Understanding your Project Worksheet Printout

The key to successfully transmitting tenant data, is knowing the current status of the tenant and unit ID you are working with, as it exists in the Rural Development database.

- What is the proper unit ID number?
- Is the unit currently occupied?
- Is the unit's occupant the same as the tenant you are transmitting data for?
- All of this information can be obtained from your most recent project worksheet printout Print this out shortly after the 10th of the month and check for accuracy.

Tenant Certifications are always effective the 1st day of the month, and always expire the last day of the month.

The worksheet example used in the following section is on Page 5 of this document.

Run Date of Report (top right date 12/9/03 in example)

This is the date the report was generated. If you transmitted data after the run date, you need a new report. If the report looks the same as the online display you may need to contact the telephone number displayed on the 'Contact Us' tab on the main toolbar to have the worksheet re-released to bring in the new changes.

Effective Date of Report

The effective date of this project worksheet printout is 12/01/2003.

Tenants are only shown on this report if they resided in the unit on 12/01/2003.

Tenants who moved out on or before 11/30/2003 <u>are not</u> on this report.

Tenants who moved into the apartment on or after 12/02/2003 <u>are not</u> on this report

Borrower Case Number (Case Number)

This is your project account number.

Apt Nbr (Unit Numbers)

These are the unit number IDs that are on our system.

You must use the same exact unit number when you are transmitting data.

Tp/Sz (Unit Type and Size)

The letter represents the "type" of unit. If you have two different sizes of apartments with the same number of bedrooms, this letter is used to designate individual rental rates. A non-revenue bearing manager's unit should be coded as a "Z". The number stands for the number of bedrooms the unit has in it.

Nbr In Unit (Number in Unit)

The total number of persons who occupy the apartment

Initial Date

Indicates the effective date of the tenant certification submitted and when the tenant first moved into the project.

Exprtn Date (Expiration Date)

Indicates the date the current tenant certification (TC) expires. To find the effective date of the current TC, subtract 364 days. Example: If the expiration date is 01/31/04, the effective date is 02/01/03.

Leased To

The primary tenant's first and last names.

- "**Expired**" replaces the 'Leased To' name if the certification is expired.
- "**Vacant**" replaces the 'Leased To' name for vacant units.
- "**Site Manager**" is displayed in "Z" units unless the site manager's name is entered into the system by USDA.
- If a tenant certification is late, **(LATE)** is displayed after the 'Leased To' name.

Basic rent, Note Rent, and HUD rent

This should reflect the approved rent schedule in effect as of the effective date of the report. If the rents are incorrect, contact the RD office.

Tnt Sub Code (Tenant Subsidy Codes)

0 = No deep tenant subsidy

1 = Rental Assistance

2 = Project based section 8

3 = Existing HUD certificate

4 = Other public RA

5 = Private RA

6 = HUD voucher

7 = Other types at Basic Rent

8 = Voucher at HUD Rent

If the tenant subsidy code is 1, there should be a number in the "RA Due Borrower" column.

PCT of Income (Percent of Income)

The percentage of the tenant's adjusted annual income that the tenant uses to cover rent. Tenants already receiving assistance are set to 30 percent.

Income Type

V – Very Low; L – Low; M – Moderate; A – Above-Moderate

Adj Annual Income (Adjusted Annual Income)

The tenant's adjusted annual income.

GTC (Gross Tenant Contribution)

This is the calculated amount of payment for the unit by the tenant based upon the tenant subsidy type, rent, and the adjusted annual income before utilities.

Utl Alw (Utility Allowance)

The amount of the utility allowance established for the unit.

NTC (Net Tenant Contribution)

This is the amount of rent that your tenant is charged each month.

Exception: If the tenant has a subsidy code of a 2 or 8, the NTC is the amount of the HUD contract rent (from your HAP contract).

RA Due Tnt (RA Due Tenant)

RA Due Tenant: If Gross Tenant Contribution (GTC) is less than Utility Allowance, you owe the tenant a check.

RA Due Brrwr (RA Due Borrower)

RA Due Borrower is the amount of monthly rental assistance credited for a unit from Rural Development. The RA Due Borrower plus the NTC is equal to basic rent. Your monthly mortgage payment is <u>reduced</u> by the total amount of RA Due Borrower.

Ovrg/Surch (Overage/Surcharge)

If the project is a subsidized project and a tenant is not eligible for assistance, the difference between the Basic Rent and the Note Rent may be charged against the project. Your monthly mortgage payment is <u>increased</u> by the total amount of overage/surcharge.

Actn Code (Action Code)

These codes are explained on the last page of the printout.

Track Acct

The system displays an asterisk (*) in this column if the tenant owes unauthorized subsidy and a tracked account for keeping track of the payments is established.

PAYMENT SUMMARY:

Project Payment

This is the monthly mortgage payment due to Rural Development

Overage/Surcharge (Ovrg/SurCh)

The amount of rent paid each month by a tenant that is over and above basic rent. Your monthly mortgage payment is increased by the total amount of overage.

RA Request

The total amount of rental assistance received from Rural Development each month for all units. The RA Due Borrower plus the NTC is equal to basic rent. Your monthly mortgage payment is reduced by the total amount of RA Due Borrower.

Tot RA Request Adj

If RA is being adjusted from previous month's changes, this is where it is recorded and further detailed on the attached page to this project worksheet.

Tot Ovrg/Surch Adj

If overage/surcharge is being adjusted from previous month's changes, this is where late fees are recorded and further detailed on the attached page to this project worksheet.

Late Fees

The amount of late fees added to the project payment.

Payment Due

This is the total payment due Rural Development taking into consideration Project Payment with adjustments for rental assistance and overage/surcharge.

RA Check Due

This is the total amount of Rental Assistance Rural Development owes you as the RA amounts were higher than your Project Payment.

Excess HUD Rent

If this is a project based HUD project this is the excess amount if the HUD rent is higher than the market rent.

The remaining fields are count or percentage fields about the units and tenants of the project.

Project Name: OUR TOWN APTS

Borrower: OUR TOWN APTS

Case Number: 12-123-xxxxxxxxx 014

Project Sbsy: 05 - Plan II (RA)

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	Income Type	Adj Annual Income	GTC	Utl Alw	NTC	RA Due Tnt	RA Due Brrwr	Ovrg/ SurCh	Actn Code	Track Acct
237	N/2	2	10/01/03	09/30/04	----------	206	310	0	0	26%	V	17,071	365	55	310	0	0	104		
237A	N/2	1	03/01/96	02/29/04	----------	206	310	0	1	30%	V	4,824	121	55	66	0	140	0		
237B	N/1	1	11/01/98	10/31/04	----------	172	259	0	1	30%	V	6,426	161	55	106	0	66	0	R	
237C	N/1	0	09/30/03		**Vacant**	172	259	0		0%		0	0	55	0	0	0	0		
237D	N/1	1	11/01/02	10/31/04	----------	172	259	0	1	30%	V	6,465	162	55	107	0	65	0	R	
237E	N/1	1	09/01/99	08/31/04	----------	172	259	0	0	17%	L	21,858	314	55	259	0	0	87		*
237F	N/1	1	09/01/00	08/31/04	----------	172	259	0	1	30%	V	6,464	162	55	107	0	65	0		
237G	N/1	1	06/01/01	05/31/04	----------	172	259	0	0	30%	V	9,527	238	55	183	0	0	11		
237H	N/1	0	09/30/02		**Vacant**	172	259	0		0%		0	0	55	0	0	0	0		
TOTALS:													======		====	======	======	======		
													1,523		1,138	0	336	202		

PAYMENT SUMMARY:

Project Payment:	301.83	Total Number of Units:	9	Income Type:	A = 0	Action code:	A = 0	Subsidy code:	0 = 3
Overage/Surcharge:	202.00	Number Non-Rev Units:	0		L = 1		I = 0		1 = 4
RA Request:	336.00	Unused RA Units:	2		M = 0		R = 2		2 = 0
Tot RA Request Adj:	0.00	Used RA Units:	4		V = 6		C = 0		3 = 0
Tot Ovrg/Surch Adj	0.00	Number of Vacant Units:	2		X = 0		V = 0		4 = 0
Late Fees:	0.00	Percent of Vacancy:	22.2				T = 0		5 = 0
Payment Due:	**167.83**	Expired Certification:	0				S = 0		6 = 0
RA Check Due:	0.00	Tenants over 30%:	0				O = 0		7 = 0
Excess HUD Rent:	0.00	Uninhabitable Units:	0				H = 0		8 = 0
							L = 0		
							E = 0		