Rural Development

MINC TRAINING

Management
Interactive
Network
Connection
Objectives

A. How to get your eAuthentication ID
B. How to get set up in “Management Agent”
C. How a Management Agent sets up an “MA User”
D. How to login as an “MA User”
E. How to use the “Send Files” function
F. How to use “Fill-A-Form” function
G. How to “Review Transactions”
H. How to view and approve “Project Worksheets”
What is MINC?

A webpage to be used by USDA Rural Development (RD) Multi-Family Housing (MFH) Borrowers to transmit required submissions to USDA RD.

- Borrowers may choose to transmit using direct connection, private vendor software, or through the services of a computer “service bureau”. (A private citizen who you pay to only transmit your submissions.)

- Items to be transmitted are tenant actions (certifications, vacates, evictions, etc.), borrower financial reports, and processing project worksheets.
A. eAuthentication ID (slides 4-23)

- Level 2 eAuthentication Login ID is required for access into the MINC system.
- Registration is necessary to obtain an eAuthentication Login ID
- Once you receive your eAuth ID no other ID is required to login into MINC.
- To register go to the MINC home page at https://usdaminc.sc.egov.usda.gov/
- Choose “Register for MINC” (as show in the next slide)
Welcome to the USDA Management Interactive Network Connection (MINC) system. MINC is an interactive system that collects project budget and tenant residency status information from trusted partners. MINC also allows these trusted partners the ability to schedule electronic funds transfers for their project payments and view detailed information about their tenants residency.

**Management Interactive Network Connection (MINC)**

**Login**

**Management Agents**
Users that perform account maintenance tasks such as create a new user and assign projects to a user. The agent can also view all the transactions that their MA Users submit.

Login

**MA Users**
Users that submit files with tenant transactions and budgets, schedule electronic funds transfers and review all the transactions that they submit.

Login

Last Modified: 02/11/2009
The system displays a warning page regarding unauthorized access to the United States Government Computer Systems. Select “I Agree” to register for an eAuth ID.
Create an Account

What’s New

**NEW** Improvements to USDA Employee Registration

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. Click [here](#) for more information!
Level 2 Access

Create an Account

What Level of Access do you need?

If you are a USDA Federal Employee, you should visit the USDA Employee Create an Account page to create a USDA eAuthentication Employee Account.

If you are a customer (non USDA Federal Employee) of USDA, you should answer the following questions to determine the type of account you will need:

Would you like to interact with the USDA doing the following?

- Conducting official electronic business transactions via the Internet?
- Entering into a contract with the USDA?
- Submitting forms electronically via the Internet with a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with Level 2 Access.

If you already have an account with Level 1 Access, log into your profile and apply for Level 2 Access.

Would you like to interact with the USDA doing the following?

- Customizing a Web portal page for specific information about USDA agencies?
- Obtaining general information about a specific USDA agency?
- Participating in public surveys for a USDA agency?

If you answered YES to 1 or more of the questions, you will need to register for an eAuthentication account with Level 1 Access.
Step 1 – Create your own User ID and Password then complete rest of form

Create an Account

Form Approved - OMB No. 0589-0014

Level 2 Access

Step 1 of 4: User Information

If you are a USDA Federal Employee, click Employee Create an Account to continue with the USDA eAuthentication registration process.

Public customers should complete the information below to create a USDA account. Please read the eAuthentication Privacy Act Statement and Public Burden Statement for more information on how your personal information will be protected.

All required fields are marked by an asterisk (*). Enter your first and last name exactly as it appears on your government issued photo ID (e.g. state driver's license).

User ID*: 6-20 characters
Password*: 9-12 characters
Confirm Password*: Click here for additional requirements
First Name*
Middle Initial:
Last Name*
Home Address*
City *
State*
Home Postal/Zip Code*
Country Name*

Email address must be valid to complete registration

The user ID can be any arrangement of letter, numbers, and symbols from 6 to 20 characters.
Passwords

Please create a password that you will remember. Your password is case sensitive.

All passwords in eAuthentication must adhere to the following criteria:

**Required Characters**

- 9 to 12 characters long
- At least one uppercase letter (A, B, C, etc.)
- At least one lowercase letter (a, b, c, etc.)
- At least one of these characters:
  1 2 3 4 5 6 7 8 9
  ! # - $ % * = + : ; , ? ~

**Restricted Information (Do Not Use)**

- Dictionary Words
- Profile Information: Your name, Mother's Maiden Name, Date of Birth, PIN, Phone Number, Email, etc.

Note: You will required to change your password every 180 days.
Step 1(con’t): Complete rest of form and select continue

Home Address*: 
City*: 
State*: 
Home Postal/Zip Code*: 
Country Name*: 

Email*: 
Confirm Email*: 

Home Phone: 
(____)______-______
International Home Phone: 
(if applicable)

Alternate Phone: 
(____)______-______
International Alternate Phone: 
(if applicable)

Mother’s Maiden Name*: 

4 digit PIN*: 
NOTE: You cannot use a zero as the first digit

Your Date of Birth*: 
mm/dd/yyyy

Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.

Click the Continue button to go to Step 2

Note: The boxes with the * stars are required information
Step 2: User information Confirmation

Create an Account

Level 2 Access
Step 2 of 4: User Information Confirmation

Verify your Level 2 access information.

Click the Back button to make changes or click the Submit button to create your account with Level 2 access.

User ID:
Password:
First Name:
Middle Initial:
Last Name:
Email:
Home Address:
City:
State/Province:
Home Postal/Zip Code:
Country Name:
Home Phone:
Alternate Phone:
Mother's Maiden Name:
4 Digit Pin:
Your Date of Birth:

Your 6 Security Questions and Answers:
What city did you graduate high school?
What is the name of your first school?
What is your best friend's last name?
What was your high school mascot?

Please verify that your information is correct before clicking the Submit button.
Step 3: Print and Check Email

- Upon clicking “submit” this page will appear.
- It lists the user id and email address you provided, print this page!
- You will receive an e-mail notice within an hour
- You will only have **7 days** to activate your account. Be sure to follow the instructions and, if you do not click on “Activate My Account” within the required 7 days, the account will be terminated and you will have to start the entire process over again.

**Create an Account**

*Level 2 Access*

**Step 3 of 4: Print and Check Email**

Please print this page for future reference.

Congratulations Rachel Hartman, only one more step to complete your initial registration!

You should receive a confirmation email within 1 hour from eAuthHelpDesk@ftc.usda.gov with the subject line of ‘Activate Your USDA Account with Level 2 Access within 7 Days’

**Step 4 is contained within this email. Please refer to the instructions in the email to complete your registration.**

The User ID you created is: 123456...
The email address you provided is:
Step 4: Link to Account Activation Page

Subject Line of e-mail: Action Required: Instructions to Activate Your USDA Account with Level 2 Access

Level 2 Access
Step 4 of 4: Link to Account Activation page

Congratulations (user ID), you have successfully created a USDA eAuthentication account.

Before you can use your account with Level 2 access you must do the following:

1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 2 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click **ACTIVATE MY ACCOUNT**

**Note:** Once you click the activation link, you will have an account with limited access that allows you to review your account information online.

Actual e-mail notice will contain more instructions than shown above.
Step 5: Account Activation

- Once you click on “Activate My Account” you will see this page.
- Click on “Update your account”.

Thank you, your account has been activated.

**If you are a USDA Federal Employee,** no further action is needed.

**Please wait** approximately 20 minutes from the time of activation before using this account.

**If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with Level 2 access,** you will still need to visit a USDA Service Center for identity-proofing if you have not already.

**If you are a public customer (or a non-USDA Federal Employee) of USDA and are applying for a USDA Account with only Level 1 access,** no further action is needed.
Step 6: Enter your user ID and password
(That you created previously)
Step 7: Click “Apply for Customer Level 2 Authentication”
Step 8:

Review information

Enter password twice

Click "Validate"

And if there are no changes to be made hit "Submit"

Only * are required
Step 9: Confirmation of Level 2 Authentication - (click ok)

Apply for Customer Level 2 Authentication

Task has been submitted for processing on Tuesday, July 7, 2009. The status is complete.

OK

Welcome to IdentityMinder

Please select a task from the menu.
Step 10: E-mail Confirmation of Level 2 Access

Subject line of e-mail: USDA Upgrade to Account with Level 2 Access and Password Change

Hello (User id),

You have successfully registered to upgrade your USDA eAuthentication account with Level 1 Access to an account with Level 2 Access and your password has been changed.

One hour after your account with Level 2 Access has been activated by the USDA Service Center employee, you should have access to conduct official electronic business transactions with the USDA via the Internet.

If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642.

- Within an hour of clicking the “ok” button you will receive another e-mail similar to this.
- The e-mail states that you must take your state issued drivers license or picture ID and present it in person to a USDA Employee that is LRA certified.
- There is no time frame on which to complete this task. However without completion you will not be able to access MINC.

Actual e-mail notice will contain more instructions than shown above.
Step 11: Visit USDA Service Center

- Go to the following website to find the nearest USDA Service Center office near you.
  [http://offices.sc.egov.usda.gov/locator/app](http://offices.sc.egov.usda.gov/locator/app)

- Take your government issued photo ID (e.g. state issued drivers license)

- Present it in person to an employee who has Local Registration Authority (LRA) to activate your account with Level 2 access.

- We recommend that you call ahead to ensure that an employee trained as an LRA will be available to provide the service at the time you plan to visit the Service Center.
Step 12: E-mail confirmation

Subject Line of E-mail: Your USDA account has been granted Level 2 access

Congratulations (user id)

You have successfully completed the necessary requirements to update your USDA eAuthentication account to Level 2 access. You now have the ability to conduct official electronic business transactions with the USDA via the Internet.

One hour after your account with Level 2 access has been activated by the USDA Service Center employee, you should have access to conduct official electronic business transactions with the USDA via the Internet.

You can view or update your account information by clicking UPDATE YOUR ACCOUNT. You can also access your account information from the USDA eAuthentication web site at http://www.dev.eauth.egov.usda.gov.

If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or call 800-457-3642.

Actual e-mail notice will contain more instructions than shown above.
Good News! You only have to go through the eAuth process once.

If at any point in the process you need assistance, please contact your area servicing office.
Congratulations, you have now completed the eAuthentication ID process!

Questions?
Management Agent

B. Setting up a Management Agent

The MINC System is made of two parts, the Management Agent and the MA User

Welcome to the USDA Management Interactive Network Connection (MINC) system. MINC is an interactive system that collects project budget and tenant residency status information from trusted partners. MINC also allows these trusted partners the ability to schedule electronic funds transfers for their project payments and view detailed information about their tenants residency.

Management Agents
Users that perform account maintenance tasks such as create a new user and assign projects to a user. The agent can also view all the transactions that their MA Users submit.

MA Users
Users that submit files with tenant transactions and budgets, schedule electronic funds transfers and review all the transactions that they submit.

Login
Management Agent

Management Agent Duties

- Management Agent ID or TP ID (tp123456).
- There can only be one Management Agent ID.
- Must establish at least one MA user ID to transmit information to RD.
- Keeps track of the TP ID and Password for future use.
- Cannot submit transactions.

System Administrator

- Can add new users
- Reset passwords
- Monitor transactions sent by users, by using the “View Transactions” function.

- The same person can be the Management Agent and MA User.
TP ID And Password
There are two ways that this ID is needed here is one of the ways.

1. New TP ID - If a management company or service bureau new to RD is taking over a complex. A new TP ID and password will be assigned to this user.
1a. New TP ID and Password needed?

The following steps must be followed.

- Go to the MINC Website https://usdaminc.sc.egov.usda.gov
- Click on Register for MINC.
1b. The system displays a warning page regarding unauthorized access to the United States Government Computer Systems. Select “I Agree” to login into MINC.
B1. Management Agent

1c. Enter your eaouth ID and Password
Management Agent

1d. Enter Management Agent Account Number

• To borrowers - to receive this number contact your area servicing office.

• To USDA employees - this is the Mgmt Agent ID number found under “Project Mgmt Agents” in MFIS.

![MINC Registration]

**Enter Your Management Agent Account Number:**

- Verify
- Cancel
1e. Receive your TP ID (The trading partner agreement will appear with a random TP number and password).

Management Agents

<table>
<thead>
<tr>
<th>Name:</th>
<th>Access Code:</th>
<th>Password:</th>
</tr>
</thead>
</table>

We have validated the information you provided. In order to complete the process of resetting your password you need to review and accept the following Trading Partner Agreement.

Trading Partner Agreement

The aforementioned Management Agent agrees to the following terms by pressing the ACCEPT button.

As the designated representative for the Borrower entity of the Multi-Family Housing (MFH) projects identified by this Management Agent (MA), I agree to transmit tenant change information, Form RD 3560-7, "MFH Budget/Utility Allowance", Form RD 3560-10, "MFH Borrower Balance Sheet" and Form RD 3560-29, "Project Worksheet for Interest Credit and Rental Assistance" to my Servicing Office(s) in accordance with this Certification.

As MA, I understand and agree to abide by the management plan and certification for each individual project, as described in 7 CFR Part 3560.102. The management plan and certification have been concurred by the Agency and entered into the Multi-Family Information System (MFIS). MFIS has the starting date and ending date on which this MA has been associated to each project.

The MINC system will be used to transmit information. I further understand the MINC ID will only give me access to properties associated to my MA ID by the Agency.
Management Agent

1f. Trading Partner Agreement

- Please read and print off this agreement.
- To proceed click the “Accept” at the bottom of the screen.
- The ID and password you receive will be a mixture of letters and numbers.
- All ID’s start with “TP” as in Trading Partner.
- A “TP ID” will be “tp” and a 6 digit number.
- The password will be a mixture, for example AB1CD2EF.
- This password is not case sensitive.
- This “TP ID” and password is needed to set up new users in MINC, so please keep this ID.
1g. Enter TP ID and Password

- At this point it will log you out of the system and return you to the main page.
- Log back into Management Agents with your “eAuth ID” and password.
- It will ask for the “TP ID” (Access Code) and Password.

The Trading Partner agreement will appear again click on the “Accept” button to proceed.
Management Agent

TP ID And Password

There are two ways that this ID is needed here is the second way.

2. Reset TP ID – If the TP ID and password has been misplaced.
2. Reset TP ID and Password

- Go to the MINC Website
  https://usdaminc.sc.egov.usda.gov/
- Log into Management Agents
- Enter your e-Authentication Id and Password
- The message below will appear

![Error Message]

- Click “OK”
Management Agent

2a. Forgotten/Suspended Passwords

- Click on “Forgotten/Suspended Password”
2b. Tax ID and TP ID

- Enter the Management Agent Account number
  - To borrowers - to receive this number contact your area servicing office.
  - To USDA employees - this is the Mgmt Agent ID number found under “Project Mgmt Agents” in MFIS.

- The “TP ID” in the Management Agent Access Code Box then click “Submit”.

![Management Agent Access Code](image-url)
Management Agent

2c. Trading Partner Agreement

Management Agents

Reset Password

Name: 
Account Number: 
Access Code: 

We have validated the information you provided. In order to complete the process of resetting your password you need to review and accept the following Trading Partner Agreement.

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The aforementioned Management Agent agrees to the following terms by pressing the ACCEPT button.

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The MINC system will be used to transmit information. I further understand the MINC ID will only give me access to properties associated to my MA ID by the Agency.

I will be assessed a penalty for late submission of tenant information while this TPA is in effect. Late submission is defined as when tenant data is received after the 10th of the month that the tenant certification is effective. If I cannot successfully transmit tenant changes to the Agency by the tenth of the month, using the MINC system, I must contact my Servicing Office to advise them of the problem.

➢ Click “Accept” on the agreement to reset your TP password
Management Agent

2d. TP Password reset confirmation

- The new password is randomly assigned.
- PRINT THIS PAGE!!!

Management Agents

Reset Password

Your Password has been reset.

Name:
Account Number:
Access Code:
New Password:

Make note of your new user password. The next time you use this management agent access code you will be required to change your password. For logon procedures, click the "HELP" link on the page. Please advise others of this information or any subsequent changes. If you have questions, please call Central Help Desk at 1-800-457-3642 or you can e-mail your questions to mfh@stl.rural.usda.gov.

- Click “OK”
Management Agent

2e. Certify Management Agent Users

- When you “login”, MINC will ask you to certify Management Agent users for this complex.

This is to confirm that the users listed under user projects are still working with this project. If they are not they need to be deleted.
Questions?
Management Agent

C. Management agent sets up New MA Users

➢ To Set up a New MA User, fill out the form below. **This is the person that the Management Agent has designated to access the MA User side of MINC.**

➢ A password is required that the Management Agent must create. It must be only 8 characters and it is not case sensitive.

➢ On this screen you decide if you want this user to be able to approve the project worksheets. Approving the project worksheet allows that person to submit the payment for the project.
C. MA User ID — Upon hitting “Submit” the Management Agent receives a MA ID number, which is “MA” and a 6 digit number. For example MA123456. Please keep this ID and password.
Management Agent

C. User Projects

➢ Select “User Projects”

➢ Select your “User Id”, which is an “MA ID”

➢ The Management Agent will assign the specific complex(es) that the MA user will be allowed to access.
C. User Project List

- Put a check mark in the select box next to the applicable names and hit “Submit.”
- More than one complex can be selected.

By selecting this box the Management Agent is giving this MA user the ability to make the payment through Preauthorized Debit (PAD), or order the RA check for this complex online.
Management Agent

- After setting up “User Projects”
- Select “Logoff” in the upper right hand corner of page
- This will take you back to the MINC home page.

Congratulations, you have set up an MA User account!

QUESTIONS?
MA USERS

MA User Duties

- Submits online transactions to RD
- Reviews, transmits and approves:
  - Project budgets
  - Tenant Certifications (assigning RA, vacating a unit, evictions, transfer a tenant, etc.)
- Project Worksheets
- Project Payments
D. How to login as an MA User

- Login to MA Users
- Enter your eAuth ID and password
- When you first enter MA Users this box appears click “OK”.

This means the eAuth ID is not linked to the MA user account yet.
D. MA user login

➢ Then enter your MA user ID and password.
➢ You will only have to do this the first time you login.
➢ From now on, the eAuth ID and password are all that are needed.

➢ Click “Login”
D. E-mail address difference

- After selecting login, this message appears.

This means that the e-mail address that was listed on this account is different that the one on your eAuth account.

This would be true because this is for a new individual taking over this account. No action is needed, just click “ok”.

MA USERS
D. MA user home page

You have now logged on to MA Users

See the Application Functions on the left hand side of page.

These are the functions for the MA User to use.

The next slides will explain these functions in detail.
E. How to use the “Send Files” function

- This function is for use with a private software vendor
- Select “Send Files” option on the left hand menu.
- Select “Browse” to find the file on your personal directory then click “Submit” to transmit those files.
MA USERS

E. Send Files

- These transmissions can be reviewed under “Review Transactions”

- Depending on the type of software, the MA user may be able to transmit multiple files at one time.
MA USERS

F. How to use Fill-A-Form

- Select “Fill-A-Form”

- Check the “Select box” of the borrower you want to transmit for. (There may be multiple projects, but only one can be worked on at a time)
### MA USERS

**F1. Transaction Selection**

- Click on the transaction you would like to complete

<table>
<thead>
<tr>
<th>Project:</th>
<th>Certifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Proposed Budget</td>
<td>Send Application</td>
</tr>
<tr>
<td>Send Year End Actuals</td>
<td>Send Initial Certification</td>
</tr>
<tr>
<td>Send Quarterly Budget</td>
<td>Send ReCertification</td>
</tr>
<tr>
<td>Send Monthly Budget</td>
<td>Send Modify Certification</td>
</tr>
<tr>
<td>Send Balance Sheet</td>
<td>Send CoTenant to Tenant ReCertification</td>
</tr>
<tr>
<td>Remove Proposed Budget</td>
<td>Send Vacate</td>
</tr>
<tr>
<td>Remove Year End Actuals</td>
<td>Send Inside Transfer</td>
</tr>
<tr>
<td>Remove Quarterly Budget</td>
<td>Send Swap</td>
</tr>
<tr>
<td>Remove Monthly Budget</td>
<td>Send Tenant Subsidy</td>
</tr>
<tr>
<td>Remove Balance Sheet</td>
<td>Send Start Absence</td>
</tr>
<tr>
<td>Remove Application</td>
<td>Send End Absence</td>
</tr>
<tr>
<td>Remove Initial Certification</td>
<td>Send Eviction</td>
</tr>
<tr>
<td>Remove ReCertification</td>
<td></td>
</tr>
<tr>
<td>Remove CoTenant to Tenant ReCertification</td>
<td></td>
</tr>
<tr>
<td>Remove Vacate</td>
<td></td>
</tr>
<tr>
<td>Remove Inside Transfer</td>
<td></td>
</tr>
<tr>
<td>Remove Swap</td>
<td></td>
</tr>
<tr>
<td>Remove Tenant Subsidy</td>
<td></td>
</tr>
<tr>
<td>Remove Start Absence</td>
<td></td>
</tr>
<tr>
<td>Remove End Absence</td>
<td></td>
</tr>
<tr>
<td>Remove Eviction</td>
<td></td>
</tr>
</tbody>
</table>

In the following examples tenant actions are discussed.
MA USERS

When to do a Recertification?

- At least every 12 months
- When the number of people in the household or members change
- When income or deductions change if over $100 or more per month.
MA USERS

F1a. Sample Tenant Certification

- Fill in the appropriate boxes

You are here: Home / User Projects / Transaction Selection / Re-Certification

Fill-A-Form

Re-Certification

Project:
- Site ID: 30601
- Effective Date: 9/1/2009
- Unit ID: 13
- Tenant Subsidy: No Deep Tenant Subsidy

Tenant Subsidy options
- No Deep Tenant Subsidy
- Rental Assistance
- Other Public RA
- Private RA
- Hud Voucher
- Other types at basic rent

Classification
- N/A
- Disabled
- Handicapped

Info Source
- Customer
- Employee

Classification Minor
- Minor
- Full-time Student
- Disabled
- Handicapped

Classification
- N/A
- Disabled
- Handicapped

Info Source
- Customer
- Employee

MUST BE THE FIRST OF THE MONTH. (If the tenant moved-in in the middle of the month, the effective date would be the 1st of the next month)

MA USERS
Net Family Assets-
• For a list of Family assets please see MFH Asset Management Handbook HB-2-3560, Attachment 6-D.
• For instructions on how to calculate assets please see HB-2-3560, Chapter 6, Section 6.10

Wages, Salaries, etc –
• For example of Annual Income see MFH Asset Management Handbook HB-2-3560, Attachment 6-A
• For instruction on how to calculate income please see HB-2-3560, Chapter 6, Section 6-9

Other Income – Examples:
- Child Support, family contributions, unemployment benefits.
- Social Security, Pensions, etc:

Excess Medical –
This is the medical amount after the 3% of annual income has been deducted.

Waiver needed, contact servicing office

For a list of Income exclusions please see MFH Asset Management Handbook HB-2-3560, Attachment 6-A

Assistance – Money received from organizations for support. Example: Churches, Family Services

***ALL BOXES MUST BE COMPLETED***
MA USERS

F1a. Transfer Confirmation

- Upon hitting “Submit” you receive this screen

You are here: Home / User Projects / Transaction Selection / Initial Certification / Transfer Confirmation

Fill-A-Form

Transfer Confirmation

Printable Copy
User has successfully submitted a Initial Certification for tenant Hartman, Rachel with the following information:

Date of Transfer: 07/17/2009
Site ID: 30601
Effective Date: 08/01/2009
Unit ID: 13

THIS DOES NOT MEAN THE TRANSACTION HAS BEEN ACCEPTED.

To confirm the status, review transactions through the Review Transactions link in MINC. An email message will also be sent with the status of this transmission.

- Click “Print” to retain this screen to demonstrate that transmission was attempted in the event that the transmission was not received by RD.
MA USERS

F1a. Sample Tenant Certification

- Please note the “Fill-A-Form” for the tenant certification does not calculate the rent.
- Unlike private software, his certification cannot be saved, however it will remain in MINC for 60 days from the date it was transmitted.
- Upon hitting submit this will not generate a tenant certification form.
  - You may do a screen print to compare to your official tenant certification form.
- After submitting the tenant certification, review your project worksheet to ensure that the calculations are correct.
MA USERS

When would you modify a certification?

- Incorrect input of data (typo)

- Emergency certification – i.e., If tenant is temporarily unavailable due to health reasons and unavailable to verify income.
MA USERS

F1a. Sample Modify Certification

The effective date has to be the same date as the certification you are modifying. Do not modify a certification that is over two months old. Do a recertification.
F1a. Sample Cotenant to Tenant Recertification

- This is when the tenant has vacated but the co-tenant will remain in the unit. This automatically vacates the tenant and puts the cotenant in the tenant spot.

Enter the cotenant’s information. Leave the tenant off completely.

Must obtain updated information for only the co-tenant in order to do the recertification.
MA USERS

F1a. Sample “Send Tenant Subsidy”

➢ To assign Rental Assistance (RA) or other rental subsidy without doing a recertification, click on “Send Tenant Subsidy”

Tenant Subsidy options
• No Deep Tenant Subsidy
• Rental Assistance
• Other Public RA
• Private RA
• Hud Voucher
• Other types at basic rent

Has to be first of month!!!

Click “Submit”
MA USERS

F1a. Sample “Remove Recertification”

A remove recertification is needed if the certification was sent with the wrong effective date. After removing certification, another certification will need to be completed and submitted.

The effective date has to be the same date as the certification you are removing.
F1a. Tips for Tenant Certification

- MINC will also log you out of the system if it sits idle for more than 60 minutes.
- MINC retains all transactions for 60 days from the day of transmission. After that date the transmissions are deleted from the system.
- Net Family Assets – must use 6 month average on bank statement.
- On tenant certification, if you have more than 4 people in your household click on “Add more household members”. Enter your income information on the second page.
- On Initial Certifications, it will ask you the date of initial project entry. This is the day the tenant physically moved in. (Does not have to be the first of the month)
Questions?
MA USERS

F1. Transaction Selection

- Click on the transaction you would like to complete

In the following examples, budget actions are discussed.

<table>
<thead>
<tr>
<th>Budgets:</th>
<th>Certifications:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Proposed Budget</td>
<td>Send Application</td>
</tr>
<tr>
<td>Send Year End Actuals</td>
<td>Send Initial Certification</td>
</tr>
<tr>
<td>Send Quarterly Budget</td>
<td>Send Recertification</td>
</tr>
<tr>
<td>Send Monthly Budget</td>
<td>Send Modify Certification</td>
</tr>
<tr>
<td>Send Balance Sheet</td>
<td>Send CoTenant to Tenant ReCertification</td>
</tr>
<tr>
<td>Remove Proposed Budget</td>
<td>Send Vacate</td>
</tr>
<tr>
<td>Remove Year End Actuals</td>
<td>Send Inside Transfer</td>
</tr>
<tr>
<td>Remove Quarterly Budget</td>
<td>Send Swap</td>
</tr>
<tr>
<td>Remove Monthly Budget</td>
<td>Send Tenant Subsidy</td>
</tr>
<tr>
<td>Remove Balance Sheet</td>
<td>Send Start Absence</td>
</tr>
<tr>
<td></td>
<td>Send End Absence</td>
</tr>
<tr>
<td></td>
<td>Send Eviction</td>
</tr>
<tr>
<td></td>
<td>Remove Application</td>
</tr>
<tr>
<td></td>
<td>Remove Initial Certification</td>
</tr>
<tr>
<td></td>
<td>Remove Recertification</td>
</tr>
<tr>
<td></td>
<td>Remove CoTenant to Tenant ReCertification</td>
</tr>
<tr>
<td></td>
<td>Remove Vacate</td>
</tr>
<tr>
<td></td>
<td>Remove Inside Transfer</td>
</tr>
<tr>
<td></td>
<td>Remove Swap</td>
</tr>
<tr>
<td></td>
<td>Remove Tenant Subsidy</td>
</tr>
<tr>
<td></td>
<td>Remove Start Absence</td>
</tr>
<tr>
<td></td>
<td>Remove End Absence</td>
</tr>
<tr>
<td></td>
<td>Remove Eviction</td>
</tr>
</tbody>
</table>
MA USERS

F1b. Send Proposed Budget

- Select “Fiscal Year” for budget
- Select “Yes” or “No” if you are changing the rent for the property
- If “No” is selected, the Rent Schedule will not be shown.
- In the following example “Yes” was selected.

Fill-A-Form

Fiscal Year Select - Proposed Budget

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

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

Submit
### F1b. Filling in proposed budget

#### Proposed Budget

**Project:**
- Site ID: 30601
- Fiscal Year: 2012
- Effective Date: Jan. 1, 2012

#### PART I - CASH FLOW STATEMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Proposed</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operational Cash Sources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Rental Income</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2. RHS Rental Assist. Received</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>3. Application Fee Received</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>4. Laundry And Vending</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>5. Interest Income</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>6. Tenant Charges</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>7. Other - Project Sources</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>8. Less (Vcnly @ Cntngcy Allw)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>9. Less (Agncy Aprvd Incentv)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>10. Sub-Ttl [(1 thru 7)-(8@9)]</td>
<td>$0.00</td>
<td><strong>Automatic Calculation</strong></td>
</tr>
</tbody>
</table>

| **Non-Operational Cash Sources** | | |
| 11. Cash - Non Project | $0.00 | |
| 12. Authorized Loan (Non-RHS) | $0.00 | |
| 13. Transfer From Reserve | $0.00 | |
| 14. Sub-Total (11 thru 13) | $0.00 | **Automatic Calculation** |
| 15. Total Cash Sources (10+14) | $0.00 | **Automatic Calculation** |

List where funds are from (ex. AC charges, Security Deposit)

Other Items require a comment
### MA USERS

#### F1b. Filling in proposed budget (con’t)

<table>
<thead>
<tr>
<th>Operational Cash Uses</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>16. Ttl O@M Exp (From Part II)</td>
<td><strong>$0.00</strong></td>
<td>Automatic Calculation</td>
</tr>
<tr>
<td>17. RHS Debt Payment</td>
<td><strong>$0.00</strong></td>
<td></td>
</tr>
<tr>
<td>18. RHS Payment (Overage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19. RHS Payment (Late Fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. Reductn In Prior Yr Pybles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. Tenant Utility Payments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. Transfer to Reserve</td>
<td><strong>$0.00</strong></td>
<td>Amount entered in Part III</td>
</tr>
<tr>
<td>23. RTN Owner/NP Asset Mgt Fee</td>
<td><strong>$0.00</strong></td>
<td></td>
</tr>
<tr>
<td>24. Sub-Total (16 thru 23)</td>
<td><strong>$0.00</strong></td>
<td>Automatic Calculation</td>
</tr>
</tbody>
</table>

**Non-Operational Cash Uses**

| 25. Authzd Debt Pymnt (NonRHS)                              | **$0.00**        |                  |
| 26. Capital Budget (III 4-6)                               | **$0.00**        | Amount entered in Capital Budget |
| 27. Miscellaneous                                           | **$0.00**        |                  |
| 28. Sub-Total (25 thru 27)                                  | **$0.00**        | Automatic Calculation |
| 29. Total Cash Uses (24+28)                                 | **$0.00**        | Automatic Calculation |
| 30. Net (Deficit) (15-29)                                   | **$0.00**        | Automatic Calculation |

**Cash Balance**

| 31. Beginning Cash Balance                                  | **$0.00**        |                  |
| 32. Accrual To Cash Adjustment                              |                  |                  |
| 33. Ending Cash Bal (30+31+32)                              | **$0.00**        | Automatic Calculation |

---

**Estimate of what you will have on hand at the beginning of the budget period.**
## MA USERS

**F1b. Filling in proposed budget (con’t)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Proposed</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maint. @ Repairs Payroll</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2. Maint. @ Repairs Supply</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>3. Maint. @ Repairs Contract</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>4. Painting</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>5. Snow Removal</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>6. Elevator Maint./Contract</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>7. Grounds</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>8. Services</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>9. Cpl Bgt(Part V operating)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>10. Other Operating Expenses</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>11. Sub-Ttl O@M (1 thru 10)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>12. Electricity</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>13. Water</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>14. Sewer</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>15. Fuel (Oil/Coal/Gas)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>16. Garbage @ Trash Removal</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>17. Other Utilities</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>18. Sub-Ttl Util. (12 thru 17)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>19. Site Management Payroll</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>20. Management Fee</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>21. Project Auditing Expense</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>22. Proj. Bookkeeping/Acctntng</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>23. Legal Expenses</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>24. Advertising</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>25. Phone @ Answering Service</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Other Items require a comment.

Amount entered in Capital Budget

Automatic Calculation

Automatic Calculation
### MA USERS

**F1b. Filling in proposed budget (con’t)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>26. Office Supplies</td>
<td>$0.00</td>
</tr>
<tr>
<td>27. Office Furniture @ Equip.</td>
<td>$0.00</td>
</tr>
<tr>
<td>28. Training Expense</td>
<td>$0.00</td>
</tr>
<tr>
<td>29. Hlth Ins. @ Other Benefits</td>
<td>$0.00</td>
</tr>
<tr>
<td>30. Payroll Taxes</td>
<td>$0.00</td>
</tr>
<tr>
<td>31. Workmans Compensation</td>
<td>$0.00</td>
</tr>
<tr>
<td>32. Other Admin. Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>33. Sub-Ttl Admin (19 thru 32)</td>
<td>$0.00</td>
</tr>
<tr>
<td>34. Real Estate Taxes</td>
<td>$0.00</td>
</tr>
<tr>
<td>35. Special Assessments</td>
<td>$0.00</td>
</tr>
<tr>
<td>36. Othrr Taxes, Lcnses, Permts</td>
<td>$0.00</td>
</tr>
<tr>
<td>37. Property @ Liability Ins.</td>
<td>$0.00</td>
</tr>
<tr>
<td>38. Fidelity Coverage Ins.</td>
<td>$0.00</td>
</tr>
<tr>
<td>39. Other Insurance</td>
<td>$0.00</td>
</tr>
<tr>
<td>40. Sub-Ttl Tx/In (34 thru 39)</td>
<td>$0.00</td>
</tr>
<tr>
<td>41. Ttl O@M Exps (11+18+33+40)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**PART III - ACCT BUDGET/STATUS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Proposed</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Beginning Balance</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2. Transfer to Reserve</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Transfer From Reserve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Operating Deficit</td>
<td>$0.00</td>
<td>Amount entered in Capital Budget</td>
</tr>
<tr>
<td>4. Cptl Bgt (Part V reserve)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>5. Building @ Equip Repair</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>6. Othr Non-Operating Expenses</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>7. Total (3 thru 6)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>8. Ending Balance /[(1+2)-(7)]</td>
<td>(\text{n.nn})</td>
<td></td>
</tr>
</tbody>
</table>

Other Items require a comment.
MA USERS

F1b. Filling in proposed budget (con't)

These accounts are filled in on the balance sheet for an Actual Budget only.

<table>
<thead>
<tr>
<th>General Operating Account</th>
<th>MA USERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td></td>
</tr>
<tr>
<td>Ending Balance</td>
<td></td>
</tr>
</tbody>
</table>

| Real Estate Tax And Ins Escrow | MA USERS |
| Beginning Balance |         |
| Ending Balance     |         |

| Tenant Security Deposit Acct | MA USERS |
| Beginning Balance |         |
| Ending Balance     |         |

**ANNUAL CAPITAL BUDGET**

<table>
<thead>
<tr>
<th>Item</th>
<th>Proposed</th>
<th>Reserve</th>
<th>Operating</th>
<th>#Units/Items</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appliances</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appliances - Range</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appliances - Refrigerator</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appliances - Range Hood</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appliances - Washers @ Dryers</td>
<td>$0.00</td>
<td></td>
<td>$0.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Appliances - Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Carpet and Vinyl</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet @ Vinyl - 1 Br.</td>
<td>$0.00</td>
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<td>$0.00</td>
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<td></td>
</tr>
<tr>
<td>Carpet @ Vinyl - 2 Br.</td>
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<td></td>
<td>$0.00</td>
<td>0</td>
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</tr>
<tr>
<td>Carpet @ Vinyl - 3 Br.</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0</td>
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</tr>
<tr>
<td>Carpet @ Vinyl - 4 Br.</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0</td>
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</tr>
<tr>
<td>Carpet @ Vinyl - Other</td>
<td></td>
<td></td>
<td>$0.00</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Cabinets</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Cabinets - Kitchens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinets - Bathroom</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cabinets - Other</td>
<td></td>
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</tr>
</tbody>
</table>
### MA USERS

**F1b. Filling in proposed budget (con’t)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount 1</th>
<th>Amount 2</th>
<th>Amount 3</th>
<th>Amount 4</th>
<th>Amount 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Doors</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors - Exterior</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors - Interior</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors - Other</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
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</tr>
<tr>
<td><strong>Window Coverings</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Window Coverings - Detail</td>
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<td>$0.00</td>
<td>$0.00</td>
<td></td>
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</tr>
<tr>
<td>Window Coverings - Other</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Heat and Air Conditioning</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heat @ Air - Heating</td>
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<td>$0.00</td>
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</tr>
<tr>
<td>Heat @ Air - Air Conditioning</td>
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<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heat @ Air - Other</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Plumbing</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Plumbing - Water Heater</td>
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<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing - Bath Sinks</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing - Kitchen Sinks</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing - Faucets</td>
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<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing - Toilets</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing - Other</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Major Electrical</strong></td>
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<td></td>
</tr>
<tr>
<td>Major Electrical - Detail</td>
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<td>$0.00</td>
<td>$0.00</td>
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</tr>
<tr>
<td>Major Electrical - Other</td>
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<td>$0.00</td>
<td>$0.00</td>
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</tr>
<tr>
<td><strong>Structures</strong></td>
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</tr>
<tr>
<td>Structures - Windows</td>
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<tr>
<td>Structures - Screens</td>
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<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structures - Walls</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structures - Roofing</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structures - Siding</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structures - Exterior Painting</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structures - Other</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
F1b. Filling in proposed budget (con’t)

**Paving**
- Paving - Asphalt: $0.00
- Paving - Concrete: $0.00
- Paving - Seal and Stripe: $0.00
- Paving - Other: $0.00

**Landscape and Grounds**
- Lndscp@Grnds - Landscaping: $0.00
- Lndscp@Grnds - Lawn Equipment: $0.00
- Lndscp@Grnds - Fencin: $0.00
- Lndscp@Grnds - Recreation Area: $0.00
- Lndscp@Grnds - Signs: $0.00
- Lndscp@Grnds - Other: $0.00

**Accessibility Features**
- Accessibility Features -Detail: $0.00
- Accessibility Features -Other: $0.00

**Automation Equipment**
- Automation Equip. -Site Mngt.: $0.00
- Automation Equip. -Common Area: $0.00
- Automation Equip. -Other: $0.00

**Other**
- List: ?
- List: ?
- List: ?
- Total Capital Expenses: $0.00
- Narrative:

For Narrative section, this information can be cut and pasted from Word.
MA USERS

F1b. Filling in proposed budget (con’t)

- Unit ID – Should be left blank
- BR Size - 1-9
- Handicap
  - Yes
  - No
  - All
- Rev Status -
  - -- Select --
  - Full Rent
  - Non-Revenue
  - Reduced Rent

This is where you would enter the new rents for this property. They must agree with the rental income on line 1 of the budget.

- BR Size and Unit Type can be found on the project worksheet.
- Each unit type must be represented (i.e. handicapped unit)

[Diagram of rental income forms with various rent categories and statuses]
MA USERS

F1b. Filling in proposed budget (con’t)

<table>
<thead>
<tr>
<th>Unit ID (4)</th>
<th>Rent 13</th>
<th>Rent 14</th>
<th>Rent 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>BR Size (1,2)</td>
<td>-- Select --</td>
<td>-- Select --</td>
<td>-- Select --</td>
</tr>
<tr>
<td>Unit Type (1,3)</td>
<td>-- Select --</td>
<td>-- Select --</td>
<td>-- Select --</td>
</tr>
<tr>
<td>HandiCap (1,3)</td>
<td>-- Select --</td>
<td>-- Select --</td>
<td>-- Select --</td>
</tr>
<tr>
<td>Rev Status (2,3)</td>
<td>-- Select --</td>
<td>-- Select --</td>
<td>-- Select --</td>
</tr>
<tr>
<td>Basic Rent (all)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note Rent (all)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hud Rent (all)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric (all)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas (all)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water (all)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer (all)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash (all)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (all)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click “Submit”
MA USERS

F1b. Tips on filling out the proposed budget

- MINC will log you off after being idle for 60 minutes so you might want to transmit only part of your budget. Then go under review transactions and select the edit button to fill in the rest.

- The MA User has 60 days from the day of transmission to view budget; after that time it is deleted from system. Each approved submission starts a new 60 day time frame.

- The comment field is 62 characters long
  - The more details that are included, the better the budget will be.

- A budget can be edited until servicing office approves it

Questions?
MA USERS

G. How to Review Transactions

➤ Select the project you want to view.

➤ The range of dates applies to when your budget or certification was transmitted as long as it was within the last 60 days.

➤ Click “Submit”
MA USERS

G. Transaction List

- Here is a transaction list of certifications and/or budgets that were transmitted.
- To view or edit a certain transaction, click on the radio button next to the transaction date.

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Project Name</th>
<th>Unit</th>
<th>Transaction Type</th>
<th>Transaction Status</th>
<th>Status Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/01/2009</td>
<td></td>
<td>A2</td>
<td>Initial Certification</td>
<td>Rejected</td>
<td>SYSTEM REJECT - &gt; Duplicate initial cert</td>
</tr>
<tr>
<td>07/01/2009</td>
<td></td>
<td>B4</td>
<td>Re-Certification</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>07/01/2009</td>
<td></td>
<td>C3</td>
<td>Re-Certification</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>07/01/2009</td>
<td></td>
<td>A3</td>
<td>Re-Certification</td>
<td>Accepted</td>
<td></td>
</tr>
</tbody>
</table>
Upon hitting “Edit” the system takes you back to the “Fill-A-Form” screen for you to make your corrections and hit “Submit”.

G. Transaction Detail – To view or edit transaction

Transaction Detail

- Tran Nbr: 5453955
- Download Date: 07/01/2009
- Download Nbr: 0
- Site Id: 30606
- II Version: New
- User: MA
- Borrower Id: Project Nbr: 011
- Project Name: Tran Type: Initial Certification
- Eff Date: 07/01/2009
- Unit Id: A2
- New Unit Id: Tran Status: REJECTED
- Tran Status Msg: SYSTEM REJECT --> Duplicate initial cert

Certification Data

<table>
<thead>
<tr>
<th>Financial Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage Income</td>
<td>$0.00</td>
</tr>
<tr>
<td>Scl Security Income</td>
<td>$10,620.00</td>
</tr>
<tr>
<td>Asset Income</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Income</td>
<td>$0.00</td>
</tr>
<tr>
<td>Childcare</td>
<td>$0.00</td>
</tr>
<tr>
<td>Medical</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Financial Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subsidy Code</td>
<td>1</td>
</tr>
<tr>
<td>Eligibility</td>
<td>E</td>
</tr>
<tr>
<td>Foster Children</td>
<td>0</td>
</tr>
<tr>
<td>Non Dependents</td>
<td>0</td>
</tr>
<tr>
<td>Date of Initial Project</td>
<td>06/25/2009</td>
</tr>
</tbody>
</table>
MA USERS

H. How to view and approve project worksheets

➢ Click on “Project Worksheets” on the left hand menu

➢ To view your project worksheets click on the radio button next to the borrower id.

This section is if you have many borrowers and want to see all their project worksheets at one time.
MA USERS

H. Worksheet list definitions

- **View**: View the selected project worksheet for correctness. Once viewed, click the red “X” button to return to previous window.
  - This is where you will compare the tenant’s rent to any new certifications that were transmitted during that period.

- **Approve**: You may be able to approve the worksheet and automatically make the payment online using the approve button. However to utilize this feature you must be signed up for Pre-Authorized Debit (PAD).
  - This is your certification that all information on the worksheet is correct!

- **Send**: Send is displayed instead of the “Approve” button if the PAD status is not active or in pre-note status. This requires you to send in payment manually to CSC.
  - This is your certification that all information on the worksheet is correct!

- **Form 1944-29 (3560-29)**: Print off this form if your PAD status is not active, or you mail in payments manually.
  - The project worksheet, Form 1944-29 (3560-29) and your check should be mailed to the Centralized Servicing Center (CSC) in St. Louis.
  - This form cannot be recreated after a payment is made.
Click the “View” button to view, examine and print your project worksheet.

The project worksheet opens up another page. To return just click on the red “X” at the top right hand corner of that page.
## MA USERS

### H. View Project Worksheet

<table>
<thead>
<tr>
<th>Apt Nbr</th>
<th>Type/Size</th>
<th>Initial Date</th>
<th>Expiration Date</th>
<th>Leased To</th>
<th>Basic Rent</th>
<th>Note Rent</th>
<th>HUD Sub Code</th>
<th>Income Type</th>
<th>PCT Income</th>
<th>Adjusted Income</th>
<th>Annual Income</th>
<th>Util GTC Allowance</th>
<th>Util NTC</th>
<th>RA Due Date</th>
<th>RA Due Date</th>
<th>RA Due Account</th>
<th>RA Due Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>234 N-2</td>
<td></td>
<td>10/01/03</td>
<td>09/30/04</td>
<td>SYKES, CHARLES</td>
<td>206</td>
<td>310</td>
<td>0</td>
<td>0</td>
<td>26% V</td>
<td>17,071</td>
<td>365 55 310</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>104</td>
<td></td>
</tr>
<tr>
<td>236 N-2</td>
<td></td>
<td>03/01/96</td>
<td>02/29/04</td>
<td>NEIGHBORS, IOMA</td>
<td>206</td>
<td>310</td>
<td>0</td>
<td>0</td>
<td>30% V</td>
<td>4,824</td>
<td>121 55 66</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>140</td>
<td></td>
</tr>
<tr>
<td>237 N-1</td>
<td></td>
<td>11/01/98</td>
<td>10/31/04</td>
<td>HARRISON, RUTH</td>
<td>172</td>
<td>259</td>
<td>0</td>
<td>0</td>
<td>30% V</td>
<td>6,426</td>
<td>161 55 106</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>237 C-2</td>
<td></td>
<td>11/09/03</td>
<td></td>
<td></td>
<td>172</td>
<td>259</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>237 D-1</td>
<td></td>
<td>11/01/02</td>
<td>10/31/04</td>
<td>WILLIAMS, BETTE</td>
<td>172</td>
<td>259</td>
<td>0</td>
<td>0</td>
<td>30% V</td>
<td>6,465</td>
<td>162 55 107</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>237 E-1</td>
<td></td>
<td>09/01/99</td>
<td>08/31/04</td>
<td>MILLER, ROBERT</td>
<td>172</td>
<td>259</td>
<td>0</td>
<td>0</td>
<td>17% L</td>
<td>21,858</td>
<td>314 55 259</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>87</td>
<td></td>
</tr>
<tr>
<td>237 F-1</td>
<td></td>
<td>09/01/00</td>
<td>06/31/04</td>
<td>UHLMANN, GOLDFE</td>
<td>172</td>
<td>259</td>
<td>0</td>
<td>0</td>
<td>30% V</td>
<td>6,464</td>
<td>162 55 107</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>237 G-1</td>
<td></td>
<td>06/01/01</td>
<td>05/31/04</td>
<td>KING, DENISE M</td>
<td>172</td>
<td>259</td>
<td>0</td>
<td>0</td>
<td>30% V</td>
<td>9,527</td>
<td>238 55 193</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>237 H-1</td>
<td></td>
<td>09/30/02</td>
<td></td>
<td></td>
<td>172</td>
<td>259</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS:**

<table>
<thead>
<tr>
<th>Basic Rent</th>
<th>Note Rent</th>
<th>HUD Sub Code</th>
<th>Income Type</th>
<th>PCT Income</th>
<th>Adjusted Income</th>
<th>Annual Income</th>
<th>Util GTC Allowance</th>
<th>Util NTC</th>
<th>RA Due Date</th>
<th>RA Due Date</th>
<th>RA Due Account</th>
<th>RA Due Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,523</td>
<td>1,138</td>
<td>0</td>
<td>336</td>
<td>202</td>
<td>234</td>
<td>9</td>
<td>1</td>
<td></td>
<td>0</td>
<td>0</td>
<td>104</td>
<td></td>
</tr>
</tbody>
</table>

### PAYMENT SUMMARY:

- **Project Payment:** 301.83
- **Number of Units:** 9
- **Income Type:** A = 0, L = 1
- **Action code:** A = 0, I = 0
- **Subsidy code:** 0 = 3

- **Overage/Surcharge:** 202.00
- **Number Non-Rev Units:** 0
- **RA Request:** 336.00
- **Unused RA Units:** 2
- **Tot RA Request Adj:** 0.00
- **Used RA Units:** 4
- **Tot Ovr/Sur Adj:** 0.00
- **Number of Vacant Units:** 2
- **Late Fees:** 0.00
- **Percent of Vacancy:** 22.2
- **Payment Due:** 157.83
- **Expired Certification:** 0
- **Tenants over 30%:** 0
- **Uninhabitable Units:** 0

---

*Note: The above table and summary contain placeholders and values that need to be filled in with actual data.*
MA USERS

H. Make payment online

- Click the “Approve” button to submit payment through PAD.
MA USERS

H. Summary Detail

- If you are authorized to approve the project worksheet online, the summary detail is displayed.

- If you are signed up for PAD and an authorized user, you can modify the Date of Credit and the Payment Due.

- If an RA check is due the Payment Due Box will be zero, and it cannot be changed.
MA USERS

H. Payment schedule

- On the day the project worksheet is approved, MINC automatically inputs two days from that day as the date of credit. If the MA User waits until the 10th of the month to go in and process the payment, it will be considered late.
  - Example: The MA User logs into MINC on Oct. 5\textsuperscript{th} to make the payment. The date of credit will automatically come up as Oct. 7\textsuperscript{th}.
  - This date may be changed but be conscious of the 10\textsuperscript{th} deadline.

- If you are making your payment online, it takes two business days to process the payment. All payments must transmitted on or before the 10th of the month.
  - Example: The September worksheet is due by Oct. 1\textsuperscript{st}, but does not incur late fees until after the 10\textsuperscript{th}. Oct. 10\textsuperscript{th} is on a Saturday. The MA user must go into MINC by Oct 7\textsuperscript{th} to process the payment, the date of credit will be Oct. 9\textsuperscript{th}. 

MA USERS

H. Approval of payment

- If you have a payment due
- Upon hitting “Submit” the box below will appear.

This reflects how much money will be deducted from the checking account on the date that was entered.
MA USERS

H. Payment Confirmation

You are here: Home / User Projects / Worksheet List / Approve Payment / Transfer Confirm

Fill-A-Form

Transfer Confirmation

USDA MINC - Payment Request Confirmation Page

User MA 123456 successfully transmitted a payment request. The confirmation number is 2798482. You may wish to print this page for reference purposes.

Project: BOWDOIN PLACE
Worksheet Date: October 2004
Date of Credit: 09/04/2007
Payment: $2,063.00

The completion of this request is subject to the availability of sufficient funds at the time of final processing.

***PRINT THIS PAGE!!!***
MA USERS
H. Send Payment Manually

➢ Click on “Form 1944-29” which is also called 3560-29
➢ Click on “View” to print worksheet
➢ Write check and send all to CSC to be received on or before the 10th of the month!

You are here: Home / User Projects / Worksheet List

Project Worksheets

Worksheet List

<table>
<thead>
<tr>
<th>Borrower ID:</th>
<th>Project Nbr:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fncl Inst Name:</th>
<th>Account Nbr:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Released</th>
<th>Action</th>
<th>OR Form 1944-29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 2009 - Payable August 1, 2009</td>
<td>View</td>
<td>Approve</td>
</tr>
<tr>
<td>June 2009</td>
<td>View</td>
<td>Approve (06/24/2009 $360.62)</td>
</tr>
<tr>
<td>May 2009</td>
<td>View</td>
<td>Approve (05/21/2009 $0.00)</td>
</tr>
<tr>
<td>April 2009</td>
<td>View</td>
<td>Approved (04/21/2009 $0.00)</td>
</tr>
<tr>
<td>March 2009</td>
<td>View</td>
<td>Approved (03/23/2009 $0.00)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pre-Release</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 2009</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>September 2009</td>
<td>View</td>
<td></td>
</tr>
</tbody>
</table>
Must be signed in order for payment to be processed.

H. Sample of Form 1944-29
MA USERS

**H. Not authorized to make payments**

- If you are not authorized to approve the project worksheet online, the system displays a warning message.
H. Suspended Payment

- The message will appear if the project worksheet has been suspended for any reason (i.e. If the account is delinquent and making a special payment to cure the delinquency)

- This means the payment will need to be mailed to CSC.
MA USERS

H. Late Fees

- If making payment online, it takes two business days to process the payment. The payment needs to be submitted two business days before the 10th of the month.

- If your payment does not get submitted in time you may see this warning.

DO NOT WAIT UNTIL THE 10TH TO PROCESS OR MAKE THE PAYMENT.
MA USERS

H. Date of Credit

➢ If you enter the date of credit incorrectly on “Approve Payment” page, you may receive this warning.
H. To Cancel Payment

When the “Payment Request Confirmation Page” has been closed, the system displays the “Project Worksheets” page. If the payment date is a future date, the payment may be cancelled up until two business days before the date entered to have the payment withdrawn from the account.

![Project Worksheets](image-url)
If an attempt to cancel the payment is made and the MA User is not authorized to approve the project worksheet, the system displays a warning message.

Once a payment has been cancelled, the system displays all options available again, and the payment can be approved at a later date.
## KEY CHART FOR MINC ID’S

<table>
<thead>
<tr>
<th></th>
<th>Level 2 eAuthentication ID</th>
<th>Management Agent ID (TP ID)</th>
<th>MA User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Agent</td>
<td>Required</td>
<td>Required</td>
<td>Not required</td>
</tr>
<tr>
<td>MA Users</td>
<td>Required</td>
<td>Not Required</td>
<td>Required</td>
</tr>
<tr>
<td><strong>TIPS</strong></td>
<td>The eAuth is the main ID that will be used for MINC after initial set up is completed</td>
<td>The TP ID is needed to create a new MA User ID.</td>
<td>MA Users transmit project and tenant information. The same person can have a TP ID and an MA user ID</td>
</tr>
</tbody>
</table>
Other Sources

• On the MINC home page under “Help” the following resources are available:
  – MINC User Manual
  – MINC Training Handbook

• You can also call your servicing office for assistance.

• Or you can call Rachel Hartman at 573-876-0990

• Do Not Call CSC for questions involving MINC.
Questions!

This PowerPoint will be posted to the Missouri Home page

http://www.rurdev.usda.gov/MO-mfhpage.html