

PROCEDURE NOTICE

RD MANUAL CHANGES

INSERT RD INS 2015-E (WSAL)

AVAILABILITY OF INFORMATION UNDER THE PRIVACY ACT.

This Instruction is completely revised to reflect the current policies and procedures of Federal Tort Claims administration. These updates include new, revised, removal of obsolete language, and links to statutory authorities. Also, to align with current Federal authorities, USDA regulations, and the current RD organizational structure.

This Instruction established the roles, responsibilities, and designations of Agency Tort Contact and State Office Tort Contact, and responsible offices to handle and execute claims within established thresholds.

Created new sections in the Instruction, including Agency Claim Report, delegations of authorities, definitions, and citations to assist the novice with how to properly handle a tort claim.

RD HANDBOOK CHANGES

INSERT RD HB-1-3550 (WSAL)

DIRECT SINGLE FAMILY HOUSING LOANS AND GRANTS FIELD OFFICE HANDBOOK.

Appendix 3 is partially revised. The specific revisions are outlined below:

Handbook (HB) Letter 16, to create two letters with the goal of being inclusive of Self-Help Rehabilitation type projects.

The new HB Letter 16A is geared towards new construction and acquisition rehabilitation type projects. HB Letter 16A revision also better align this letter with items addressed in the Certificate of Eligibility.

Edits include but are not limited to:

- Language added to update reference to financing type to include Construction and Acquisition Rehabilitation.
- Language added to include reference to down payment, estimated annual real estate taxes, and insurance when describing the approved funding amount.
- Added an interest rate table to include both primary loan and additional funding sources.
- Added new section stating interest rate is not locked and subject to change.
- Added section describing borrower may be eligible for subsidy and that subsidy is subject to recapture.
- Added section on Homeownership education requirements.

RD HANDBOOK CHANGES

**INSERT RD HB-1-3550 (Cont.)
(WSAL)**

The new HB Letter 16B is for owner occupied rehabilitation type project, and thus primarily for self-help program participants applying for the Section 504 Home Repair Loan and Grant Program.

Edits include but are not limited to:

- Language added to update reference to financing type to include owner occupied rehab.
- Language added to update references to Loan approval to include Loan, Loan Grant Combo, or Grant.

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[Appendix 16A added;](#)
[Appendix 16B added.](#)

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