

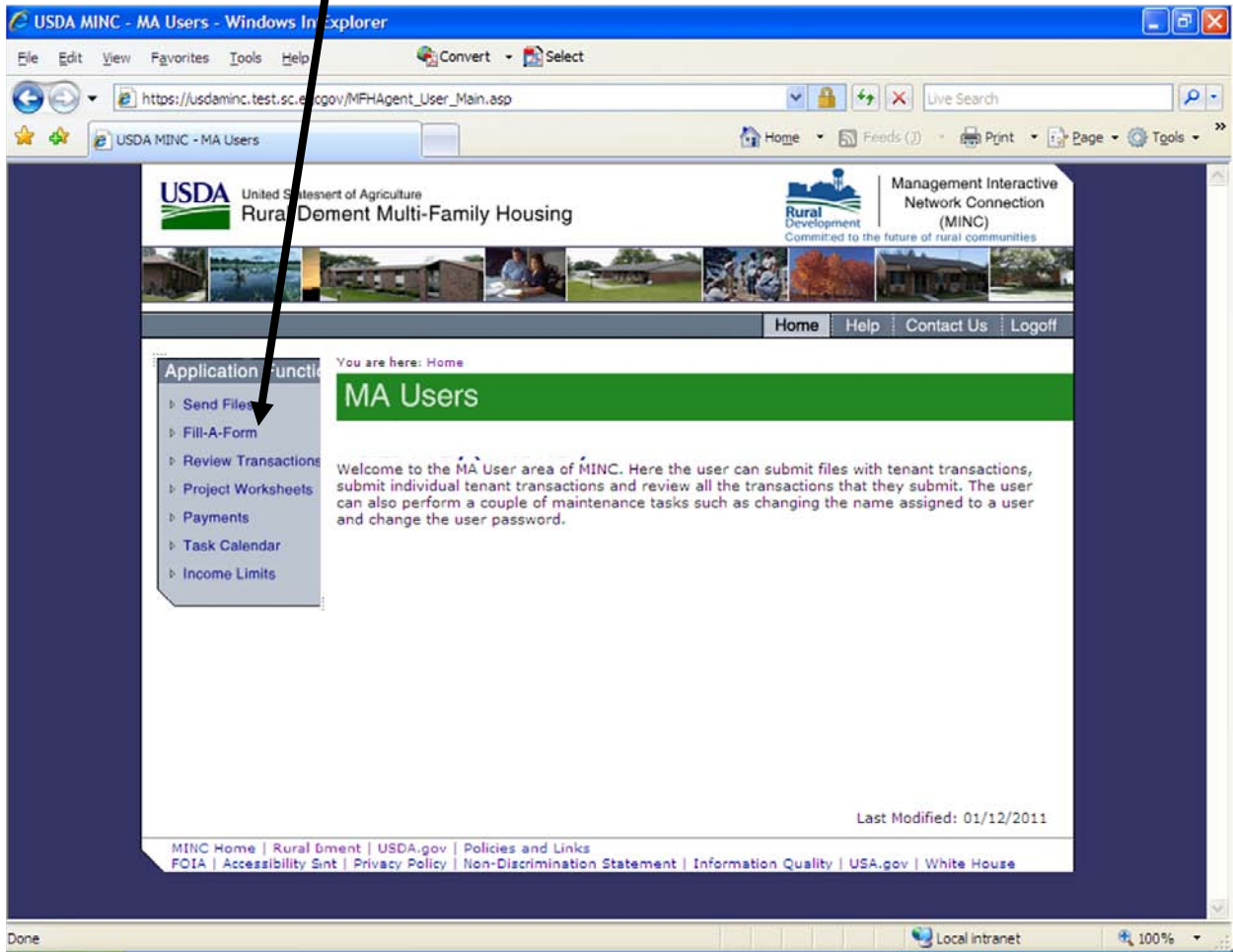


Management Interactive Network Connection (MINC) Fill-a-Form Help

Fill-a-Form Help

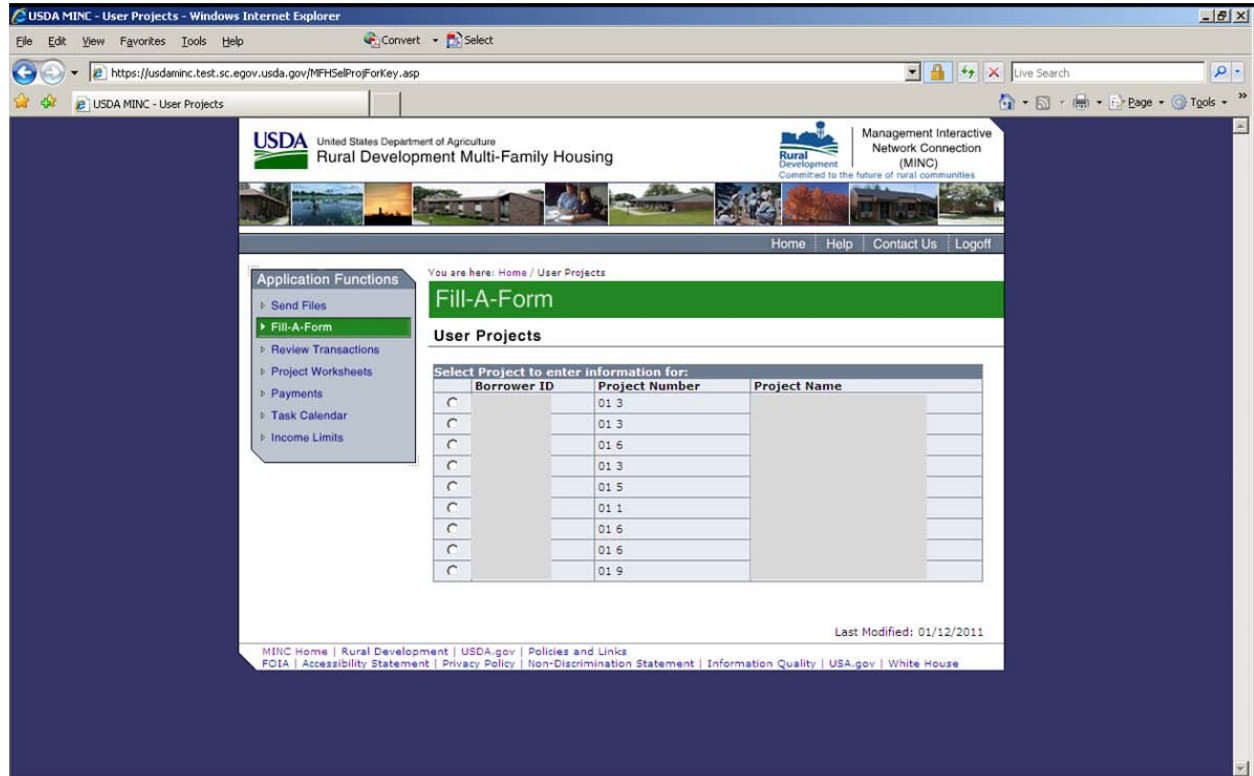
This document provides a high level overview of the Fill-a-Form functionality in the MA Users area of the USDA Management Interactive Network Connection (MINC) system. To access this function, click on the Fill-a-Form link in the main area the MA Users web page.

- ▶ **Fill-A-Form:** Use the Fill-a-Form link to send or remove project budgets and/or tenant certifications.



MINC Management Interactive Network Connection

If you click on this link, the system displays the User Projects page.



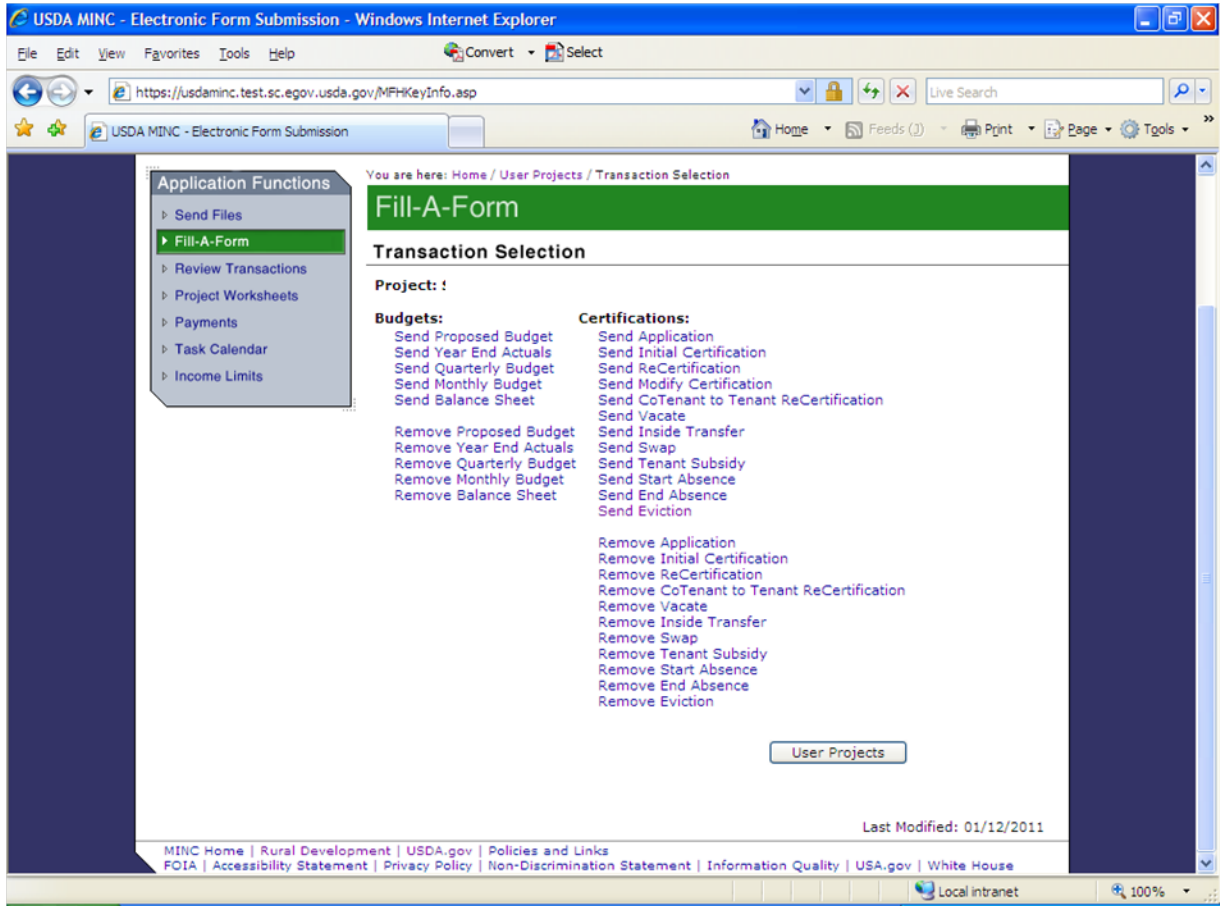
The screenshot shows the USDA MINC User Projects page. The page header includes the USDA logo and the text "United States Department of Agriculture Rural Development Multi-Family Housing". The navigation menu on the left lists "Application Functions" with sub-items: "Send Files", "Fill-A-Form", "Review Transactions", "Project Worksheets", "Payments", "Task Calendar", and "Income Limits". The main content area is titled "User Projects" and contains a table with the following data:

Select Project to enter information for:		
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	

At the bottom of the page, there is a footer with the text "Last Modified: 01/12/2011" and a list of links including "MINC Home", "Rural Development", "USDA.gov", "Policies and Links", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "USA.gov", and "White House".

The following information is displayed on this page:

- **Select:** Click on the Select radio button on the row of the listed project for which you are sending or reviewing project budgets and/or tenant certifications. If you click on this radio button, the system displays the Transaction Selection page.
- **Borrower ID:** The numeric ID assigned to the borrower, management agent, or service bureau for the project. This same ID is used in the AMAS system.
- **Project Number:** The 3 character project number used to further qualify a project when a borrower, management agent, or service bureau is associated to more than one project. This same ID is used in the AMAS system.
- **Project Name:** The full name of the project.



The Transaction Selection page contains links for Budget transactions and Certification transactions. 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. In addition, you can click on the User Projects button to return to the User Projects web page.

NOTE: If you transmit certification files to USDA and they are received after the 10th of the month, the system returns a message, "Certification is late."

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.

The screenshot shows a web browser window titled "USDA MINC - Select Fiscal Year - Windows Internet Explorer". The address bar contains the URL: <https://usdaminc.test.sc.egov.usda.gov/MFHSelectBudgetFY.asp?typebudget=PB>. The page header includes the USDA logo and "United States Department of Agriculture Rural Development Multi-Family Housing". The main content area is titled "Fill-A-Form" and "Fiscal Year Select - Proposed Budget". It contains the following text and form elements:

You are here: [Home](#) / [User Projects](#) / [Transaction Selection](#) / [Fiscal Year Select](#)

Fill-A-Form

Fiscal Year Select - Proposed Budget

Please select the fiscal year for this budget:
Fiscal Year:

Do you want to pre-fill this budget with the current Proposed Budget so you can update the information? Yes No

Do you want to change your rent schedule with this budget? (Yes will populate this budget with the current rent schedule so you can update the rent information.) Yes No

Last Modified: 01/12/2011

MINC Home | Rural Development | USDA.gov | Policies and Links
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

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. If you are not sure which budget style on which the Proposed Budget was submitted (i.e. Form RD 1930-7 or Form RD 3560-7), contact the telephone number displayed on the ‘Contact Us’ tab on the main toolbar to obtain assistance.
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-*****-999

Project Sbsy:

Apt Nbr	Nbr Tp/Sz	In Unit	Initial Date	Exprtn Date	Leased To	Basic Note		HUD Sub Of		Income Type	Adj Annual Income	Utl		RA		Ovrg/ Surch	Actn Code	Track Acct	
						Rent	Rent	Rent	Code			GTC	Alw	Due Tnt	Due Brrwr				
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	
TOTALS:												-----	-----	-----	-----	-----			
												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"/>

	Rent 4	Rent 5	Rent 6
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"/>

MINC Management Interactive Network Connection

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

Page

FOR: MM/DD/YYYY

Project Name: PROJECT B

Management Agent:

Case Number: 99-999-*****-999

Project Sbsy:

Apt	Nbr	In	Initial	Exprtn	Leased To	Basic Note		HUD Sub		Tnt Pct		Adj		Utl		RA		Ovrg/	Actn	Track	
						Rent	Rent	Rent	Code	Income	Type	Income	Annual	GTC	Alw	Due	Due				Surch
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			
TOTALS:												-----	-----	-----	-----	-----					
												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.

MINC Management Interactive Network Connection

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)

Page

PROJECT WORKSHEET

FOR: MM/DD/YYYY

Project Name: PROJECT C

Borrower:

Case Number: 99-999-*****-999

Project Sbsy:

Apt Nbr	Tp/Sz	Nbr In Unit	Initial Date	Exprtn Date	Leased To	Basic Rent	Note Rent	HUD Rent	Tnt Sub Code	Pct Of Income Type	Adj Annual Income	Utl			RA Due	RA Due	Ovrg/ Surch	Actn Code	Track Acct			
												GTC	Alw	NTC	Tnt	Brrwr						
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"/>
	Rent 4	Rent 5	Rent 6
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.

Project List: Under the Certification links is a Project List button. If you click on this button, the system displays the User Projects page which is the list of projects you are authorized to service.