4 National Office Approved Add-On Fees. Add-on fees have not been adjusted since 2006.

Attachment 3-F is revised to reflect the Fiscal Year 2021 Management Fee. The Fiscal Year 2021 management fee is increased by the 2020 Operating Cost Adjustment Factor (OCAF) for each State. These fees will be used for the Fiscal Year 2021 budget cycle beginning January 1, 2021.

All FY 2021 management fees have been rounded up to the nearest dollar.

Made minor grammatical corrections throughout Chapter.

REMOVE

Chapter 3 dated 02-24-05:  
Pages 3-1 thru 3-36 revised,  
Attachment 3-A: Pages 1 & 2, and  
Attachment 3-F.

INSERT

Chapter 3 dated 02-24-05:  
[Pages 3-1 thru 3-36 revised,](#)  
[Attachment 3-A: Pages 1 & 2,](#) and  
[Attachment 3-F revised 08-07-20.](#)

**(CON.)**

NO SPECIAL PROCEDURE NOTICE RELEASED.

NO ADMINISTRATIVE NOTICES RELEASED.

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