

FORM RD 2006-46 (Rev. 01-98)

U.S. DEPARTMENT OF AGRICULTURE  
MANUAL      ISSUE No.  
RURAL DEVELOPMENT  
WSAL      SPECIAL  
Washington, D.C 20250

DATE  
June

2, 2010

## PROCEDURE NOTICE

### NOTICE

INSERT RD 1980-D  
(WSAL)

GUARANTEED SINGLE FAMILY HOUSING LOANS. Exhibit C is completely revised to update the Low and Moderate Income Limits for the Guaranteed Rural Housing (GRH) programs.

The effective date of these income limits is June 2, 2010.

REMOVE  
Appendix 9.

INSERT  
[Appendix 9 revised 06-02-10.](#)

INSERT RD HB-1-3550  
(WSAL)

DIRECT SINGLE FAMILY HOUSING LOANS AND GRANTS FIELD OFFICE HANDBOOK. Appendix 9 is completely revised to update the Income Limits for the Section 502 Direct and Section 504 Loan/Grant programs.

The effective date of these income limits is June 2, 2009.

REMOVE  
Appendix 9.

INSERT  
[Appendix 9 revised 06-02-09.](#)

### RD MANUAL CHANGES

INSERT RD 440.1  
(WSAL)

INTEREST RATES, AMORTIZATION, GUARANTEE FEE, ANNUAL CHARGE, AND FIXED PERIOD. Exhibit B is partially revised to update the Treasury Judgement Rate and various program rates, effective June 1, 2010.

REMOVE

INSERT

Exhibit B: Pages 1 & 2 (Rev 23).

Exhibit B: Pages 1 & 2 (Rev 24).

**INSERT RD INS 1956-B**  
**(WSAL)**

DEBT SETTLEMENT - FARM LOAN PROGRAMS AND MULTI-FAMILY HOUSING. Exhibit A is completely revised to remove references to County Committees.

REMOVE  
Exhibit A.

INSERT  
Exhibit A revised 06-02-10.

**INSERT RD INS 2000-E**  
**(WSAL)**

RURAL DEVELOPMENT POLICY ON MEETINGS. This Instruction is completely revised to incorporate the current Office of the Chief Financial Officer's (OCFO) requirements and cost threshold amount for approval of training meeting.

REMOVE  
All Pages.

INSERT  
Table of Contents added;  
Pages 1 through 5 revised; and  
Exhibits A, B and C added 06-02-10.

**INSERT RD INS 2045-O**  
**(WSAL)**

REQUEST FOR PRIOR APPROVAL FOR OUTSIDE ACTIVITY OR EMPLOYMENT dated 06-03-10. This Instruction is issued to provide detail instruction regarding the process for OGE Form 450 Filers to seek prior approval for any non-Federal outside employment or outside activity. A comprehensive conflict of interest analysis is done regarding the information to assure the employee is not in violation of Federal Criminal Codes or Federal Regulation. Prior approval involves recommendation from the employee's supervisor and the USDA Office of Ethics as well as final agency approval from the State Director before the employee can engage in the outside employment or activity. The activity must be included on the individual's OGE Form 450 (see 5 C.F.R. § 735), which is submitted annually to the USDA Office of Ethics Farm Branch. Federal Regulation 5 C.F.R. § 8301.101-102 and the USDA Supplement to the Standards of Ethical Conduct for Employees of the Executive Branch contained in 5 C.F.R. § 2635 guide the RD Instruction 2045-0.

INSERT  
Table of Contents;  
Pages 1 through 5; and  
Exhibits A & B.

**NEW**  
**FORM**

**RD 2057-15**  
**(WSAL)**

REQUEST FOR APPROVAL OF OUTSIDE ACTIVITY / EMPLOYMENT dated 06-10. This Form is used to document the requisite information for prior approval for outside activity or employment. Any OGE Form 450 Filer wishing to obtain prior approval for any non-Federal outside employment or outside activity must provide the requested information on the form. The form includes information regarding the Federal Regulation that applies when the employee, the Supervisor or State Director provides their signature to the form. A comprehensive conflict of interest analysis is done regarding the information to assure the employee is not in violation of Federal Criminal Codes or Federal Regulation. Prior approval involves recommendation from the employee's supervisor and the USDA Office of Ethics as well as final agency approval from the State Director before the employee can engage in the outside employment or activity. The activity must be included on the individual's OGE Form 450 (see 5 C.F.R. § 735), which is submitted annually to the USDA Office of Ethics Farm Branch. Federal Regulation 5 C.F.R. § 8301.101-102 and the USDA Supplement to the Standards of Ethical Conduct for Employees of the Executive Branch contained in 5 C.F.R. § 2635 guide the RD Instruction 2045-0. The Form is available on the Rural Development Instructions home page (<http://www.rurdev.usda.gov/regs/>). No paper copy distribution of this form will be made, and it will not be stocked in the warehouse.

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