

# Instructions for Pulling Rental Assistance Detail from MINC

1) Log into MINC

2) Select Project Worksheets

The screenshot shows the top navigation bar with the USDA logo and 'Rural Development Multi-Family Housing' text. On the right, it says 'Management Interactive Network Connection (MINC) Committed to the future of rural communities'. Below the navigation bar is a row of small images. A secondary navigation bar contains 'Home', 'Help', 'Contact Us', and 'Logout'. The main content area has a breadcrumb 'You are here: Home' and a green header 'MA Users'. Below this is a section titled 'USER NAME' with a welcome message: 'Welcome to the MA User area of MINC. Here the user can submit files with tenant transactions, submit individual tenant transactions and review all the transactions that they submit. The user can also perform a couple of maintenance tasks such as changing the name assigned to a user and change the user password.' To the left is a 'Application Functions' menu with options: 'Send Files', 'Fill-A-Form', 'Review Transactions', 'Project Worksheets' (highlighted with a red arrow), 'Payments', 'Task Calendar', and 'Income Limits'.

3) Select View All RA Balances

The screenshot shows the same top navigation bar as the previous image. The breadcrumb is 'You are here: Home / User Projects' and the green header is 'Project Worksheets'. Below this is a section titled 'User Projects'. There are two buttons: 'View All RA Balances' (highlighted with a red arrow) and 'View All Worksheets'. To the right of these buttons is a 'Date:' field with a calendar icon and two radio buttons: 'Released' (selected) and 'Pre-Released'. Below this is a table header 'Select a project to work with:' with columns: 'Borrower ID', 'Project Number', 'Project Name', 'PAD Status', and 'Last Approved/Closed Worksheet'.

Borrower ID	Project Number	Project Name	PAD Status	Last Approved/Closed Worksheet
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The report will run all properties (the property names have been removed).

Review the following:

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

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Filters >>	State:ALL	Servicing Office:ALL	County:ALL
	Management Agent/Borrower:ALL	Fund Code:ALL	Paid Code:Active
	Assigned To:ALL	Labor Housing Type:ALL	Agreement Status:
	Project Name:MULTIPLE	Fiscal Year:ALL	Unpaid Bal Filter:UNPAID
	Expiration:NA	Usable Units:ALL	Detail:Y Summary:Y

Sort >> State/Servicing Office/County/Project Name

St	Srv Off	Cty	Project Name Case Nbr	Agmt Number	Apprvl Date	Type	Amt Oblg	Amt Vouchered	Unpaid Balance	Replaced By Agmt	Oblig Units	Usable Units
12	601	09		150100	02/02/2015	H	33,024.00	8,241.38	24,782.62		8	Y
Total Number of Tenants Receiving RA:8 Active RA Units:8 Average Months RA Usage from Project Payments: 1702 Number of Months Ra Remaining at Average Usage:14												
12	601	09		150100	02/02/2015	B	24,768.00	9,064.27	15,703.73		6	Y
Total Number of Tenants Receiving RA:5 Active RA Units:6 Average Months RA Usage from Project Payments: 1755.25 Number of Months Ra Remaining at Average Usage:8												
12	601	28		140100	04/15/2014	H	73,728.00	55,257.00	18,471.00		16	Y
Total Number of Tenants Receiving RA:16 Active RA Units:16 Average Months RA Usage from Project Payments: 4145.67 Number of Months Ra Remaining at Average Usage:4												
12	601	28	IE	150100	04/07/2015	B	16,512.00	870.80	15,641.20		4	Y
Total Number of Tenants Receiving RA:2 Active RA Units:4 Average Months RA Usage from Project Payments: 1281.75 Number of Months Ra Remaining at Average Usage:12												
43	000	05		150100	12/09/2014	B	46,320.00	44,845.59	1,474.41		10	Y
Total Number of Tenants Receiving RA:10 Active RA Units:10 Average Months RA Usage from Project Payments: 5355.25 Number of Months Ra Remaining at Average Usage:0												