

TO
<b>WSD</b>

U.S. DEPT. OF AGRICULTURE  
RURAL DEVELOPMENT  
RICHMOND, VIRGINIA

**PROCEDURE NOTICE**

MANUAL <b>WSD</b>	ISSUE NO. <b>165</b>
DATE <b>September 10, 2001</b>	
DISTRIBUTION CODE	
"W" NATIONAL OFFICE	
"S" STATE OFFICES	
"D" AREA OFFICES	
"C" LOCAL OFFICES	
"P" EMPLOYMENT OFFICES	

**MANUAL CHANGES**

**Virginia RUS Instruction 1780**

**WATER AND WASTE LOANS AND GRANTS.**

Virginia RUS Instruction 1780, Section II.D.1, has been modified to implement the new Virginia RUS Bulletin 1780-4, Virginia application checklist. Section II.H.2.d. has been modified to change the name of Form RD 1942-9 to RUS Bulletin 1780-28. Section II.H.2.g. has been modified to change the form number of the financing statement. Exhibit A has been modified to correct the form number for the Application for Federal Assistance. Exhibit B, Letter of Conditions, has been modified to delete Attachment No. 2 and to make minor typographical changes in the body of the Letter of Conditions. Exhibit C, item 5, has been modified to reflect the correct environmental regulation. Item 10.m. has been modified to reflect taxable or tax-exempt status for interest on bonds. Exhibit D, Item A.5., has been modified to reflect the correct environmental regulation. Items C.2. and E.6. have been modified to change the name of Form RD 1942-9 to RUS Bulletin 1780-28. Virginia Bulletin 1780-1, Attachment 1, Exhibit A, (project sign) has been modified to reflect the most current requirements. VA RUS Bulletin 1780-2 has been modified to indicate estimated construction cost versus construction cost. VA RUS Bulletin 1780-4 has been added as the Virginia application checklist for water and waste loans and grants.

**REMOVE**

Virginia RUS Instruction 1780, Pages 1, 2, 5, 6, 7, and 8; Exhibit A, Pages 1 and 2; Exhibit B, Pages 1 through 19; Exhibit C, Pages 1 through 3; Exhibit D, Pages 1 through 4; and Virginia Bulletin 1780-1, Attachment 1, Exhibit A; and Virginia RUS Bulletin 1780-2, Instruction Sheet and Attachment 1, Pages 1 through 4

**INSERT**

Virginia RUS Instruction 1780, Pages 1, 2, 5, 6, 7, and 8; Exhibit A, Pages 1 and 2; Exhibit B, Pages 1 through 12; Exhibit C, Pages 1 through 3; Exhibit D, Pages 1 through 4; Virginia Bulletin 1780-1, Attachment 1, Exhibit A; Virginia RUS Bulletin 1780-2, Instruction Sheet, and Attachment 1, Pages 1 through 4; and VA RUS Bulletin 1780-4, Pages 1 through 10

**Virginia Instruction 1942-A**

**ASSOCIATIONS - COMMUNITY FACILITY LOANS.**

Virginia Instruction 1942-A, Section II.C., has been modified to implement the new Guides 3 and 4, Virginia application checklists. Section V.B.2.e. has been modified to change the form number of the financing statement. Exhibit A has been modified to correct the form number for the Application for Federal Assistance. Exhibit B, Letter of Conditions, has been modified to delete Attachment No. 2 and to make minor typographical changes in the body of the Letter of Conditions. Exhibit C, item 11.m., has been modified to reflect taxable or tax-exempt status for interest on bonds. Guide 1 has been modified to add the change order form to the list of contract documents. Guide 3, has been added as the Virginia application checklist for community facility loans and grants.

**REMOVE**

Virginia Instruction 1942-A, Pages 1, 2, 5, and 6; Exhibit A, Pages 1 and 2; Exhibit B, Pages 1 through 22; Exhibit C, Page 3; and Guide 1, Page 2

**INSERT**

Virginia Instruction 1942-A, Pages 1, 2, 5, and 6; Exhibit A, Pages 1 and 2; Exhibit B, Pages 1 through 13; Exhibit C, Page 3; Guide 1, Page 2; Guide 3, Pages 1 through 8

**Virginia Instruction 1942-C**

Virginia application checklist for fire and rescue loans. Exhibit B, Letter of Conditions, has been modified to delete Attachment No. 2 and to make minor typographical changes in the body of the Letter of Conditions. Guide 4 has been added as the Virginia application checklist for fire and rescue loans.

**ASSOCIATIONS - FIRE AND RESCUE LOANS.**

Section III has been added to implement the new Guide 4, Virginia application checklist for fire and rescue loans. Exhibit B, Letter of Conditions, has been modified to delete Attachment No. 2 and to make minor typographical changes in the body of the Letter of Conditions. Guide 4 has been added as the Virginia application checklist for fire and rescue loans.

**REMOVE**

Virginia Instruction 1942-C, Pages 1 and 2; Exhibit B, Pages 1 through 19

**INSERT**

Virginia Instruction 1942-C, Pages 1 and 2; Exhibit B, Pages 1 through 12; and Guide 4, Pages 1 through 6

**Virginia Instruction 2033-A**

Guides 1 through 5, which will be used as position sheets for water and waste and community facility loans and grants. Exhibit B, Guide 1, will be used for water and waste loans and grants. Exhibit B, Guide 2, will be used for community facility loans and grants. Exhibit B, Guide 3, will be used for fire and rescue loans and grants. Exhibit B, Guide 4, will be used for community facility guaranteed loans.

**RECORDS MANAGEMENT IN RURAL DEVELOPMENT FIELD OFFICES.**

Exhibit B has been revised to include Guides 1 through 5, which will be used as position sheets for water and waste and community facility loans and grants. Exhibit B, Guide 1, will be used for water and waste loans and grants. Exhibit B, Guide 2, will be used for community facility loans and grants. Exhibit B, Guide 3, will be used for fire and rescue loans and grants. Exhibit B, Guide 4, will be used for community facility guaranteed loans.

**REMOVE**

Virginia Instruction 2033-A, Pages 3 and 4, and Exhibit B in its entirety

**INSERT**

Virginia Instruction 2033-A, Pages 3 and 4, Exhibit B, Guide 1, Pages 1 through 13, Exhibit B, Guide 2, Pages 1 through 10, Exhibit B, Guide 3, Pages 1 through 10, and Exhibit B, Guide 4, Pages 1 through 6

**Virginia Instruction 3575-A**

Virginia processing checklist.

**COMMUNITY PROGRAMS GUARANTEED LOANS.**

This Virginia instruction is being issued to ensure uniformity in the state when processing community programs guaranteed loans. Exhibit A will be used as the official Virginia processing checklist.

**REMOVE**

N/A

**INSERT**

Virginia Instruction 3575-A, Page 1, and Exhibit A, Pages 1 through 5