

## PROCEDURE NOTICE

### RD HANDBOOK CHANGES

INSERT RD HB-1-3550  
(WSAL)

DIRECT SINGLE FAMILY HOUSING LOANS (WSAL)  
AND GRANTS FIELD OFFICE HANDBOOK. This  
Handbook is partially revised as follows:

#### Chapter 5:

Paragraph 5.1, to clarify that Field Staff must direct their general appraisal questions to the [rd.appraisals@usda.gov](mailto:rd.appraisals@usda.gov) or to the Regional Appraisal Services SharePoint site for requesting a technical review.

Paragraph 5.7 (A), to clarify that a whole house inspection is required when refinancing a non-Agency loan.

Paragraph 5.8 (B), to align language related to minimum thresholds for required flood insurance with HB-1-3550, Chapter 7.

Paragraph 5.17 (D), to clarify the handling of applicant disputes when appraisals do not support the loan request. Corresponding changes were also made to Appendix 3, Handbook Letters 17 & 18.

Paragraph 5.20, to remove the dollar amount of the standard fee for appraisals and replace with language that the fee will be updated periodically through an Unnumbered Letter.

References to NFAOC have been revised to: Servicing and Asset Management Office (Servicing Office), and other minor formatting corrections throughout. The name change will be made to other areas of the handbook in a separate and future Procedure Notice.

#### Chapter 9:

Paragraph 9.3 (A), to remove the dollar amount of the standard application fee for conditional commitments and replace with language that the fee will be updated periodically through an Unnumbered Letter.

References to NFAOC have been revised to: Servicing and Asset Management Office (Servicing Office), and other minor formatting corrections throughout. The name change will be made to other areas of the handbook in a separate and future Procedure Notice.

(CON.)

**RD HANDBOOK CHANGES**  
**RD HB-1-3550 (Con.)**

**Appendix 3:**

Handbook Letter 17, to revise the language and options available to applicants when an appraisal does not support the loan request (corresponding to revisions made in Chapter 5.17 (D), above).

Handbook Letter 18, to remove the reference to "State Director Review" and replace with "Technical Review" and to revise the options available to applicants when an appraisal does not support the loan request. (corresponding to revisions made in Chapter 5.17 (D), above).

Handbook Letter 20, to replace reference to NFAOC with "Servicing and Asset Management Office".

REMOVE

Chapter 5 dated 01-23-03:  
Pages 5-1 & 5-2, 5-11 & 5-12,  
5-13 & 5-14, 5-19 & 5-20,  
5-27 & 5-28, 5-29 & 5-30,  
5-31 & 5-32, 5-33 & 5-34,  
5-39 & 5-40,  
Attachment 5-A: Pages 1 & 2;  
Chapter 9 dated 01-23-03:  
Pages 9-1 & 9-2, 9-3 & 9-4,  
9-11 & 9-12, 9-15 & 9-16.  
Appendix 3 dated 01-23-03:  
Handbook Letters 17, 18 and 20.

INSERT

Chapter 5 dated 01-23-03:  
[Pages 5-1 & 5-2, 5-11 & 5-12,](#)  
[5-13 & 5-14, 5-19 & 5-20,](#)  
[5-27 & 5-28, 5-29 & 5-30,](#)  
[5-31 & 5-32, 5-33 & 5-34,](#)  
[5-39 & 5-40 revised,](#)  
Attachment 5-A: [Pages 1 & 2 revised;](#)  
Chapter 9 dated 01-23-03:  
[Pages 9-1 & 9-2, 9-3 & 9-4,](#)  
[9-11 & 9-12, 9-15 & 9-16 revised;](#)  
Appendix 3 dated 01-23-03:  
[Handbook Letters 17, 18 and](#)  
[20 revised 04-15-21.](#)

SPECIAL PROCEDURE NOTICE RELEASED:

[SPECIAL PN NOTICE dated 03-31-21](#). DISTRIBUTION: WSAL.  
(RD Instructions 440.1, 1901-A, 1951-O, 2006-PP and RD Handbooks, HB-1-3555,  
HB-1-3560, HB-2-3550, HB-2-3560 and HB-3-3560.)

NO ADMINISTRATIVE NOTICES RELEASED.