

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

MANUAL            ISSUE No.  
WSAL              PN 596  
DATE  
November 3, 2023

## 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 is partially revised to update the Treasury Judgement rate and the effective date of November 1, 2023.

#### INSERT

[Exhibit B revised 11-03-23.](#)

INSERT RD INS 2018-G  
(WSAL)

U.S. GOVERNMENT MOTOR VEHICLE OPERATOR'S  
INSTRUCTION. This Instruction is  
completely revised as follows:

- Added hyperlinks to various regulations, policies and procedures (list).
- Update new employee positions within Rural Development.
- Introduction of Executive Order 14057, "Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability.
- Update to GSA Minimum Vehicle Replacement Standards.
- Inclusion of USDA Minimum Vehicle Utilization Standards.
- Updated Home to Work Transportation Request Approval process.
- Included Using GFV's or GOV's for Temporary Duty (TDY) and local travel.
- Included Vehicle Sharing.
- Updated Driver Authorization and Certifications.
- Added Operating Vehicles (Day to day care, Reporting Accidents or Damage, Theft of GFVs or GOVs, Text Messaging while driving, and cell phone use in vehicle).
- Inclusion of Annual Verification of Employee Driver Authorization and Certification Requirements.

(CON.)

## FORMS

## REPLACEMENT

RD 4281-5

(WSAL)

FOOD SUPPLY CHAIN GUARANTEED LOAN REPORT OF  
LOSS FINAL LOSS OR BANKRUPTCY REORGANIZATION  
(W/NO COLLATERAL) revised 09-23.

Prescribed in RD Instruction 5001. The Form and FMI are revised as follows:

- Added "Food Supply Chain" to title to specifically identify form usage.
- General formatting - fonts, spacing, spelling - throughout document.
- Calculation script updates to correct calculation errors.
- Item 3 "LOAN TYPE" removed as the form is used for one program only. Item was changed to "SUBMITTED FOR:" and radio buttons added to identify transaction form is being submitted for.
- Item 7 label changed from "LENDER ROUTING NUMBER" to "LENDER ACH ROUTING NUMBER" to more accurately reflect the information requested.
- Item 8 label changed from "LENDER ACCOUNT NUMBER" to "LENDER ACH ACCOUNT NUMBER" to more accurately reflect the information requested.
- Item 9 radio buttons replaced check boxes as account types are mutually exclusive.
- Removed "\$ DOLLARS" from "GUARANTEED LOAN ITEMS" heading as it was not necessary.
- The date field was moved under the label to conform to other fields on the form.
- Removed "\$ DOLLARS" from "LOSS GUARANTEED" heading as it was not necessary.
- Item 17 label changed from "AMOUNT TO BE PAID" to "GUARANTEED PORTION OF BASIC LOSS" to more accurately reflect the information requested in the field.
- Item 18 retitled from "Sum of" to "PRINCIPAL ADVANCED ON LOAN" to allow background calculations in later fields to remove burden of manual calculation.
- Item 19 written calculation changed to match actual calculation due to information from "new" Item 18.
- New Item 20 added "LOSS AMOUNT ALLOWED THIS CLAIM" to show amount of loss allowed from calculations.
- All blocks renumbered.
- Entire section "ADJUSTMENTS TO PROTECTIVE ADVANCES AND INTEREST" moved to alleviate crowding on remainder of form.
- Item 24 removed as program does not have annual or late fees.
- Item 25 calculation updated to show correct formula.
- New Item 26 added: 50% of Legal Fees.
- Subsequent items renumbered and written calculations adjusted to reflect changes in item numbers.
- Renumbered **Item 28** (previously Item 27) - Change the calculation to Item 25 + new Item 26 - renumbered Item 27 and the parenthetical note in the label to (Item 25 plus Item 26 minus Item 27).
- Renumbered **Item 30** (previously Item 29) - Change the calculation to renumbered Item 27 - Item 25 - new Item 26 + renumbered Item 29 and the parenthetical note in the label to (Item 27 minus Item 25 minus Item 26 plus Item 29).

(CON.)

## FORMS

## REPLACEMENT

RD 4281-5 (Cont.)

- Heading for items 38 through 40 changed from "FINANCE OFFICE ONLY" to "GUARANTEED COMMERCIAL BRANCH ONLY" to reflect changes in organization.
- Item 39 label changed from "CHECK ISSUE CODE" to "PAYMENT ISSUE CODE" to more accurately reflect different types of payments possible. Radio buttons added as selection is mutually exclusive.

REMOVED

FMI dated 12-27-21.

INSERT

FMI revised 11-03-23.

RD 5001-1

(WSAL)

**FOOD SUPPLY CHAIN GUARANTEED LOAN REPORT OF LOSS FINAL LOSS OR BANKRUPTCY REORGANIZATION (W/NO COLLATERAL)** revised 07-23. The Form and FMI are revised as follows:

- Item 8 (new) - Name of President and CFO/Treasurer requested to comply with Do Not Pay requirements.
- Renumbered subsequent items.
- Item 9 (new numbering) - Consolidated two questions into one dropdown list for ease of use and to reduce form clutter.
- Item 45 (new numbering).
  - o m. Removed duplicate "as".
  - o aa. Added (18) (as applicable) to clarify section reference and to show that it's not applicable to all programs.
  - o bb. Removed as form is no longer required.
- Lender Certifications and Determinations/Other Lender Certifications:
  - o Added "Lender certifies that they screened the Borrower for suspension/debarment, and they meet all eligibility criteria Yes No" To bring attention to the fact and document that the lender is responsible for ensure compliance with Do Not Pay.
  - o Corrected "Certification regarding debarment, suspension, another responsibility matters-primary covered transactions" to "Certification regarding debarment, suspension, **and** other responsibility matters-primary covered transactions".
  - o Corrected "Certification regarding debarment, suspension, and other responsibility matters-primary covered transactions" (2) from "three year" to "three-year".

(CON)

FORMS

REPLACEMENT

RD 5001-1 (Cont.)

- Borrower Certification. Added:
  - Borrower certifies that, if applicable, they are or will be in compliance with Domestic Preference Requirements for Federal Financial Assistance to Non-Federal Entities prior to issuance of the loan note guarantee. Federal Financial Assistance to Non-Federal Entities, define pursuant to 2 CFR 200.1 as any State, local government, Indian tribe, Institution of Higher Education, or nonprofit organization, shall be governed by the requirements of Section 70914 of the Build America, Buy America Act (BABAA), under Title IX of the Infrastructure Investment and Jobs Act, Pub. L. 177-58.
  
- To notify borrowers of their responsibilities under BABAA.

REMOVED

FMI dated 01-05-22.

INSERT

FMI revised 11-03-23.

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