

## HURRICANE DISASTER PAYMENT / TENANT CERTIFICATION GUIDANCE

### **CSC**

If at all possible, the borrowers should use MINC for project worksheets. If not possible, they can email, fax or mail the project worksheets to CSC. Their information is:

Email: [multifamily@stl.usda.gov](mailto:multifamily@stl.usda.gov)  
Fax: 314-457-4471  
Mail: USDA, Rural Development  
Customer Servicing Center, Multi-Family Housing Section  
PO Box 979082  
St. Louis MO 63197-9000

### **CSC**

For tenant certifications – the tenants that are being housed as “evacuees”. Management Agents can still use MINC or email, fax, or mail to CSC. Either way, if they use MINC or submit for manual input, they will need to send an email to CSC with the following information so that CSC can update MFIS with the “Evacuee Information”. The information per tenant that needs to be provide is –

- The transmission number from MINC
- Tenant Name, Project, and Unit #
- The Evacuee Code - Harvey/Irma/Maria
- Is the Evacuee – “Former Displaced Tenant” (from another RD property) OR “New Displaced Tenant”
- Evacuee FEMA Number
- If known – Evacuee’s End Date

CSC will input this information.

Example of data needed or to be submitted for our input/update:

### **DISPLACED HOUSEHOLD/EVACUEE NOTIFICATION**

EVACUEE CODE:      HARVEY              IRMA              MARIA

EVACUEE STATUS:      FORMER DISPLACED TENANT    OR    NEW DISPLACED TENANT

EVACUEE FEMA NO: \_\_\_\_\_

EVACUEE END DATE: \_\_\_\_\_

PROPERTY NAME: \_\_\_\_\_

TENANT NAME: \_\_\_\_\_

MINC TRANSMIT NO: \_\_\_\_\_

TENANT UNIT NO: \_\_\_\_\_