

-2- (Forms Manual Insert - Form RD 1940-1)

PROCEDURE FOR PREPARATION	:	RD Instructions 1902-A, 1942-A, 1942-G, 1944-B, 1944-K, 1944-N, 1948-B, 1951-A, 1951-E, 1955-C, 1962-A, 2015-C, 2033-A, 4274-D, 4284-F, and 4284-G; HB-1-3550 and HB-2-3550; RUS Instructions 1780 and 1781; and FSA Transferred Instructions 442.11, 1910-A, 1941-A, 1943-A, 1943-B, 1945-C, 1945-D, 1946-A and 1965-A.
PREPARED BY	:	Initiated by County Supervisor and applicable RD Servicing Office. Entries will be made by approving official. (For B&I loans and TSA and TA grants initiated by State Office) (For CP loans/grants and Emergency Community Water Assistance Grants, initiated by District Office) (For NNC loans/grants, initiated by National Office) (For IRP loans initiated by National Office)
NUMBER OF COPIES	:	Original and two copies for B&I, WWD, RC&D, WS, CF, IDG, NNC, and IRP. Original and three copies for all other insured loan/grant programs. Original and two copies for credit sale or assumption without a loan. Additional copies will be made as needed by the servicing office.
SIGNATURES REQUIRED	:	Original and copy signed by approving official and borrower. Copy by applicant except when the transaction being approved is an assumption or credit sale on ineligible terms. Other copies conformed.
DISTRIBUTION OF COPIES	:	Original retained in borrower's case folder. : Signed copy to applicant/lender. For all programs EXCEPT Community and Business Programs, this notification must be mailed to the applicant/lender on the date of approval. For Community and Business Programs, MFH to nonprofit organizations and public bodies, and Agricultural Loan Mediation Program grants to state governments, this notification must be mailed to the applicant/lender on the obligation date. : Copy to State Office (National Office for NNC loans/grants and IRP loans.) : For a credit sale or assumption without a loan, original retained in the borrower's case folder, copy to State Office, or informational purposes, signed copy to the transferee when required by program instructions. Do not send a copy to the Finance Office.
ADPS RELATED TRANSACTION CODE	:	1A and 1B, Insured Loan and/or Grant-Obligation only or Obligation with Check Request.

GENERAL INSTRUCTIONS

- A. This form is used to make corrections and to request:
1. Funds to be obligated or reserved for insured loans.
 2. Funds to be obligated for grants.
 3. Funds to be dispersed (check request) for all or part of the funds to be obligated.
 4. Certain statistical information about the loan/grant and application.
- B. A form will be completed for each note or commitment requiring an obligation of funds except for Business and Industrial Loan Program where only one Form RD 1940-1 is required regardless of how many multiple notes or communications are associated with the loan.
- (Obligations, requested by telephone)* When authorized by program instructions, the Finance Office Check Request Station may be used to obligate or reserve funds. (Reserved funds represent a firm commitment to obligate funds on a specific future date). The loan types that can be obligated by telephone are identified in Item 18 Instructions for Preparation, by a footnote.
- C. This form is used to obtain certification and approval of credit sale or assumption, when required by program instruction. For a credit sale or assumption without a loan, complete Items 1 through 28 and applicable Items 31 through 43, Item 25 strike through "Amount of Loan" and insert applicable wording "Amount of Credit Sale" or "Amount of Assumption" and complete appropriate certification requirements. Item 18 will reflect type of assistance that is being assumed.

- D. When a request for obligation of a project of community-wide interest and benefit is made, the State Office will furnish to the National Office Exhibit A or B to RD Instruction 2015-C. Immediately after the Finance Office notifies the State Director of the obligation date, the State Director will advise the Director of Information in the National Office that the project announcement may be released.
- E. Appeal actions relative to loan/grant decisions reversed in accordance with RD Instruction 1900-B requires the effective date of the action to be taken will be the originally proposed date of the initial decision from which the appeal was taken. For all loan/grant approvals based on the reversal of an initial decision, the date in Item 28 will be the effective date the initial action would have been taken, and the interest rate (Item 29) is the rate in effect as of the date indicated in Item 28. The date to be inserted in Item 46 will be the date the form is signed by the approval officer who will be the official reversing the appeal action.

INSTRUCTION FOR PREPARATION

Item 1 Enter Borrower's Case Number

For individuals (who are not business applicants), show the State and County code numbers followed by the Social Security Number (SSN).

For organization and individual business applicants, show the State and County code numbers followed by the taxpayer's identification (ID No.). When an applicant has not received a taxpayer ID No., a temporary number from the block of numbers assigned to each State Office by the Finance Office will be used. Any temporary number assigned must be replaced by the taxpayer's ID No. Form RD 450-10, "Advice of Borrower's Change of Address, Name, Case Number, or Loan Number," must be processed through the field office terminal system, prior to loan closing. Only one case number will be assigned to each borrower regardless of the type of loans or grants or number of separate facilities unless an exception is authorized by the National Office. When an applicant has an existing case number other than its taxpayer ID No., all existing case numbers will be changed to the taxpayer ID No. In this case, new loan number(s) will be assigned to the loan(s) and grant(s) of the borrower in order of closing dates starting with the earliest at the same time the existing case numbers are being changed to the taxpayer ID No. This should be accomplished prior to the assigning of the loan number(s) for the new obligation(s). Follow the format shown below to complete the borrower's case number.

Example: Assigned Identification Number 300120000234567

Social Security or Tax ID 300120123456789

Finance Office to assign ID 30012 ^{FO Assign} |||||

Item 2 Enter the applicant's last name (comma, no space), first name or initial (space), middle name or initial. If the full name will not fit in field no 1, show last name (comma) in field no. 1, show first name or initial and middle name or initial in field no. 2. Names of all borrowers signing the Promissory Note must appear in this item, cosigners excluded. Enter name of non-individual applicants with at least one space (no comma) between each word. Do not split a name between two fields.

Example: Individual Benjamin Edward McClydefester Jr. and his wife Mary

M|C|C|L|Y|D|E|F|E|S|T|E|R| |J|R| | | (1)

B|E|N|J|A|M|I|N| |E| | | | | | | (2)

M|C|C|L|Y|D|E|F|E|S|T|E|R|,|M|A|R|Y| | (3)

Example: The Company of Washington, Whampler, and Owens Machine Tool Distributors Incorporated.

W|A|S|H|I|N|G|T|O|N| |W|H|A|M|P|L|E|R| | (1)

A|N|D| |O|W|E|N|S| |M|A|C|H| | | | | (2)

T|O|O|L| |D|I|S|T| |I|N|C| | | | | (3)

REVERSE OF FORM RD 1940-1

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

44. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL

45. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For SFH & FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 29 of this form. _____ YES _____ NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both.

Date _____, 19 _____
(Signature of Applicant)

Date _____, 19 _____
(Signature of Co-Applicant)

46. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

Date Approved: _____ Title: _____

47. TO THE APPLICANT: As of this date _____, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the County Supervisor or District Director.

Item 3 Enter the number of name fields (lines) used to complete the borrower's name from Item 2.

Example:

Item 4 Enter the state name.

Example:

Item 5 Enter the county name.

Example:

Item 6 Enter applicable code for all guaranteed applicants.

- 1 - White, not of Hispanic Origin
- 2 - Black, not of Hispanic Origin
- 3 - American Indian or Alaskan Native
- 4 - Hispanic
- 5 - Asian or Pacific Islander

Example:

For Individual Type applicants complete only after the applicant's signature (when required) has been obtained and not in the applicant's presence. Do not enter applicable code on applicant's copy.

For All Community Program applicants leave this item blank.

For All Other Organizational (Entity) Type applicants enter major portion of the organization - over 51 percent owned, operated and managed on a day-to-day basis. If the major portion (51 percent) cannot be determined for B&I applicants, NNC and IRP applicants, this item may be left blank.

Item 7 Enter applicable Code:

- 1 - Individual
- 2 - Partnership
- 3 - Corporation
- 4 - Public Body
- 5 - Association of Farmers
- 6 - Organization of Farmers
- 7 - Other

Example:

Item 8 Enter applicable Collateral Code:

- 1 - Real Estate Secured
- 2 - Real Estate and Chattel
- 3 - Note only or Chattel only
- 4 - Machinery only
- 5 - Livestock only
- 6 - Crops only
- 7 - Secured by Bonds

Item 9 Leave blank if none, or enter the Employee Relationship Code

- 0 - No relationship (use only for transfers at the same rate and terms)
- 1 - Employee
- 2 - Member of family
- 3 - Close relative
- 4 - Associate

Item 10 Enter applicable code for all insured loan/grant and credit sale applicants.

- 1 - Male (sole applicant)
- 2 - Female (sole applicant)
- 3 - Family unit (male-female as co-applicants, not counted under code 1 or 2)
- 4 - Organization - Male-owned (over 51 percent male-owned, operated, and managed on a day-to-day basis)
- 5 - Organization - Female-owned (over 51 percent female-owned, operated, and managed on a day-to-day basis)
- 6 - Public Body

Example:

For Individual Type applicants enter applicable code 1 through 3.

For All Other Organizational (Entity) Type applicants enter major portion of the organization - over 51 percent owned, operated and managed on a day-to-day basis. If the major portion (51 percent) cannot be determined for B&I applicants, this item may be left blank.

Item 11 Enter applicable code:

- 1 - Married
 - 2 - Separated
 - 3 - Unmarried (including widowed or divorced)
- Complete for insured loan/grants or credit sales to individuals only.

Example:

Item 12 Enter applicable code:

- 1 - Yes
 - 2 - No
- Complete for insured loan/grants or credit sales to individuals only.

Example:

Item 13 Enter applicable code:

- 1 - Yes
- 2 - No

Enter code 1 if a credit report was ordered in accordance with RD Instruction 1910-C for group loan and grant applications, and the cost of the credit report is to be deducted from the borrower's first check.

Enter code 2 in all other cases. Code 2 will always be used for individual loans for which credit reports were ordered in accordance with RD Instruction 1910-B (requiring collection of a nonrefundable credit report fee). Code 2 may be used for group loans and grants where the credit report fee was collected from the applicant and will not be deducted from the first loan or grant check.

If a correction is needed see FMI for Form RD 440-57.

Example:

Item 14 Enter code 2 for single family housing (SFH) loans and credit sales made in states on the direct payment plan (except state and county code 61-09 and state codes 62-00 and 63-00). Enter code 1 or 2, as appropriate, for SFH loans made in state and county code 61-09 and state codes 62-00 and 63-00. Enter code 1, 2, or 3, as appropriate, for all credit sales and other loan types.

- 1 - County Office (Direct payment coupons generated by Finance Office and payments made through County Office via Concentration Banking System)
- 2 - Finance office (Direct payment coupons made to Finance Office by borrower via lockbox)
- 3 - No (Not on Direct payment)

Example:

- Item 15 Enter the applicable:
- 1 - Monthly
 - 2 - Annually
 - 3 - Semiannually
 - 4 - Quarterly

The amount of installments on a subsequent loan will be determined using the same type of installment plan (monthly or annually) as used on the initial loan and credit sale. Use the applicable definition of an initial loan appearing in the program instructions.

Example:

- Item 16 Enter applicable code:
- 1 - Yes
 - 2 - No

Example:

- Item 17 Enter applicable code for Single Family Housing (SFH) loan and credit sale SFH types only:
- 1 - Yes
 - 2 - No

If interest credit will be granted on an initial loan or credit sale and the borrower's income is "moderate", an attached letter of justification from the State Office is required. The Finance Office must have the justification before the obligation can be processed.

Example:

- Item 18 Enter applicable code for Single Family Housing (SFH) loan/grant and Housing Preservation Grant (HPG) types only.
- 1 - Housing assistance is made in a community with a population of 10,000 or less.
 - 2 - Housing assistance is made in a community with a population over 10,000.

Example:

- Item 19 Enter applicable code to indicate primary purpose of the loan.

For Single Housing loans:

- 01 - Build
- 02 - Purchase New
- 03 - Purchase Old
- 04 - Refinance RD Debt
- 05 - Repair
- 06 - Purchase Old - Repair
- 07 - Refinance - Repair

For Farmer Program loans:

- 08 - Annual Living and/or Operating Expense
- 09 - Equipment/Livestock Chattel Purchase
- 10 - Farmer Program Real Estate Program
- 11 - Capital Improvement/Construction Costs
- 12 - Refinance FmHA Insured Farmer Program Debt
- 13 - Reserved
- 14 - Refinance Debt from a different Creditor

"Build" means construction from the foundation up, including construction on existing foundation and basement houses. Sanitary facilities are appurtenances of the dwelling and should therefore be included in the cost.

"Purchase New" means the purchase of a dwelling which less than 1 year old and has not been previously occupied as a residence. "Purchase Old" mean the purchase of a dwelling which is more than 1 year old or has been previously occupied as a dwelling.

For loans providing a water or waste disposal system only enter code 5. If the primary purpose of the loan is to purchase old or refinance and repairs are involved enter code 6 or 7 as appropriate.

Example:

Item 20 Enter the applicable code from the tables below:

FARMER PROGRAM LOANS

FARM OWNERSHIP AND RELATED LOANS

Farm Enterprise Loans:

Regular:

- 036 FO-FE-Regular
- 031 FO-FE-Regular-SDA-Ethnic
- 124 FO-FE-Regular-SDA-Gender

Limited Resource:

- 034 FO-FE-Limited Resource
- 030 FO-FE-Limited Resource-SDA-Ethnic
- 125 FO-FE-Limited Resource-SDA-Gender

Beginning Farmer:

- 203 FO-FE-Beginner Farmer-Regular
- 205 FO-FE-Beginner Farmer-Regular-SDA-Ethnic
- 206 FO-FE-Beginner Farmer-Regular-SDA-Gender
- 204 FO-FE-Beginner Farmer-Limited
- 207 FO-FE-Beginner Farmer-Limited-SDA-Ethnic
- 208 FO-FE-Beginner Farmer-Limited-SDA-Gender

Beginning Farmer Down Payment:

- 200 FO-Beginning Farmer-Down Payment
- 201 FO-Beginning Farmer-Down Payment-SDA-Ethnic
- 202 FO-Beginning Farmer-Down Payment-SDA-Gender

Other Farm Enterprise Loans:

- 033 FO-FE-Debt Adjusted

Non-Farm Enterprise:

- 037 FO-NFE-Regular
- 044 FO-NFE-SDA-Ethnic
- 126 FO-NFE-SDA-Gender
- 035 FO-NFE-Limited Resource

Other Loan Programs:

- 038 Soil and Water
- 109 Soil and Water-Limited Resource
- 110 Farm Ownership Credit Sale
- 040 Grazing Loan-Association
- 042 Indian land Acquisition
- 043 Indian Land Acquisition-Limited Resource

EMERGENCY TYPE CREDIT

- 056 EM-Actual Loss-Real Estate Purpose
- 060 EM-Citrus Grove Rehabilitation/Reestablishment
- 092 EM-Actual Loss-Operating Purpose

OPERATING TYPE CREDIT

Youth Loans:

- 151 OL-Youth-1 Year
- 152 OL-Youth-1 Year-SDA
- 052 OL-Youth-7 Year
- 107 OL-Youth-7 Year-SDA

Beginning Farmer Loans:

Regular:

- 209 OL-Beginner Farmer-Regular-1 Year
- 210 OL-Beginner Farmer-Regular-1 Year-SDA
- 211 OL-Beginner Farmer-Regular-7 Year
- 212 OL-Beginner Farmer-Regular-7 Year-SDA

Limited Resource:

- 217 OL-Beginner Farmer-Limited Resource-1 Year
- 218 OL-Beginner Farmer-Limited Resource-1 Year-SDA
- 219 OL-Beginner Farmer-Limited Resource-7 Year
- 220 OL-Beginner Farmer-Limited Resource-1 Year-SDA

Beginning Farmer Special Assistance:

- 213 OL-Beginning Farmer-Regular-Special Assistance-1 Year
- 214 OL-Beginning Farmer-Regular-Special Assistance-1 Year-SDA
- 215 OL-Beginning Farmer-Regular-Special Assistance-7 Year
- 216 OL-Beginning Farmer-Regular-Special Assistance-7 Year-SDA
- 221 OL-Beginning Farmer-Limited Resource-Special Assistance-1 Year
- 222 OL-Beginning Farmer-Limited Resource-Special Assistance-1 Year-SDA
- 223 OL-Beginning Farmer-Limited Resource-Special Assistance-7 Year
- 224 OL-Beginning Farmer-Limited Resource-Special Assistance-7 Year-SDA

Non-Beginning Famer Loans:

Regular:

- 112 OL-Regular (Except Youth)-1 Year
- 104 OL-Regular (Except Youth)-1 Year-SDA
- 051 OL-Regular (Except Youth)-7 Year
- 106 OL-Regular (Except Youth)-7 Year-SDA

Limited Resource:

- 117 OL-Limited Resource-1 Year
- 119 OL-Limited Resource-1 Year-SDA
- 050 OL-Limited Resource-7 Year
- 105 OL-Limited Resource-7 Year-SDA
- 047 OL-Limited Resource-Delinquent Borrower
- 102 OL-Limited Resource-Delinquent Borrower-SDA

Other:

- 046 OL-Disaster Assisnace
- 049 OL-Debt Adjusted

INDIVIDUAL HOUSING

Loans Only:

- 001 502 Loan - General
- 002 502 Loan - Senior Citizen
- 003 502 Loan - Self-Help
- 004 502 Loan - Disaster
- 005 504 Loan
- 006 502 Loan - Repair and Rehabilitate (8 RR)
- 009 502 Loan - Manufactured Home
- 010 502 Loan - Nonsubsidized (loanmaking)
- 011 502 Loan - Nonsubsidized (loan servicing)
- 111 Rural Housing Credit Sale
- 146 502 Loan - Deferred Mortgage Payment
- 147 502 Loan - Deferred Mortgage Payment - Senior Citizen
- 148 502 Loan - Deferred Mortgage Payment - Manufactured Home
- 157 502 Loan - Deferred Mortgage Payment - Self-Help
- 158 Deferred Mortgage Credit Sale

Grants Only:

- 007 504 Grant
 - 008 504 Combination Loan and Grant
 - 174 Section 306C WWD
 - Grant to Individuals - Water Only
 - 175 Section 306C WWD
 - Grant to Individuals - Waste Disposal and/or Sewage Treatment Only
 - 176 Section 306C WWD
 - Grant to Individuals - Combination Water Waste
- Combination Loan and Grant:
008 504 Combination Loan and Grant

ASSOCIATION PROJECTS

Loans Only:

- 061 Domestic Water Only 1/ 2/
- 062 Waste Disposal and/or Sewage Treatment Only 1/ 2/
- 063 Combination Water and Waste projects 1/ 2/
- 072 Resource Conservation and Development 1/ 2/
- 073 Watershed (P.L. 566) 1/ 2/
- 074 Flood Prevention (P.L. 534) 1/ 2/

Grants Only:

- 064 Domestic Water Only 1/ 2/
- 065 Waste Disposal and/or Sewage Treatment Only 1/ 2/
- 066 Combination Water and Waste Projects 1/ 2/
- 080 DOE - Site Acquisition & Devel. 1/ 2/
- 083 Military (Army) 3/
- 084 Four Corners, ORC, RAPC, UGLRC 3/
- 085 ARC Water and Waste Disposal 3/
- 086 EDA 3/
- 087 Technical Assistance and Training Grants (P.L. 99-198) 1/ 2/
- 090 Agricultural Loan Mediation Program Grants 2/
- 093 Emergency Community Water Assistance Grants - RUS Inst. 1778, Sec. 1778.11(b) (limit \$75,000) 1/ 2/
- 095 Emergency Community Water Assistance Grants - RUS Inst. 1778, Sec. 1778.11(a) (limit \$500,000) 1/ 2/
- 097 ARC Community Facilities 3/
- 134 Rural Cooperative Development Grant 1/ 2/
- 135 Value Added Development Grant 1/ 2/
- 159 Rural Business Opportunity Grants 1/ 2/

ASSOCIATION PROJECTS (cont.)

Grants (cont.):

- 171 Section 306C WWD
 - Grants to Associations - Water Only 1/ 2/
 - 172 Section 306C WWD
 - Grants to Associations - Waste Disposal and /or Sewage Treatment Only 1/ 2/
 - 173 Section 306C WWD
 - Grants to Associations - Combination Water and Waste 1/ 2/
- Simultaneous Loans and Grants:
067 Domestic Water Only 1/ 2/
068 Waste Disposal and/or Sewage Treatment Only 1/ 2/
069 Combination Water and Waste Projects 1/ 2/

TECHNICAL AND ASSISTANCE GRANTS

- 017 Rental Properties - Single/Multi-Unit (HPG)
 - 018 Cooperative Housing Projects (HPG)
 - 019 Individual Housing (HPG)
 - 020 Technical Supr. Asst. (TSA) Grant 1/ 2/
 - 082 Technical Assistance (TA) Grant 1/ 2/
- NOTE: See Form RD 1944-51 for all Multiple Family Housing Loans and Grants
120 Solid Waste Management Grant 1/ 2/
160 Section 509 Housing Application Packaging Grant (HAPG) 5/

COMMUNITY FACILITY

- 075 Community Facility Loan 1/ 2/
- 077 Community Health Center "HHS" 1/ 2/
- 081 Rural Business Enterprise Grants 1/ 2/
- 155 Television Demonstration Grants 1/ 2/
- 294 RCDI-Rural Community Development Initiative Grant

BUSINESS AND INDUSTRY

- 076 Business and Industry Loan 1/ 2/

NONPROFIT NATIONAL CORPORATION LOAN AND GRANT PROGRAM

- 071 Nonprofit Nat'l Corporations (Loans) 1/ 2/
- 078 Nonprofit Nat'l Corporations (Grants) 1/ 2/
- 079 Intermediary Relending Program 1/ 2/



PN 247
-16-03) PN 361



FOOTNOTES:

- 1/ The National Office must be notified of requests for these loan types as required by RD Instruction 2015-C.
- 2/ Requires a 6-working day reservation period.
- 3/ Does not require a reservation period. The Finance Office Check Request Station may be used to request obligation of funds for these assistance types.
- 4/ RRH association loans made for limited profit for full profit and individual type RRH loans do not require a reservation period.

Example: 01011

- 5/ RD Instruction 1944-B, "Housing Application Packaging Grants, " Exhibit B, "Fee Processing Instructions," provides for funding part of the packaging fee for Section 514 and 515 loans from program funds. The program fund portion should be obligated on Form RD 1944-51, "Multiple Family Housing Obligation - Fund Analysis."

Item 21 Reserved for future use. Do not complete at this time.

Item 22 Enter 2 for insured loans and credit sales. Codes 1 and 3 through 8 are reserved for guaranteed loans.

Item 23 Enter applicable code:

- 1 - Obligation Only
- 2 - Obligation/Check Request
- 3 - Correction of Obligation

Enter code 1 if funds are to be obligated only and no check is required. Enter code 2 if funds are to be obligated and a check is requested at the time of obligation. If code 2 is entered, Item 27 must also be completed. Enter code 3 to correct an obligated loan.

When code 3 is entered, complete: (1) Items 1-5, 25, or 26; (2) the loan number to be shown in the "Finance Office Only block; (3) correct the applicable data as related to code 3 (Items 6-12, 16-19, 24, 28, 29 if the type assistance also changed, 31 and 39-43). An attached explanation of the corrections is required

Corrections to Item 1, 2, 13, 14, 15, 17 (SFH Only), 29 (if type assistance did not change), 30 and 33-37 must be corrected using Form RD 440-57, "Acknowledgement of Obligated Funds, Check Request." Corrections to Item 25 or 26 require Form RD 1940-10, "Cancellation of U.S. Treasury Check and/or Obligation," to be prepared when the loan/grant amount is increased or decreased. A Form RD 1940-1 must be prepared and attached to the Form RD 1940-10 when the loan/grant or credit sale amount is to be increased.

Requests for obligation of Self-Help Technical Assistance and Housing Preservation Grants must be mailed by the field before September 10th of each fiscal year. Request for obligation of any other loan must be mailed or telephoned, as appropriate, by the field before September 20th of each fiscal year. (In the event funds are still available for obligation for any program at such cut-off dates, further requests for obligation may be submitted on a case-by-case basis only after approval has been obtained from the National Office.)

Example: 11

Item 24 Enter applicable code:

- 1 - Initial
- 2 - Subsequent

Enter code 1 when the borrower (new loans or credit sale) is not currently indebted for the same project or type loan being as appropriate for agreement with program instructions. Enter code 2 when: (1) the borrower is currently indebted for the same type loan being made, or (2) an assumption of the same type as the loan being made will be closed simultaneously with the loan.

Example: 11

Item 25 Enter fact amount of insured loan or credit sale (total amount if multiple credit sales) in tens of dollars.

Example: 11112500000

Item 26 Enter amount of grant in tens of dollars:

Example: 1111171501010

Item 27 Do not complete for "Community Facility" loans and grants, or "Association Projects."

For other loan/grant types, is a check is being requested, enter the amount of the request. Amounts must be in tens of dollars.

Initial check requests should be scheduled so that check receipt will coincide with the scheduled loan closing date. Eight calendar days should be used as a guide for the time elapsing between the check request and the scheduled delivery date. Checks must be endorsed by the borrower within twenty (20) working days after the check date. Checks will not be endorsed by the borrower prior to the date indicated on the check. Checks not issued through electronic funds transfer will be post-dated seven (7) working days in advance of the date on the check. Checks not delivered for endorsement by the borrower within the time frames established above must be cancelled. Reissued checks will be requested through the use of Form RD 440-57. Approximately thirteen (13) calendar days will be required to receive the reissued check.

Example: 11110175010010

Item 28 Enter the date of loan, credit sale, or grant approvals, month, day, year. See Paragraph E under General Instructions for cases involving appeals. For all programs EXCEPT Community and Business Programs, Nonprofit National Corporation and MFH to nonprofit organizations and public bodies, this must be the same date as the dates in Item 45 and 46.

Example: 0121-1251-810

Item 29 Enter the interest rate in effect at the time of loan or credit sale approval. Upon request of an applicant for assistance on eligible terms, the interest rate charge by Agency will be the lower of the rate in effect at the time of loan or credit sale approval or loan or credit sale closing. If applicant does not indicate a choice, the loan will close at the interest rate specified in this Item. Applicants for SFH and FP loans will indicate their choice in Item 44 of this form. Applicants for CF and WWD assistance will indicate their preference in accordance with the letter of conditions issued at the time of loan approval.

Example: 8 1/8 percent should be shown as 0181121510

8 percent should be shown as 0181001010

Item 30 Enter the number of year over which the loan or credit sale will be paid. For Business and Industry Loans insert the longest maturity date of the loan or commitments (i.e. if three notes reflected 7, 15, and 30 years repayment term, insert 30 years.) No entry will be made in this item for grants.

Example: 3|3

Item 31 Enter applicable code for adjusted family income as defined in RD Instruction 1944-A for all Section 502 and 504 loans. Complete for 504 grants also.

- 1 - Very Low
- 2 - Low
- 3 - Moderate
- 4 - Above Moderate

Example: 2

Item 32 Enter the low-income limit for initial loans eligible for interest credit. For all others, including subsequent loans for borrowers currently receiving interest credit on initial loans, enter the moderate-income limit. Refer to RD Instruction 1944-A, Exhibit C, for income limits. Complete on for Section 502 loans.

Item 33 Enter the adjusted family income as defined in RD Instruction 1944-A for all Section 502 and 504 loans. Amounts must be in tens of dollars. If the borrower's adjusted family income is zero, enter one zero preceding the preprinted zero.

Example: 11111617150100

Item 34 Determine the amount of annual property insurance premium for the dwelling and, until further notice to facilitate the collection of information, add to the amount of insurance premium the amount of "note installment ineligible." The amount of note installment ineligible in the annual installment, or the monthly installment times 12, for loans not eligible for interest credit but which were advance for authorized Section 502 loan purposes. This may include both Agency and non-Agency debts which are liens against Agency security by virtue of a prior mortgage, (See RD Instruction 1944-A, Section 1944.34(d)(1)). Enter the total of both items. When this entry represents more than the insurance cost, place an asterisk beside it and list amount of each item included on the bottom front of the form. Complete only for loans that will receive interest credit assistance.

Example: 111151010

Item 35 Enter the estimated amount of real estate taxes to be paid on the dwelling and dwelling site during the first year of the interest credit agreement. If there are no taxes, enter four zeroes preceding the preprinted zeroes. Complete only for loans that will receive credit assistance.

Example: 131851010

Item 36 Enter the estimated amount of real estate taxes to be paid on the dwelling and dwelling site during the second year of the interest credit agreement. If there are no taxes, enter four zeroes preceding the preprinted zeroes. Complete only for loans that will receive credit assistance.

Example: 110915100

Item 37 Enter the annual installment or the monthly installment times 12, for loans not eligible for interest credit but which were advance for authorized Section 502 loan purposes. This may include both Agency and non-Agency debts which are liens against Agency security by virtue of a prior mortgage, (See RD Instruction 1944-A, Section 1944.34(d)(1)). Also, add the annual installment to the annual property insurance premium, and enter the total of both items in Item 34. Complete only for loans that will receive interest credit assistance.

Item 38 Enter applicable code to indicate location of the dwelling.

- 1 - Farm Tract
- 2 - Non-Farm tract

Example: 2

Item 39 Enter applicable code:

- 1 - Full Profit
- 2 - Limited Profit
- 3 - Non-Profit

Example: 3

Item 40 Enter the appropriate disaster number associated with the note or commitment. Depending on the disaster designation, the first digit of the code will be alphabetical. The last three digits will be numerical.

Example: M5611

Item 41 Enter the type of sale code:
1 - Credit Sale Only
2 - Assumption Only
3 - Credit Sale with subsequent loan
4 - Assumption with subsequent loan

For sale code 2, a copy should not be forwarded to the Finance Office. For sale codes 1, 3, or 4, a copy should be forwarded to the Finance Office with Item 25 reflecting the amount of the subsequent loan.

Example: 3

Item 42 Leave blank. This field will be completed by the Finance Office, Research & Re-entry Unit.

Item 43 This item will be completed to track loans made to Beginning Farmers/Ranchers. Enter the applicable code. If the applicant is not a Beginning Farmers/Rancher, leave Blank.

- A - This is a Down Payment FO loan and the balance of the purchase was financed with a guaranteed FO loan. A State Beginning Farmer Program also provided assistance.
- B - This is a Down Payment FO loan and the balance of the purchase was financed with a guaranteed FO loan. No assistance was provided by a State Beginning Farmer Program.
- C - This is a Down Payment FO loan made without an FO guaranteed but with assistance from a State Beginning Farmer Program.
- D - This is a Beginning Farmer/Rancher receiving direct FP assistance (other than a Down Payment FO loan), and assistance was provided by a State Beginning Farmer Program.
- F - This is a Beginning Farmer/Rancher receiving direct FP assistance (other than a Down Payment FO loan), and no assistance was provided by a State Beginning Farmer Program.

Item 44 Approval Official will enter appropriate certification, comments and requirements.

Indicate in this space the specific purpose for which the loan is to be used and any conditions that must be met at or before loan closing. If a guaranteed loan is involved, state: Approval of financial assistance is subject to the terms of Form RD 449-14, "Conditional Commitment for Guarantee" or Form RD 1980-15, "Conditional Commitment for Contract of Guaranteed (Line of Credit)," if a line of credit is involved. If an insured loan, credit sale or grant is involved in which a "Letter of Conditions" is used, state: Approval of financial assistance is subject to the terms of the "Letter of Conditions" dated.

For Community Programs applicants, in cases where initial and subsequent funding requests for the same project are obligated in the same fiscal year for a loan at the same interest rate and maturity and will be closed using the same security instrument, the same loan number may be assigned provided the applicant is notified of the consolidation. Applicant notification of consolidation of the subsequent loan with the initial loan will be accomplished by including a statement in this space for the subsequent loan request stating that the two requests will be combined into one loan and closed using one security instrument provided State statutes permit.

Loans obligated at different interest rates or in different fiscal years for the same project will not be combined into one loan. However, grant fund requests for the same facility may be combined. Applicant notification of the consolidation of the subsequent grant with the initial grant will be accomplished by a statement in this space for the subsequent grant request stating that the two requests will be combined into one grant and closed using one Form RD 1942-31, "Association Water and Sewer Grant Agreement."

If more space is needed the form will be supplemented by a memorandum.

Item 45 Applicant must sign and date the form. For an association or organization the name will be typed on line provided for signature of the applicant. The official(s) authorized to sign for the association or organization will sign immediately below the name of the association or organization and the official's title will be typed below the signature.

For SFH and FP loans and credit sales at eligible terms only - the applicant(s) should check off the appropriate box to indicate whether they elect the interest rate to be charged on the loan to be the lower interest rate in effect at the time of loan closing or loan approval. If applicant checks "No," the loan will be closed at the interest rate specified in Item 29 regardless of any change in the rates or terms which may occur subsequent to the date of loan approval.

The applicant for credit on ineligible terms (assumption or credit sale) will not sign of this item.

The first sentence of the certification will be deleted for Business and Industry Loans, Watershed Loans, Industrial Development Grants, Labor Housing Grants, and Technical Assistance Grants. The applicant must initial the original, acknowledging deletion of this sentence.

Item 46 Title and signature of approving officer and approval date must be shown. For all programs EXCEPT Community and Business Programs and MFH to nonprofit organizations and public bodies, this must be the same date entered in Items 28 and 46.

Item 47 Enter the date this notice is sent to the applicant/lender. For all programs EXCEPT Community and Business Programs and MFH to nonprofit organizations and public bodies, this must be the same date entered in Items 28 and 46.

It is mandatory for all loan/grant and credit sales programs to obtain initials on the original (above and to the right of the date) by an Agency employee(s), designated by the State Director, to indicate that a copy of Form RD 1940-1 was sent to the applicant. Initials on the original indicate that a notification copy of Form RD 1940-1 was distributed to the applicant/lender on the date indicated in accordance with the Instructions.