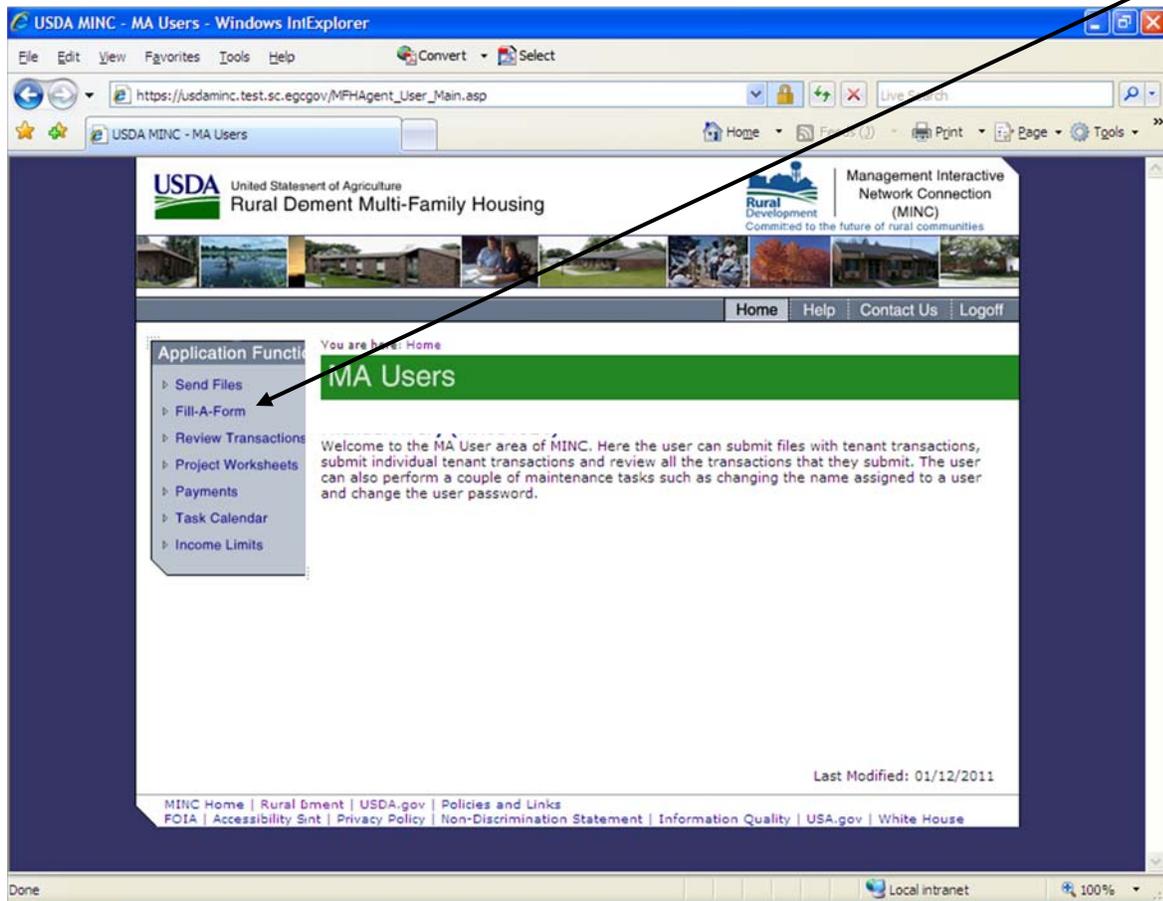


## Fill-A-Form

Use “Fill-A-Form” when you want to send an individual Tenant Certification or Budget.



Do not use this area if you have another non-USDA software package that stores information about your tenants and/or budgets on your PC, unless it is your intention to NOT store the data entered here in those software packages.

For directions on sending data when you have a non-USDA software package refer to the section on [Sending Industry Interface Files Created with Vendor Software](#).

If you manage multiple projects, all projects that you are allowed to access by your user ID are displayed. If the list displayed does not contain all of the projects you need to access, verify with the Management Agent (TP ID) that you have access to all of the projects that you service.

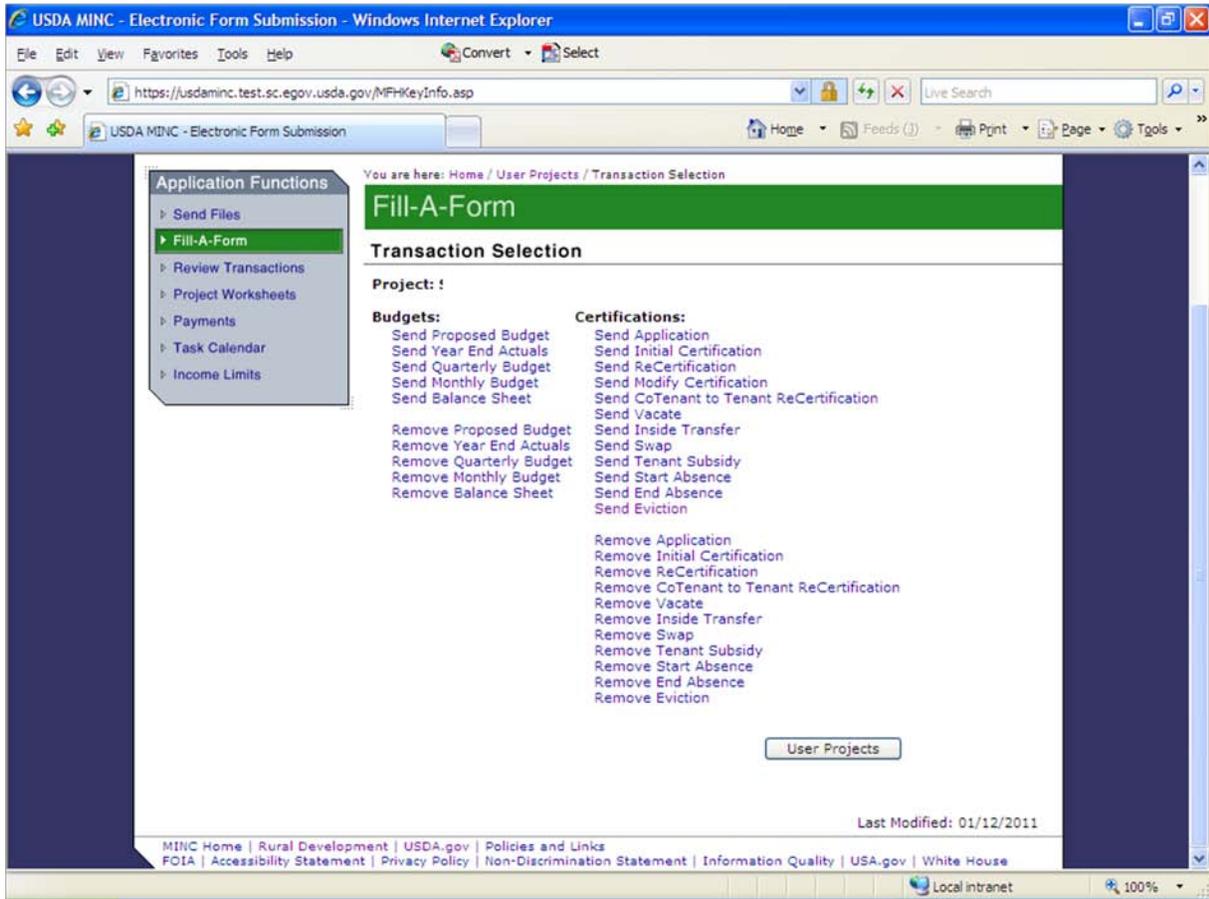
Click in the radio button displayed in the Select column next the project for which you wish to transmit data.

The screenshot shows the USDA MINC web application interface. The page title is "USDA MINC - User Projects". The navigation menu on the left includes "Send Files", "Fill-A-Form", "Review Transactions", "Project Worksheets", "Payments", "Task Calendar", and "Income Limits". The main content area displays a "Fill-A-Form" section for "User Projects". Below this is a table titled "Select Project to enter information for:" with columns for "Borrower ID", "Project Number", and "Project Name". Each row in the table has a radio button in the "Select" column. The table contains 10 rows of data with project numbers ranging from 01 3 to 01 9.

Select	Borrower ID	Project Number	Project Name
<input type="radio"/>		01 3	
<input type="radio"/>		01 3	
<input type="radio"/>		01 6	
<input type="radio"/>		01 3	
<input type="radio"/>		01 5	
<input type="radio"/>		01 1	
<input type="radio"/>		01 6	
<input type="radio"/>		01 6	
<input type="radio"/>		01 9	

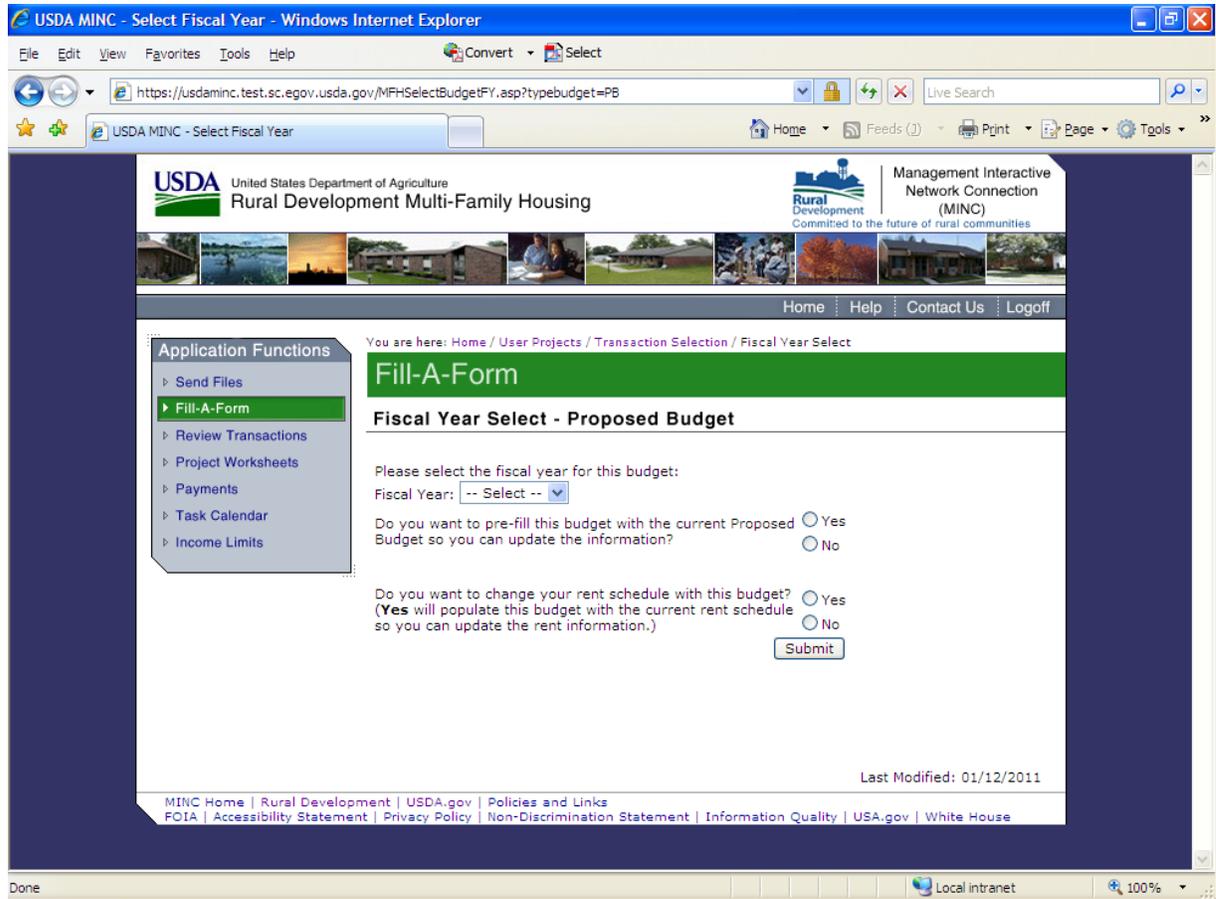
The system displays the Transaction Selection page. The Transaction Selection page contains a list of action links for Budgets and Certification transactions. Click on the appropriate link to perform the desired action.

Action links to send or remove Budgets are displayed in a column on the left side of the page and links to send or remove Certifications are displayed in a column on the right side of the page. Below is a description of the type of action that can be accomplished on each link.



The following links are displayed under Budgets:

- **Send Proposed Budget:** If you click on this link, the system displays the Fiscal Year Select web page.



Select the Fiscal Year applicable to your Proposed Budget from the Fiscal Year dropdown menu. If your purpose for entering the Proposed Budget is to change the rent schedule, click in the Yes radio button, then submit.

If you do not intend to change the rent schedule, click in the No radio button, then submit.

The system then displays the individual line item values for the current Proposed Budget. If you selected the Yes radio button, the display also includes the current rent schedule. To complete the Proposed Budget, you must first use the dropdown menu to select the Site ID and use the calendar to select or enter the Effective Date.

The information presented in the rows of the **Proposed Budget** grid is defined in agency instructions for Form RD 3560-7, Multiple Family Housing Project Budget/Utility Allowance. For further guidance, refer to agency instructions. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-07.pdf>. Agency instructions for Form RD 1930-7 are no longer available.

Notes:

1. If you have an “Approved” Proposed Budget for the desired fiscal year, all other budgets that you submit associated to the same fiscal year must also be submitted on the same budget style.
2. Not all fields of Form RD 3560-7 are presented for entry. If a field on the form is the result of a calculation using other fields, the system calculates the values of those fields when the budget is processed. These lines are shaded and do not allow entry of a value in the field.
3. Below are some examples to aid in filling out the rent schedule portion of the proposed budget. Please review these examples to help you determine what rent schedule type is best for your project.

# Rent Schedule

The following examples are included to illustrate how to complete a rent schedule.

Example A illustrates a **Default** or **Revenue Status** rent schedule:

Project A has 6 units. The project rents the following unit types and sizes:

- All units are 1-bedroom, non-designated size. Basic rent is \$376, Note rent is \$376, and HUD Rent is \$422. Each unit has a \$48 utility allowance for Other.

Project Worksheet:

Report PRJ2000

Multi-Family Information System (MFIS)

Page

PROJECT WORKSHEET

FOR: MM/DD/YYYY

Project Name: PROJECT A

Borrower:

Case Number: 99-999-999999999-999

Project Sbsy:

Apt	Nbr	In	Initial	Exprtn	Leased To	Basic Note		HUD Sub Of		Income	Type	Adj			RA		Ovrg/	Actn Track			
						Rent	Rent	Rent	Code			Income	Annual	Utl	Due	Due		Surch	Code	Acct	
Nbr	Tp/Sz	Unit	Date	Date		Rent	Rent	Rent	Code	Income	Type	Income	GTC	Alw	NTC	Tnt	Brrwr	Surch	Code	Acct	
01	N/1	1	08/01/02	07/31/04		376	376	422	2	30%	V	8,672	468	46	422	0	0	0			
02	N/1	1	07/01/01	05/31/05		376	376	422	2	30%	V	6,102	468	46	422	0	0	0			
03	N/1	1	02/01/91	01/31/05		376	376	422	2	30%	V	6,382	468	46	422	0	0	0			
04	N/1	1	06/01/89	05/31/05		376	376	422	2	30%	V	7,184	468	46	422	0	0	0			
05	N/1	1	05/01/02	04/30/05		376	376	422	2	30%	V	6,308	468	46	422	0	0	0			
06	N/1	1	05/01/98	03/31/05		376	376	422	2	30%	V	4,056	468	46	422	0	0	0			
<b>TOTALS:</b>												-----	-----	-----	-----	-----					
												2,808	2,532	0	0	0					

# Default or Revenue Status Rent Schedule

## Rent Schedule

Schedule Types	Only Populate Fields
(1)Unit Type (Standard)	BR Size, Unit Type, Handicap, Rents and Utilities
(2)Revenue Status	Rev Status, Rents and Utilities
(3)Revenue Status & Unit Type	BR Size, Unit Type, Handicap, Rev Status, Rents and Utilities
(4)Unit	Unit Id, Rents and Utilities
(5)Default	Rents and Utilities

	Rent 1	Rent 2	Rent 3
Unit ID (4)	<input type="text"/>	<input type="text"/>	<input type="text"/>
BR Size (1,2)	All <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Unit Type (1,3)	All <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
HandiCap (1,3)	All <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Rev Status (2,3)	Full Rent <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Basic Rent (all)	<input type="text" value="376"/>	<input type="text"/>	<input type="text"/>
Note Rent (all)	<input type="text" value="376"/>	<input type="text"/>	<input type="text"/>
Hud Rent (all)	<input type="text" value="422"/>	<input type="text"/>	<input type="text"/>
Electric (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sewer (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trash (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (all)	<input type="text" value="48"/>	<input type="text"/>	<input type="text"/>
	<b>Rent 4</b>	<b>Rent 5</b>	<b>Rent 6</b>
Unit ID (4)	<input type="text"/>	<input type="text"/>	<input type="text"/>
BR Size (1,2)	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Unit Type (1,3)	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
HandiCap (1,3)	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Rev Status (2,3)	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Basic Rent (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Note Rent (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hud Rent (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Electric (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sewer (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trash (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit Cancel

Example B illustrates a **Unit** or **Unit Type** rent schedule:

Project B has 19 units. The project rents the following unit types and sizes:

- 1-bedroom, non-designated size; Basic rent is \$313 and Note Rent is \$727.
- Unit 17 is a 2-bedroom, non-designated size, and has handicapped features; Basic rent is \$323 and Note Rent is \$737.
- 2-bedroom, small size; Basic rent is \$328 and Note Rent is \$742.
- 2-bedroom, non-designated size; Basic rent is \$353 and Note Rent is \$767.
- All units have a \$70 utility allowance for Other.

Project Worksheet:

Report PRJ2000

Multi-Family Information System (MFIS)  
PROJECT WORKSHEET  
FOR: MM/DD/YYYY

Page

Project Name: PROJECT B  
Case Number: 99-999-999999999-999  
Project Sbsy:

Management Agent:

Apt	Nbr	In	Initial	Exprtn		Basic	Note	HUD	Tnt	Pct	Adj	Ut1			RA	RA	Ovrg/	Actn	Track	
Nbr	Tp/Sz	Unit	Date	Date	Leased To	Rent	Rent	Rent	Code	Income	Income	GTC	Alw	NTC	Due	Due	Surch	Code	Acct	
										Type					Tnt	Brrwr				
01	N/2	2	07/14/86	07/31/04		353	767	0	0	56%	V	17,932	837	70	767	0	0	414		
02	N/1	1	11/01/01	10/31/04		313	727	0	0	56%	L	17,191	797	70	727	0	0	414		
03	N/2	2	11/01/97	07/31/04		353	767	0	1	30%	V	11,288	837	70	767	0	0	414		
04	N/1	1	12/01/97	07/31/04		313	727	0	1	30%	V	8,977	797	70	727	0	0	414		
05	N/1	1	08/01/99	07/31/04		313	727	0	0	39%	L	24,743	797	70	727	0	0	414		
06	N/2	2	05/01/02	04/30/05		353	767	0	0	105%	V	9,534	837	70	767	0	0	414		
07	N/1	1	06/01/82	03/31/05		313	727	0	0	64%	V	14,943	797	70	727	0	0	414		
08	S/2	1	07/01/01	03/31/05		328	742	0	0	77%	V	12,620	812	70	742	0	0	414		
09	N/1	1	10/01/02	09/30/04		313	727	0	0	147%	V	6,501	797	70	727	0	0	414		
10	N/1	1	04/01/84	08/31/04		313	727	0	0	64%	V	14,846	797	70	727	0	0	414		
11	N/1	1	12/01/90	11/30/04		313	727	0	0	109%	V	8,736	797	70	727	0	0	414		
12	N/2	1	10/01/00	09/30/04		353	767	0	0	70%	V	14,251	837	70	767	0	0	414		
13	N/1	1	11/01/01	10/31/04		313	727	0	0	87%	V	10,960	797	70	727	0	0	414		
14	N/2	1	10/01/93	09/30/04		353	767	0	0	66%	V	15,324	797	70	727	0	0	414		
15	N/1	1	02/01/00	03/31/05		313	727	0	3	103%	V	9,324	797	70	727	0	0	414		
16	N/1	1	11/01/88	10/31/04		313	727	0	0	30%	V	3,995	797	70	727	0	0	414		
17	HN/2	1	04/01/94	03/31/05		323	737	0	0	66%	V	15,116	807	70	737	0	0	414		
18	N/1	1	05/01/93	04/30/05		313	727	0	0	91%	V	10,456	797	70	727	0	0	414		
19	N/2	1	10/01/98	09/30/04		353	767	0	0	76%	V	13,137	837	70	767	0	0	414		
<b>TOTALS:</b>												-----	-----	-----	-----	-----				
												15,438	14,108	0	0	7,866				

# Unit or Unit Type Rent Schedule

## Rent Schedule

Schedule Types	Only Populate Fields
(1) Unit Type (Standard)	BR Size, Unit Type, Handicap, Rents and Utilities
(2) Revenue Status	Rev Status, Rents and Utilities
(3) Revenue Status & Unit Type	BR Size, Unit Type, Handicap, Rev Status, Rents and Utilities
(4) Unit	Unit Id, Rents and Utilities
(5) Default	Rents and Utilities

	Rent 1	Rent 2	Rent 3
Unit ID (4)	<input type="text"/>	<input type="text"/>	<input type="text"/>
BR Size (1,2)	1 <input type="button" value="v"/>	2 <input type="button" value="v"/>	2 <input type="button" value="v"/>
Unit Type (1,3)	N=Non-Designated <input type="button" value="v"/>	N=Non-Designated <input type="button" value="v"/>	S=Small <input type="button" value="v"/>
HandiCap (1,3)	All <input type="button" value="v"/>	All <input type="button" value="v"/>	All <input type="button" value="v"/>
Rev Status (2,3)	Full Rent <input type="button" value="v"/>	Full Rent <input type="button" value="v"/>	Full Rent <input type="button" value="v"/>
Basic Rent (all)	<input type="text" value="313"/>	<input type="text" value="353"/>	<input type="text" value="328"/>
Note Rent (all)	<input type="text" value="727"/>	<input type="text" value="767"/>	<input type="text" value="742"/>
Hud Rent (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Electric (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sewer (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trash (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (all)	<input type="text" value="70"/>	<input type="text" value="70"/>	<input type="text" value="70"/>

	Rent 4	Rent 5	Rent 6
Unit ID (4)	<input type="text" value="17"/>	<input type="text"/>	<input type="text"/>
BR Size (1,2)	2 <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Unit Type (1,3)	N=Non-Designated <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
HandiCap (1,3)	Yes <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Rev Status (2,3)	Full Rent <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Basic Rent (all)	<input type="text" value="323"/>	<input type="text"/>	<input type="text"/>
Note Rent (all)	<input type="text" value="737"/>	<input type="text"/>	<input type="text"/>
Hud Rent (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Electric (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sewer (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trash (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (all)	<input type="text" value="70"/>	<input type="text"/>	<input type="text"/>

**NOTE: Only use the Unit option if a particular unit always has a different Basic, Note, and/or HUD Rent rate than other similarly defined units.**

Example C illustrates a **Revenue Status & Unit Type** rent schedule:

Project C has 24 units. The project rents the following unit types and sizes:

- 1-bedroom, non-designated size; some units have handicapped features and others do not. Basic rent is \$255 and Note Rent is \$277. Utility allowance for all 1-bedroom units is \$28.
- 2-bedroom, non-designated size; Basic rent is \$305 and Note Rent is \$332. Utility allowance for full rent 2-bedroom, units is \$34.
- 2-bedroom, non-designated size; with handicapped features; Reduced rent is \$200, with no utility allowance.

Project Worksheet:

Report PRJ2000

Multi-Family Information System (MFIS)

PROJECT WORKSHEET

Page

FOR: MM/DD/YYYY

Project Name: PROJECT C

Borrower:

Case Number: 99-999-999999999-999

Project Sbsy:

Apt	Nbr	In	Initial	Exprtn	Leased To	Basic Rent	Note Rent	HUD Rent	Tnt Code	Pct Of	Income Type	Adj Annual Income	Utl GTC	Alw	NTC	RA Due Tnt	RA Due Brrwr	Ovrg/ Surch	Actn Code	Track Acct		
01	N/2	3	04/01/02	03/31/05		305	332	0	0	10%	A	43,136	366	34	332	0	0	27				
02	HN/2	1	06/01/02	05/31/05		200	0	0	0	0%	V	8,042	0	0	0	0	0	0				
03	N/2	1	09/01/02	08/31/04		305	332	0	1	30%	V	10,446	366	34	332	0	0	27				
04	N/2	4	09/01/02	08/31/04		305	332	0	0	21%	V	20,731	366	34	332	0	0	27				
05	N/1	2	11/01/01	08/31/04		305	332	0	0	26%	V	16,640	366	34	332	0	0	27				
06	N/2	2	09/01/01	12/31/04		305	332	0	6	30%	V	5,448	366	34	332	0	0	27				
07	N/2	1	06/01/02	09/30/04		305	332	0	1	30%	V	0	366	34	332	0	0	27				
08	N/2	1	01/22/90	06/30/05		305	332	0	0	9%	A	48,623	366	34	332	0	0	27				
09	N/1	1	01/01/02	12/31/04		255	277	0	0	0%	V	0	305	28	277	0	0	22				
10	HN/2	1	09/01/00	08/31/04		200	0	0	0	0%	L	34,579	0	0	0	0	0	0				
11	N/1	2	08/01/02	07/31/04		255	277	0	1	30%	V	3,852	305	28	277	0	0	22				
12	N/2	1	11/01/01	10/31/04		305	332	0	1	30%	V	8,531	366	34	332	0	0	27				
13	N/1	2	10/01/02	09/30/04		255	277	0	1	30%	V	3,852	305	28	277	0	0	22				
14	N/2	2	08/01/01	08/31/04		305	332	0	1	30%	V	6,011	366	34	332	0	0	27				
15	N/1	1	09/01/02	08/31/04		255	277	0	6	30%	V	6,566	0	34	0	0	0	22				
16	N/2	0	09/07/02		Vacant	305	332	0		0%		0	305	28	277	0	0	0				
17	N/2	1	01/01/01	12/31/04		305	332	0	0	19%	V	23,376	366	34	332	0	0	27				
18	HN/1	1	04/01/01	02/28/05		255	277	0	6	30%	V	6,780	305	28	277	0	0	22				
19	N/2	2	12/01/01	11/30/04		305	332	0	1	30%	V	5,492	366	34	332	0	0	27				
20	N/1	1	04/01/02	08/31/04		255	277	0	6	30%	V	6,380	305	28	277	0	0	22				
21	N/2	3	04/01/02	03/31/05		305	332	0	6	30%	V	8,400	366	34	332	0	0	27				
22	N/1	1	05/01/99	11/30/04		255	277	0	1	30%	V	10,641	305	28	277	0	0	22				
23	N/2	2	05/01/99	09/30/04		305	332	0	0	23%	V	19,370	366	34	332	0	0	27				
24	N/1	1	05/01/02	04/30/05		255	277	0	1	30%	V	6,140	305	28	277	0	0	22				
TOTALS:												-----	-----	-----	-----	-----						
												7,198	6,532	0	0	505						

# Revenue Status & Unit Type Rent Schedule

## Rent Schedule

Schedule Types	Only Populate Fields
(1)Unit Type (Standard)	BR Size, Unit Type, Handicap, Rents and Utilities
(2)Revenue Status	Rev Status, Rents and Utilities
(3)Revenue Status & Unit Type	BR Size, Unit Type, Handicap, Rev Status, Rents and Utilities
(4)Unit	Unit Id, Rents and Utilities
(5)Default	Rents and Utilities

	Rent 1	Rent 2	Rent 3
Unit ID (4)	<input type="text"/>	<input type="text"/>	<input type="text"/>
BR Size (1,2)	1 <input type="button" value="v"/>	2 <input type="button" value="v"/>	1 <input type="button" value="v"/>
Unit Type (1,3)	N=Non-Designated <input type="button" value="v"/>	N=Non-Designated <input type="button" value="v"/>	N=Non-Designated <input type="button" value="v"/>
HandiCap (1,3)	No <input type="button" value="v"/>	No <input type="button" value="v"/>	Yes <input type="button" value="v"/>
Rev Status (2,3)	Full Rent <input type="button" value="v"/>	Full Rent <input type="button" value="v"/>	Full Rent <input type="button" value="v"/>
Basic Rent (all)	<input type="text" value="255"/>	<input type="text" value="305"/>	<input type="text" value="255"/>
Note Rent (all)	<input type="text" value="277"/>	<input type="text" value="332"/>	<input type="text" value="277"/>
Hud Rent (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Electric (all)	<input type="text" value="28"/>	<input type="text" value="34"/>	<input type="text" value="28"/>
Gas (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sewer (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trash (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Rent 4</b>	<b>Rent 5</b>	<b>Rent 6</b>
Unit ID (4)	<input type="text"/>	<input type="text"/>	<input type="text"/>
BR Size (1,2)	2 <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Unit Type (1,3)	N=Non-Designated <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
HandiCap (1,3)	Yes <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Rev Status (2,3)	Reduced Rent <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>	-- Select -- <input type="button" value="v"/>
Basic Rent (all)	<input type="text" value="200"/>	<input type="text"/>	<input type="text"/>
Note Rent (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hud Rent (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Electric (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gas (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sewer (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trash (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (all)	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Send Year End Actuals:** If you click on this link, the system displays a page to select the Fiscal Year to which to associate the year-end actual budget. When you select the fiscal year, the system displays a dropdown menu to select the Site ID and the individual line item values for a year-end actual budget. The information presented in the rows of the **Year End Actual Budget** is defined in agency instructions for Form RD 3560-7, Multiple Family Housing Project Budget/Utility Allowance. For further guidance, refer to agency instructions for Form RD 3560-7. The current web address for these instructions is:  
<http://www.rurdev.usda.gov/regs/forms/3560-07.pdf>.
- **Send Quarterly Budget:** If you click on this link, the system displays a page to select the Fiscal Year to which to associate the Quarterly Actual budget. When you select the fiscal year, the system displays a dropdown menu to select the Site ID and the individual line item values for a **Quarterly Budget**. The information presented in the rows of the Quarterly Actual Budget is defined in agency instructions for Form RD 3560-7, Multiple Family Housing Project Budget/Utility Allowance. For further guidance, refer to agency instructions for Form RD 3560-7. The current web address for these instructions is:  
<http://www.rurdev.usda.gov/regs/forms/3560-07.pdf>.
- **Send Monthly Budget:** If you click on this link, the system displays a page to select the Fiscal Year to which to associate the Monthly Actual budget. When you select the fiscal year, the system displays a dropdown menu to select the Site ID and the individual line item values for a **Monthly Budget**. The information presented in the rows of the Monthly Actual Budget is defined in agency instructions for Form RD 3560-7, Multiple Family Housing Project Budget/Utility Allowance. For further guidance, refer to agency instructions for Form RD 3560-7. The current web address for these instructions is:  
<http://www.rurdev.usda.gov/regs/forms/3560-07.pdf>.
- **Send Balance Sheet:** If you click on this link, the system displays a page to select the Fiscal Year to which to associate the Balance Sheet. When you select the fiscal year, the system displays a dropdown menu to select the Site ID and the individual line item values for a **Balance Sheet**. The information presented in the rows of the Balance Sheet is defined in agency instructions for Form RD 3560-10, Multi-Family Housing Borrower Balance Sheet. For further guidance, refer to agency instructions for Form RD 3560-10. The current web address for these instructions is:  
<http://www.rurdev.usda.gov/regs/forms/3560-10.pdf>.
- **Remove Proposed Budget:** If you click on this link, the system displays the **Remove Proposed Budget** page. Select the appropriate Site ID and Fiscal Year, enter or select a date from the popup calendar, and click on the Submit button to remove the proposed budget. The budget cannot be removed if it is in APPROVED status.
- **Remove Year End Actuals:** If you click on this link, the system displays the **Remove Year End Actual Budget** page. Select the appropriate Site ID and Fiscal Year, and click on the Submit button to remove the Year End Actual budget. The budget cannot be removed if it is in REVIEWED status.

- **Remove Quarterly Budget:** If you click on this link, the system displays the **Remove Quarterly Budget** page. Select the appropriate Site ID, Fiscal Year, and Quarter, and click on the Submit button to remove the Quarterly budget. The budget cannot be removed if it is in REVIEWED status.
- **Remove Monthly Budget:** If you click on this link, the system displays the **Remove Monthly Budget** page. Select the appropriate Site ID, Fiscal Year, and Month, and click on the Submit button to remove the Quarterly budget. The budget cannot be removed if it is in REVIEWED status.
- **Remove Balance Sheet:** If you click on this link, the system displays the **Remove Balance Sheet** page. Select the appropriate Site ID and Fiscal Year, enter or select a date from the popup calendar, and click on the Submit button to remove the balance sheet. The budget cannot be removed if it is in REVIEWED status.

The following links are displayed under Certifications:

- **Send Application:** If you click on this link, the system displays the **Application** page. The information presented in the Application page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.
- **Send Initial Certification:** If you click on this link, the system displays the **Certification** page. The information presented in the Certification page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.
- **Send ReCertification:** If you click on this link, the system displays the **Re-Certification** page. The information presented in the Re-Certification page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.
- **Send Modify Certification:** If you click on this link, the system displays the **Modify Certification** page. The information presented in the Modify Certification page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.
- **Send CoTenant to Tenant ReCertification:** If you click on this link, the system displays the **Co-Tenant to Tenant Re-Certification** page. The information presented in the Co-Tenant to Tenant Re-Certification page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.

- **Send Vacate:** If you click on this link, the system displays the **Vacate** page. The information presented in the Vacate page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.
- **Send Inside Transfer:** If you click on this link, the system displays the **Inside Transfer** page. The information presented in the Inside Transfer page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.
- **Send Swap:** If you click on this link, the system displays the **Swap** page. The information presented in the Swap page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.
- **Send Tenant Subsidy:** If you click on this link, the system displays the **Tenant Subsidy** page. The information presented in the Tenant Subsidy page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.
- **Send Start Absence:** If you click on this link, the system displays the **Start Absence** page. The information presented in the Start Absence page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.
- **Send End Absence:** If you click on this link, the system displays the **End Absence** page. The information presented in the End Absence page is defined in agency instructions for Form RD 3560-8, Tenant Certification. For further guidance, refer to agency instructions for Form RD 3560-8. The current web address for these instructions is: <http://www.rurdev.usda.gov/regs/forms/3560-08.pdf>.
- **Remove Application:** If you click on this link, the system displays the **Remove Application** page. Select the appropriate Site ID, enter or select an Effective Date from the popup calendar, enter the appropriate information in the Social Security Number (SSN) and Name fields, and click on the Submit button to remove the application. The application can only be removed if it was the last transaction sent.
- **Remove Initial Certification:** If you click on this link, the system displays the **Remove Initial Certification** page. Select the appropriate Site ID, enter or select an Effective Date from the popup calendar, enter the Unit ID and information in the SSN and Name fields, and click on the Submit button to remove the initial certification. The initial certification can only be removed if it was the last transaction sent for the unit.

- **Remove ReCertification:** If you click on this link, the system displays the **Remove ReCertification** page. Select the appropriate Site ID, enter or select an Effective Date from the popup calendar, enter the Unit ID and information in the SSN and Name fields, and click on the Submit button to remove the re-certification. The re-certification can only be removed if it was the last transaction sent for the unit.
- **Remove CoTenant to Tenant ReCertification:** If you click on this link, the system displays the **Remove CoTenant to Tenant ReCertification** page. Select the appropriate Site ID, enter or select an Effective Date from the popup calendar, enter the Unit ID and information in the SSN and Name fields, and click on the Submit button to remove the re-certification. The re-certification can only be removed if it was the last transaction sent for the unit.
- **Remove Vacate:** If you click on this link, the system displays the **Remove Vacate** page. Select the appropriate Site ID, enter or select an Effective Date from the popup calendar, enter the Unit ID and information in the SSN and Name fields, and click on the Submit button to remove the vacate. The vacate transaction can only be removed if it was the last transaction sent for the unit.
- **Remove Inside Transfer:** If you click on this link, the system displays the **Remove Inside Transfer** page. Select the appropriate Site ID, enter or select an Effective Date from the popup calendar, enter the Unit ID and information in the SSN and Name fields, and click on the Submit button to remove the inside transfer. The transfer can only be removed if it was the last transaction sent for the unit.
- **Remove Swap:** If you click on this link, the system displays the **Remove Swap** page. Select the appropriate Site ID, enter or select an Effective Date from the popup calendar, enter the Unit ID and information in the SSN and Name fields, and click on the Submit button to remove the swap. The swap transaction can only be removed if it was the last transaction sent for the unit.
- **Remove Tenant Subsidy:** If you click on this link, the system displays the **Remove Tenant Subsidy** page. Select the appropriate Site ID, enter or select an Effective Date from the popup calendar, enter the Unit ID and information in the SSN and Name fields, and click on the Submit button to remove the tenant subsidy. The tenant subsidy can only be removed if it was the last transaction sent for the unit.

- **Remove Start Absence:** If you click on this link, the system displays the **Remove Start Absence** page. Select the appropriate Site ID, enter or select an Effective Date from the popup calendar, enter the Unit ID and information in the SSN and Name fields, and click on the Submit button to remove the start absence. The start absence can only be removed if it was the last transaction sent for the unit.
- **Remove End Absence:** If you click on this link, the system displays the **Remove End Absence** page. Select the appropriate Site ID, enter or select an Effective Date from the popup calendar, enter the Unit ID and information in the SSN and Name fields, and click on the Submit button to remove the end absence. The end absence can only be removed if it was the last transaction sent for the unit.

**NOTE: If you transmit certification files to USDA and they are received after the 10<sup>th</sup> of the month, the system returns a message, “Certification is late.”**

An example of sending in a Tenant Certification follows:

1. Verify that the site ID is the correct Site ID for the project you are sending in the certification.
2. Enter the effective date, or use the calendar pop-up next to the field to set the effective date of the certification.
3. Enter the Unit ID for this tenant. It must match the Unit ID displayed on the USDA Project Worksheet. Refer to the section for [Understanding your Project Worksheet Printout](#) to understand how to read your project worksheet.
4. Click on the arrow next to the Tenant Subsidy code field and select the correct tenant subsidy for this household.
5. Enter the tenant's name on the top line.
6. Complete one line for each household member.
7. All fields must be completed for each line used.

## Initial Certification

Project:

Site ID:

Effective Date:

Unit ID:

Tenant Subsidy:

	Member 1	Member 2	Member 3	Member 4
Type:	Tenant	<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>
SSN:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MI:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender:	<input type="text" value="-- Select --"/>			
Birth Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race:	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W	<input type="checkbox"/> AI/A <input type="checkbox"/> A <input type="checkbox"/> B/AA <input type="checkbox"/> H/PI <input type="checkbox"/> W
Ethnicity:	<input type="text" value="-- Select --"/>			
Classification:	<input type="text" value="-- Select --"/>			
Info Source:	<input type="text" value="-- Select --"/>			

When you have completed the information on all household members, scroll down to complete the income and expense information.

8. Fill in the household's income, from the various sources.
9. Fill in the household's allowable deductions of various types
10. Certify to the tenant household's eligibility to live in the project.

If you select income ineligible, the tenant household is charged note rate rent.

11. Then click submit

**Legend For Variables:**

**Tenant Subsidy**

No Deep Tenant Subsidy  
Rental Assistance  
Project Based Section 8  
Existing HUD Certificates  
Other Public RA  
Private RA  
HUD Voucher  
Other Types at Basic Rent

**Race**

AI/A = American Indian or Alaskan Native  
A = Asian  
B/AA = Black or African American  
H/PI = Native Hawaiian or Other Pacific Islander  
W = White

**Ethnicity**

Non-Hispanic  
Hispanic

**Classification**

Disabled  
Handicapped  
Minor  
Full-Time Student

**Information Source**

Customer Provided  
Employee Observed

RACE LEGEND: AI/A = American Indian/Alaskan, A = Asian, B/AA = Black/African American  
H/PI = Hawaiian/Pacific Islander, W=White

**Add more household members...**

Other Subsidy Income:  None  Full  Partial

Number of Foster Children:

Net Family Assets:

Income From Assets:

Wages, Salaries, etc:

Social Security, Pensions, etc:

Assistance:

Other:

Excess Medical:

Child Care:

Monthly Welfare Shelter Payment:

Household Has Exempt Income:

Date of Initial Project Entry:  

Certification by Borrower:  Eligible to live in unit  
 Ineligible due to Income  
 Ineligible due to Occupancy  
 Ineligible due to Income and Occupancy

\*\*\*\*\* **ALL BLANKS MUST BE COMPLETED!** \*\*\*\*\*

This confirmation page appears after you successfully submit your budget or certification data. If you choose the print option, the confirmation notice prints out, not the tenant certification or budget form.



When you close the confirmation page, you are returned to the Transaction Selection page, to choose another budget or certification action for the same project. If you need to transmit data for a different project, click on “Home” to return to the MA Users home page.

