

Project Worksheets

If you click on the Project Worksheets link from the MA Users home page, the system displays the User Projects list. From here, you are able to view project worksheets, approve and send in project worksheet payments if authorized by the Management Agent or Service Bureau, or pre-populate Form RD 3560-29, Project Worksheet for Credit and Rental Assistance, with the data from the project worksheet and mail it in.

When this link is selected the system displays a button to select an option to view all worksheets, a field to enter a worksheet date, radio buttons to access Released and Pre-Released Project Worksheets, and a list of user projects, their Borrower ID, Project Number, Project Name, PAD (Pre Authorized Debit) Status, and Last Approved/Closed Worksheet Date.

The screenshot shows the 'Project Worksheets' page in a web browser. The page has a dark blue sidebar with 'Application Functions' including Send Files, Fill-A-Form, Review Transactions, Project Worksheets (highlighted), Payments, Task Calendar, and Income Limits. The main content area has a green header 'Project Worksheets' and a 'User Projects' section. A 'View All Worksheets' button is present, along with a 'Date:' field and radio buttons for 'Released' (selected) and 'Pre-Released'. Below is a table of projects.

Select a project to work with:				
Borrower ID	Project Number	Project Name	PAD Status	Last Approved/Closed Worksheet
⌵	01 3		N/A	May 2010
⌵	01 3		Active	June 2010
⌵	01 6		Active	May 2010
⌵	01 3		Active	June 2010
⌵	01 5		Active	May 2010
⌵	01 1		N/A	June 2010
⌵	01 6		Active	June 2010
⌵	01 6		Active	May 2010
⌵	01 9		Active	May 2010

At the bottom right of the table area, it says 'Last Modified: 01/12/2011'. The footer contains links for MINC Home, Rural Development, USDA.gov, Policies and Links, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, USA.gov, and White House.

The three PAD status values are:

- **N/A:** Not applicable for PAD.
- **Pre-Note:** Entered into PAD but cannot submit payments because the account information is still being verified. Please contact the telephone number displayed on the 'Contact Us' tab on the main toolbar if the project remains in this status for more than 14 days.
- **Active:** Entered into PAD and can submit payments online.

To view project worksheets for all projects, enter a date in the data entry box labeled **Date:** or select a date from the dropdown calendar, and click on **View All Worksheets**. By default, the system displays released worksheets. If you click the Pre-Released radio button, the system displays project worksheets that have not been released. These worksheets can be identified by the "Unofficial Copy" watermark displayed on the page.

The screenshot shows the 'Project Worksheets' page in a web browser. The page title is 'USDA MINC - Project Worksheets'. The URL is 'https://usdaminc.test.sc.egov.usda.gov/MPHPrj/WHSN_projects.asp'. The page features a navigation menu on the left with options like 'Send Files', 'Fill-A-Form', 'Review Transactions', 'Project Worksheets', 'Payments', 'Task Calendar', and 'Income Limits'. The main content area is titled 'Project Worksheets' and includes a 'User Projects' section. A 'View All Worksheets' button is present, along with a 'Date:' input field and radio buttons for 'Released' (selected) and 'Pre-Released'. Below this is a table with the following data:

Select a project to work with:				
Borrower ID	Project Number	Project Name	PAD Status	Last Approved/Closed Worksheet
	01 3		N/A	May 2010
	01 3		Active	June 2010
	01 6		Active	May 2010
	01 3		Active	June 2010
	01 5		Active	May 2010
	01 1		N/A	June 2010
	01 6		Active	June 2010
	01 6		Active	May 2010
	01 9		Active	May 2010

At the bottom of the page, there is a footer with links for 'MINC Home', 'Rural Development', 'USDA.gov', 'Policies and Links', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'USA.gov', and 'White House'. The text 'Last Modified: 01/12/2011' is also visible.

When you select a project, the Worksheet List page is displayed. It may be displayed differently depending on the project's PAD status. In this case the project has a PAD status of Active. A list of the last five released project worksheets and their current status is displayed in the top part of the window. The lower part of the window contains information on Pre-Release worksheets.

USDA MINC - Project Worksheets - Windows Internet Explorer

File Edit View Favorites Tools Help

Convert Select

https://usdaminc.test.sc.egov.usda.gov/MFHPrjWrkSht_worksheets.asp?strPrjID=000004682&strEffDate=06/11/2011

USDA MINC - Project Worksheets

Home Feeds() Print Page Tools

USDA United States Department of Agriculture
Rural Development Multi-Family Housing

Management Interactive Network Connection (MINC)
Rural Development
Committed to the future of rural communities

Home Help Contact Us Logoff

You are here: Home / User Projects / Worksheet List

Project Worksheets

Worksheet List

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

Released	
Date	Action
June 2010	View Approved (02/11/2011 \$2,041.00) Cancel Payment
May 2010	View Approved (06/04/2010 \$2,041.00)
April 2010	View Approved (05/07/2010 \$2,041.00)
March 2010	View Approved (04/05/2010 \$2,041.00)
February 2010	View Approved (03/04/2010 \$2,041.00)
Pre-Release	
Date	Action
July 2010	View
August 2010	View

Done Local intranet 100%

Here you have the following options:

- **View:** View the selected worksheet. Once viewed, click the Back button to return to previous window.
- **Approve:** You may be able to approve the worksheet and automatically send in the payment online using the Approve button, if authorized by the Management Agent or Service Bureau. This button is available if the project is able to submit payments through PAD, or if an RA check is due. If you receive the error message “Please contact your USDA representative to determine State and County Deposit Location”, OR “Please contact your USDA representative for RA review”; contact the telephone number displayed on the ‘Contact Us’ tab on the main toolbar.
- **Send:** Send is displayed instead of the Approve button if the PAD status is N/A or Pre-Note.
- **Form 3560-29:** If you do not want to use the online service you can choose to pre-populate Form RD 3560-29, Notice of Payment Due Report, by selecting the Form 3560-29 button, printing it, and mailing it in. When the servicing office receives the form it processes it accordingly and the worksheet status is updated.
Print this form for your records. It cannot be recreated after a payment is made.
- **User Projects:** Displays the User Projects page.