



Rural Development

"Improving the Quality of Life for Rural Montana"

United States
Department of
Agriculture

P.O. Box 850
Bozeman, MT 59771
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January 14, 2004

ATTENTION: RRH PROJECT MANAGEMENT AGENTS & OWNERS

Management Agent Interactive Network Connection (MINC)

*** This management bulletin only applies to MFH project managers using Industry Interface. (If you are not currently transmitting via Industry Interface, you are strongly encouraged to begin doing so. Projects that transmit data via Industry Interface receive a management fee premium. Contact your payment processing center for details on how to sign up for Industry Interface.)**

The Industry Interface (I/I) system allows management agents to transmit tenant data to USDA electronically via a modem. A national Administrative Notice will be issued soon announcing that the current, modem-based I/I system is to be phased out and replaced by a more secure, web-based system – **Management Agent Interactive Network Connection (MINC)**. The MINC system is accessed from the following web site: <https://usdaminc.sc.egov.usda.gov/> (Please note that the URL begins with “https://”, not “http://”.)

At the same time, I/I software is undergoing an enhancement that will allow management agents to transmit electronically all of the budget and audit information contained in Form RD 1930-7, “MFH Project Budget” and, when applicable, Form RD 1930-8, “MFH Balance Sheet”. Eventually borrowers will no longer be required to submit Form RD 1944-29 “MFH Project Worksheet” monthly. Borrowers will access MINC and view and/or approve the data currently provided on Form RD 1944-29.

All private I/I software vendors have been made aware of these changes and are expected to have made updated, MINC-compatible software available for I/I users as of December 31, 2003. This will allow I/I users to begin to transmit both tenant and budget data through the MINC system.

However, in order for I/I users to access the MINC system, they must first obtain a MINC login ID and password. A management agent only needs to have *one* MINC ID and password. Once obtained, this single MINC ID and password will then work for all of the projects that the management agent manages in the national MFH portfolio. *The one MINC ID will work in all states and for all projects managed now or in the future by the management agent.* This is because the MINC ID interfaces with USDA’s nationwide MFIS3 tenant & project information system.

MINC ID’s typically begin with the letters “TP”, whereas the old Industry Interface ID’s begin with the letters “BW”.

For simplicity and consistency, Cathy Shoop will handle *all* MINC ID matters.

- If you do not have a MINC ID and password, please complete the attached Exhibit A MINC request form along with Exhibit B, “MINC Trading Partner Agreement”. Then mail both to Cathy Shoop. In order to assure accuracy, please mail your request; do not send a fax.

Once your MINC request is processed, we will mail you your MINC ID and password.

- If you already have a MINC ID and password (for example, if you obtained it from another state besides Montana), please send Exhibit C of this bulletin to our State office.

In order to assure a timely conversion to the new MINC system, the following timeline targets have been established:

- All I/I users will be expected to submit a request for a MINC ID by no later than February 27, 2004.
- All I/I users should have received their MINC ID and password by no later than March 31, 2004.
- As MINC ID's are provided, I/I users with upgraded, MINC-compatible, vendor software may begin transmitting immediately via MINC rather than via modem.
- Assuming the above steps are able to be completed as scheduled, all I/I users should be able to transmit via MINC rather than via modem by no later than April 30, 2004.

Please address any questions about this change to the Cathy Shoop – (406) 585-2576.

Thank you for your prompt attention to this matter.

DEBORAH CHORLTON
RHS Program Director

Attachments: Exhibits A (MINC request), B (Trading Partner Agreement), & C (for current MINC users)

MINC Request
 USDA Rural Development
 P.O. Box 850
 Bozeman, MT 59771

SUBJECT: Request for Management Agent Interactive Network Connection (MINC) ID & Password
 Multi-Family Housing (MFH) Programs

Our management company has executed the attached MINC Trading Partner Agreement and hereby requests a MINC Password and Login ID.

| | |
|---|--|
| Management Agent Name: | |
| Management Agent Contact (specific person): | |
| Management Agent Contact Phone Number: | |
| Management Agent ID (Tax ID): | |

| | |
|---------------------|--|
| Signed: | |
| Print Name & Title: | |

Remainder of page to be completed by USDA:

TO: Information Resources Manager, USDA Rural Development, Bozeman, MT

Please provide a MINC Password and Login ID to this management agent.

| | |
|------------------------|--|
| Management Agent Name: | |
|------------------------|--|

This management agent is currently entered in MFIS3 under the following ID:

| | |
|----------------------|--|
| Management Agent ID: | |
|----------------------|--|

- The subject management agent has a valid MINC Trading Partner Agreement (TPA) on file.
- I have verified the accuracy of the Management Agent Address on MIFS3. Please send the MINC Password and Login ID to the mailing address indicated above.

| | |
|--------------------------------|------------------------|
| MFH Servicing Office Contact: | Laura Horn |
| MFH Servicing Office Location: | Bozeman, MT |
| MFH Servicing Office Fax: | (406) 585-2565 |
| MFH Servicing Office Phone: | (406) 585-2576 |
| MFH Servicing Office e-mail: | laura.horn@mt.usda.gov |
| MFH Servicing Office Code: | 601 |

MINC Trading Partner Agreement

| | |
|---|--|
| Management Agent Name: | |
| Management Agent ID (Tax ID): | |
| Management Agent contact person: | |
| Management Agent contact phone number: | |
| Management Agent contact e-mail address: | |
| Management Agent contact mailing address: | |

As the designated representative for various Borrower entities of Multiple Family Housing (MFH) projects, I agree to transmit tenant change information to my Rural Development Servicing Office in accordance with this agreement.

The Management Agent will be directly responsible for transmitting the information between the second and the tenth day of each month. The Management Agent will transmit tenant change information to Rural Development in accordance with the process established by the document titled "MINC Logon Procedures" which is located under the Logon Procedures of the government site, <https://usdaminc.sc.egov.usda.gov> and which I have read and understand.

The Management Contacts listed above will call Rural Development to resolve any transmission problems or may be called by Rural Development to resolve any problems with information received.

To transmit information, I will utilize a private vendor's software which enables us to utilize the MINC website to reach the Rural Development central computer. To access the central computer, I will use the MINC USER ID and Password.

If I cannot successfully transmit tenant changes to Rural Development by the tenth day of the month, using either the electronic transmission or alternative borrower filing methods, I must contact my Rural Development MFH Payment Processing Center to advise them of the problem.

This agreement will last through the life of the voluntary field test, but may be ended by either party at any time.

Signature of Borrower or Authorized Representative

| | |
|---------------------|--|
| Signed: | |
| Print Name & Title: | |

Exhibit C
(Complete only if you *already have* a MINC ID & password)

To be sent via telefax – (406) 585-2565

To: Laura Horn, USDA Rural Development, MFH
P.O. Box 850, Bozeman, MT 59771

This is to advise you that our management company has already obtained a MINC ID and password.

- The MINC ID and password were obtained from USDA in another state
(_____).
- Other (explain): _____

Sincerely,

| | |
|---|--|
| Management Agent Name: | |
| Management Agent ID (Tax ID): | |
| Management Agent contact phone number: | |
| Management Agent contact e-mail address: | |
| Management Agent contact mailing address: | |