

U.S. DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
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PROCEDURE NOTICE

RD HANDBOOK CHANGES
INSERT RD HB-1-3555
(WSAL)

GUARANTEED LOAN PROGRAM TECHNICAL HANDBOOK. This Handbook is partially revised. The specific revisions are outlined below.

The following updates were made to HB-1-3555, Chapter 8 to update the expiration date of the non-U.S. citizens waiver. Also, links to USDA sites were updated and clarification as where to find some information was provided to our lending partners. Additionally minor grammatical and formatting edits were made to be consistent with other handbook chapter revisions. Throughout the chapter the word "case" was added, and the word "loan" was removed when referencing the lender's permanent file, this change would create uniformity with other recent revisions in the handbook. Also, applicant has been changed throughout the chapter to the plural, applicants so be consistent with other handbook chapters.

Paragraph 8.2- A. Owning a Dwelling:

- Clarified where training was located on the LINC Training and Resource Library for data input of rental income when applicants have additional properties.

Paragraph 8.2-B Obtaining Credit:

- Clarified if applicants own a business, close examination must be made to verify if assets are co-mingled between the business and personal account. If these two accounts are mixed, co-mingled accounts must be included in the test for obtaining credit.

Paragraph 8.2- E. Not Having A Suspension or Debarment:

- Clarified 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 pursuant to 3 CFR Part 180 and 417.
- Clarified applicants that are excluded from federal housing programs or excluded from all federal programs are ineligible to participate in SFHGLP.
- Revised the list of possible parties to be reviewed for debarment by the lender.
- Changed the website System for Award Management to provide the entire link.
- Clarified lenders must use due diligence in determining if the applicants are suspended or debarred and eligible for the program. Lenders must retain documentation in their permanent case file to support their decision.

(CON.)

RD HANDBOOK CHANGES**INSERT RD HB-1-3555 (Con.)****Paragraph 8.2-F Having Acceptable Citizenship or Immigration Status**

- Updated the new expiration date of the non-U.S. citizen waiver to May 2, 2025.
- Updated the SAVE information to explain a new coding for initial verifications that can bypass the second step process and automatically starts the third step verifications process once the lender completes the documentation upload process.
- Clarified where to locate guidance on the LINC Training and Resource Library for data input for the eligibility of non-U.S. citizens.

The following updates were made to HB-1-3555, Chapter 14 to add guidance for lender-initiated withdrawals in GUS and to reflect the updated funding processes, while also making minor grammatical and formatting edits.

Paragraph 14.1 - Introduction

- Updated the allotment process when the Agency is under a Continuing Resolution.

Paragraph 14.2 - Program Funding Process

- Updated the funding process by removing references to pooling dates.
- Clarified that the funds are allotted and distributed by the budget staff through the SFHGLP.

Paragraph 14.4A - Agency Actions When Funds Are Not Available

- Clarified that funds will be allocated in accordance with the percentage obligated in the prior year under a Continuing Resolution, or based on the basic allocation formula in RD Instruction 1940-L for the current fiscal year.
- Removed references to before and after pooling dates.

Paragraph 14.4B - Agency Actions When Funds Are Not Available - Conditional Commitments Subject to Availability of Funds.

- Added additional information clarifying that the Conditional Commitment would be reissued once funds are obtained and obligated and the "subject to funding" condition will be removed from the Conditional Commitment.

Paragraph 14.5 - Lender Withdrawal of Application

- Added additional guidance for lenders to initiate the withdrawal process in GUS, if necessary.

Paragraph 14.6 - Agency Action - Requesting funds from the National Office Reserve

- Added a link to the Origination and Processing Division SharePoint page, identifying where to request additional funding.

Paragraph 14.7 - Request for Restoration of Funds

- Added a link to the Origination and Processing Division SharePoint page, identifying where to access the updated Restoration of Funds form.

(CON.)

RD HANDBOOK CHANGES
INSERT RD HB-1-3555 (Con.)

The following updates were made to HB-1-3555, Appendix 3 to update links and correct names, as well as add color to the Appeals Process Flow Chart.

- Updated NAD Appeals website link.
- Updated the Agriculture Mediation Program Fact sheet link to connect to the FSA homepage.
- Update NFAOC to reflect the Servicing Office.
- Updated Review and Appeals Flow Chart with color for ease of reading.

The following updates were made to HB-1-3555, Appendix 5 to update the process of determining income eligibility through Rural Development’s Income and Property eligibility website.

- Updated screen shots from the income eligibility website to reflect the current view.

REMOVE

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 All Pages;
 Chapter 8 dated 03-09-16:
 All Pages;
 Chapter 14 dated 02-23-12:
 All Pages;
 Appendix 3 dated 03-09-16:
 All Pages;
 Appendix 5 dated 03-16-16:
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INSERT

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 Chapter 8 dated 03-09-16:
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 Chapter 14 dated 02-23-12:
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 Appendix 3 dated 03-09-16:
[Pages 1 thru 42 revised;](#)
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