

PROCEDURE NOTICE

RD MANUAL CHANGES

INSERT RD INS 2024-A (WSAL)

PROGRAM LOAN COST EXPENSES. This Instruction is revised as follows:

Table of contents removed references to acquisition, sales, leasing authority, personal and real property which is not conducted by program staff. The reformatted and numbered throughout the instruction.

Section 2024.1 Removed "authority of sales" which is not a program function.

Section 2024.2 Added definitions and terminology relating to the procurement process. Removed Interest credit as it doesn't relate to PLCE process. Removed proper invoice 1-7 to be discussed later in the instruction under payment.

Section 2024.3 (a)-(d) Added clarification regarding regulation and operating procedures that govern the Procurement Division.

Section 2024.4 - 2024.5 Revised procurement contracting authority updating position titles, warrant, authority, and process guidance.

Sections 2024.6 - 2024.8, removed guidance relating to leasing, acquisitions, government owned property.

Section 2024.9, has been reserved to remove the type 60 reference which is no longer valid.

Section 2024.10 has been reserved to remove personal and real property sales.

Sections 2024.27 - 2024.28 renumbered and updated guidance in 2024.7 - 2024.8 relating to correct division and procedures for stop payment, check cancellation, and emergency check.

Section 2024.29 Removed: 1. Office supplies and 2. Rent and utilities for field offices. Added: 9. Janitorial supplies when not included in lease.

Section 2024.29 (b) (1) guidance added to provide clarification on regulation associated with acquisitions of administrative supplies and services.

(CON)

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(WSAL)

Exhibit D, paragraph I clarification was added to contractual and non-contractual expenses. PLCE expense definition was added. Proper invoice was removed and moved to discuss further in the payment section.

Exhibit D, paragraph II (A) (1) Added language regarding non-recoverable pre-approved funds Single-Family Housing (SFH) mortgage releases, wage match, bankruptcy fees, inventory property inspections, and interpreter services. Multi-Family appraisals, approved cost certifications and wage match. All other uses of non-recoverable PLCE funds must receive approval from the National Office.

Exhibit D, paragraph II (A) (2) Clarified recoverable charges for borrower and subsidy accounts.

Exhibit D, paragraph II (A) (5) Added Multi-Family Housing account program loan funds commonly referred to as "X" funds.

Exhibit D, paragraph II (A) Added guidance relating to processing systems used to process funds and include links to job aids for further instructions on processing systems.

Exhibit D, paragraph II (C) Added additional monies to contact chief financial officer.

Exhibit D, paragraph III, to add clarification of contractual and non-contractual expenses.

Exhibit D, paragraph IV (B) through (D) Renumbered and remove old references to outdated position titles.

Exhibit D, paragraph V, renumbered and added Approving Officials position titles, roles, and responsibilities for processing PLCE requests.

Exhibit D, paragraph VI, renumbered and revised the Processing Stage; Category; and Detail Description.

Exhibit D, paragraph VII, added clarification to proper invoice requirements. Clarified invoice requirements and included platform used.

Exhibit D, paragraph VIII, added guidance regarding requisition and payment procedures for both contractual and non-contractual forms; required Form RD 1955-62 for both contractual and non-contractual expenses; and added workflow charts outlining duties for payment.

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(WSAL)**

Exhibit D, paragraph IX, added standard operating procedures and workflow chart for initial and subsequent requests against an active contract; and providing guidance on three contracting methods used for varying anticipated needs.

Exhibit D, paragraph X, separation of duties clarification.

Exhibit D, paragraph XI, added further clarification to retention requirements.

REMOVE

Table of Contents;
Pages 1 thru 9;
Exhibit D,
Exhibits D-1 thru D-3 and
D-5 & D-6;
Exhibit E thru H;

INSERT

Table of Contents revised;
Pages 1 thru 9 revised;
Exhibit D revised,
Exhibits D-1 thru D-3 and
D-5 & D-6 revised;
Exhibit E thru H revised 06-23-20;

RD HANDBOOK CHANGES

**INSERT RD HB-2-3550
(WSAL)**

**DIRECT SINGLE FAMILY HOUSING LOANS
AND GRANTS FIELD OFFICE HANDBOOK.** This
Handbook is partially revised. The

specific revisions are outlined below:

Chapter 2:

Paragraph 2.24 B.1, has been changed to reflect when an outside appraisal is needed, the Agency will incur the costs and the borrower will not be charged an appraisal fee. In addition, costs associated with obtaining an appraisal in these instances will be paid from Program Loan Costs Funds using the "Direct Loan Financing Account" (R funds) and code "S2B1" including the borrower's account number.

REMOVE

Chapter 2 dated 05-27-98:
Pages 2-37 & 2-38.

INSERT

Chapter 2 dated 05-27-98:
Pages 2-37 & 2-38 revised 06-23-20.

FORM

REPLACEMENT

RD 1955-62
(WSAL)

PROGRAM LOAN COST EXPENSE revised 06-20.
Prescribed in RD Handbook HB-3-3560. The
Form and FMI are revised to include

information needed to the process request This Form and FMI are available on
the Rural Development Instructions home page
(<https://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 07-19-99.

INSERT
FMI revised 06-23-20.

SPECIAL PROCEDURE NOTICE RELEASED:

SPECIAL PN NOTICE dated 06-04-20. DISTRIBUTION: WSAL.
(RD Instructions 440.1, 4279-A, 4279-B, HB-1-3550 and HB-1-3555)

SPECIAL PN NOTICE dated 06-11-20. DISTRIBUTION: WSAL.
(RD Instruction 2045-LL)

NO ADMINISTRATIVE NOTICES RELEASED.

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