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)

United States Department of Agriculture
Rural Development Multi-Family Housing

Rural Development
Committed to the future of rural communities

Management Interactive Network Connection (MINC)

Home | Help | Contact Us

You are here: Home

Managment Interactive Network Connection (MINC)

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.

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

I Want To...

- **Register for MINC**
- **Locate a USDA Service Center**
- **View Rural Development Instructions** (Updated: 12/17/2008)
- **View Release Notes** (Updated: 02/11/2009)

Information

- **MINC will stop accepting old account numbers on February 11, 2009. If you have any questions concerning this issue please contact your Centralized Servicing Center (CSC) representative.**

Media Help

Download PDF reader from Adobe.com

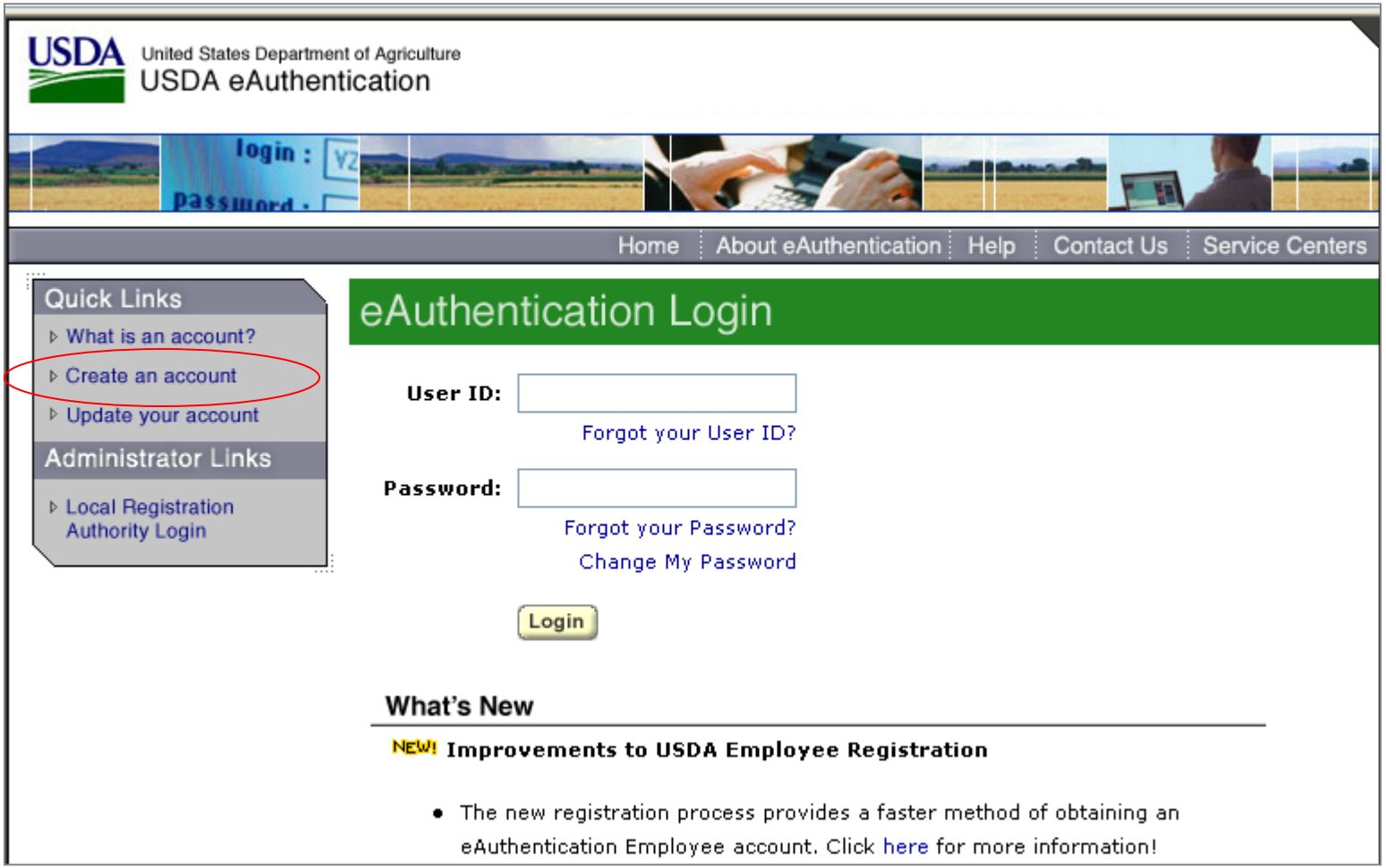
Click to Download

Optimized for Internet Explorer 6

Click to Download

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



Level 2 Access

USDA United States Department of Agriculture
USDA eAuthentication

Home | About eAuthentication | Help | Contact Us | Find an LRA

Quick Links
- What is an account?
- Create an account
- Update your account

Administrator Links
- Local Registration Authority Login

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**.

eAuthentication Home | USDA.gov | Site Map

Accessibility Statement | Privacy Policy | Non-Discrimination Statement | www.FirstGov.gov

Step 1 – Create your own User ID and Password then complete rest of form

nt of Agriculture
ıtication

Home | About eAuthentication | Help | Contact Us | Find an LRA

Create an Account

Form Approved - OMB No. 0503-0014 Create an Account Help

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
Click here for additional requirements
Confirm Password*:
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 (<u>Do Not Use</u>)

- 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 address must be valid to complete registration

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

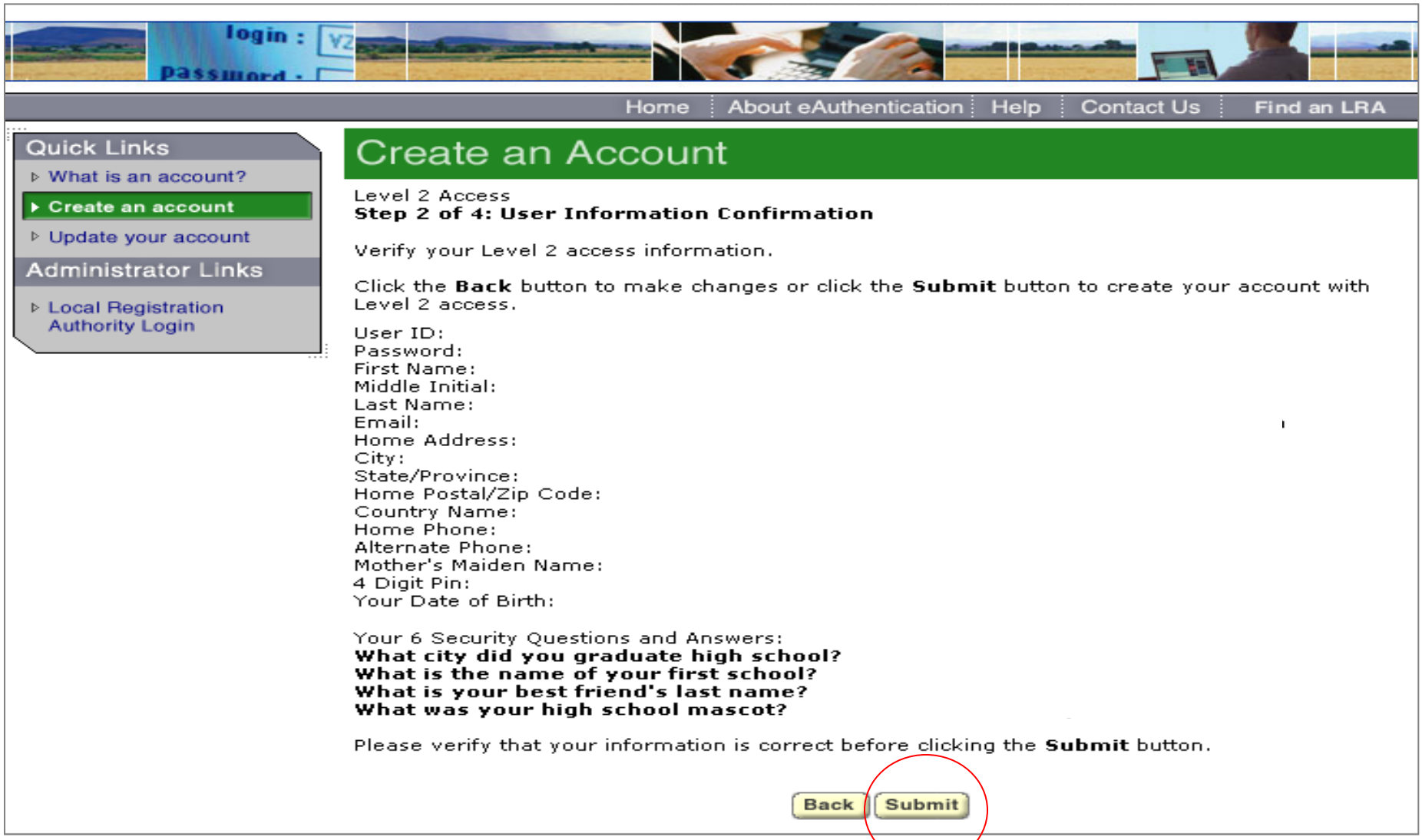
Please create your 4 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once.

Click the **Continue** button to go to Step 2

Reset Continue

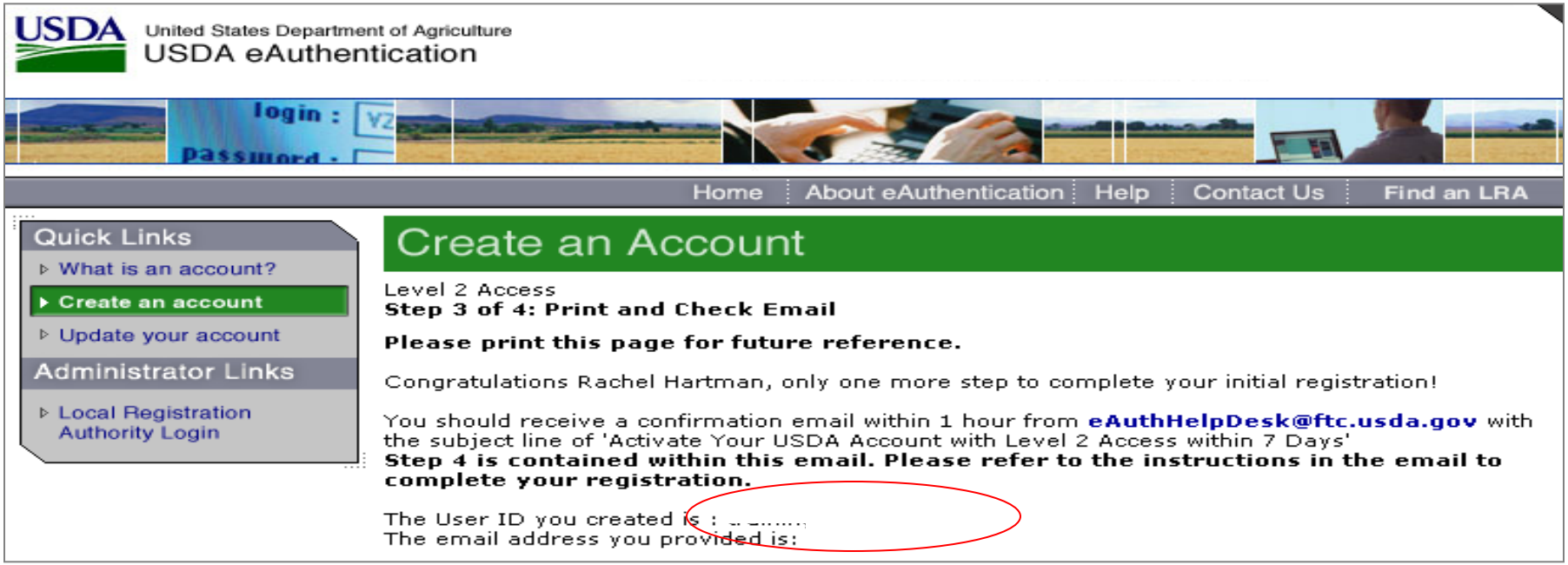
Note: The boxes with the * stars are required information

Step 2: User information Confirmation



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.



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.

Note: Wait 20 minutes after receiving this e-mail to activate your account.

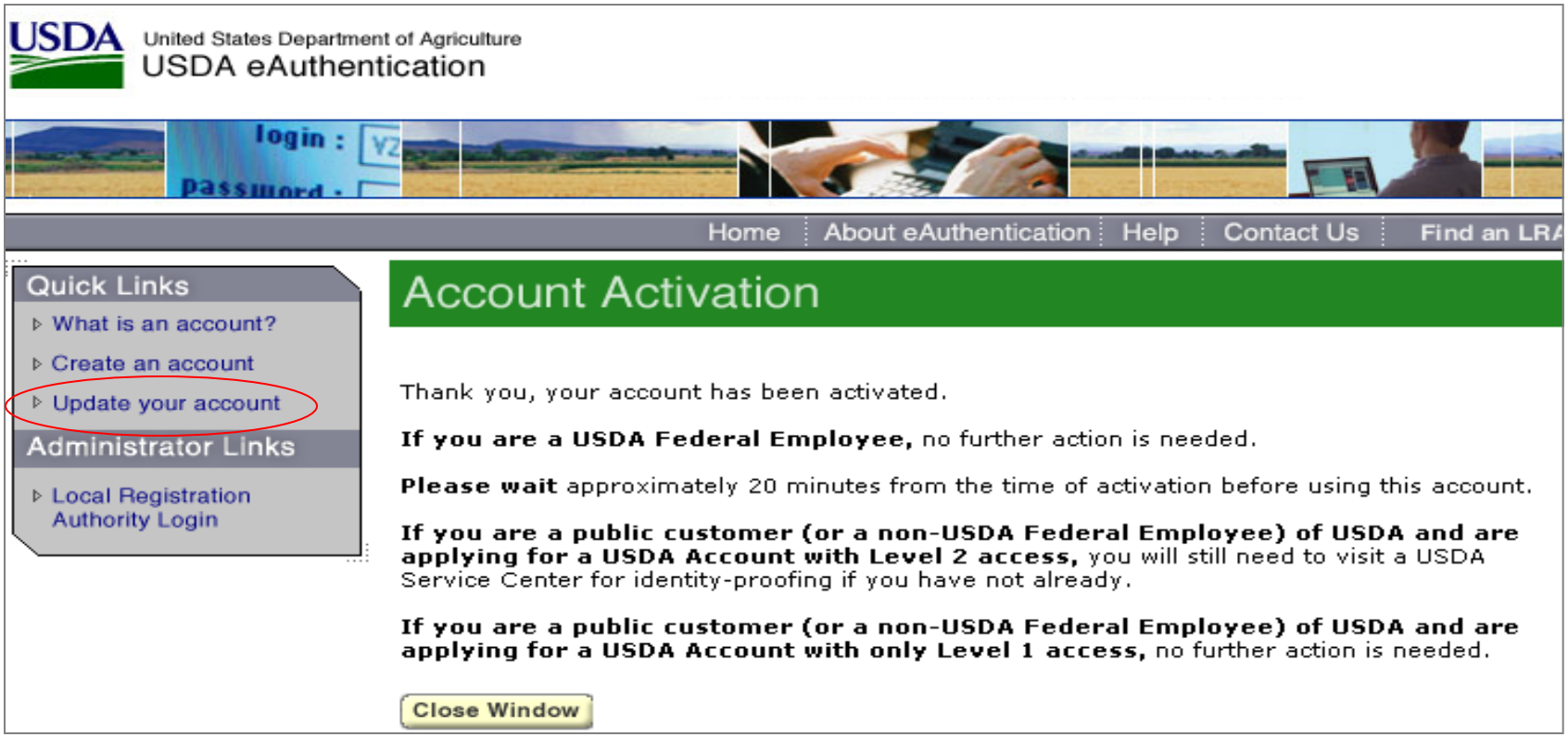
Please review the steps of the e-mail.

Click on "ACTIVATE MY ACCOUNT"

Actual e-mail notice will contain more instructions than shown above.

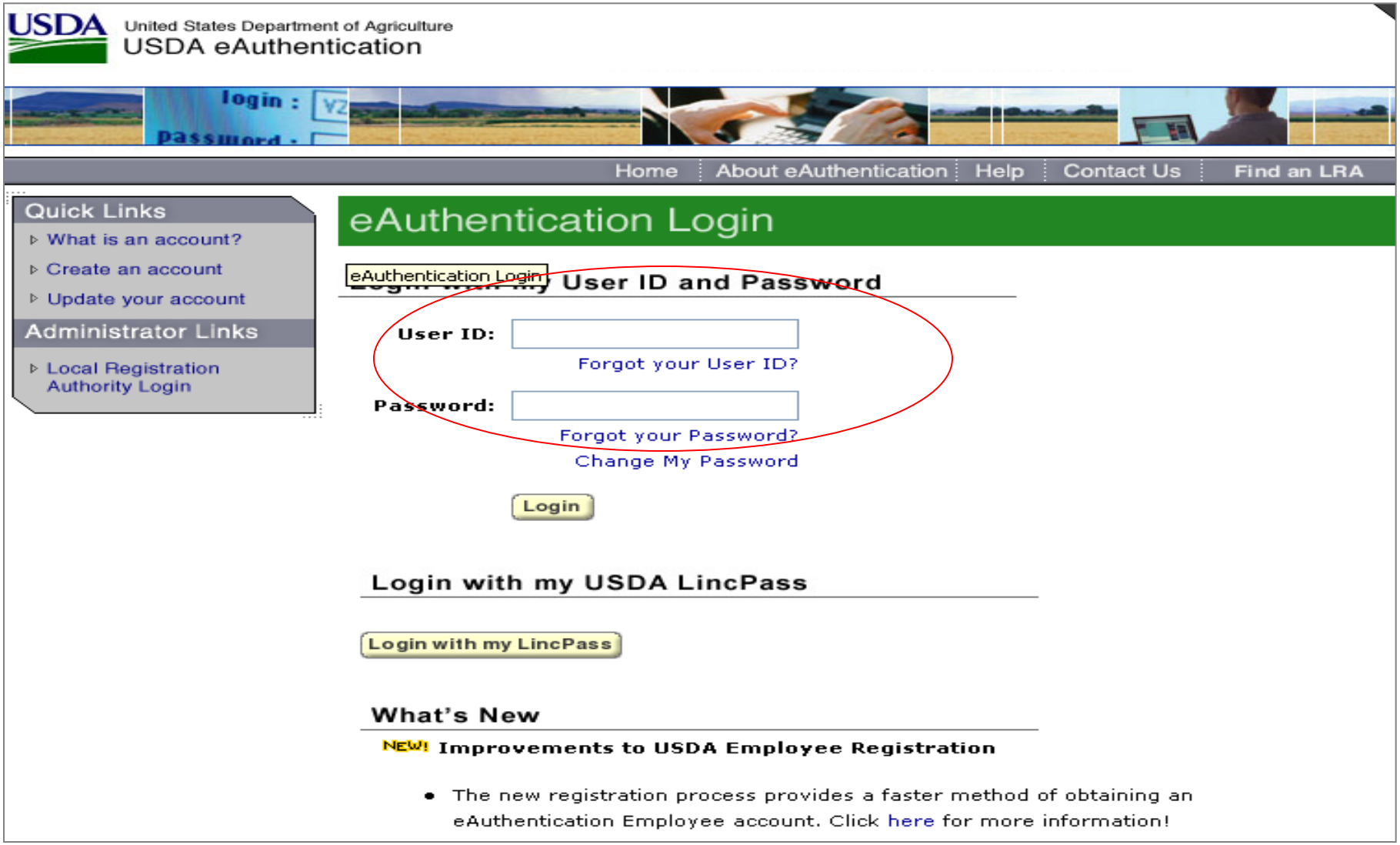
Step 5: Account Activation

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

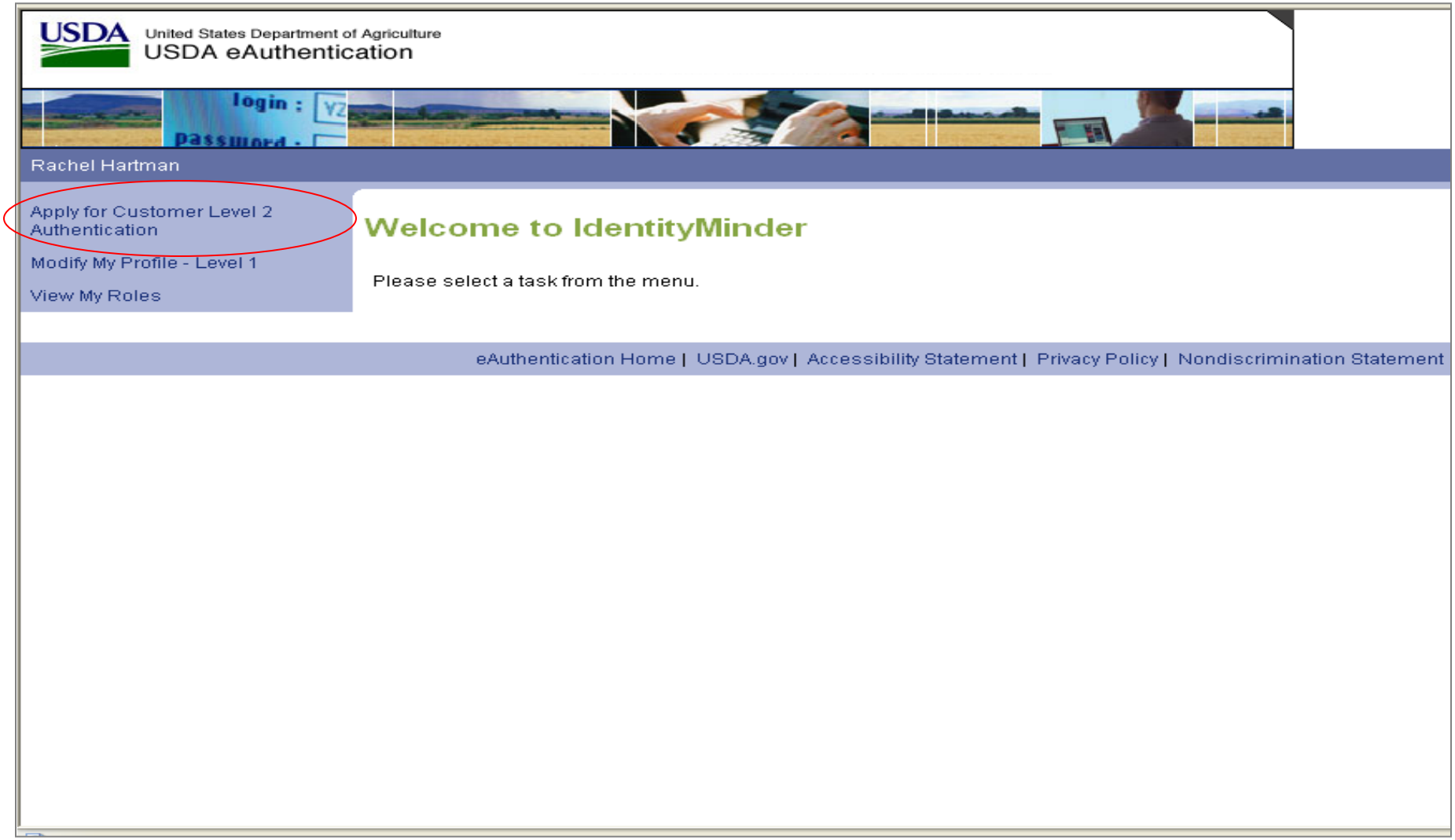


Step 6: Enter your user ID and password

(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"

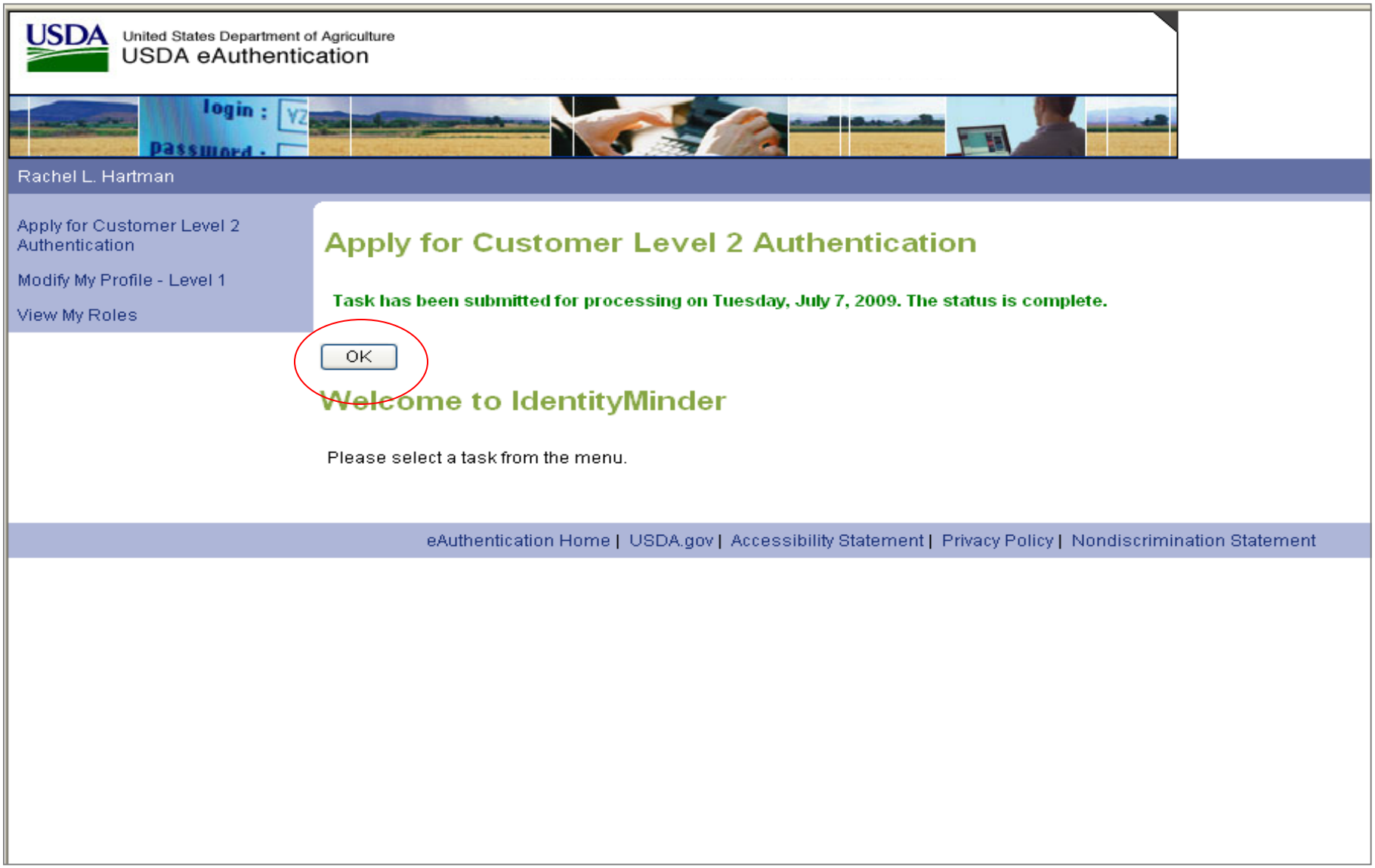
Only * are required

Apply for Customer Level 2 Authentication

User ID	
FirstName*	Rachel
Middle Initial*	
Lastname*	Hartman
Fullname*	Rachel Hartman
Street Address*	
City*	Columbia
State*	Missouri AA (APO/FPO) AE (APO/FP
Home Postal/Zip Code*	65202
Country Name*	United States Afghanistan Albania
Email*	
Confirm Email*	
Alternate Number	--
Home Phone Primary	573-876-9307
Mother's Maiden Name*	
PIN*	
Date of Birth*	
Password*	●●●●●●●●●●
Confirm Password*	●●●●●●●●●●

Validate Submit Cancel

Step 9: Confirmation of Level 2 Authentication - (click ok)



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

- **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.

Within an hour of your account being activated by a USDA employee who is LRA certified you will receive another e-mail similar to this.

If you ever need to change your information (name, e-mail address, etc.) you will need to click on "Update Your Account" from the MINC "login" screen.

Actual e-mail notice will contain more instructions than shown above.

After eAuthentication

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.

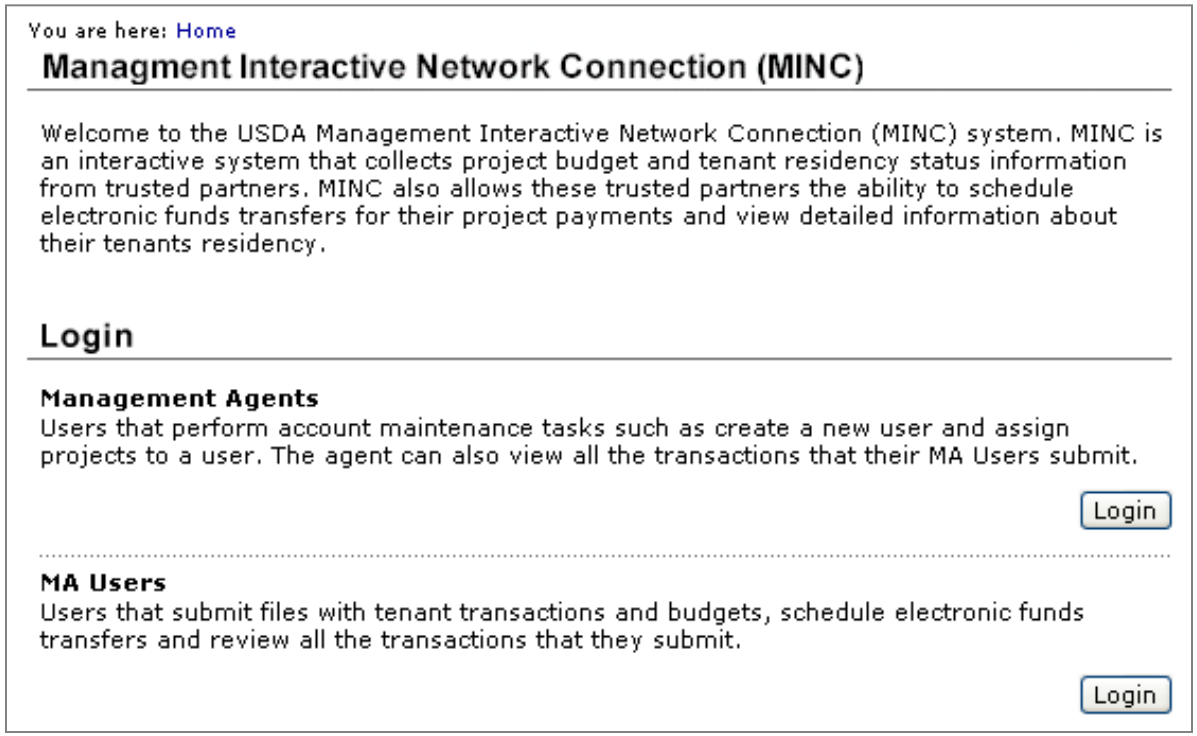
Congratulations, you have now completed the eAuthentication ID process!

Questions?

Management Agent

B. Setting up a Management Agent

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



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.**

Management Agent

<u>TP ID And Password</u>

There are two ways that this ID is needed here is one of the ways.

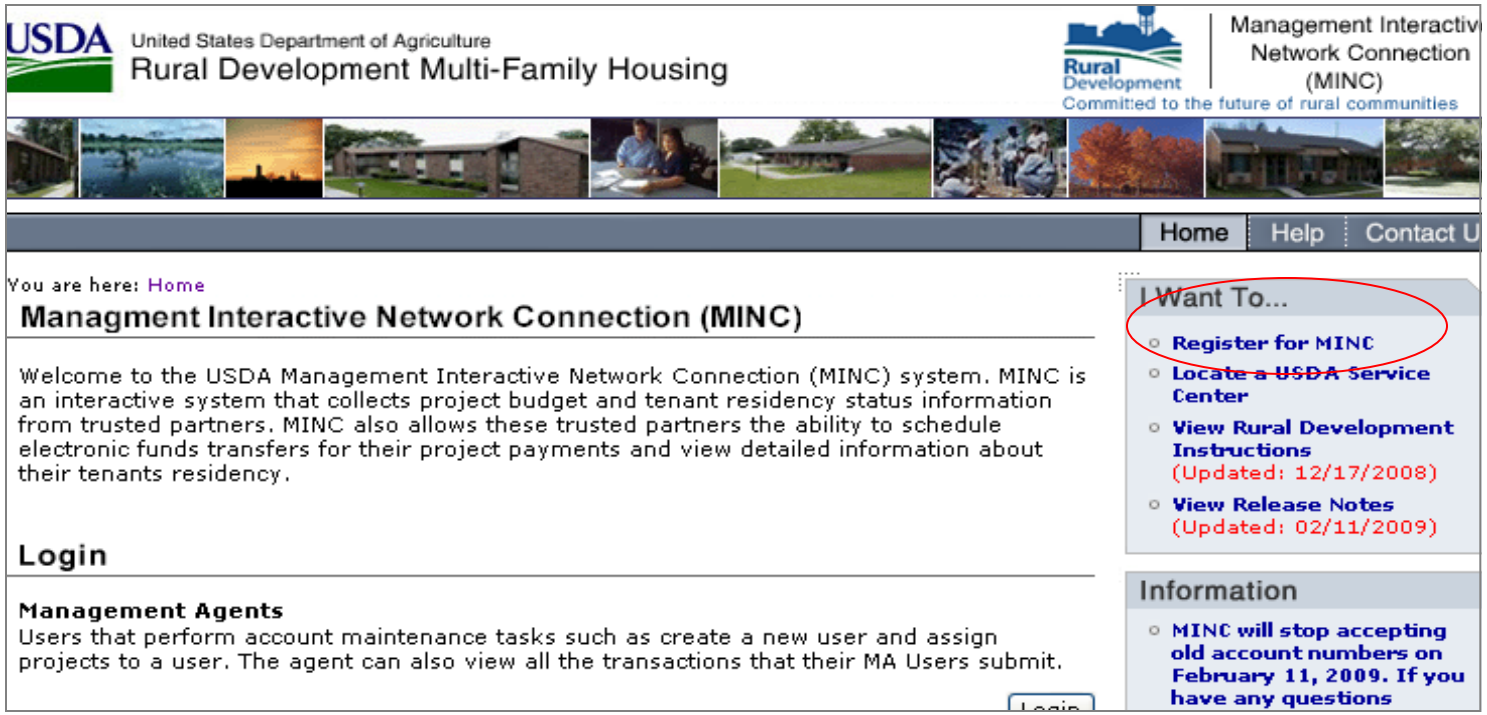
1. New TP ID - If a management company or service bureau new to RD is taking over a complex. A new TP ID and password will be assigned to this user.

Management Agent

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.

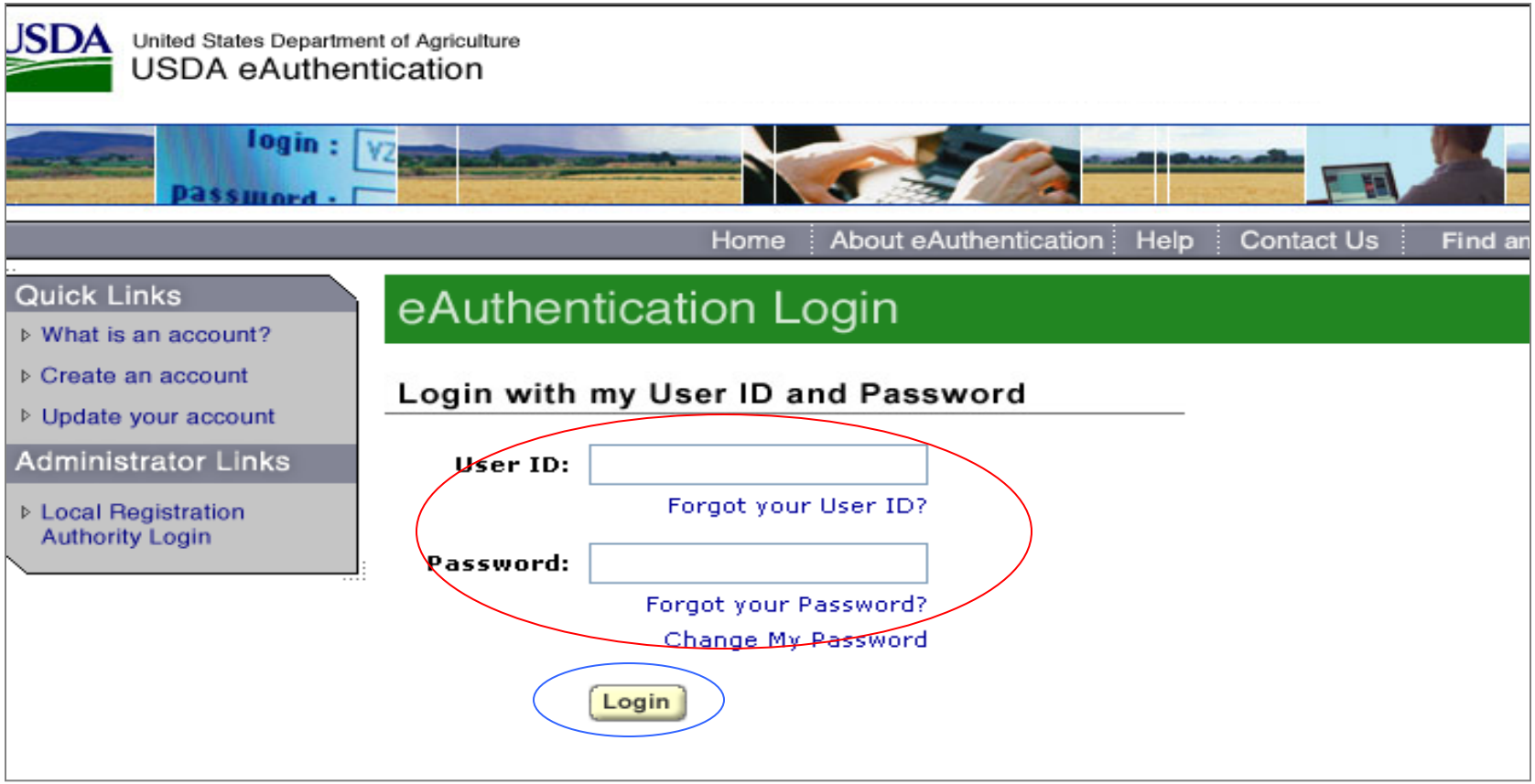


Management Agent

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 eauth ID and Password

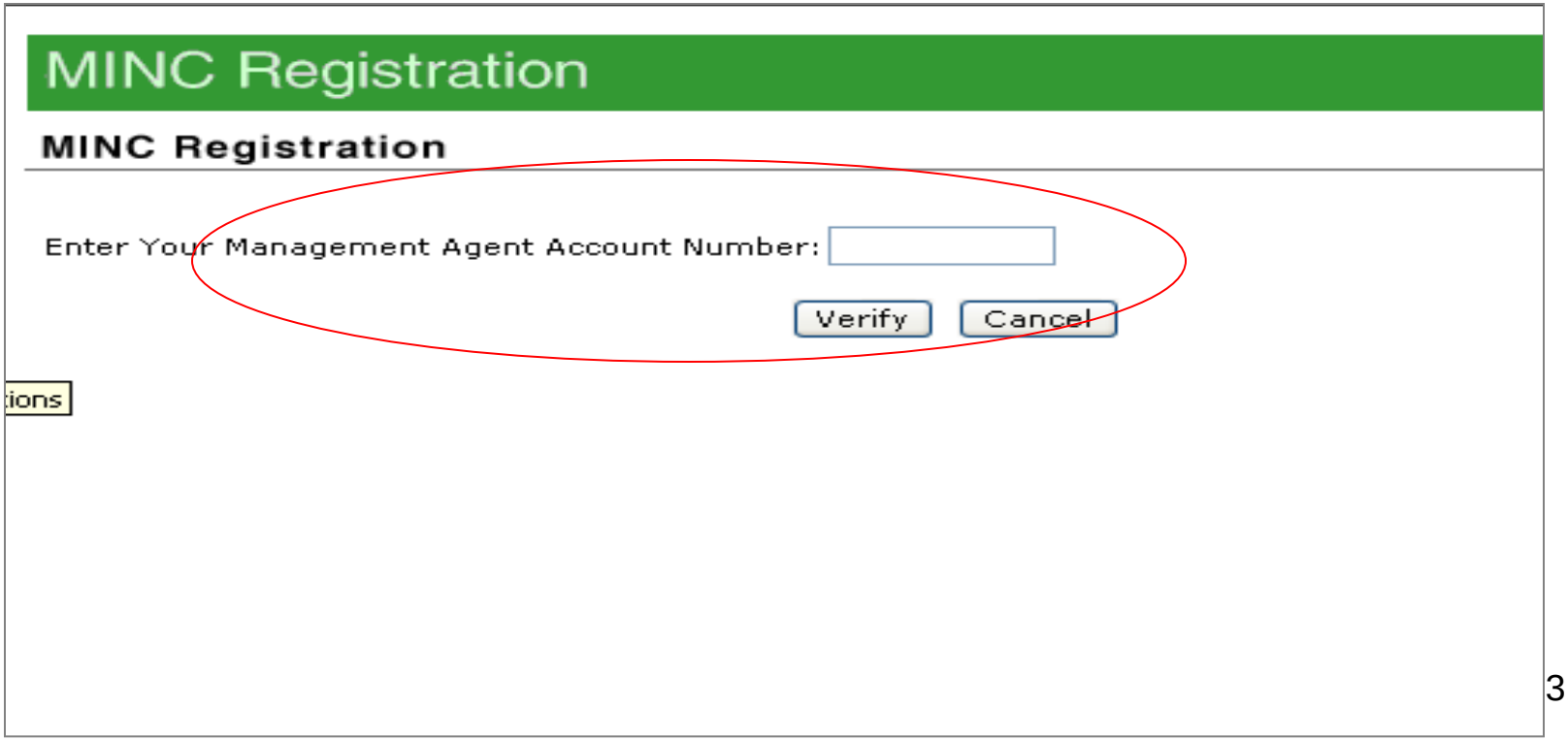


Management Agent

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.



B1. Management Agent

<u>1e. Receive your TP ID</u> (The trading partner agreement will appear with a random TP number and password).

Management Agents

New Password

Name :

Access Code:

Password:

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

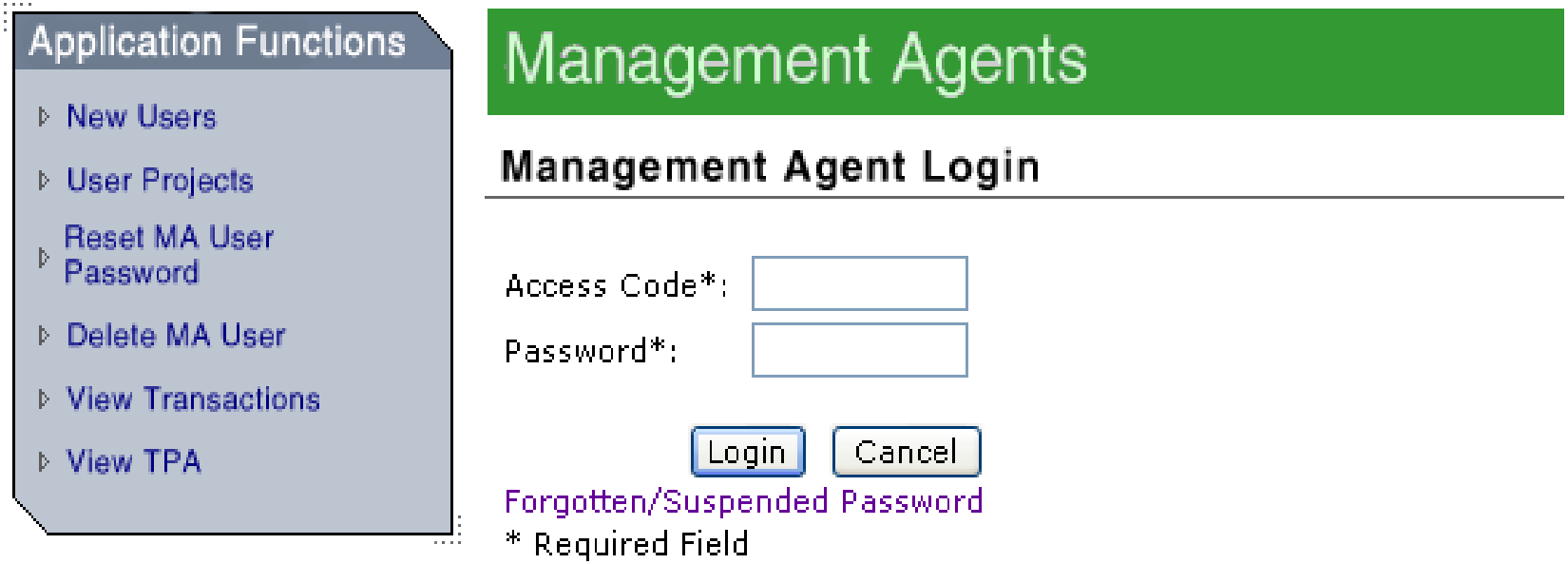
1f.Trading Partner Agreement

- 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

Management Agent

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

<u>TP ID And Password</u>

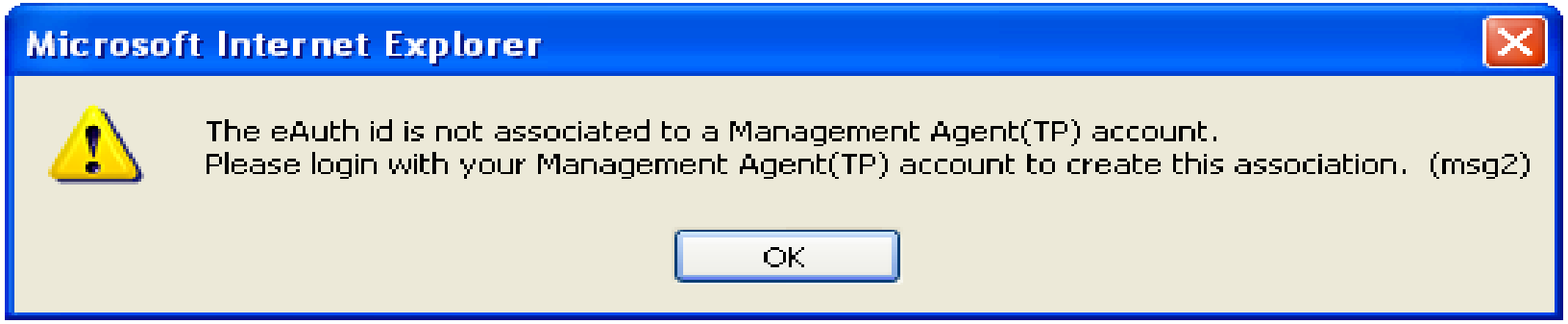
There are two ways that this ID is needed here is the second way.

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

Management Agent

2. Reset TP ID and Password

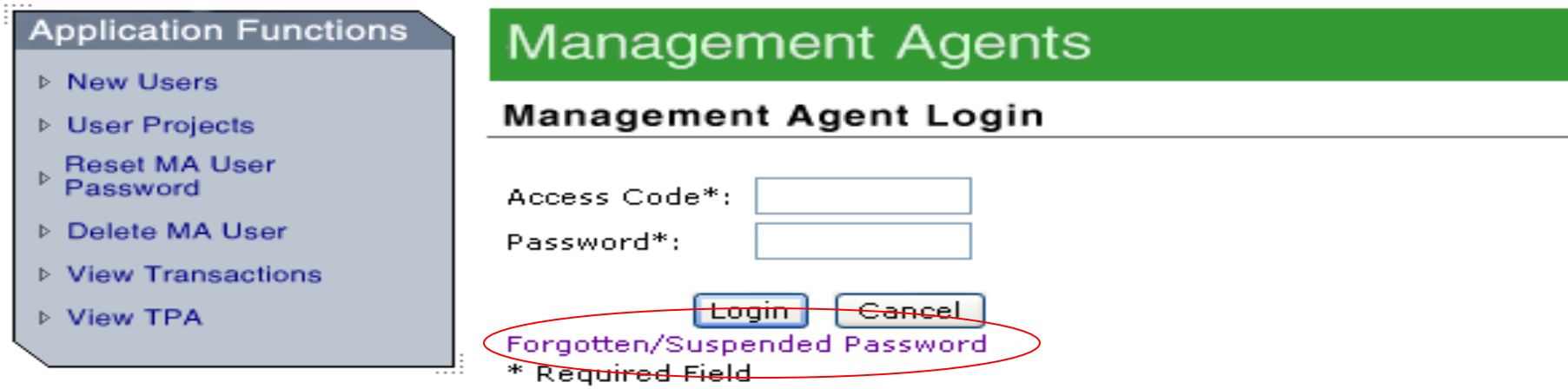
- Go to the MINC Website https://usdaminc.sc.egov.usda.gov/
- Log into Management Agents
- Enter your e-Authentication Id and Password
- The message below will appear



- Click "OK"

Management Agent

2a. Forgotten/Suspended Passwords



➢Click on "Forgotten/Suspended Password"

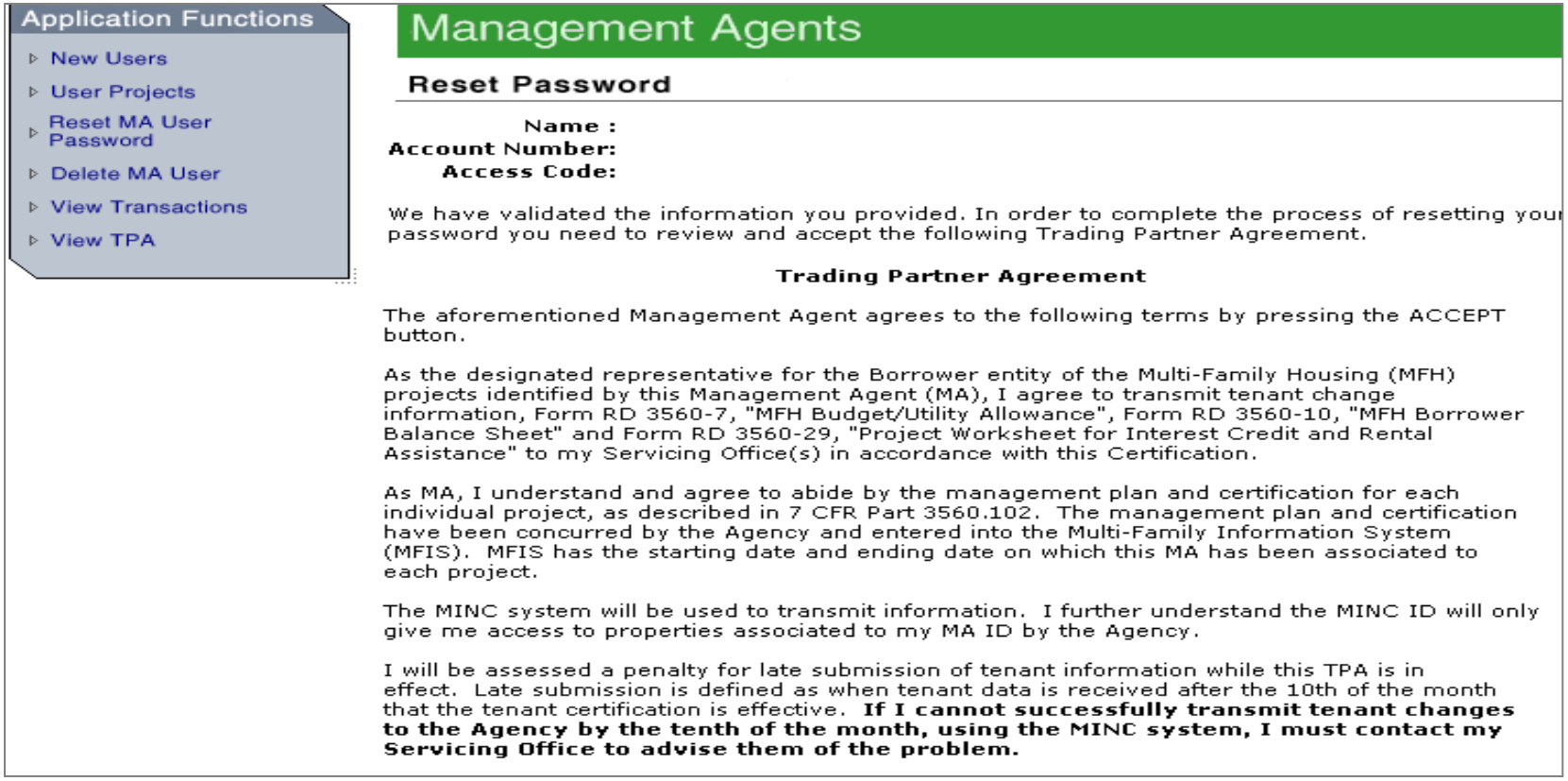
Management Agent

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

2c. Trading Partner Agreement



Application Functions

- New Users
- User Projects
- Reset MA User Password
- Delete MA User
- View Transactions
- View TPA

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.

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.

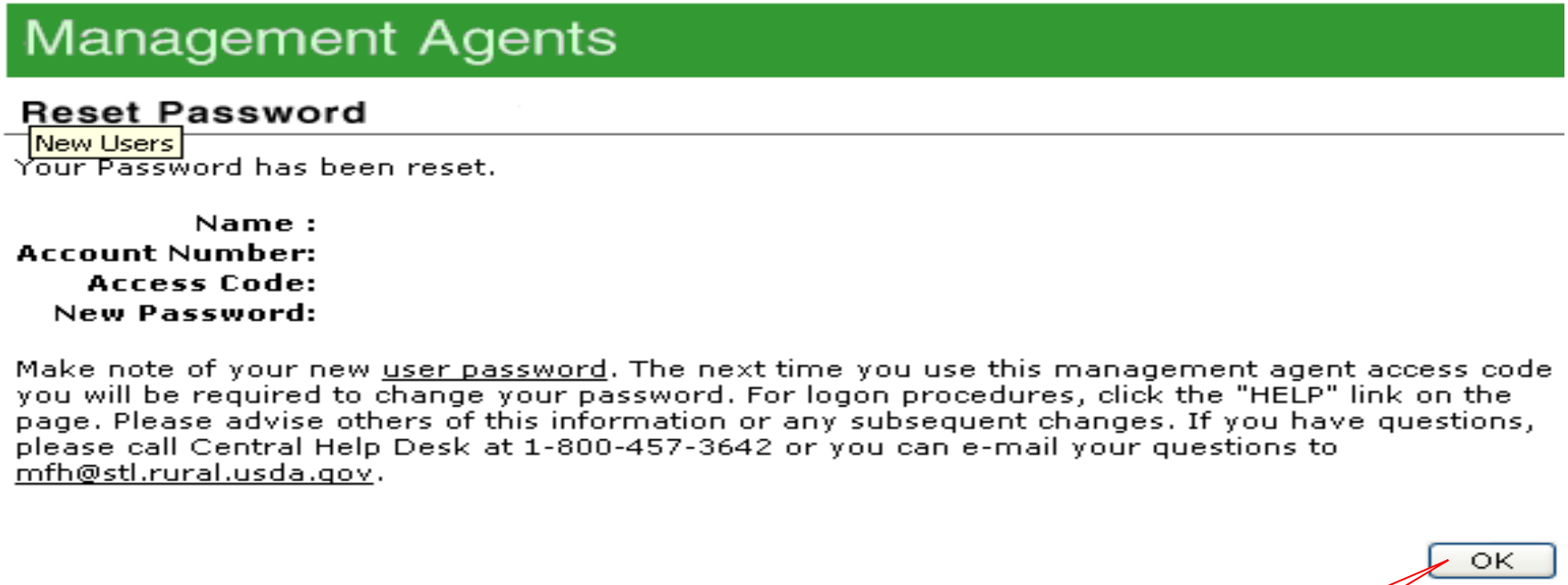
I will be assessed a penalty for late submission of tenant information while this TPA is in effect. Late submission is defined as when tenant data is received after the 10th of the month that the tenant certification is effective. **If I cannot successfully transmit tenant changes to the Agency by the 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!!!



- 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?

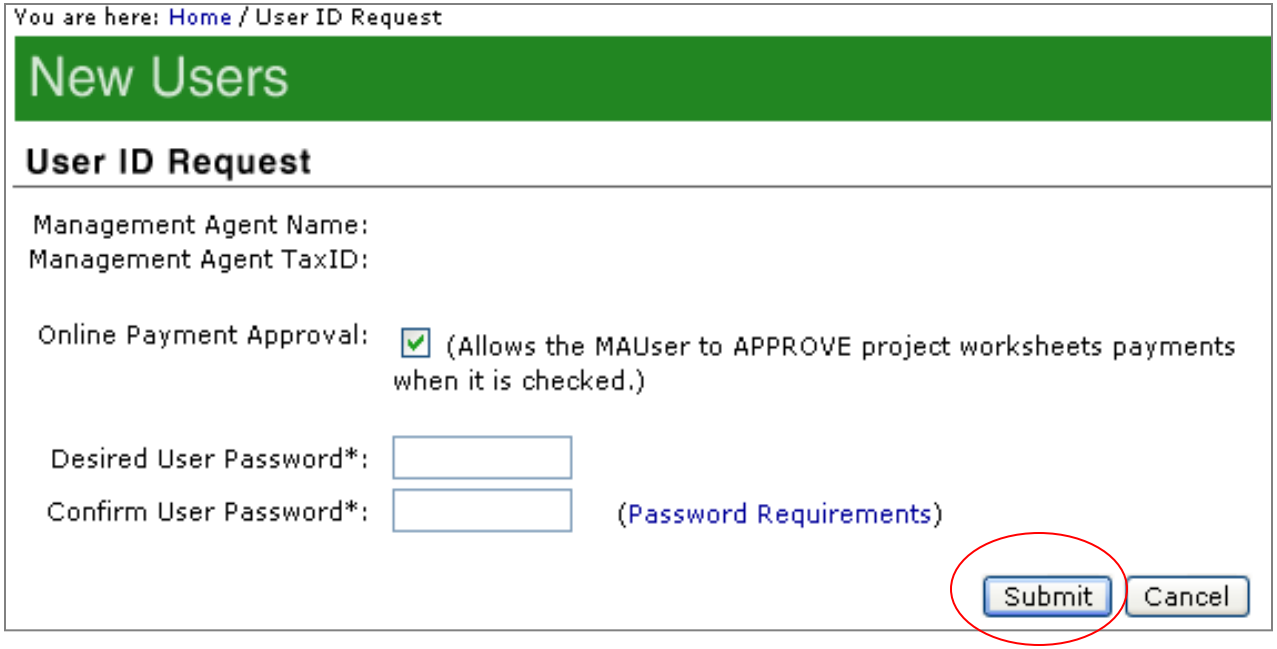
Management Agent

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.

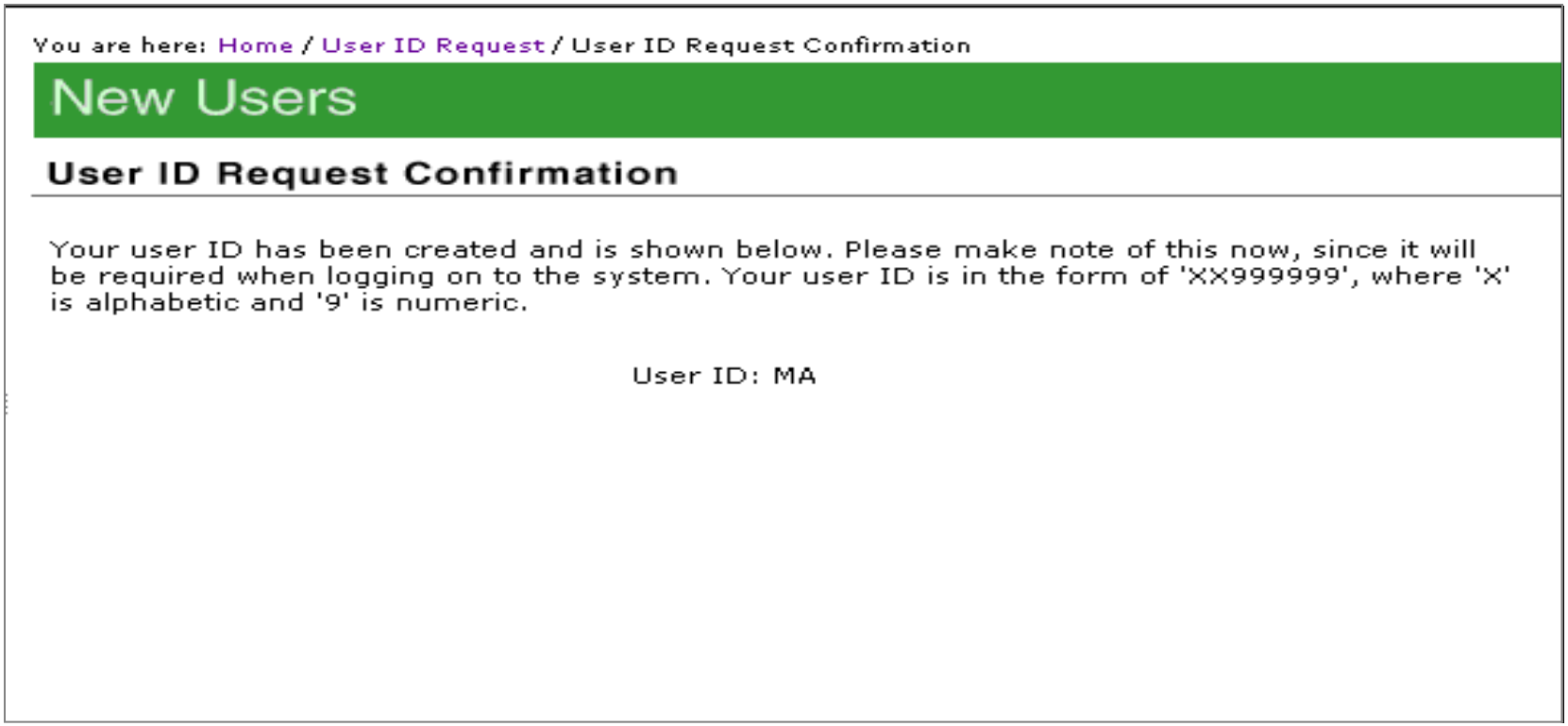
➢On this screen you decide if you want this user to be able to approve the project worksheets. Approving the project worksheet allows that person to submit the payment for the project.



Management Agent

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.


You are here: Home / User ID Request / User ID Request Confirmation

New Users

User ID Request Confirmation

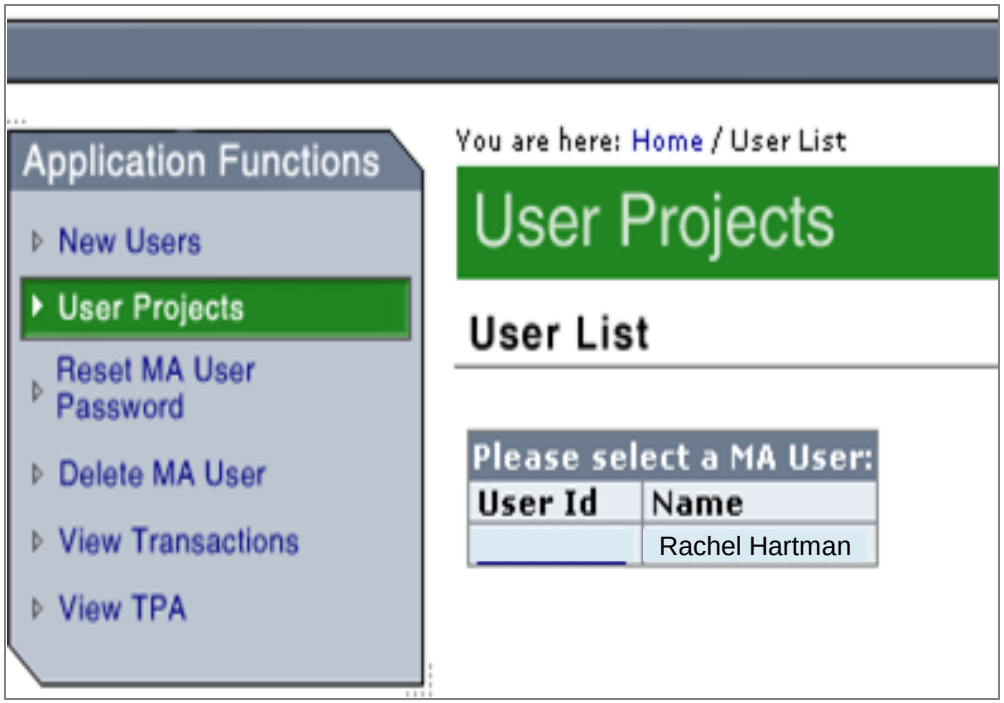
Your user ID has been created and is shown below. Please make note of this now, since it will be required when logging on to the system. Your user ID is in the form of 'XX999999', where 'X' is alphabetic and '9' is numeric.

User ID: MA

Management Agent

C. User Projects

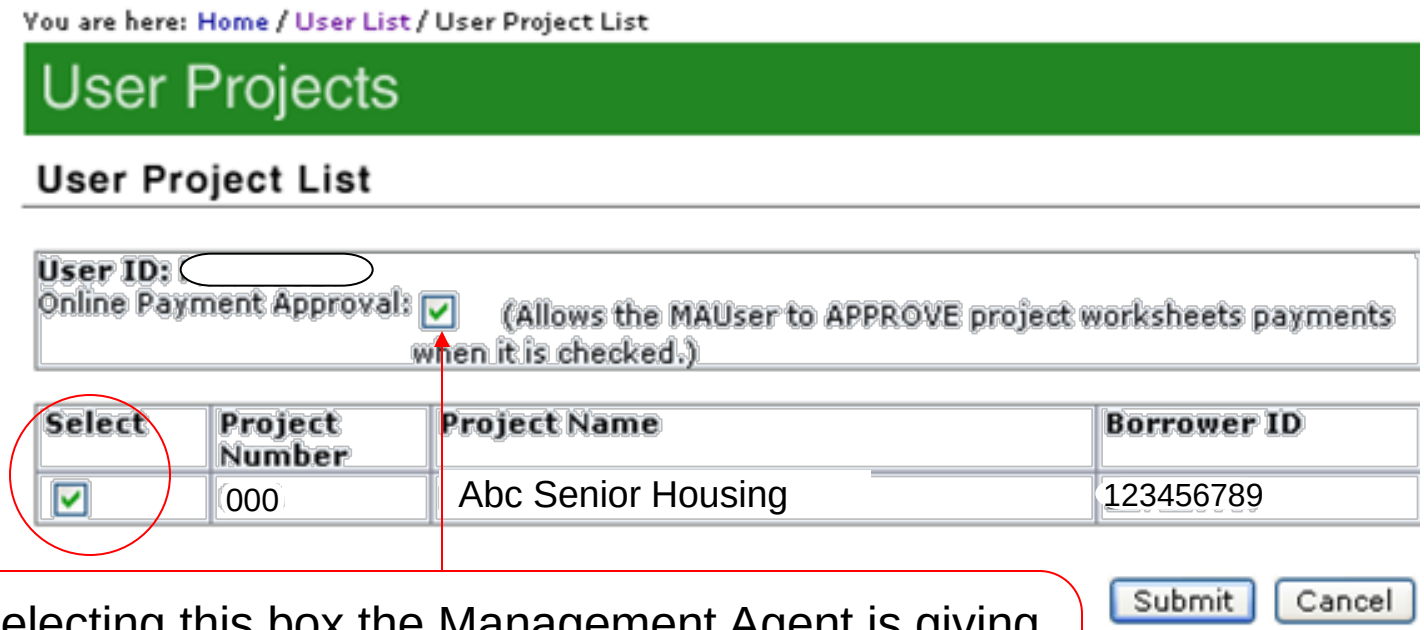
- Select "User Projects"
- Select your "User Id", which is an "MA ID"
- The Management Agent will assign the specific complex(es) that the MA user will be allowed to access.



Management Agent

C. User Project List

- Put a check mark in the select box next to the applicable names and hit "Submit."
- More that 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

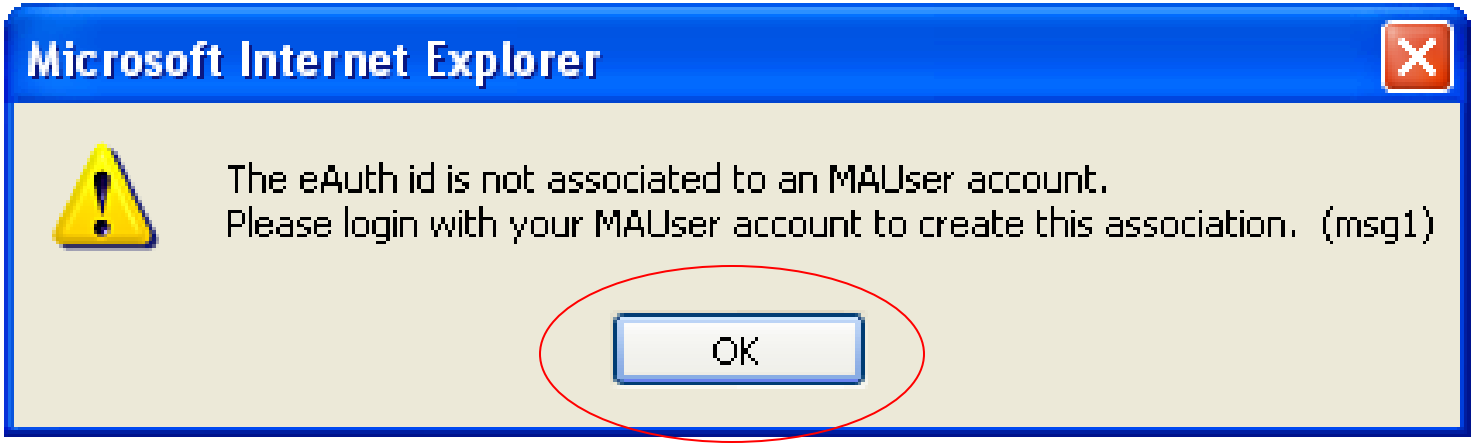
MA User Duties

- 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

MA USERS

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".

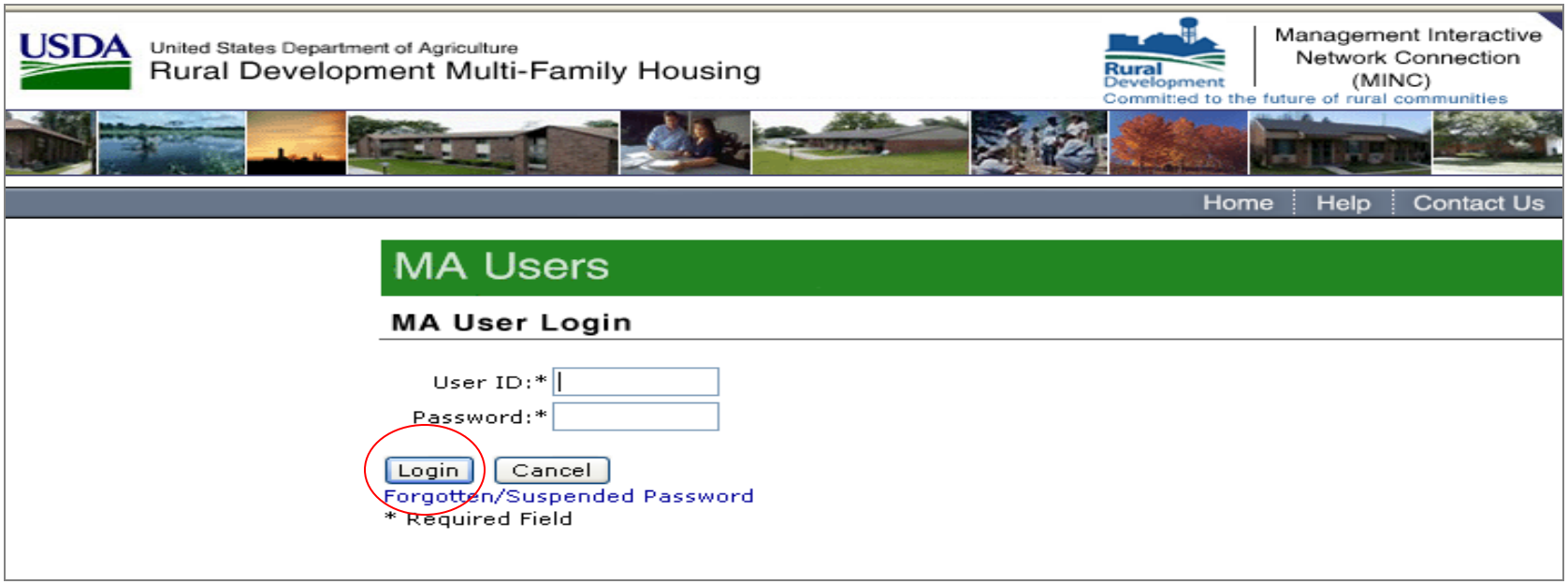


- This means the eAuth ID is not linked to the MA user account yet.

MA USERS

D. MA user login

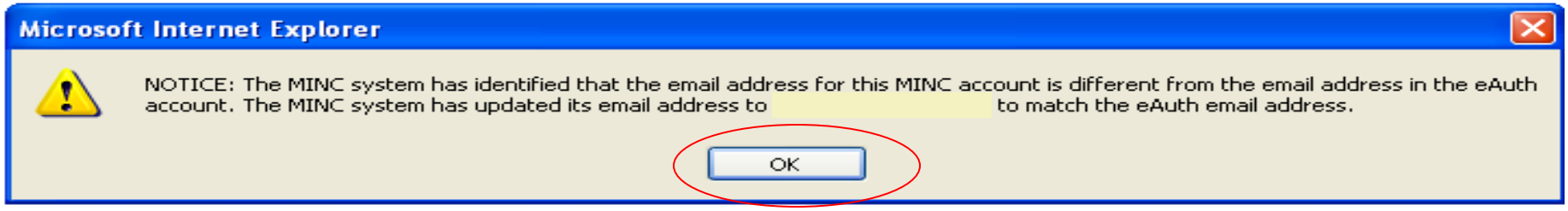
- Then enter your MA user ID and password.
- You will only have to do this the first time you login
- From now on, the eAuth ID and password are all that are needed.
- Click "Login"



MA USERS

D. E-mail address difference

- After selecting login, this message appears.

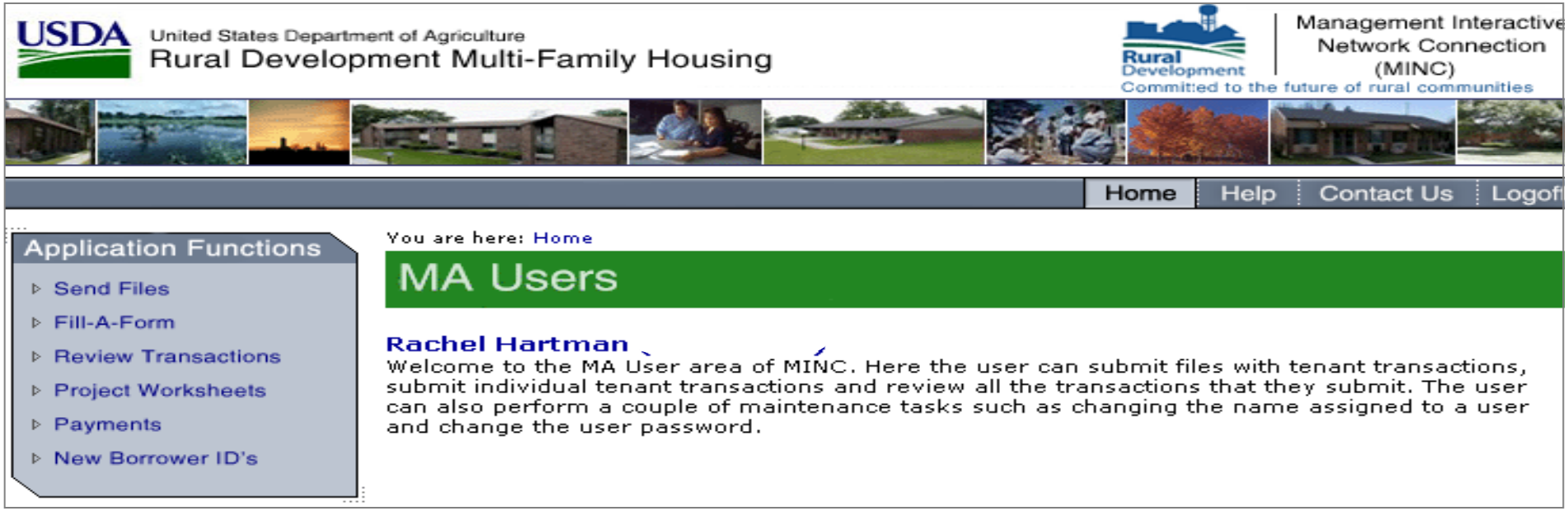


- This means that the e-mail address that was listed on this account is different that the one on your eAuth account.

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

MA USERS

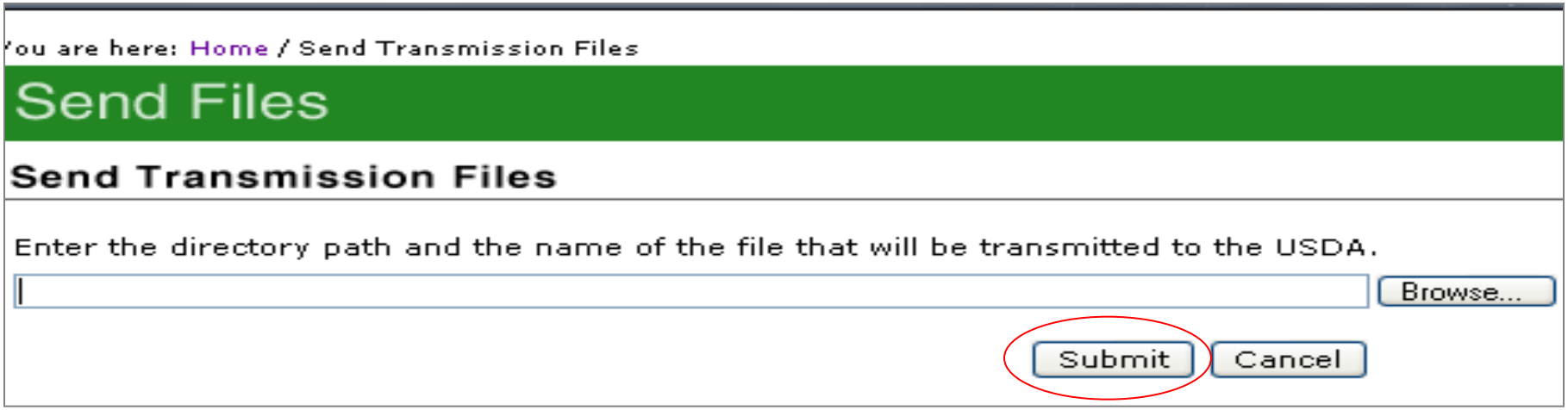
- **D. MA user home page**
- You have now logged on to MA Users
- See the Application Functions on the left hand side of page.
- These are the functions for the MA User to use.
- The next slides will explain these functions in detail



MA USERS

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"

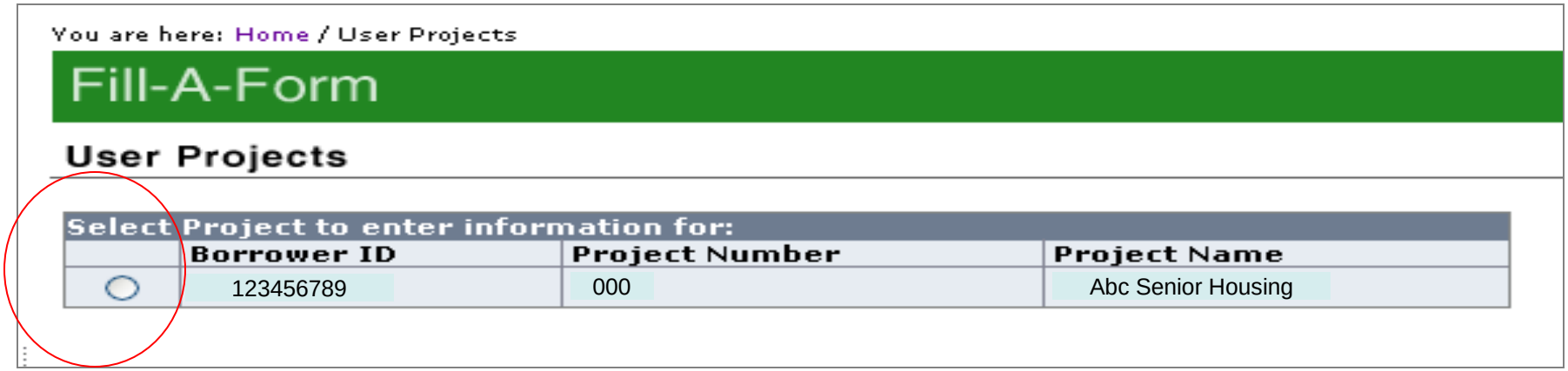
- Depending on the type of software, the MA user may be able to transmit multiple files at one time.

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.

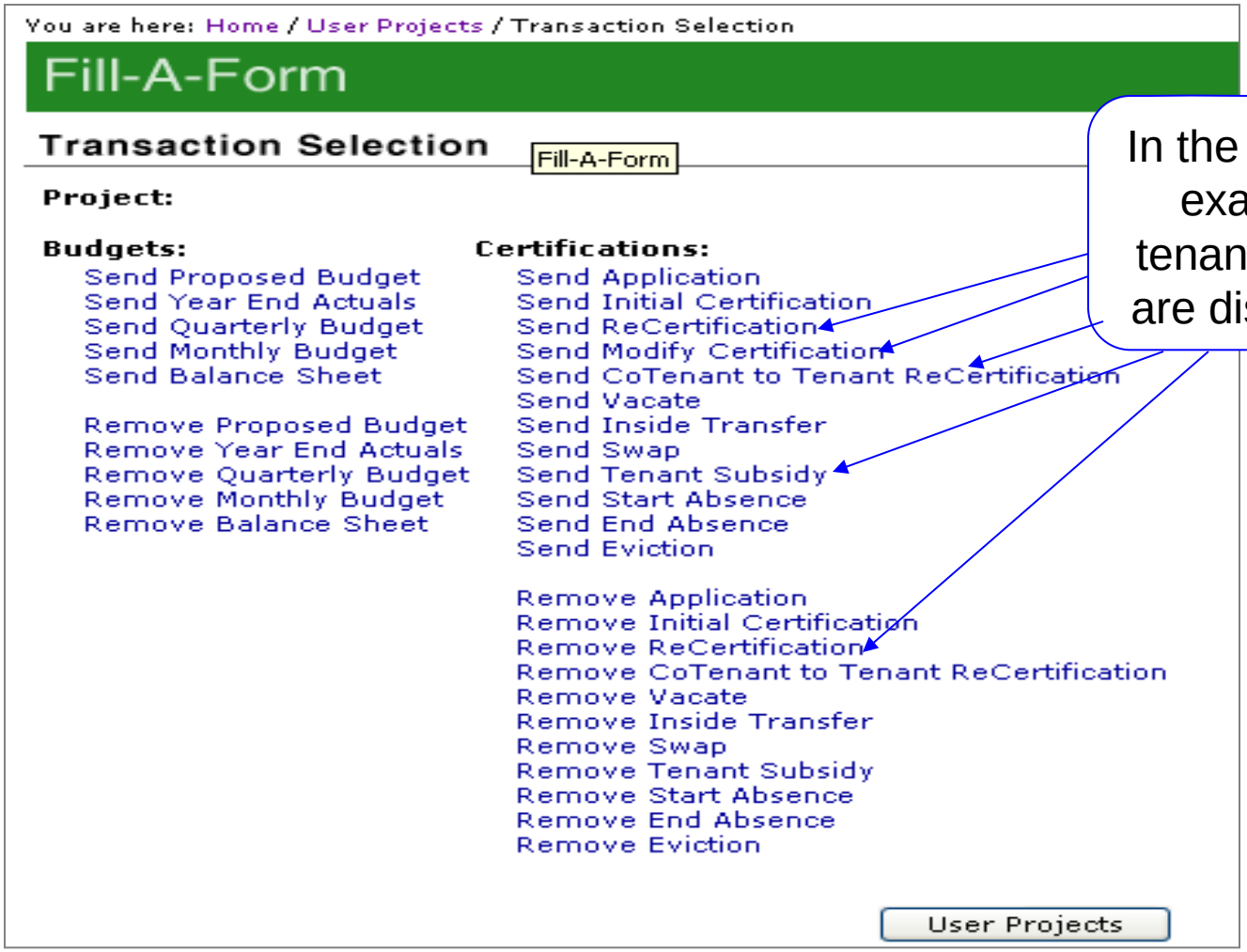
(There may be multiple projects, but only one can be worked on at a time)



MA USERS

F1. Transaction Selection

➢Click on the transaction you would like to complete



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

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)

You are here: Home / User Projects / Transaction Selection / R ... ification

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

	Member 1	Member 2	Member 3
Type:	Tenant	Co-Tenant	Dependent
SSN:	123456789	987654321	13579246
Title:	Mrs	Mr	
Last Name:	Hartman	Hartman	Hartman
First Name:	Rachel	Eric	Alex
MI:	L	D	D
Gender:	Female	Male	Male
Birth Date:	01/01/1901	01/02/1902	01/01/1999
Race:	☐ AI/A ☐ A ☐ B/AA ☐ H/PI ☑ W	☐ AI/A ☐ A ☐ B/AA ☐ H/PI ☑ W	☐ AI/A ☐ A ☐ B/AA ☐ H/PI ☑ W
Ethnicity:	Non-Hispanic	Non-Hispanic	Non-Hispanic
Classification:	N/A	N/A	Minor
Info Source:	Customer	Customer	Customer

Ethnicity
- Non-Hispanic
- Hispanic

Classification
- N/A
- Disabled
- Handicapped

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

Info Source
- Customer
- Employee

MA USERS

F1a. Sample Tenant Certification

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

Add more household members...

Other Subsidy Income: None Full

Number of Foster Children:

Net Family Assets:

Income From Assets:

Wages, Salaries, etc:

Social Security, Pensions, etc:

Assistance:

Other:

Excess Medical:

Child Care:

Monthly Welfare Shelter Payment:

Household Has Exempt Income:

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

Submit Cancel

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

Other Income – Examples: Child Support, family contributions, unemployment benefits.

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

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

Waiver needed, contact servicing office

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.

Print Close

➢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 can not 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.

You are here: Home / User Projects / Transaction Selection / Modifiy Certification

Fill-A-Form

Modify Certification

Project:

Site ID: 30601

Effective Date:

Unit ID: -- Select --

Tenant Subsidy: --Select--

	Member 1	Member 2	Member 3	Member 4
Type:	Tenant	-- Select --	-- Select --	-- Select --
SSN:				
Title:				
Last Name:				
First Name:				
MI:				
Gender:	-- Select --	-- Select --	-- Select --	-- Select --
Birth Date:				
Race:	AI/A A B/AA H/PI W	AI/A A B/AA H/PI W	AI/A A B/AA H/PI W	AI/A A B/AA H/PI W
Ethnicity:	-- Select --	-- Select --	-- Select --	-- Select --
Classification:	-- Select --	-- Select --	-- Select --	-- Select --
Info Source:	-- Select --	-- Select --	-- Select --	-- Select --

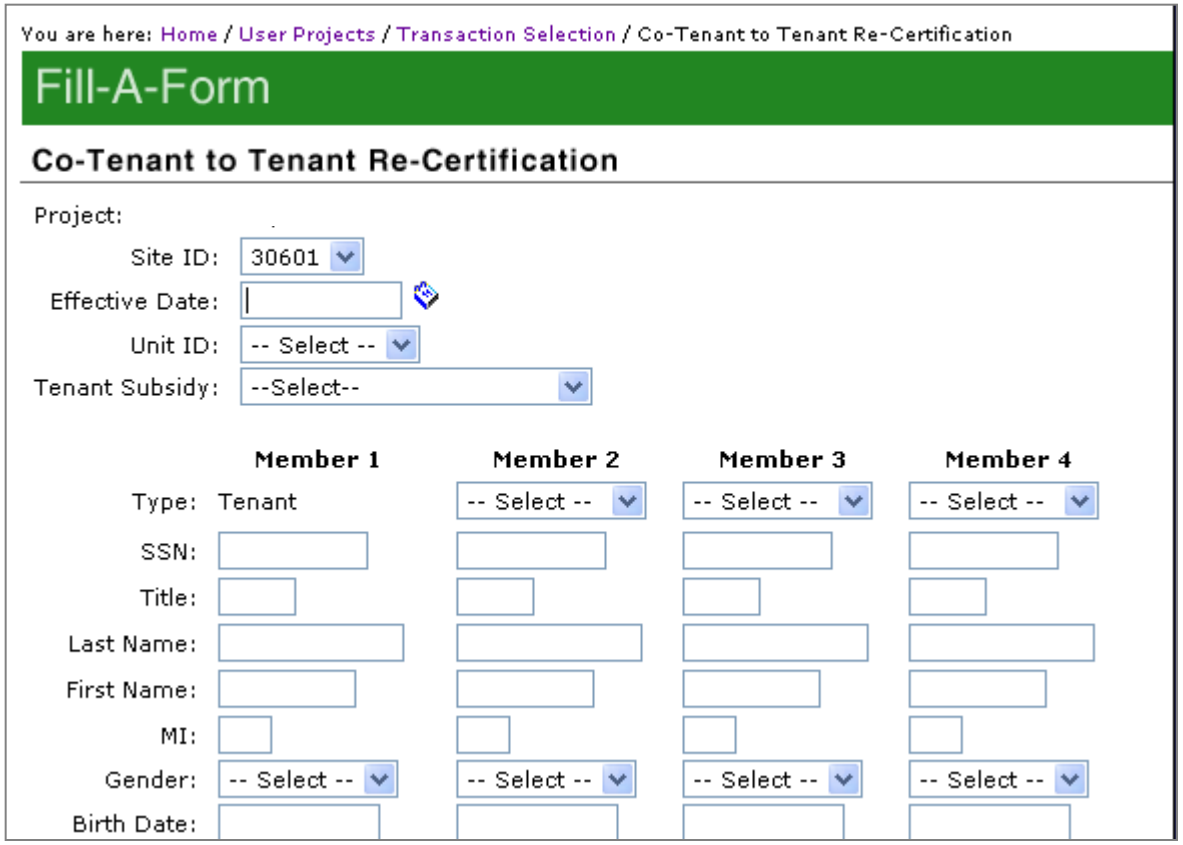
MA USERS

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 co-tenant'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"

You are here: Home / User Projects / Transaction Selection / Tenant Subsidy

Fill-A-Form

Tenant Subsidy

Project:

Site ID: 30601

Effective Date:

Unit ID: -- Select --

Tenant Subsidy: --Select--

Tenant Household Information

SSN:

Last Name:

First Name:

MI:

Submit Cancel

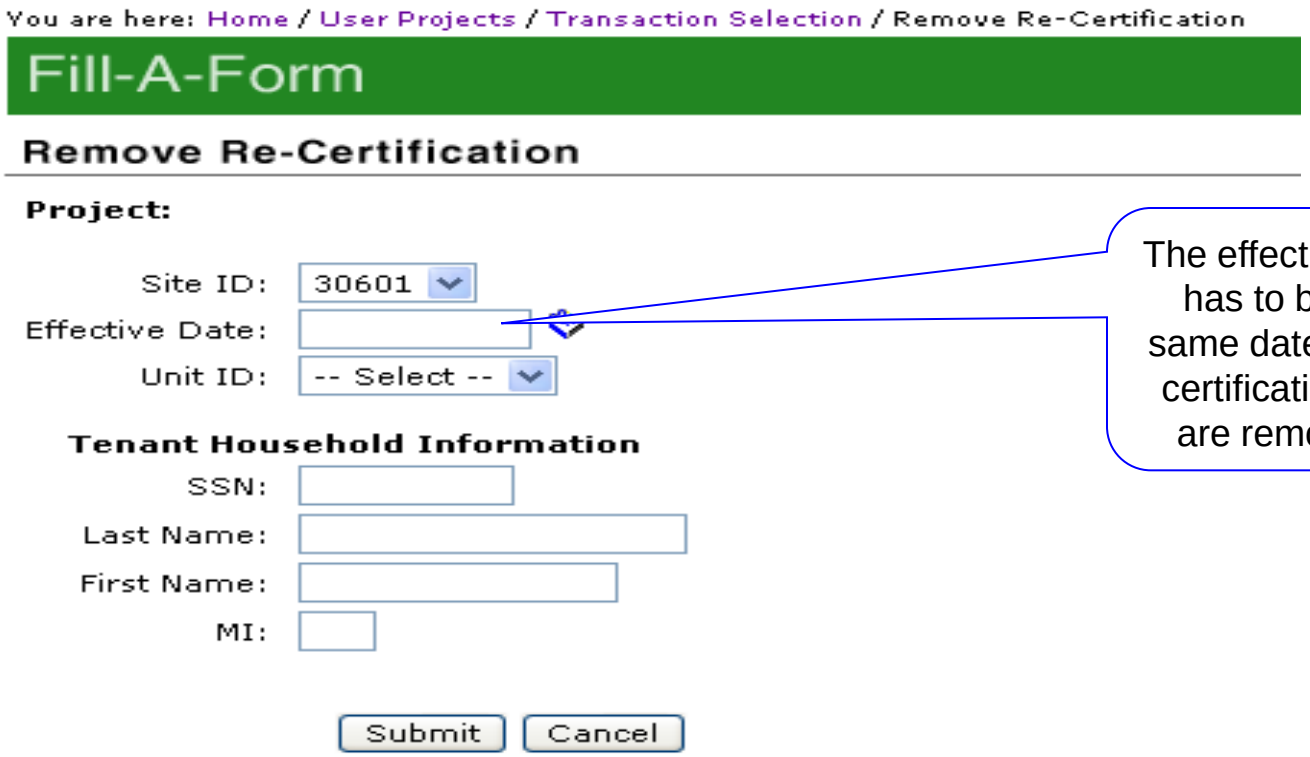
Has to be first of month!!!

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

Click "Submit"

MA USERS

F1a. Sample "Remove Recertification"



The effective date has to be the same date as the certification you are removing.

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.

MA USERS

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)
- Refer to Missouri Home page for tenant certification template. http://www.rurdev.usda.gov/MO-mfhpage.html

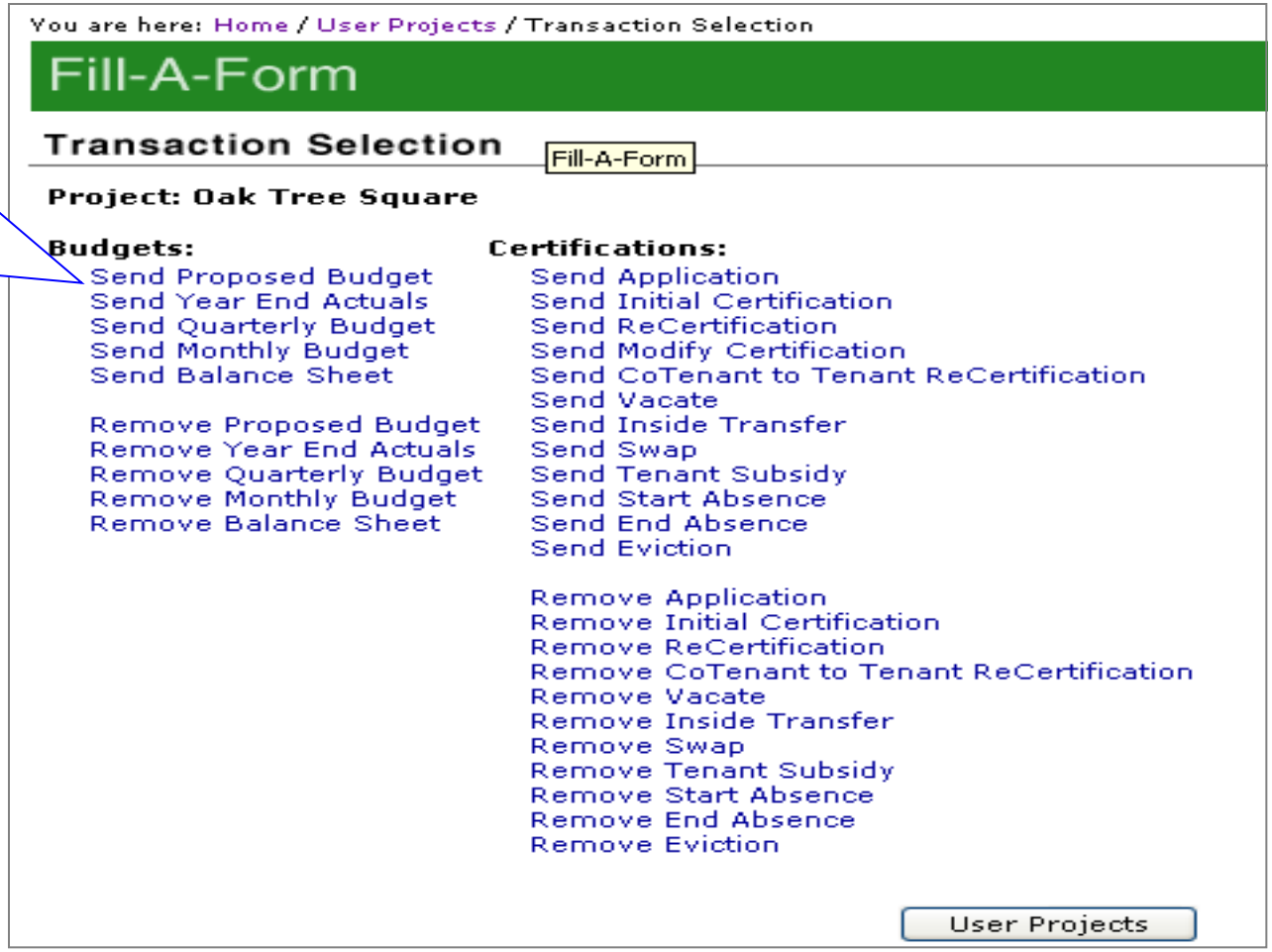
Questions?

MA USERS

F1. Transaction Selection

➢Click on the transaction you would like to complete

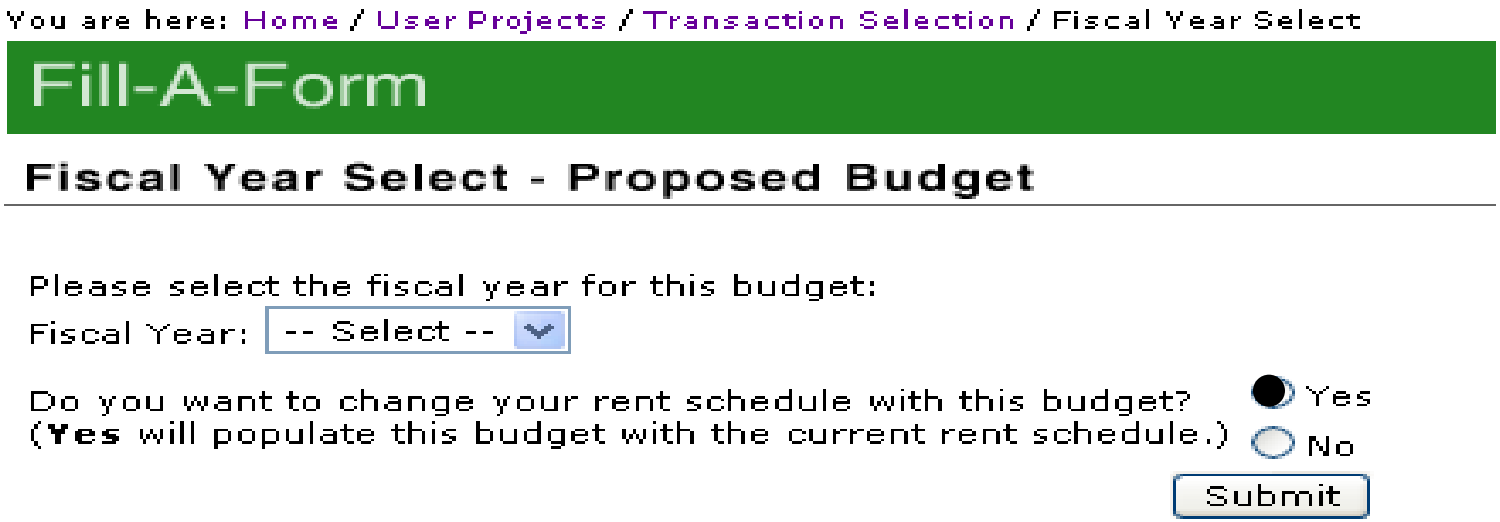
In the following examples budget actions are discussed.



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.



MA USERS

F1b. Filling in proposed budget

You are here: Home / User Projects / Transaction Selection / Fiscal Year Select / Proposed Budget

Fill-A-Form

Proposed Budget

Project:

Site ID: 30601
Fiscal Year: 2012
Effective Date:

Effective Date - Start of the properties Fiscal Year- ex. Jan. 1, 2012

PART I - CASH FLOW STATEMENT

Item	Proposed	Comment
Operational Cash Sources		
1. Rental Income	$0.00	
2. RHS Rental Assist. Received		
3. Application Fee Received		
4. Laundry And Vending	$0.00	
5. Interest Income	$0.00	
6. Tenant Charges	$0.00	
7. Other - Project Sources	$0.00	
8. Less (Vcncy @ Cntgncy Allw)	$0.00	
9. Less (Agncy Aprvd Incentv)	$0.00	
10. Sub-Ttl [(1 thru 7)-(8@9)]	$0.00	Automatic Calculation
Non-Operational Cash Sources		
11. Cash - Non Project	$0.00	
12. Authorized Loan (Non-RHS)	$0.00	
13. Transfer From Reserve	$0.00	Amount entered in Capital Budget
14. Sub-Total (11 thru 13)	$0.00	Automatic Calculation
15. Total Cash Sources (10+14)	$0.00	Automatic Calculation

Other Items require a comment

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

MA USERS

F1b. Filling in proposed budget (con't)

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

PART II - O@M EXPENSE SCHEDULE

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

Other Items require a comment

MA USERS

F1b. Filling in proposed budget (con't)

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

Other Items require a comment

PART III - ACCT BUDGET/STATUS

Item	Proposed	Comment
Reserve Account		
1.Beginning Balance	$0.00	
2. Transfer to Reserve	$0.00	
Transfer From Reserve		
3. Operating Deficit	$0.00	
4. Cptl Bgt (Part V reserve)	$0.00	Amount entered in Capital Budget
5. Building @ Equip Repair	$0.00	
6. Othr Non-Operating Expenses	$0.00	
7. Total (3 thru 6)	$0.00	Automatic Calculation
8. Ending Balance [(1+2)-7)]	$0.00	Automatic Calculation

Other Items require a comment

MA USERS

F1b. Filling in proposed budget (con't)

General Operating Account
Beginning Balance
Ending Balance
Real Estate Tax And Ins Escrow
Beginning Balance
Ending Balance
Tenant Security Deposit Acct
Beginning Balance
Ending Balance

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

ANNUAL CAPITAL BUDGET

Item	Proposed	Reserve	Operating	#Units/ Items	Comment
Appliances					
Appliances - Range	$0.00	$0.00	$0.00	0	
Appliances - Refrigerator	$0.00	$0.00	$0.00	0	
Appliances - Range Hood	$0.00	$0.00	$0.00	0	
Appliances - Washers @ Dryers	$0.00	$0.00	$0.00	0	
Appliances - Other	$0.00	$0.00	$0.00	0	
Carpet and Vinyl					
Carpet @ Vinyl - 1 Br.	$0.00	$0.00	$0.00	0	
Carpet @ Vinyl - 2 Br.	$0.00	$0.00	$0.00	0	
Carpet @ Vinyl - 3 Br.	$0.00	$0.00	$0.00	0	
Carpet @ Vinyl - 4 Br.	$0.00	$0.00	$0.00	0	
Carpet @ Vinyl - Other	$0.00	$0.00	$0.00	0	
Cabinets					
Cabinets - Kitchens	$0.00	$0.00	$0.00	0	
Cabinets - Bathroom	$0.00	$0.00	$0.00	0	
Cabinets - Other	$0.00	$0.00	$0.00	0	

MA USERS

F1b. Filling in proposed budget (con't)

Doors					
Doors - Exterior	$0.00	$0.00	$0.00	0	
Doors - Interior	$0.00	$0.00	$0.00	0	
Doors - Other	$0.00	$0.00	$0.00	0	
Window Coverings					
Window Coverings - Detail	$0.00	$0.00	$0.00	0	
Window Coverings - Other	$0.00	$0.00	$0.00	0	
Heat and Air Conditioning					
Heat @ Air - Heating	$0.00	$0.00	$0.00	0	
Heat @ Air - Air Conditioning	$0.00	$0.00	$0.00	0	
Heat @ Air - Other	$0.00	$0.00	$0.00	0	
Plumbing					
Plumbing - Water Heater	$0.00	$0.00	$0.00	0	
Plumbing - Bath Sinks	$0.00	$0.00	$0.00	0	
Plumbing - Kitchen Sinks	$0.00	$0.00	$0.00	0	
Plumbing - Faucets	$0.00	$0.00	$0.00	0	
Plumbing - Toilets	$0.00	$0.00	$0.00	0	
Plumbing - Other	$0.00	$0.00	$0.00	0	
Major Electrical					
Major Electrical - Detail	$0.00	$0.00	$0.00		
Major Electrical - Other	$0.00	$0.00	$0.00		
Structures					
Structures - Windows	$0.00	$0.00	$0.00	0	
Structures - Screens	$0.00	$0.00	$0.00	0	
Structures - Walls	$0.00	$0.00	$0.00		
Structures - Roofing	$0.00	$0.00	$0.00		
Structures - Siding	$0.00	$0.00	$0.00		
Structures - Exterior Painting	$0.00	$0.00	$0.00		
Structures - Other	$0.00	$0.00	$0.00		

MA USERS

F1b. Filling in proposed budget (con't)

Paving				
Paving - Asphalt	$0.00	$0.00	$0.00	
Paving - Concrete	$0.00	$0.00	$0.00	
Paving - Seal and Stripe	$0.00	$0.00	$0.00	
Paving - Other	$0.00	$0.00	$0.00	
Landscape and Grounds				
Lndscp@Grnds - Landscaping	$0.00	$0.00	$0.00	
Lndscp@Grnds - Lawn Equipment	$0.00	$0.00	$0.00	
Lndscp@Grnds - Fencin	$0.00	$0.00	$0.00	
Lndscp@Grnds - Recreation Area	$0.00	$0.00	$0.00	
Lndscp@Grnds - Signs	$0.00	$0.00	$0.00	
Lndscp@Grnds - Other	$0.00	$0.00	$0.00	
Accessibility Features				
Accessibility Features -Detail	$0.00	$0.00	$0.00	
Accessibility Features -Other	$0.00	$0.00	$0.00	
Automation Equipment				
Automation Equip. -Site Mngt.	$0.00	$0.00	$0.00	
Automation Equip. -Common Area	$0.00	$0.00	$0.00	
Automation Equip. -Other	$0.00	$0.00	$0.00	
Other				
List: ?	$0.00	$0.00	$0.00	
List: ?	$0.00	$0.00	$0.00	
List: ?	$0.00	$0.00	$0.00	
Total Capital Expenses	$0.00	$0.00	$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

	Rent 1	Rent 2	Rent 3
Unit ID (4)			
BR Size (1,2)	1	1	-- Select --
Unit Type (1,3)	N=Non-Designated	S=Small	-- Select --
HandiCap (1,3)	No	No	-- Select --
Rev Status (2,3)	Full Rent	Full Rent	-- Select --
Basic Rent (all)	275	275	
Note Rent (all)	345	375	
Hud Rent (all)	0	0	
Electric (all)	0	0	
Gas (all)	0	0	
Water (all)	0	0	
Sewer (all)	0	0	
Trash (all)	0	0	
Other (all)	0	0	

Unit Type -

-- Select --
S=Small
M=Medium
L=Large
N=Non-Designated
A=User Defined
B=User Defined
C=User Defined
D=User Defined
E=User Defined
F=User Defined
G=User Defined
H=User Defined
I=User Defined
J=User Defined
K=User Defined
O=User Defined
P=User Defined
Q=User Defined
R=User Defined
T=User Defined
U=User Defined
V=User Defined
W=User Defined
X=User Defined
Y=User Defined
Z=User Defined
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**

MA USERS

F1b. Filling in proposed budget (con't)

	Rent 13	Rent 14	Rent 15
Unit ID (4)			
BR Size (1,2)	-- Select --	-- Select --	-- Select --
Unit Type (1,3)	-- Select --	-- Select --	-- Select --
HandiCap (1,3)	-- Select --	-- Select --	-- Select --
Rev Status (2,3)	-- Select --	-- Select --	-- Select --
Basic Rent (all)			
Note Rent (all)			
Hud Rent (all)			
Electric (all)			
Gas (all)			
Water (all)			
Sewer (all)			
Trash (all)			
Other (all)			

Click "Submit"

Submit Cancel

MA USERS

F1b. Tips on filling out the proposed budget

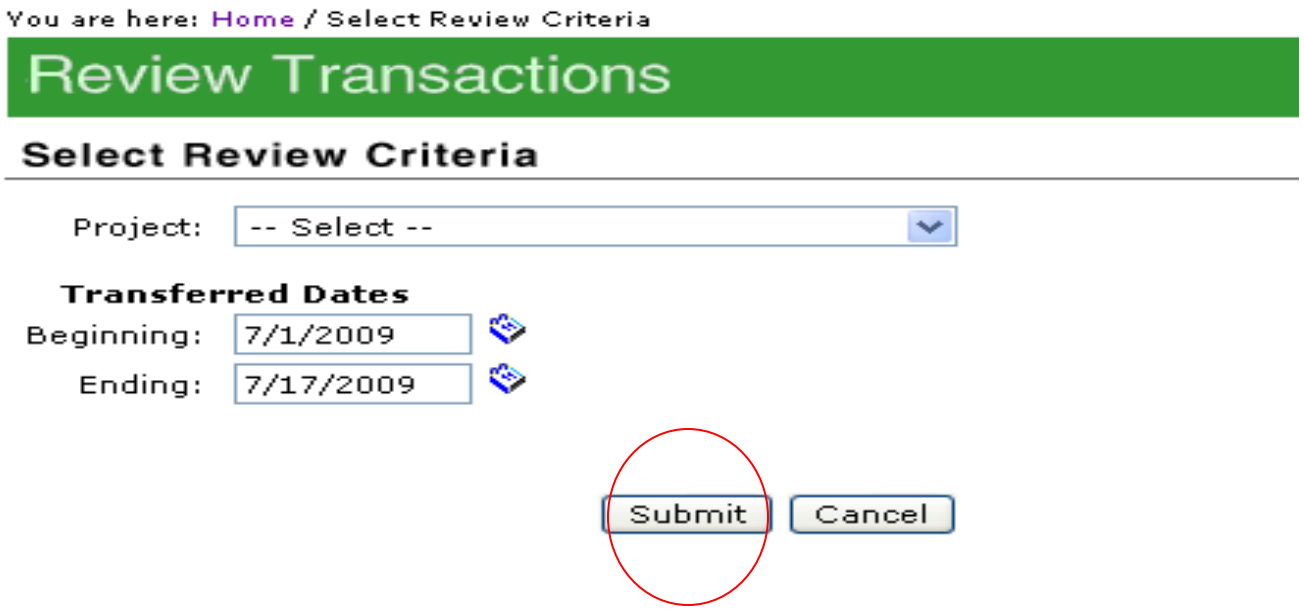
- MINC will log you off after being idle for 60 minutes so you might want to transmit only part of your budget. Then go under review transactions and select the edit button to fill in the rest.
- The MA User has 60 days from the day of transmission to view budget; after that time it is deleted from system. 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
- Refer to Missouri Home page for budget template. http://www.rurdev.usda.gov/MO-mfhpage.html

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.

'ou are here: Home / Select Review Criteria / Transaction List

Review Transactions

Transaction List

Printable List

Search Results

	Transaction Date	Project Name	Unit	Transaction Type	Transaction Status	Status Message
○	07/01/2009		A2	Initial Certification	Rejected	SYSTEM REJECT -> Duplicate initial cert
○	07/01/2009		B4	Re-Certification	Accepted	
○	07/01/2009		C3	Re-Certification	Accepted	
○	07/01/2009		A3	Re-Certification	Accepted	

MA USERS

G. Transaction Detail – To view or edit transaction

You are here: Home / Select Review Criteria / Transaction List / Transaction Detail

Review Transactions

Transaction Detail

Printable Transaction

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

Edit

Certification Data

Financial Item	Value
Wage Income	$0.00
Scl Security Income	$10,620.00
Asset Income	$0.00
Other Income	$0.00
Childcare	$0.00
Medical	$0.00

Non-Financial Item	Value
Subsidy Code	1
Eligibility	E
Foster Children	0
Non Dependents	0
Date of Initial Project Entry	06/25/2009

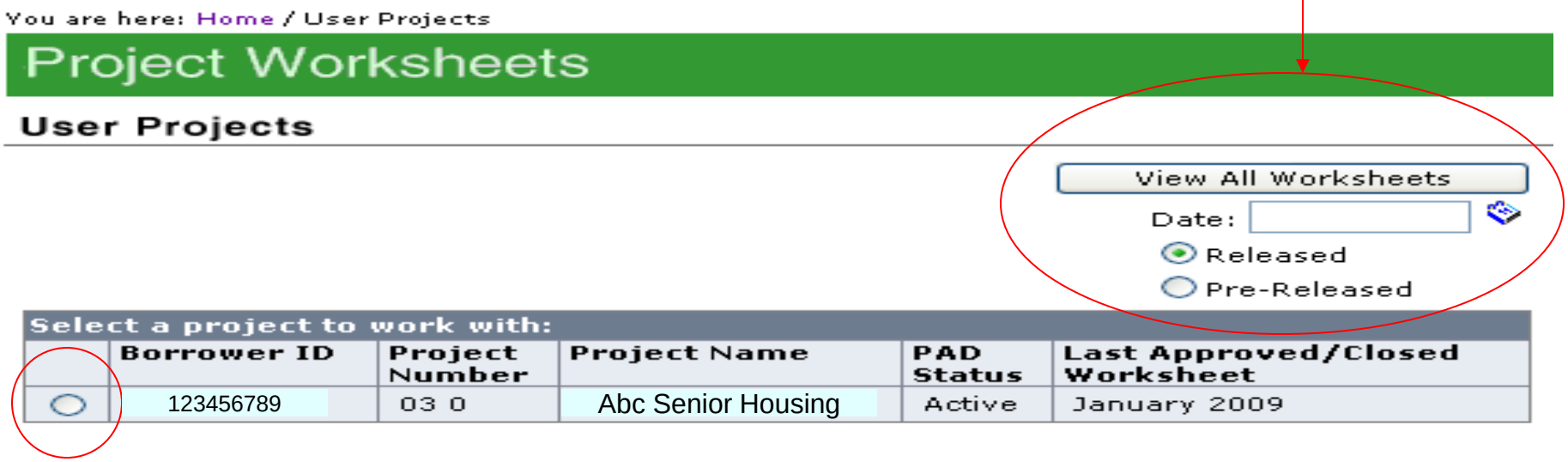
Upon hitting "Edit" the system takes you back to the "Fill-A-Form" screen for you to make your corrections and hit "Submit".

MA USERS

H. How to view and approve project worksheets

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

- Click on "Project Worksheets" on the left hand menu
- To view your project worksheets click on the radio button next to the borrower id.



MA USERS

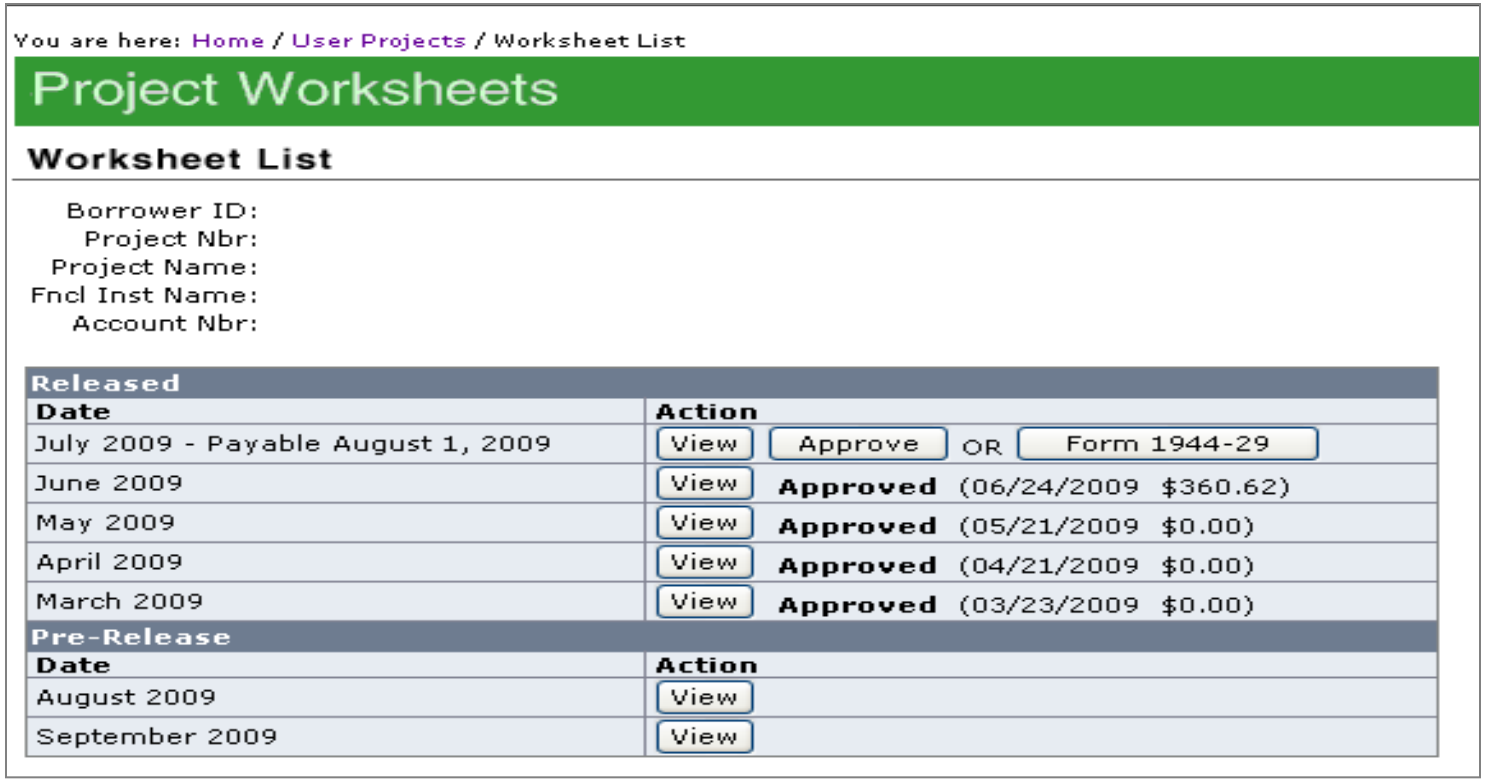
H. Worksheet list definitions

- **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.**

MA USERS

H. View Project Worksheet

- 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

Report PRJ2000

Multi-Family Information System (MFIS)
PROJECT WORKSHEET
FOR: 12/01/2003

Date: 12/09/2003
Page: 2 of 3

Project Name: OUR TOWN APTS
Case Number: 12-123-456789123 014
Project Sbsy: 05 - Plan II (RA)

Borrower: OUR TOWN APTS

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	SYKES, CHARLES B	206	310	0	0	26%	V	17,071	365	55	310	0	0	104		
237A	N/2	1	03/01/96	02/29/04	NEIGHBORS, IOMA M	206	310	0	1	30%	V	4,824	121	55	66	0	140	0		
237B	N/1	1	11/01/98	10/31/04	HARRISON, RUTH	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	WILLIAMS, BETTE H	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	MILLER, ROBERT D	172	259	0	0	17%	L	21,858	314	55	259	0	0	87		*
237F	N/1	1	09/01/00	08/31/04	UHLMANN, GOLDIE R	172	259	0	1	30%	V	6,464	162	55	107	0	65	0		
237G	N/1	1	06/01/01	05/31/04	KING, DENISE M	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		

MA USERS

H. Make payment online

- Click the "Approve" button to submit payment through PAD.

You are here: Home / User Projects / Worksheet List

Project Worksheets

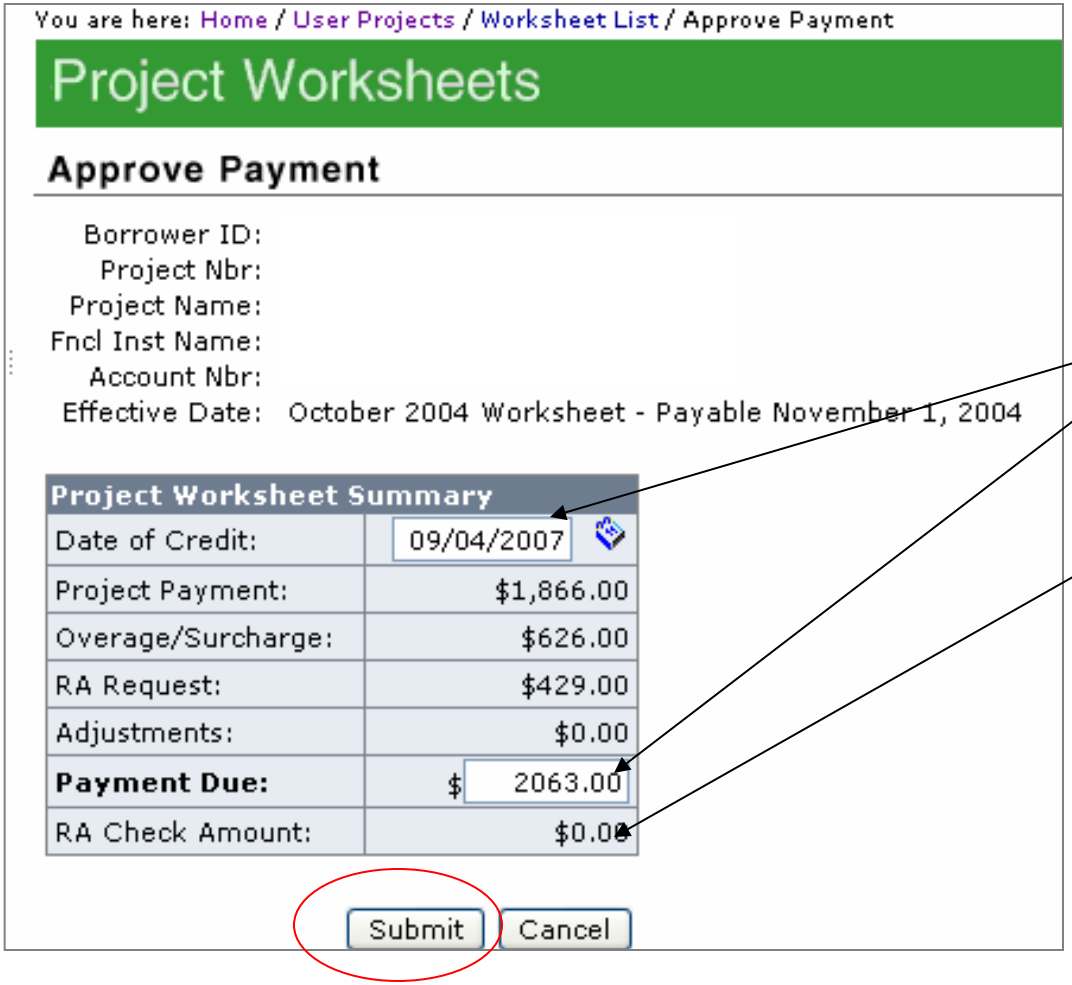
Worksheet List

Borrower ID:
Project Nbr:
Project Name:
Fncl Inst Name:
Account Nbr:

Released	
Date	**Action**
July 2009 - Payable August 1, 2009	View Approve OR Form 1944-29
June 2009	View **Approved** (06/24/2009 $360.62)
May 2009	View **Approved** (05/21/2009 $0.00)
April 2009	View **Approved** (04/21/2009 $0.00)
March 2009	View **Approved** (03/23/2009 $0.00)
Pre-Release	
Date	**Action**
August 2009	View
September 2009	View

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

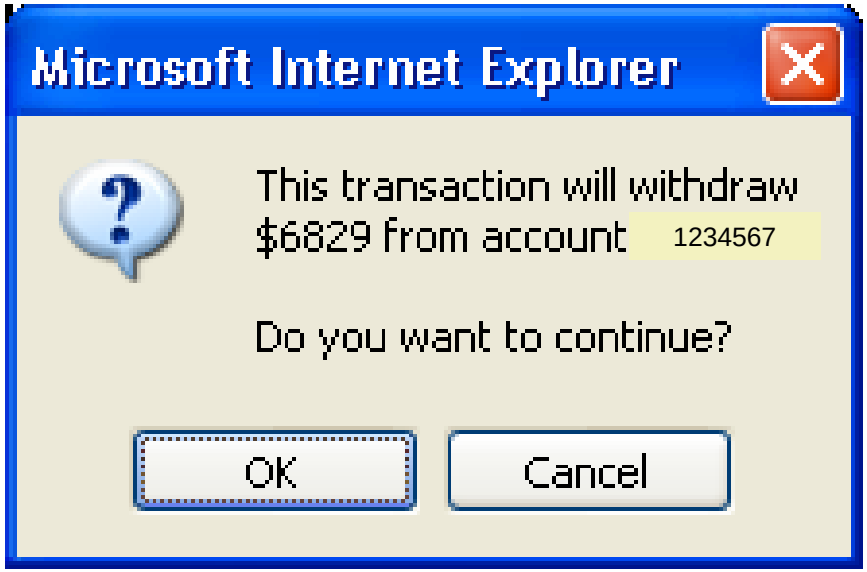
H. Payment schedule

- 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. 5th to make the payment. The date of credit will automatically come up as Oct. 7th.
  - This date may be changed but be conscious of the 10th 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. 1st, but does not incur late fees until after the 10th. Oct. 10th is on a Saturday. The MA user must go into MINC by Oct 7th to process the payment, the date of credit will be Oct. 9th.

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 Close

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

Borrower ID:
Project Nbr:
Project Name:
Fncl Inst Name:
Account Nbr:

Released	
Date	**Action**
July 2009 - Payable August 1, 2009	View Approve OR Form 1944-29
June 2009	View **Approved** (06/24/2009 $360.62)
May 2009	View **Approved** (05/21/2009 $0.00)
April 2009	View **Approved** (04/21/2009 $0.00)
March 2009	View **Approved** (03/23/2009 $0.00)
Pre-Release	
Date	**Action**
August 2009	View
September 2009	View

MA USERS

H. Sample of Form 1944-29

Form RD 1944-29
(Rev. 4-97)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL HOUSING SERVICE (RHS)

FORM APPROVED
OMB NO. 0575-0033

PROJECT WORKSHEET FOR CREDIT AND RENTAL ASSISTANCE

(SERVICING OFFICE USE ONLY)

PART I

	1. Date Received in Servicing Office	
2. Borrower Name ADA SQUARE, L.P.	3. Case Number	4. Project Number 017
5. Location of Project	6. Report for the month of: 07/01/2009	

7. Kind of Loan:
- ✓ RRH
- RCH
- LH
- Direct RRH

8. Plan of Operation:
- Full Profit
- Plan I
- Section 8*
- Plan II (w/Sec. 8)
- Plan II
- ✓ Plan II RA
- Plan RA

9. Loan No.	10. Loan Payment	11. Overage/ Surcharge	12. Total Due
	$1,007.25	$57.00	$1,064.25
			$0.00
			$0.00
			$0.00
			$0.00

Late Fees	13.	
Total Payment Due	14.	$1,064.25
Less #21	15.	$7,395.00
Net Payment Due	16.	($6,330.75)
Net Payment Remitted	17.	

RENTAL ASSISTANCE

18. RA Agreement No.(s) 080100	19. No. Units Receiving RA month this month 25
20. Obligation Balance Brought Forward	$ 71,026.44
21. Rental Assistance Requested this Month	$ 7,395.00
22. Remaining Obligation Balance	$ 63,631.44

Use Only for Projects with New Construction Section 8 Units when HUD rent exceeds note rate rent.

23. _____ Section 8 Units x 24. $ _____ (HUD Rent) = 25. $0.00

26. _____ Section 8 Units x 27. $ _____ (RHS Note Rate Rent) = 28. $0.00

ADDITIONAL PAYMENT TO RESERVE ACCOUNT 29. $0.00

In accordance with Rural Housing Service's formula and procedures, all rental units are occupied by households who have executed Form RD 1944-8, "Tenant Certification", and are farmworkers if this is a labor housing project or if this is a rental housing project, have incomes within the limitations as set forth in Rural Development regulations or the project has written permission from RHS to rent to ineligible occupants on a temporary basis.

I certify that the statements made above and in Part II are true to the best of my knowledge and belief and are made in good faith.

WARNING: Section 1001 of Title 18, United States Code provides, "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both.

30. _____ *Date*

31. _____ *Signature - Borrower or Borrower's Representative*

*Includes previous Plan I S 8.

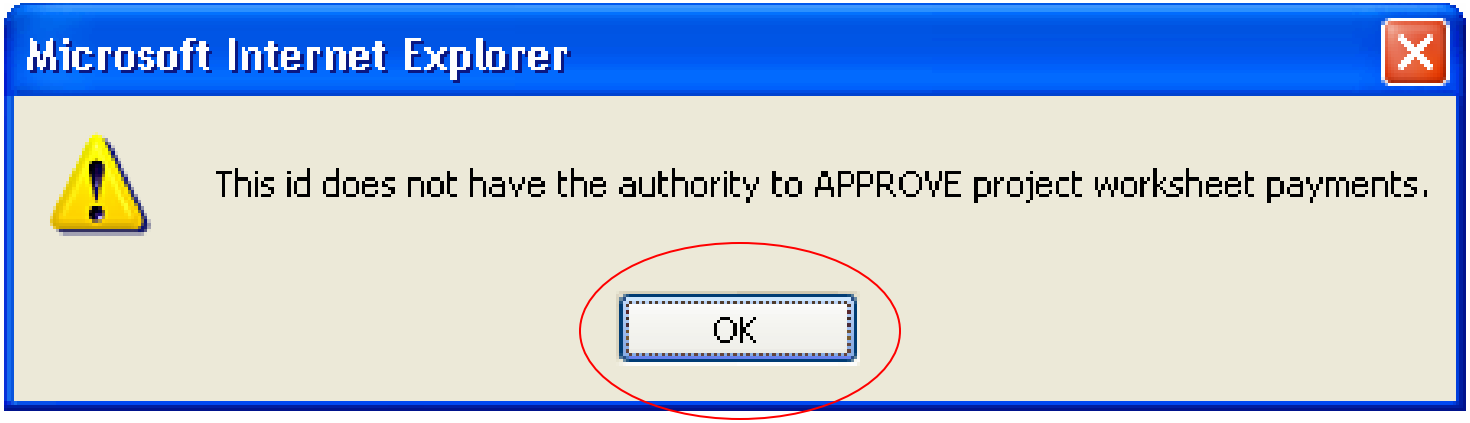
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0033. The time required to complete this information collection is estimated to average 40 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Must be signed in order for payment to be processed.

MA USERS

H. Not authorized to make payments

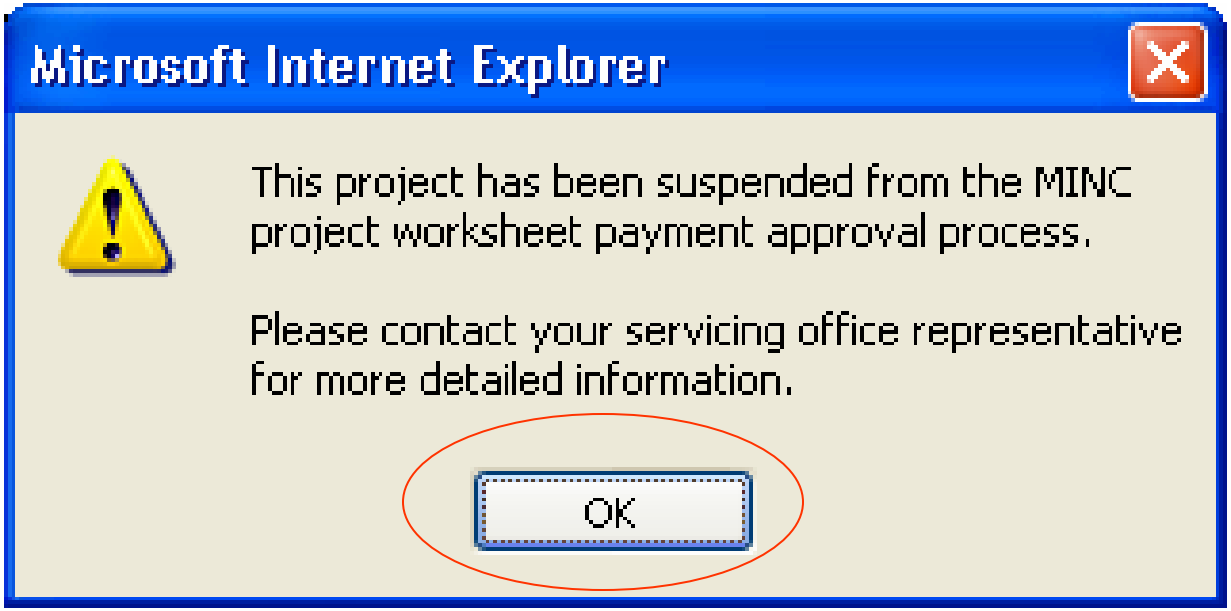
➢If you are not authorized to approve the project worksheet online, the system displays a warning message.



MA USERS

H. Suspended Payment

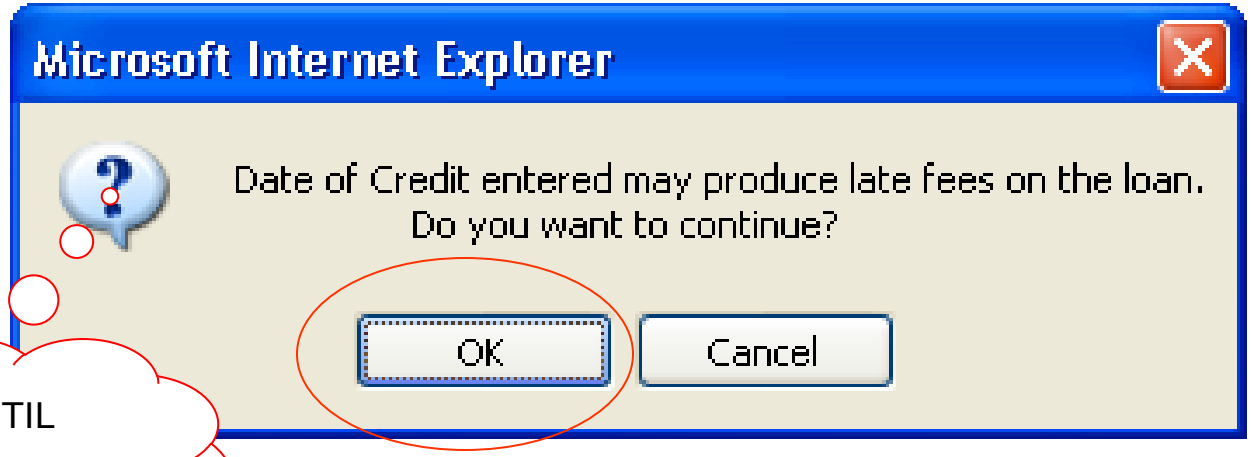
- The message will appear if the project worksheet has been suspended for any reason (i.e. If the account is delinquent and making a special payment to cure the delinquency)
- This means the payment will need to be mailed to CSC.



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.

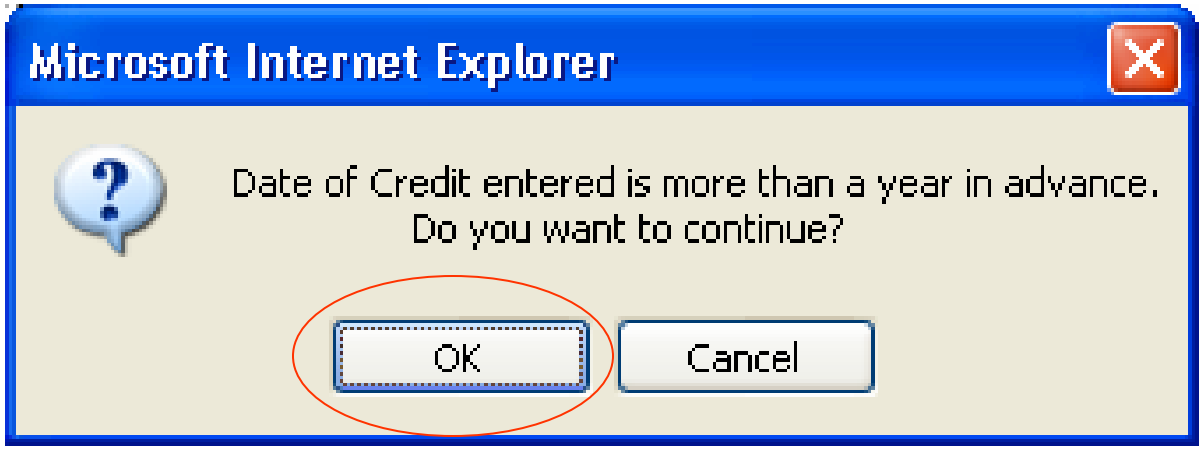


DO NOT WAIT UNTIL THE 10TH TO PROCESS OR MAKE THE PAYMENT.

MA USERS

H. Date of Credit

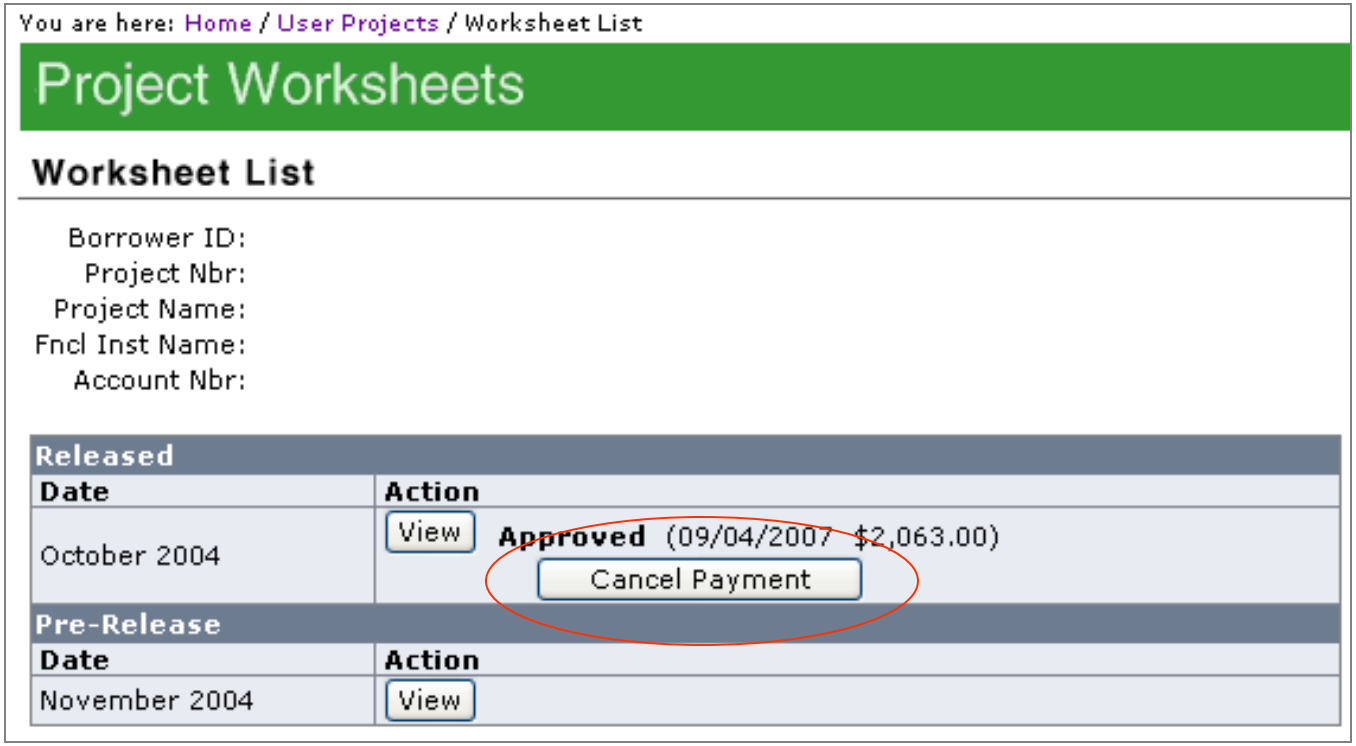
➢If you enter the date of credit incorrectly on “Approve Payment” page, you may receive this warning.



MA USERS

H. To Cancel Payment

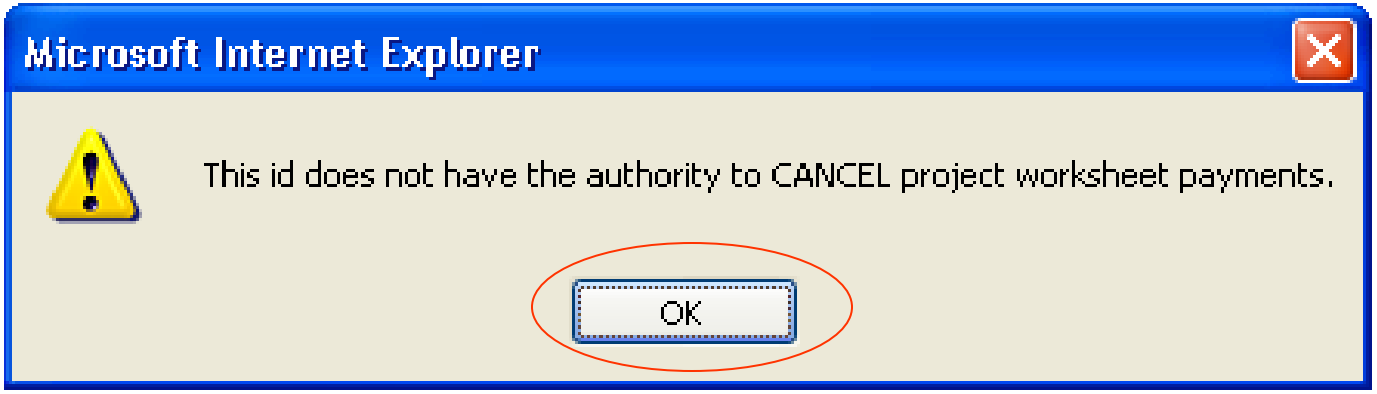
When the “Payment Request Confirmation Page” has been closed, the system displays the “Project Worksheets” page. If the payment date is a future date, the payment may be cancelled up until two business days before the date entered to have the payment withdrawn from the account.



MA USERS

H. Cancel Payment (con't)

- 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

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

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