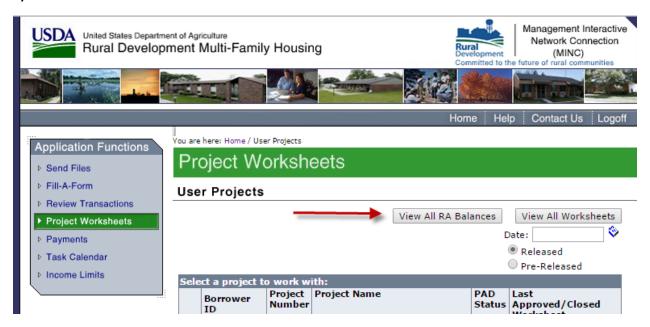
## **Instructions for Pulling Rental Assistance Detail from MINC**

- 1) Log into MINC
- 2) Select Project Worksheets



## 3) Select View All RA Balances



The report will run all properties (the property names have been removed).

## Review the following:

- Approval Date to determine when the contract was renewed
  - o If the contract date is before 12/16/2014 new RA may be applied to the project
  - o If the contract date is after 12/16/2014 RA will not be applied to the project until 1 year after the Approval Date
- The unpaid balance shows what is left on the contract
- Active RA Units
- Number of Months RA Remaining at Average Usage

Rep	ort: PF	RJ2200					mation System (N Agreement Deta				Date: Page:	8/4/2015 1 of 13
Filt	ers >>	Stat	e:ALL			Servic	ing Office:ALL		Cou	inty:ALL		
		Mana	gement Agent/Borrower:AL	Fund Code:ALL			Paid Code:Active					
		Assi	gned To:ALL			Labor	Housing Type:AL	L	Agı	eement Status:		
		Pro	ect Name:MULTIPLE	Fiscal Year:ALL				Unpaid Bal Filter: UNPAID				
		Exp	ration:NA			Usable	Units:ALL		Det	ail:Y	Summary	: Y
Sort	t >> St	ate/S	ervicing Office/County/Pr	oject Nam	e							
St	Srv Off	Cty	Project Name Case Nbr	Agrment Number	Apprvl Date	Туре	Amt Oblg	Amt Vouchered		Replaced By Agrmnt	Oblg Units	Usable Units
12	601	09		150100	02/02/2015	H	33,024.00	8,241.38	24,782.62		8	Y
					Total Number of Active RA Units: Average Months F Number of Months	8 RA Usage f	from Project Pay					
12	601	09		150100	02/02/2015	В	24,768.00	9,064.27	15,703.73		6	Y
					Total Number of Active RA Units: Average Months F Number of Months	6 RA Usage f	from Project Pay					
12	601	28		140100	04/15/2014	Н	73,728.00	55,257.00	18,471.00		16	Y
					Total Number of Tenants Receiving RA:16 Active RA Units:16 Average Months RA Usage from Project Payments: 4145.67 Number of Months Ra Remaining at Average Usage:4							
12	601	28	IE	150100	04/07/2015	В	16,512.00	870.80	15,641.20		4	Y
					Total Number of Tenants Receiving RA:2 Active RA Units:4 Average Months RA Usage from Project Payments: 1281.75 Number of Months Ra Remaining at Average Usage:12							
43	000	05		150100	12/09/2014	В	46,320.00	44,845.59	1,474.41		10	Y
					Total Number of Active RA Units: Average Months F Number of Months	:10 RA Usage f	from Project Pay					