



# **Property Online Reporting Tool (PORT) User Manual**

*Ver. 11/2/2016*

*Minnesota Housing Property Online Reporting Tool (PORT) was developed using Internet Explorer version 9. Using internet browsers other than IE9-11 may result in loss of functionality including out of place menus, images and text boxes.*



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*Equal opportunity employer.*

*This information will be made available in alternative format upon request.*

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## Foreword

The Property Online Reporting Tool (PORT) was developed by Minnesota Housing to consolidate previously separate tax credit, deferred loan and HOME compliance monitoring and reporting tools into one web-based system. Beginning with 2014 reporting, the Characteristics of Tenant Households Report (for deferred loan reporting), the Electronic Reporting Program (for tax credit reporting), the MARIF activity tool (for MARIF reporting) and the Compliance Monitoring System (for HOME compliance reporting) were replaced with PORT.

In addition, PORT allows Minnesota Housing to collect and analyze operating data on properties financed with its deferred loans. Submission of annual operating data is required under Minnesota Housing's deferred loan documents, but until the implementation of PORT this submission requirement was waived.

The benefits of an online reporting tool can be easily recognized as owners have one place to fulfill multiple reporting requirements and the agency's data can be viewed by owners. Property, loan and tax credit data including the associated income and rent restrictions are brought together with unit and household data reported by the owner; income eligibility and tenant-paid rent are referenced by compliance monitoring tables of income and rent limits. Noncompliance noted during Minnesota Housing's monitoring reviews, including inspections, will also be available online. As a comprehensive reporting tool for owners PORT is also Minnesota Housing's compliance monitoring system which will result in better communication between owners and agency staff during the annual reporting process and periodic inspections.

## Terms and Conditions

As a condition of your use of the Minnesota Housing website, you are entering into an agreement with Minnesota Housing that you will not use the Minnesota Housing website for any purpose that is unlawful or prohibited by these terms, conditions, and notices.

You may not use the Minnesota Housing website in any manner which could damage, disable, overburden, or impair the Minnesota Housing website or interfere with any other party's use of the Minnesota Housing website site.

You may not modify copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information obtained from the Minnesota Housing website.

Users of the Minnesota Housing website are responsible for checking the accuracy, completeness, currency and/or suitability of all information. Minnesota Housing makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via this web site.

In addition, certain information in Minnesota Housing's Property Online Reporting Tool (PORT) is protected by the Minnesota Government Data Practices Act, MN Statutes Chapter 13.

Minnesota Housing has compiled data to populate PORT from its existing databases and loan files. If any information is incorrect, missing or incomplete, it is the owner's responsibility to inform Minnesota Housing of the error.

PORT is an online reporting tool. Minnesota Housing does not represent or guarantee that using PORT will prevent an owner from violating the terms and conditions of its loan and/or tax credit allocation agreements.

Any failure by Minnesota Housing to monitor a specific loan or restriction in PORT does not release or absolve an owner from the legal obligations under its loan or allocation agreements. If Minnesota Housing discovers that data in PORT is incomplete or inaccurate, it will make corrections and notify the owner.

In order to provide security against unauthorized viewing or manipulation of property data, Minnesota Housing will assign one PORT username and password to the Owner of each property (for an exception, see Chapter 6, below, for designation of an Owner's Account Administrator). The Owner is responsible for controlling who is authorized to access its properties in PORT. Owner may designate one Management Account and that Management Account may designate one Site Management Account. All reporting submitted by an Owner's authorized Management Account or its designated Site Management Account will be deemed by Minnesota Housing to have been submitted by the Owner.

In addition, it is the Owner's responsibility to allow or disallow management access when

## MINNESOTA HOUSING – PORT USER INSTRUCTIONS

necessary due to changes in management agent and/or staffing. See Chapters 9 and 10 for instructions on how to deny access to a Mgmt or Site Mgmt Acct.

## Funding Sources Monitored and Reporting Requirements

The Property Online Reporting Tool (PORT) was developed by Minnesota Housing for compliance reporting and monitoring of its Multifamily HOME programs, Housing Tax Credits, and certain deferred loan products. The following funding sources are “in scope” for compliance reporting in this version of PORT:

PORT Name	Program Name
501c3	501c3 bond program
ARIF	Affordable Rental Investment Fund
EDHC	Economic Development Housing Challenge (sometimes just referred to as “Challenge”)
ELHIF	Ending Long Term Homelessness Initiative Fund
FARIF	Flood Affordable Rental Investment Fund
**HOME	Home Rental Rehabilitation, HOME Targeted, HOME Affordable Rental Preservation (HARP)
**HOPWA	Housing Opportunities for Persons with Aids
HTC Allocation	Low Income Housing Tax Credit Program (aka section 42)
HTF	Housing Trust Fund
HTF-LTH	Housing Trust Fund – Long Term Homeless
HTFT	Housing Trust Fund Transitional
Hsg Inf Bnd-EDHC	Housing Infrastructure Bonds using EDHC Program rules
Hsg Inf Bnd-HTF	Housing Infrastructure Bonds using HTF Program rules
IIH	Innovative and Inclusionary Housing Program
LILF	Low Income Large Family
MARIF	Minnesota Affordable Rental Investment Fund
PARIF	Preservation Affordable Rental Investment Fund
PARIF-SH	Preservation Affordable Rental Investment Fund for Supportive Housing
PARIF-PH	Preservation Affordable Rental Investment Fund for Public Housing
POHP	*Publicly Owned Housing Program (previously named POPR)
POPSHP	*Publicly Owned Permanent Supportive Housing Program
POTH	*Publicly Owned Transitional Housing
RRDL	Rental Rehabilitation Deferred Loan Program
SN	Special Needs Housing Program
**Section 1602	Section 1602, sometimes referred to as Tax Credit Exchange Program
TARIF	Tornado Affordable Rental Investment Fund
**TCAP	Tax Credit Assistance Program
TIHP	Tribal Indian Housing Program
TL	Transitional Housing Program
UIHP	Urban Indian Housing Program

\*Funded with General Obligation (GO) bonds.

\*\*Federal funds either from HUD or Dept of Treasury

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The following describes the submission requirements that apply to the various funding sources noted above. Most properties need to submit multiple items.

Funding Source	Required Items	Notes
All properties, all funding sources	<p>Report all occupancy-related events for each unit in the property, including:</p> <ul style="list-style-type: none"> <li>○ Units not subject to Minnesota Housing’s income and rent restrictions; and</li> <li>○ Units being used for non-rental purposes such as an office or on-site manager unit; and</li> <li>○ “Unit Out of Service” and “Back in Service” events due to fire, flood, storms, tenant damage, rehabilitation, or other reason if a unit was uninhabitable for more than a full rental period.</li> </ul>	<p>See Chapter 3, Reporting Unit Events.</p> <p>Properties that operate as emergency shelters and Tax credit properties that are in the Extended Use Period and are subject to monitoring by Rural Development or HUD are not required to submit occupancy data.</p> <p>Tax Credit properties in the 3-year protection period following termination of the extended use period and have no other agency financing are only required to report unit events on protected households.</p>
All properties with long-Term Homeless (LTH) units, regardless of funding source	<p>Supportive Housing Annual Asset Survey completed by:</p> <ul style="list-style-type: none"> <li>○ Property Manager; and</li> <li>○ Service Provider; and</li> <li>○ Owner (optional)</li> </ul>	<p>Link to online survey is provided with annual reporting reminder.</p>
Minnesota Housing deferred loan OR HOME Rental Rehabilitation OR HOME Targeted OR HOME HARP loan that closed on or before the end of the year	<p>PORT form Deferred Loan Owner Certification; and</p> <p>If the Part-I link on the Owner Reporting Tab is active, you must also submit the most current fiscal year-end operating data by March 31.</p>	<p>See Chapter 4 for instructions.</p> <p>If a property is still under construction at the end of the year that the loan closed, the certification is not required. Submit a letter with the anticipated construction completion date.</p> <p>Properties also financed with an amortizing first mortgage from Minnesota Housing are exempt from this requirement unless the property was financed with HOME Rental Rehab, HOME Targeted or HOME HARP.</p>

MINNESOTA HOUSING – PORT USER INSTRUCTIONS

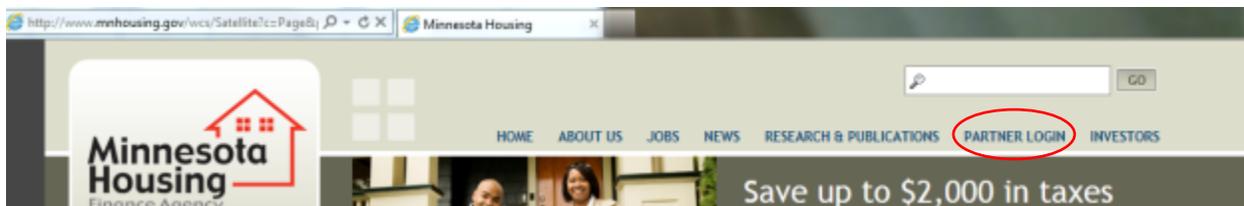
Funding Source	Required Items	Notes
<p>A tax credit carryover allocation <b>OR</b>                      A preliminary determination for 4% credits from Minnesota Housing, but owner hasn't established the first year of credit period</p>	<p>PORT form <i>HTC 12 - For use prior to the first credit year</i></p>	<p>See Chapter 4 for instructions. Be sure to check the appropriate designation of "not yet placed in service," or "placed in service but electing to begin credit period in the following year."</p>
<p>Tax credits or section 1602 from Minnesota Housing that are in the <b>first year of the credit period through year 15</b></p>	<p>PORT form <i>HTC 12 - For use in compliance years 1-15; and</i> Compliance monitoring fees; and First year 8609(s) with Part II completed (if applicable, include the attachment for multiple building election), corresponding Schedule A(s), and partnership 8586</p>	<p>See Chapter 4 for instructions. Be sure to click on the Applicable Fraction button at the bottom of the HTC 12 form. Enter the year-end unit fraction and square foot fraction for each building. Tax forms only need to be sent to Minnesota Housing once and can be scanned and emailed to the assigned compliance officer</p>
<p>Tax credits or section 1602 from Minnesota Housing where the report year is compliance <b>year 16 or later</b> for all buildings in the property</p>	<p>PORT form <i>HTC 12 (Y15); and</i> Compliance monitoring fees (see Step 3 below for details)</p>	<p>See Chapter 4 for instructions. Be sure to click on the Applicable Fraction button at the bottom of the HTC 12(Y15) form. Enter the year-end unit fraction and square foot fraction for each building. If all buildings in the property are in year 16 or later <b>and</b> the property is subject to monitoring for HUD or Rural Development programs, complete form <i>HTC 12(Y15A)</i>.</p>
<p>Tax credits that are in the <b>3-year protection period</b> following termination of the Extended Use Period</p>	<p>PORT form <i>HTC 12 (Y15E)</i></p>	<p>See Chapter 4 for instructions. Early termination of the extended use period may be due to a Qualified Contract or foreclosure.</p>

## Chapter 1 – Log In and User Home

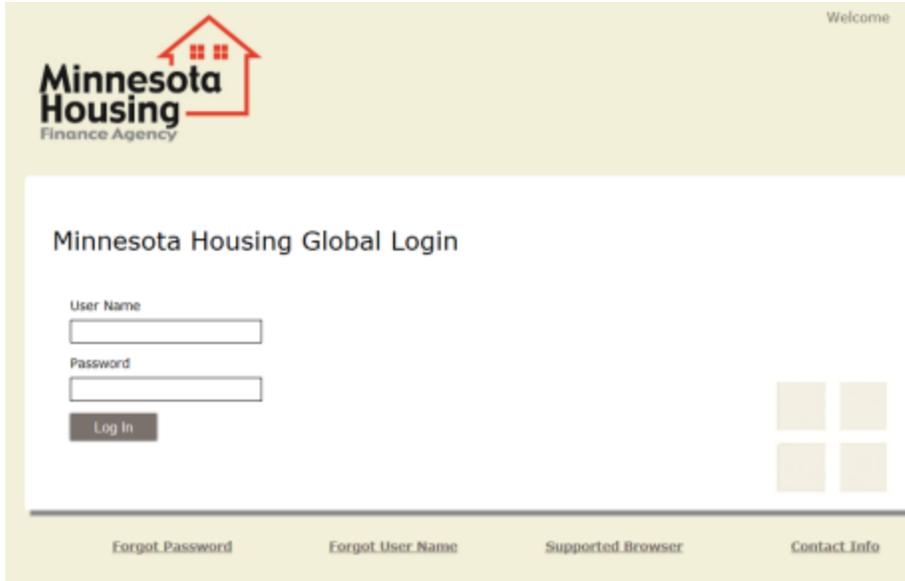
Ensure the following is available for online reporting: Personal computer, Internet connection, and Internet Explorer 9 web browser. PORT has been developed by Minnesota Housing to operate with Internet Explorer version 9. You may experience reporting problems or out-of-place menus, images, and text boxes if you use a web browser other than IE9.

Minnesota Housing will assign a PORT username and password only to the legal owner of each property. For properties reporting in PORT for the first time, the first username will be assigned after loan closing. For tax credit properties, the username will be assigned after Carryover Allocation (for 4% deals, it will be after the Preliminary Determination letter is issued). If you need access to PORT before then because, for example, you are placing acquisition credits in service, please contact your compliance officer.

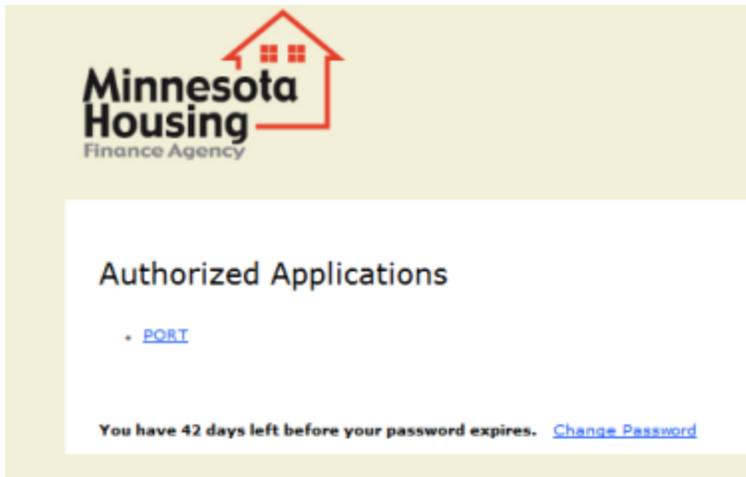
1. At [www.mnhousing.gov](http://www.mnhousing.gov), click on the PARTNER LOGIN link in the upper, right-hand corner.



2. You will be navigated to the “Secure Login” page. Scroll to the link entitled, “Property On Line Reporting Tool (PORT).”
3. Log in using your assigned PORT user name and password.
4. At the very first login, you will be prompted to change your password. Passwords must be 9 digits long and contain at least one capital letter; one number and one special character (such as a comma, asterisk, ampersand, dollar sign, pound sign, etc.) and they expire every 90 days.
5. If you forget your password, click the Forgot Password link and you will be asked to supply some verification information. A new password will be sent to you. Change your password upon your next login. If the forgot password function does not recognize your username or email address, please contact your assigned compliance officer.



6. Click on the "PORT" link below the title "Authorized Applications."



7. Click the Terms of Use link, read the Terms and Conditions carefully, and then click the back arrow. Agree to the Terms of Use by clicking the "Agree" box. If you click Not Agree, you will be navigated back to the login page.

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Terms and Condition of Use

As a condition of your use of MN Housing's Property Online Reporting Tool (PORT), you warrant that you have read and agree to the [Terms of Use](#).

In addition certain information in PORT is protected by the Minnesota Government Data Practices Act, MN Statutes Chapter 13. You may not copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works, transfer, or sell such information obtained from PORT.

Agree  
 NotAgree

Click Agree to proceed to the PORT application

Click Not Agree will direct the user back to the Login page

8. If you have clicked on the Agree box, you will land on the User Home page. If you have access to multiple properties, simply click on any of the properties' link to navigate to that particular property's information.
9. From any tab or detail screen, click on >>User Home>> to navigate to the User Home page.
10. In certain detail screens the property tabs no longer appear. Navigate back to the property and its associated tabs by clicking on >>*Property*>> at the top of the screen.



**Do not** log in to PORT multiple times for different properties from the same computer using multiple browser windows. Doing so will cause data to display incorrectly.

## Chapter 2 – Property Information

### 2.01 Property Tab

Validate all information presented for the property. Help us to maintain correct and complete information by notifying the assigned Compliance Officer if any information is not correct or not complete. Click the ‘Assigned Staff’ link to see who is assigned to your property.

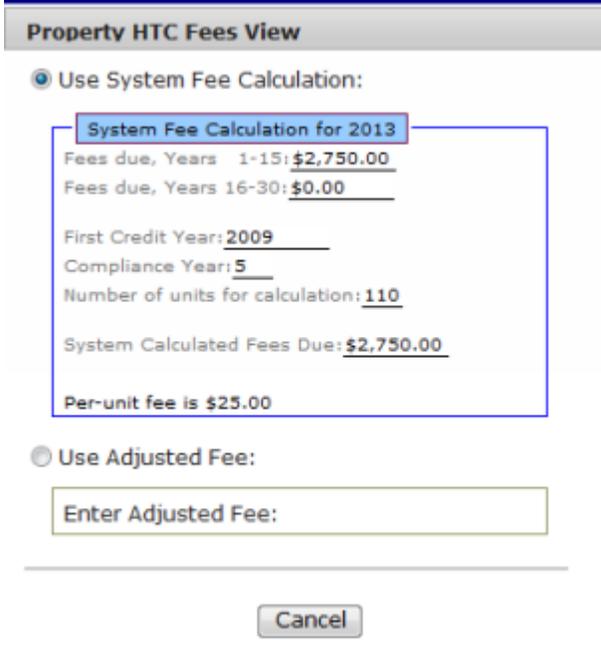
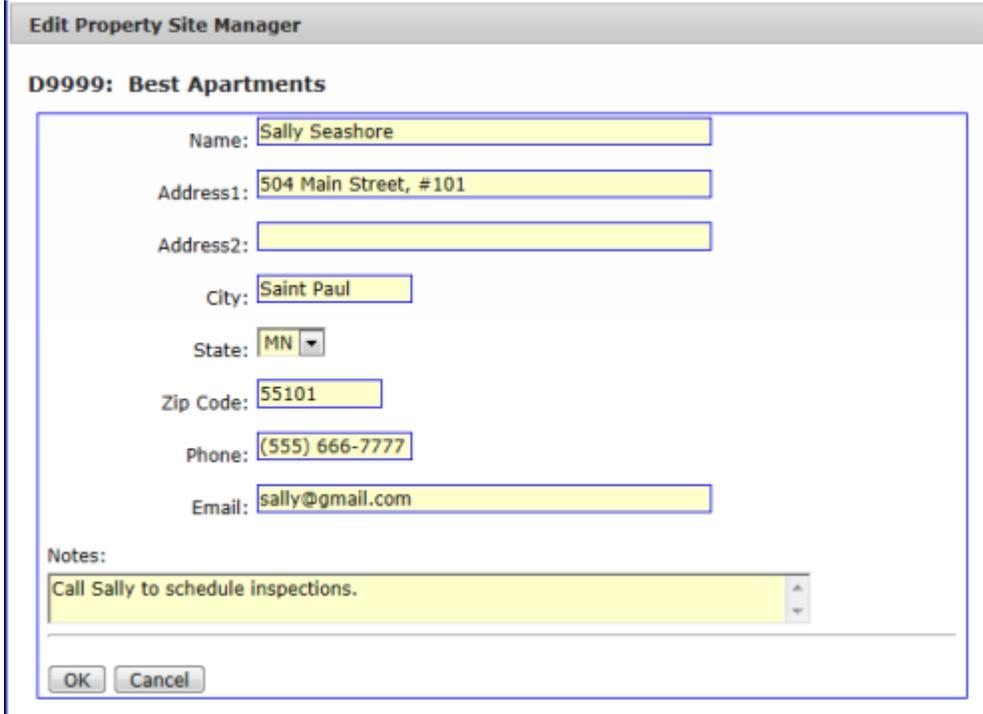
The screenshot shows the 'Property' tab for 'D9999: Best Apartments'. The navigation menu includes 'Property', 'Buildings/Units', 'Owner Reporting', 'Violations', 'Restrictions', 'Loas/HTC', and 'Admin'. The 'Assigned Staff' link is highlighted with a red box. The property details section includes fields for Property Number, Name, Address, City, Zip Code, County, Year Built, Region, and E. D. Region. The 'Units by Size' section shows a table with 1 BR (1), 2 BR (1), 3 BR (1), and Studio (67). The 'Property Type' section has checkboxes for Green property, Supportive housing, Emergency shelter, Group home, and Transitional housing. The 'Other Influences' section has checkboxes for Hollman, LTH operating subsidy, LTH rental assistance, 203K first mortgage, TCA, PSCA, Supportive services, HUD risk alert, Tax credit sub allocators, Rural development, and Tax exempt bond. The 'Population Served' section has checkboxes for Elderly, Family, and Special needs. The 'Current HTC/Deferred Loans' section shows 'BLMF, HOME, HTP, HTC'. The 'Property Lease Up Date' is '04/24/200'. The 'Name History' link is highlighted with a red box. The 'Total Uncorrected Violations for this property' is 2. The 'Property Owner' section shows 'Best Owner Ever LP' with a 'View TTY' link highlighted with a red box. The 'Management Company' section shows 'Awesome Management Co'. The 'Site Manager' section shows 'No site manager set up for this property' with a 'Set Up Site Manager' link highlighted with a red box.

Click on the available hyperlinks to see details for:

<p><b>Name History</b></p>	<p><b>Previous property names</b></p>
<p>Property</p>	<p>Current and previous owner, manager, partner and other entities associated with the property. Note that Minnesota Housing retains owner and management company history. These will be noted as “Previous Project Owner” or “Previous Management Company.”</p>

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<p>Entities</p>	<p>Property Number: <u>D9999</u>                      Property Name: <u>Best Apartments</u></p> <table border="1"> <thead> <tr> <th colspan="7">Property Entities</th> </tr> <tr> <th>Name</th> <th>Type</th> <th>Address</th> <th>City</th> <th>ST</th> <th>Zip Code</th> <th>E-Mail</th> </tr> </thead> <tbody> <tr> <td>Awesome Management Co</td> <td>Management Company</td> <td>222 Main Street</td> <td>Saint Paul</td> <td>MIN</td> <td>55101</td> <td></td> </tr> <tr> <td>Best Owner Ever LP</td> <td>Project Owner</td> <td>555 Main Street</td> <td>Saint Paul</td> <td>MIN</td> <td>55101</td> <td>bestowner@gmail.com</td> </tr> <tr> <td>Lena Anderson</td> <td>Management Company Contact</td> <td>222 Main Street</td> <td>Saint Paul</td> <td>MIN</td> <td>55101</td> <td>lena@gmail.com</td> </tr> <tr> <td>Ole Johnson</td> <td>Project Owner Contact</td> <td>555 Main Street</td> <td>Saint Paul</td> <td>MIN</td> <td>55101</td> <td>ole@gmail.com</td> </tr> <tr> <td>Ole Johnson</td> <td>General Partner</td> <td>555 Main Street</td> <td>Saint Paul</td> <td>MIN</td> <td>55101</td> <td>ole@gmail.com</td> </tr> <tr> <td>Sven Nelson</td> <td>General Partner</td> <td>333 Main Street</td> <td>Saint Paul</td> <td>MIN</td> <td>55101</td> <td>sven@gmail.com</td> </tr> </tbody> </table>	Property Entities							Name	Type	Address	City	ST	Zip Code	E-Mail	Awesome Management Co	Management Company	222 Main Street	Saint Paul	MIN	55101		Best Owner Ever LP	Project Owner	555 Main Street	Saint Paul	MIN	55101	bestowner@gmail.com	Lena Anderson	Management Company Contact	222 Main Street	Saint Paul	MIN	55101	lena@gmail.com	Ole Johnson	Project Owner Contact	555 Main Street	Saint Paul	MIN	55101	ole@gmail.com	Ole Johnson	General Partner	555 Main Street	Saint Paul	MIN	55101	ole@gmail.com	Sven Nelson	General Partner	333 Main Street	Saint Paul	MIN	55101	sven@gmail.com
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<p>Assigned Staff</p>	<p>Minnesota Housing’s assigned staff including Compliance Officer</p> <table border="1"> <thead> <tr> <th colspan="3">Assigned Staff</th> </tr> <tr> <th>Role</th> <th>Name</th> <th>UserName</th> </tr> </thead> <tbody> <tr> <td>Voucher Special</td> <td>Pam Hayes</td> <td>PHAYES</td> </tr> <tr> <td>TRACS Special</td> <td>Pam Hayes</td> <td>PHAYES</td> </tr> <tr> <td>Section 8 Vouch</td> <td>Pam Hayes</td> <td>PHAYES</td> </tr> <tr> <td>Previous HMO</td> <td>John Madson</td> <td>JMADSON</td> </tr> <tr> <td>Occupancy Spec</td> <td>Pam Hayes</td> <td>PHAYES</td> </tr> <tr> <td>HMO</td> <td>Tom Pearson</td> <td>TPEARSON</td> </tr> <tr> <td>HDO</td> <td>Wendy Bednar</td> <td>WBEDNAR</td> </tr> <tr> <td>Compliance Offic</td> <td>Monica Garcia</td> <td>MGARCIA</td> </tr> </tbody> </table> <p>10 Page 1 of 2 Displaying 1 to 8 of 9 items</p>	Assigned Staff			Role	Name	UserName	Voucher Special	Pam Hayes	PHAYES	TRACS Special	Pam Hayes	PHAYES	Section 8 Vouch	Pam Hayes	PHAYES	Previous HMO	John Madson	JMADSON	Occupancy Spec	Pam Hayes	PHAYES	HMO	Tom Pearson	TPEARSON	HDO	Wendy Bednar	WBEDNAR	Compliance Offic	Monica Garcia	MGARCIA																										
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<p>Report Change in Entity</p>	<p>Generates an email to notify the Compliance Officer of any change of information for any of the Property Entities. Note that certain changes may require a more formal <a href="#">Request for Action</a>.</p>																																																								
<p>HTC Monitoring Fees</p>	<p>For tax credit properties, only, this displays the required annual tax credit monitoring fee. This will replace the Fee Remittance Form (HTC 25). Compliance fees are not due until the owner establishes the first credit year so until the first credit year is known, the system calculates the compliance period based on the year of allocation. Once the first credit year is entered, the compliance years will be readjusted.</p>																																																								

	 <p><b>Property HTC Fees View</b></p> <p><input checked="" type="radio"/> Use System Fee Calculation:</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>System Fee Calculation for 2013</b></p> <p>Fees due, Years 1-15: <u>\$2,750.00</u></p> <p>Fees due, Years 16-30: <u>\$0.00</u></p> <p>First Credit Year: <u>2009</u></p> <p>Compliance Year: <u>5</u></p> <p>Number of units for calculation: <u>110</u></p> <p>System Calculated Fees Due: <u>\$2,750.00</u></p> <p>Per-unit fee is \$25.00</p> </div> <p><input type="radio"/> Use Adjusted Fee:</p> <p>Enter Adjusted Fee: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Cancel"/></p>
<p>Site Manager</p>	<p>Click the Set Up Site Manager link to add or edit the current site manager. It is owner/manager’s responsibility to keep site manager information current. If there is no site manager, simply leave it blank.</p>  <p><b>Edit Property Site Manager</b></p> <p><b>D9999: Best Apartments</b></p> <div style="border: 1px solid blue; padding: 5px;"> <p>Name: <input type="text" value="Sally Seashore"/></p> <p>Address1: <input type="text" value="504 Main Street, #101"/></p> <p>Address2: <input type="text"/></p> <p>City: <input type="text" value="Saint Paul"/></p> <p>State: <input type="text" value="MN"/></p> <p>Zip Code: <input type="text" value="55101"/></p> <p>Phone: <input type="text" value="(555) 666-7777"/></p> <p>Email: <input type="text" value="sally@gmail.com"/></p> <p>Notes:  <input type="text" value="Call Sally to schedule inspections."/></p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
<p>View TIN</p>	<p>This is the Taxpayer Identification Number (TIN) for the legal owner of the property and is required for tax credit properties. This is <i>not</i> available for view by Management or Site Management Accounts. If the TIN is not correct, notify your assigned Compliance Officer. If it is blank, the Compliance Officer will</p>

	notify the owner if this number is needed.
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The boxes under Property Type, Population Served, and Other Influences have been checked if the following conditions are known to the Compliance Officer:

<b>Property Type</b>	
Green Property	The property was funded with a Green Initiative or priority.
Supportive Housing	The property provides supportive housing.
Emergency Shelter	The property is not permanent or transitional housing.
Group Home	The property operates as a group home.
Transitional Housing	The housing's occupancy is limited to 24 months.
<b>Population Served</b>	
Elderly	The property is age restricted serving households with at least one member age 55 and over.
Family	The property is not age restricted.
Special Needs	The property serves households with special needs.
<b>Other Influences</b>	
Hollman	One or more units were funded from the Hollman consent decree.
LTH operating subsidy	The property <i>currently</i> receives a Minnesota Housing LTH operating subsidy (note that this should be un-checked if the operating subsidy expires and is not renewed).
LTH rental assistance	The property <i>currently</i> receives Minnesota Housing LTH rental assistance (note that this should be un-checked if the rental assistance contract expires and is not renewed).
MHFA first mortgage	The property has a Minnesota Housing amortizing first mortgage loan (e.g., LMIR, NCTC, etc.).
TCA	The property has a section 8 contract with Traditional Contract Administration.
PBCA	The property has a section 8 contract with Performance Based Contract Administration.
Supportive services	The property provides supportive services on site.
HUD risk share	The property was financed with a Minnesota Housing loan that has mortgage insurance through HUD's Risk Sharing Program.
Tax credit suballocator	The property has tax credits and/or section 1602 allocated and

	monitored by a sub-allocator.
Rural Development	The property is financed by Rural Development.
Tax exempt bond	The property is financed using tax exempt bonds (Minnesota Housing or other issuer).
Non-Minnesota Housing HUD program	The property has section 8 or other HUD program not subject to Minnesota Housing contract administration and is subject to inspections by HUD. This checkbox is used to identify properties that are not subject to tax credit monitoring or fees in the extended use period because they are subject to monitoring under a federal program.

## 2.02 Building(s)

Confirm that the correct number of buildings appears for the property and that Building Identification Numbers (BINs are only applicable for tax credit properties) and addresses are correct.

[User Home](#) >> [Property](#) >>

**D9999: BestApartments**

Property	<b>Buildings/Units</b>	Owner Reporting	Violations	Restrictions	Loan/HTC	Admin
	<a href="#">MN-99-99991: 210 Main Street E</a>					
	<a href="#">MN-99-99992: 504 Main Street E</a>					
	<a href="#">MN-99-99993: 616 Main Street E</a>					
	<a href="#">MN-99-99994: 204 Main Street E</a>					

## 2.03 Units

Units will be set up by Minnesota Housing if sufficient building and corresponding unit information has been provided. If units are not set up, the owner or its authorized Management Account or designated Site Management Account must set up the units.

1. Click on the **Building** link.
2. Above the Building Units section toward the middle of the page, click on the **Setup Unit** link. This will open the Unit Data screen.

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User Home » Property » Building »

D9999 Building: 210 Main Street E

Building Number: <u>MN-99-99991</u>	Use for Housing Tax Credit Buildings
Building Name: <u>210 Main Street E</u>	<input type="button" value="Applicable Fraction Calculator"/>
Address1: <u>210 Main Street E</u>	Required Applicable Fraction: 100.00 %
Address2: _____	Note - All the units in the building must be set up before calculating applicable fraction.
City: <u>Saint Paul</u> ZipCode: <u>55101</u>	<a href="#">Print Building Map</a>

Units Setup:

3. Enter the assigned Unit Number, Bedroom Type (number of bedrooms), and Total Square footage for each unit in the building. These are required fields as noted by the red asterisks.

**Add Unit**

Unit Number\* :  Bedroom Type\* :  Total Sq Ft Area\* :

Accessible  Visual Impaired  Hearing Impaired  Special Needs

Notes:

4. Click on one or more checkboxes to indicate if a unit is designed to be handicap accessible (Accessible), contains equipment to accommodate visual impaired persons (Visual Impaired), contains equipment to accommodate hearing impaired persons (Hearing Impaired), and/or is a unit specifically designed for persons with other kinds of special needs (Special Needs). Use the Notes field to explain any additional or unusual features of the unit. Do not use the Notes field to explain any occupancy information.
5. Click the *OK* button to save the unit information.
6. Repeat steps 2-5 until all units for the building are entered. If there is more than one building, repeat for each building.

For instructions on reporting occupancy information, see Chapter 3, Reporting Unit Events.



Corrections to unit information can only be done before a unit event has been reported in PORT. Once a unit event has been reported and the unit has a status of O (Occupied) or V (Vacant) (see Occ? on the Building screen) unit set up information cannot be edited by the

owner/manager. Please review and edit the unit information prior to entering **events**. Contact your assigned Compliance Officer if unit information needs to be changed after a unit event has been reported.

## 2.04 Applicable Fraction Calculator

The Applicable Fraction Calculator (used for tax credit and section 1602 properties, only) designates how each unit is treated for purposes of calculating the required Applicable Fraction. This must be the same Applicable Fraction used to determine the building’s tax credits for issuance of IRS form 8609. *Once the Applicable Fraction has been set in PORT, **no changes** must be made to this information.*



The Applicable Fraction for buildings that were subject to compliance monitoring at the time PORT was implemented was set up by compliance staff using the Building Map submitted with the Placed in Service application (if a corrected Building Map was submitted, the most recent version was used). If the unit designation and resulting applicable fraction is not correct, contact the assigned Compliance Officer for correction.

**The Applicable Fraction must be set up in PORT before the end of the first credit year.**



Because of the tax implications involved, Minnesota Housing strongly recommends that the property owner, not the management company, complete the Applicable Fraction Calculator. For new properties the manager may set up units and then the owner should complete the Applicable Fraction Calculator. Print the Building Map to submit with the Placed In Service Application.

User Home » Property » Building »

**D9999 Building: 210 Main Street E**

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<p>Building Number: <u>MN-99-99991</u></p> <p>Building Name: <u>210 Main Street E</u></p> <p>Address1: <u>210 Main Street E</u></p> <p>Address2: _____</p> <p>City: <u>Saint Paul</u>      ZipCode: <u>55101</u></p>	<div style="border: 2px solid red; padding: 5px; text-align: center;"> <p>Use for Housing Tax Credit Buildings</p> <p><input type="button" value="Applicable Fraction Calculator"/></p> </div> <p>Required Applicable Fraction: 100.00 %</p> <p><small>Note - All the units in the building must be set up before calculating applicable fraction.</small></p> <p style="text-align: right;"><a href="#">Print Building Map</a></p>
--	---

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Units Setup:       [Setup Unit](#)

1. After all units have been set up, click the button entitled, “Applicable Fraction Calculator” on the right side of the Building screen.

- Click the radio button to designate HTC, Market or Common Space for each unit.

**Applicable Fraction Calculator**

Please Select a Classification for each Unit in the Building

102 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space
103 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space
104 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space
105 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space
106 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space
107 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space
108 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space
109 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space
110 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space
111 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space
112 *	<input checked="" type="radio"/> HTC	<input type="radio"/> Market	<input type="radio"/> Common Space

**Applicable Fraction Calculation**

Unit Fraction: 100.00%  
Sq. Ft. Fraction: 100.00%  
Applicable Fraction: 100.00%

\* indicates required field

Note - All the units in the building must be set up before calculating applicable fraction. Also if any changes are made to the unit designations, you must save and close before printing the Building Map for your changes to take effect.

Save and Close

- When all units are designated HTC, Market or Common Space, check the Applicable Fraction Calculation at the bottom of the screen to ensure the calculation is correct. If the Applicable Fraction does not calculate, check to be sure all units have been designated. The Applicable Fraction will not display a calculation until all units have been designated.
- When finished, click Save and Close.
- Click on the hyperlink 'Print Building Map' to print a copy of the HTC 28 for the building.
- Repeat steps 1-5 for each building in the property.

Use for Housing Tax Credit Buildings

Applicable Fraction Calculator

Required Applicable Fraction: 100.00 %

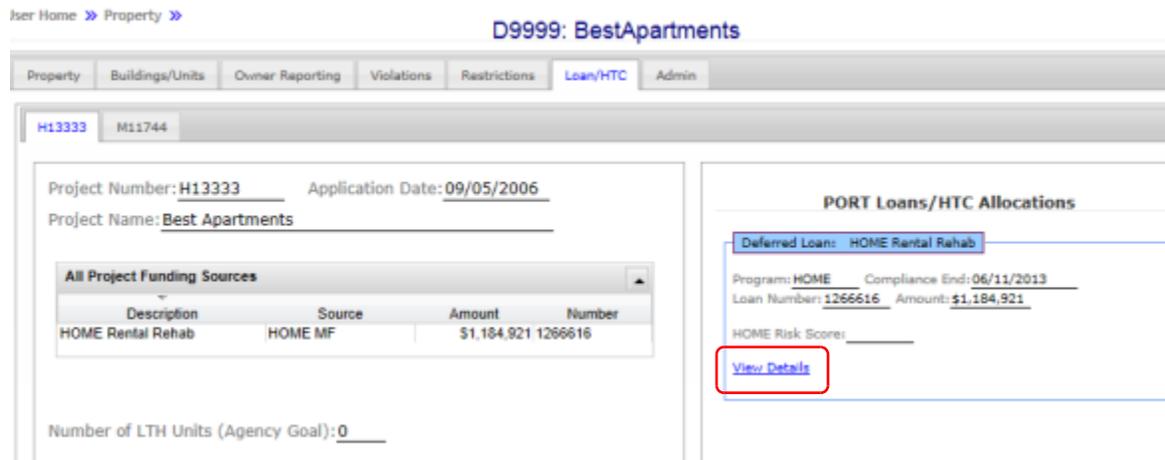
te - All the units in the building must be set up before calculating applicable fraction

[Print Building Map](#)

## 2.05 Loan/HTC

The Loan/HTC tab of PORT is where loan and tax credit allocation information is maintained. Owner/manager may view but not edit this data. If any information is incorrect or missing, contact the Compliance Officer assigned to the property.

If the property owner applied for and received additional loan(s) or tax credit allocation(s) at a later time, the loan information will be displayed under a separate tab. Each tab contains a funding application number assigned by Minnesota Housing (some funding application numbers are, “ML” this is simply reflective of applications that were received prior to implementation of Minnesota Housing’s current production system).



**Loan.** Click the View Details link to see additional information for each loan. Under the section entitled “Compliance Information,” the following information is shown:

<p>Minimum Affordability Period</p>	<p>This will be ‘Yes’ if a legal document (Repayment Agreement, Regulatory Agreement or Declaration) <i>for this loan</i> states that the property is subject to restrictions for a minimum period (usually 15 years), even if the loan is paid off earlier. PORT will display the Minimum Affordability Period Expire Date.</p> <p>This will be ‘No’ if the legal document does not require a Minimum Affordability Period.</p>
<p>Repayment Terms</p>	<p>This will be ‘Repayable’ if the legal document (Repayment Agreement and Mortgage, Note, or Combination Mortgage, Security Agreement and Fixture Financing Statement) requires repayment of the loan at maturity.</p> <p>This will be ‘Forgivable’ if repayment is not required at loan maturity. This includes loans that may be fully repayable for the first 10 or 20 years in the event of default and then forgiven in 5% or 10% increments thereafter until the maturity date.</p>

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<p>Minimum Rent Subsidy Period End Date</p>	<p>Some loans, particularly PARIF when it is used for preserving federally assisted housing, are made with the condition that the owner continue to renew its rental assistance contract (usually section 8, sometimes USDA Rural Development Rental Assistance) for a minimum period of time as long as renewals are made available by HUD or USDA RD. If the legal document (usually the Declaration) requires a MRSP, the end date is displayed here.</p>
<p>Compliance End Date</p>	<p>The date on which compliance monitoring will cease.</p> <p>Some loans such as HOME, however, have an “Affordability Period” or “Effective Period” that may be different than the loan maturity period.</p> <p>Note that for HOME properties, PORT will calculate and display a “System Calc Compliance End Date” based on the compliance start date and the number of years in the HOME affordability period. The same date will display in the Compliance End Date unless Minnesota Housing has extended the effective period. If Minnesota Housing has extended the effective period, end date of that extension period will be displayed.</p>
<p>No Longer Monitored Date and Reason</p>	<p>The No Longer Monitored Date and Reason will be populated only after one of the following is true for the respective loan:</p> <ol style="list-style-type: none"> <li>1. Compliance obligations successfully fulfilled for full term</li> <li>2. Loan paid off /No Minimum Affordability Period</li> <li>3. Loan paid off/Minimum Affordability Period expired</li> <li>4. Agency approved owner’s request for release</li> <li>5. Foreclosure by senior lien holder extinguished agency’s restrictions</li> <li>6. Foreclosed by Minnesota Housing</li> <li>7. Unable to monitor due to uncorrectable noncompliance</li> </ol>

**View Deferred Loan**

**Loan Information from HDS/Escrow**

Loan Program: HOME - HOME  
 Description: HOME Chronic Homeless  
 LoanNumber: \_\_\_\_\_  
 LoanAmount: \$500,000.00  
 Closing Date: 06/03/2008 Maturity Date: \_\_\_\_\_  
 Term: \_\_\_\_\_ Rate: 0 %  
 Number of Units Funded: \_\_\_\_\_  
 Payoff Date: \_\_\_\_\_ Forgiven Date: \_\_\_\_\_

**Compliance Information**

Minimum Affordability Period?: Yes  
 Minimum Affordability Period Expire Date: 06/04/2028  
 Repayment Terms: \_\_\_\_\_  
 Minimum Rent Subsidy End Date: \_\_\_\_\_  
 ComplianceEnd Date: 06/04/2028  
 Date No Longer Monitored: \_\_\_\_\_  
 Reason:   
 Notes: \_\_\_\_\_

If a loan is funded by HOME Rental Rehab, HOME Targeted or HARP, there will be an additional section with HOME Information including whether the HOME units are Floating or Fixed. The actual designation of fixed/floating units is shown on the Restrictions tab.

**HOME Information**

Compliance Start Date: 6/12/2008  
 Years of Compliance: 5  
 System Calc Compliance EndDate: 06/12/2013  
 IDIS Number: 5382  
 Number of HOME Units: 79

Units :  Floating Units  Fixed Units

**HTC Allocation.** Click View Details to see the HTC Allocation detail screen:

**PORT Loans/HTC Allocations**

**HTC Allocation Number: 99999**

Allocation Year: 2009 Min Setaside: 40/60  
 Status: 8609  
 HTC only

[View Details](#)      [BIN Pages](#)

**View HTC Allocation**

**HTC - 8609**

Allocation number:

Year:

Supplemental nbrs:

Credit pool:

Min set aside:

40/50 Home Set Aside?:

Owner waived right to qual. contract?:

Qualified nonprofit required?:

Number of LTH units:

Number of HTC (restricted) units:

Section 1602?:

Section 1602 Recapture Fraction:  %

**Credit Types:**

- Newly constructed not federally subsidized
- Newly constructed federally subsidized
- Rehabilitation expenditures not federally subsidized
- Rehabilitation expenditures federally subsidized
- Existing building
- Not federally subsidized by reason of 40-50 rule
- Allocation subject to nonprofit set-aside under sec.42(h)(5)

**Target Households**

- Elderly
- Other
- General Occupancy
- Families with Children
- Indv/Families of Color
- Youth
- Single Men

**QAP Point-Selection Restrictions**

- # of units with rents @ 30% for 5 years after PIS:
- # of units with rents @ 50% for 5 years after PIS:
- Highspeed internet
- # of units with rents @ 30% for full term of declaration:
- # of units with rents @ 50% for full term of declaration:

Information is displayed as follows:

Field	
Allocation number	This is the HTC allocation number assigned by Minnesota Housing. For properties with multiple allocations being monitored together, it is the first assigned number. The first two digits show which QAP year the property received its credits (i.e., 13001 was awarded credits from the 2013 QAP year).
Year	This is the Qualified Allocation Plan (QAP) year in which the property was allocated credits. For properties with multiple allocations being monitored together the earliest year has been entered here.
Supplemental nbrs	This is the allocation number for any subsequent allocation(s). This applies to properties with multiple allocations that are monitored as one.
Credit Pool	This identifies the pool from which the credits were allocated.

Min Set-aside	This is either 40/60 or 20/50 from the Carryover and Declaration.
40/50 HOME set-aside	This will be 'Yes' if the property is subject to the per-building 40/50 income restriction due to the presence of below-market federal funds (HOME or NAHASDA). Properties allocated credits after 1/1/2009 are not subject to this requirement.
Owner Waived right to qual. Contract?	This will be 'Yes' if the Owner Waived its right to request a Qualified Contract after year 15 by selecting 'extended duration' points or because the QAP requires this for all allocations. This will be 'No' if owner retained that right.
Qualified Nonprofit Required?	This will be 'Yes' if the allocation is from the non-profit pool and the property is subject to material participation by a Qualified Non-Profit. This will be 'No' if the allocation is not from the non-profit pool.
Number of LTH Units	This will display the number of units required by the allocation of credits for households who meet the state definition of Long Term Homelessness.
Number of HTC restricted units	This will display the total number of units subject to tax credit restrictions for the property.
Untitled Pull-down	There are a small number of properties that were funded with section 1602 funds (and some of those also have tax credits) as a result of the Housing and Economic Recovery Act. This is where we identify those. If a property only has tax credits, it will display 'HTC only'. If a property has section 1602 funds and tax credits, it will display '1602 and HTC'. If a property has 1602 funds with no tax credits, it will display '1602 only'.
QAP Point Restrictions	These restrictions will be checked according to the conditions of the allocation as noted in the Carryover Agreement and/or Declaration of Restrictive Covenants.
Credit Types	This is reflective of the type of activity the allocation of credit was used to fund (e.g., acquisition/rehab, rehab, or new construction).
Target Households	Tax credit allocations are sometimes conditioned upon targeting certain populations. Checked boxes indicate those populations that owner has represented it will target and, where known, the number of units owner has represented.

The HTC Allocation Status is shown in blue at the top of the allocation screen. All HTC Allocations are initially set to a default status of "Carryover/Prelim.Det" to accommodate new allocations that will be set up after the Carryover Agreement or Preliminary Determination letter for TE bond deals is executed. This also distinguishes allocations not yet subject to full

compliance monitoring from those that have established their first credit year which is when monitoring begins.



Properties that have established their first credit year will have their allocation status changed according to the following:

Condition	Status
Default status of allocation when initially set up. Owner may have placed building(s) in service, but has not yet reported the first credit year to Minnesota Housing.	Carryover/Preliminary Determination
Owner has established and reported its first credit year; allocation is actively being monitored during compliance years 1-30	HTC - 8609
<p>Allocation is in the required 3-year tenant protection period due to any of the following:</p> <ul style="list-style-type: none"> <li>The 30-year Extended Use Period has expired; or</li> <li>In conjunction with a Qualified Contract request, the one-year period to find a purchaser has expired and owner has certified that no offer was made; or</li> <li>The property was foreclosed (and not redeemed during the redemption period) or owner provided a deed in lieu of foreclosure.</li> </ul>	3 year protection
<p>Minnesota Housing has ceased monitoring due to any of the following conditions:</p> <ul style="list-style-type: none"> <li>the 3-year tenant protection period expired and the property is no longer subject to any HTC restrictions; or</li> <li>a new allocation has established its first credit year which replaces a previous allocation for the same property; or</li> <li>All reasonable efforts by Minnesota Housing to monitor for compliance have been made but owner is not responsive or fails to bring the property into compliance. All necessary decisions by Minnesota Housing’s Clearinghouse Team have been made, reports have been sent to Owner, IRS, Treasury and/or Minnesota Housing’s Development team; and report of Developments Not in Good Standing has been updated and posted on the Minnesota Housing website.</li> </ul>	No longer monitored

1. BIN Page



Because of the tax implications, Minnesota Housing strongly recommends that the owner complete BIN information and make the tax credit multiple building elections in PORT. Do not delegate to a Management Account or Site Management Account.

The BIN page is where the placed in service date(s) and first credit year associated with each building are stored and where the multiple-building election is made. Click on the BIN pages hyperlink to get to this screen:

**BIN Pages**

Allocation Number:

Project	Election	Building	BIN	Acq PIS	Rehab PIS	New Constr PIS	Credit Start Yr	Rent Flr. Elect.	Modified By	Modified Date
1	NE	<a href="#">332-342 4th St SE</a>	MN-99-92701			10/27/2000	2001		mgarcia	11/20/2014
1	NE	<a href="#">330-330 4th St SE</a>	MN-99-92702			12/22/2000	2001		mgarcia	11/20/2014

- a. Click the hyperlink that is the building address to open the building’s BIN detail:

**Configure HTC Building**

**HTC Allocation Information**

Building:

BIN:

Credit Period Start Year:

Acquisition PIS:

Rehab PIS:

New Construction PIS:

Rent Floor Election Date:

b. For each building, enter information using the following guide):

Field	Source	Instructions
Credit Period Start Year	Form 8609, Part II completed by Owner	Enter the first year of the credit period.
Acquisition PIS	Form 8609, Part II completed by Owner	If form 8609 has a check mark next to Existing building (line 6 box c), enter the placed in service date from line 5 here.
Rehab PIS	Form 8609, Part II completed by Owner	If form 8609 has a check mark next to Sec. 42(e) Rehabilitation expenditures federally subsidized or not federally subsidized (line 6, boxes d or e), enter the placed in service date from line 5 here.
New Construction PIS	Form 8609, Part II completed by Owner	If form 8609 has a check mark next to Newly constructed and federally subsidized or not federally subsidized (line 6 boxes a or b), enter the placed in service date from line 5 here.
Rent Floor Election	Statement and Election of Gross Rent Floor	Owners can elect to fix the gross rent floor on the date of Carryover/Preliminary Determination or on the Placed in Service date. If no election is made (no election form is submitted), enter the date of the carryover agreement.



The Placed in Service (PIS) Dates should be entered as soon as they are known. Notify the compliance officer by email when buildings are PIS so the appropriate MTSP tables can be set up for reporting unit events.

The Credit Period Start Year may be determined from the HTC 12 owner’s certification for the first year of the credit period. The compliance officer will confirm all elections upon receipt of forms 8609 with Part II completed. The election of the first credit year is made on line 10a of form 8609. Owner begins the first credit year in the same year as the building is placed in service by checking No on line 10a. Owner begins the first credit year in the year following the year the building is placed in service by checking Yes.

For buildings with both acquisition and rehab credits, use the elections on form 8609 for

the rehab credits to determine the first credit year.

2. Multiple Building or Single Building Project Election: Once the BIN pages have been configured this election can be set up. An “NE” in the election field means that No Election has been made. Once an election has been set up, that indicator will change to “M” for multiple-building projects, or “S” for a single-building project.



Under IRC each building is treated as a separate project for purposes of the minimum set-aside and other project-related rules unless the owner makes a multiple building election on line 8b of form 8609. In order to properly make this election, IRS requires owners to attach a statement to their tax return listing the BIN numbers that are part of the same multiple-building project. This may be all buildings within a property, or only certain clusters of buildings.

- a. In the BIN Pages link, click on the button called “Set up Multi-Building Project” for buildings to be treated as one project, or “Single Building Project Election” for buildings to be treated as separate projects.
- b. Multi-building election - Using forms 8609 and the required multi-building election attachment indicate the buildings which are part of a multiple building project by clicking the box next to the building address. For example to make BIN’s MN-99-99991 and MN-99-99992 one project, check the boxes next to each respective BIN.

**Group Multiple Buildings for HTC**

HTC Multi-Building Project Selection

Select 2 or More Buildings to Group Together:

<input type="checkbox"/>	MN-99-99991 :210 Main Street E
<input type="checkbox"/>	MN-99-99992 :504 Main Street E
<input type="checkbox"/>	MN-99-99993 :616 Main Street E
<input type="checkbox"/>	MN-99-99994 :204 Main Street E

- c. Click OK. These buildings now contain a 1 next to the Building address indicating they are part of Project 1. To make other buildings part of project 2, 3, 4, etc, repeat steps for each Project. Buildings already made part of a previous multiple-

- building project are no longer available to make part of a different project.
- d. Single-building election – Click the Single Building Project Election button and select the buildings to be treated as separate projects.

- e. If you make an error and select the wrong building(s) for either the multi-building or single-building election, clicking the Reset button will allow you to start over.
3. Restrictions Tab: The Restrictions tab is where the income and rent restrictions for a property are set up. In addition, for properties financed by HOME, the Restriction tab is where HOME’s fixed or floating unit designation is displayed.



Minnesota Housing’s income and rent restrictions are established by certain state or federal statutes, rules, board actions and agency policy. These restrictions are set for each property through such legal documents as a Loan Repayment Agreement and Mortgage, Regulatory Agreement, Declaration of Covenants, etc. Restrictions may cover all units in a property or only some units. However, *the standards may not always be applied to the loan program for the rule that established the standard.* For example, an EDHC loan may use a MTSP income and/or rent restriction. Check legal documents carefully to ensure the correct income and rent limits are used.

Income certifications (initial cert, recert, other cert) that will be entered by owner/managers utilize the restrictions set up here to calculate and display the income and rent limits for each program. Therefore, it is important that the correct restrictions be set up for the property. If you believe the restrictions are not correct, contact the assigned Compliance Officer.

	Standard	I n c o m e	R e n t	Rule traditionally associated with	Examples of how restriction may be worded in legal docs. Note that different versions of docs may have slightly different wording.
A.	50% of the greater of SMI	X		GO Bonds, UIHP,	Persons and Families of Low and

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	or AMI, adjusted for HH of 5 or more			POPR, POHP, POTH, POPSH, etc.	Moderate Income - Minn. Rules pt 4900.3110 subp. 6
B.	80% of SMI, not adj for HH size	X		PARIF-SH	Gross family income of less than eighty percent (80%) of the median income for the State of Minnesota
C.	80% of the greater of SMI or AMI, not adj for HH size	X		EDHC, ARIF, FARIF, RRD, UIHP, TIHP	Annual incomes do not exceed the greater of eighty percent (80%) of state or area median income for the State of Minnesota <i>EDHC doc may reference Minn. Stat. Sec 462A.33, subd5.</i>
D.	30% of Metro Median, adj for HH of 5 or more	X		HTF, ELHIF, 501c3, MARIF	Income does not exceed 30% of median income, as determined by HUD for the metropolitan area. Median income may be adjusted for households of five or more.
E.	60% of Metro Median, adj for HH of 5 or more	X		HTF, ELHIF, 501c3	Income does not exceed 60% of median income, as determined by HUD for the metropolitan area. Median income may be adjusted for households of five or more.
F.	50% HOME	X		HOME	HOME Declaration cites HOME's program and project income restrictions. <i>Properties of 5 or more require 20% of the units at 50% income limit; however some legal documents may restrict more than the 20%.</i>
G.	80% HOME	X		HOME	HOME Declaration cites HOME's program and project income restrictions. <i>Properties of 5 or more may have up to 80% of the units at 80% income limit, properties with 4 or less units may have all units at 80% income limits</i>
H.	30, 50, or 60 MTSP limits Tables A-xxx	X	X	Housing tax credit, TCAP, section 1602	<i>Income limit is determined by 20/50 (50% income) or 40/60 (60% income) min set aside. However, tables are not noted, must look at PIS dates and apply HTC rules. Rent at 30% or 50% is identified in the Declaration. Properties meeting the SRO threshold are income and rent restricted at 30%. ___ of the Housing Tax Credit units shall have gross rents established at a level not greater than 30% of xx%</i>

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					of the area median income.
I.	160% of federal poverty guidelines	X		MARIF	At least 60% of the MARIF units must be occupied by current or recent MFIP participants. Recent MFIP participants are families whose income at the time of application is equal to or less than 160% of the federal poverty guidelines
J.	80% section 8 limits	X		HOPWA	Income does not exceed 80% of the median income as determined by HUD and adjusted for family size for the county in which the mortgaged property is located
K.	High HOME		X	HOME	HOME Declaration cites HOME's program and project income restrictions. <i>Properties of 5 or more may have up 80% of the units at High HOME rents, properties with 4 or less units can have all units at High HOME rents</i>
L.	Low HOME		X	HOME	HOME Declaration cites HOME's program and project income restrictions. <i>Properties of 5 or more may have up 20% of the units at Low HOME rents. Note that some loans may require more than the minimum number of Low HOME units.</i>
M.	MARIF rents		X	MARIF	<i>MARIF agreement will spell out the limits for 2, 3 and 4BR units.</i>
N.	Lesser of FMR or 30% of 50% of Metro Median		X	ARIF (metro area properties)	<i>Language may contain Greater MN and Metro area ARIF rent standards. ARIF regulations state that properties located in the seven-county metro area, use the lesser of Fair Market Rent or 30% of 50% of metro area median income.</i>
O.	30% of 50% of SMI		X	ARIF (greater MN properties)	Rents not greater than a rental amount equal to thirty percent (30%) of the adjusted income of a family whose gross income is fifty percent (50%) of the statewide median. <i>May be worded - median income for the State of Minnesota</i>
P.	30% of 30% of Metro median		X	HTF	Rents in excess of 30% of 30% of the median income for the

					metropolitan area
Q.	30% of 60% of Metro median		X	HTF	Rents in excess of 30% of 60% of the median income for the metropolitan area
R.	Affordable to Local Workforce		X	EDHC, RRDL	
S.	FMR		X	HOPWA	Fair Market Rent

- a. Fixed HOME unit designation. The buildings and units will appear under a heading, Fixed Units Specification. Fixed HOME unit will have “Yes” in the Fixed Unit column.

Fixed Units Specification				
Selected Home Units				
Building ID	Building Name	Unit #	Fixed Unit	
MN-99-99991	210 Main Street E	102	Yes	<a href="#">Change</a>
MN-99-99991	210 Main Street E	103	No	<a href="#">Change</a>
MN-99-99991	210 Main Street E	104	Yes	<a href="#">Change</a>
MN-99-99991	210 Main Street E	105	Yes	<a href="#">Change</a>
MN-99-99991	210 Main Street E	106	Yes	<a href="#">Change</a>
MN-99-99991	210 Main Street E	107	No	<a href="#">Change</a>

- b. Floating HOME unit designation. A list of “bedroom sizes” (e.g., 0/Studio, 1BR, 2BR, etc.) will appear under a heading, Floating Units Specification, along with the corresponding number of required HOME units for that particular bedroom size (e.g., 4 one-bedroom units, 2 three-bedroom units, etc.).

Number of HOME Units by Bedroom Type	
Bedroom Size	# Home Units
0/Studio	
1 Bedroom	49
2 Bedroom	18
3 Bedroom	12
4 Bedroom	
5 Bedroom	
6 Bedroom	
7 Bedroom	
Bed	
SRO	

### Chapter 3 – Reporting Unit Events

All unit events for all units in the property must be reported in PORT (i.e., report **all** move-ins, certifications, move-outs, unit transfers, etc.). This is a significant change for owners/managers with deferred loans who are used to reporting to Minnesota Housing on the Characteristics of

MINNESOTA HOUSING – PORT USER INSTRUCTIONS

Tenant Households (CTH) Report (the CTH Report only collected information on units as of December 31 of the report year) and properties with project-based section 8 that reported to Minnesota Housing via TRACS and submission of the CTH Report was waived. However, Minnesota Housing must be able to more accurately monitor program compliance and analyze the results of its financing programs. Properties that operate as emergency shelters where occupants may only stay for hours or days are exempt from reporting unit events. Check the Property tab under Property Type; if the Emergency Shelter box is checked, the property is not subject to reporting unit events. In addition, if the PBCA or TCA box is checked on the Property tab, submission of tenant data in PORT for deferred loans is not required unless the property is monitored for Housing Tax Credits or HOME by Minnesota Housing, or the number of section 8 units is less than the number of units restricted by the deferred loan(s).

**Property Type**

- Green property
- Supportive housing
- Emergency shelter
- Group home
- Transitional housing

**Other Influences**

- Hollman
- LTH operating subsidy
- LTH rental assistance
- MHFA first mortgage
- TCA
- PBCA
- Supportive services
- HUD risk share
- Tax credit sub allocators
- Rural development
- Tax exempt bond

In the Building/Units tab, navigate to the building and unit to be reported. There are three types of move-in Events: Unrestricted, Non-revenue, and Program.

User Home >> Property >> Building >> Unit >>

D9999: Building: 504 Main Street E, Unit:103

**Unit Data** Unit Configure

Total Sq Ft Area: 941    Unit Number: 103    Bedroom Type: 2 Bedroom

Accessible: N    Visual Impaired: N    Hearing Impaired: N    Special Needs: N

Notes:

[Edit Unit Data](#)   [Unit Out Of Service](#)   [Delete Unit](#)

(Unit Unoccupied)

**Events:**

[Move In - Program](#)   [Move In - Unrestricted](#)   [Move In - Non-revenue](#)   [Move Out](#)   [Transfer Out](#)   [Initial Cert](#)   [Re-Cert](#)   [Other Cert](#)   [Change Household Type](#)



All fields in PORT with a red asterisk (\*) are required fields. Error messages will appear if you do not enter the required information.



Minnesota Housing recommends that owner/managers report unit events as they occur. Do not wait until the end of the year to report unit events or you may find that you are unable to fulfill reporting requirements by the required deadline.

### 3.01 Move-in: Unrestricted

Report an unrestricted move-in (aka market rate) for units/households that do not, or are not required to, comply with any of Minnesota Housing's funding or allocation restrictions. Note that properties where 100% of the units are restricted by one or more Minnesota Housing funding source should not report any Unrestricted Move-ins.

1. Click the hyperlink [Move In – Unrestricted](#) to open the following detail box:

**Move-In**

**Unit Designation: Unrestricted**

Unit 108

Move in Date \* :

Last Name \* :       First Name \* :

Gross Rent \* :

Notes:

---

2. Enter the date the Unrestricted household actually moved in to the unit.
3. Enter the last name and first name of the head of household.
4. Enter the gross rent (lease rent) as of the move-in date.
5. Enter any notes you feel may be helpful.
6. Click OK.

### 3.02 Move-in: Non-Revenue Unit

Report a Non-revenue Unit for any unit that is not being used as rental (e.g., unit is being used for an office, on-site staff, computer lab, community center, etc.). For tax credit properties, these are known as “common space” units. Typically these units are not generating rental income so they are referred to in PORT as Non-revenue units.

1. Click on the hyperlink, *Move-in Non-Revenue* to open the following detail box:

**Move-In**

**Unit Designation: Non revenue**

Unit 101

Move in Date \* :

Type of Use \* :

Notes:

---

2. For Move-in Date, enter the date the unit became a Non-revenue Unit.
3. From the drop-down list, select the type of use: Site manager, site maintenance, site office, security officer, community center, services center, computer lab, or other.
4. Use notes to describe ‘other’ use and any other helpful information regarding the specific use of the unit.
5. Click OK.

### 3.03 Move-in: Program

Report a Move-in: Program if the unit and its occupants comply with one or more of Minnesota Housing’s loan(s) and/or tax credit allocation that financed the property (from the list of properties in scope for monitoring in PORT on page 5).



PORT will allow owner/manager to report a Move-in – Program only for the Minnesota Housing loans/programs that have been set up in PORT. If you think any loan information is missing or incorrect, please contact your Compliance Officer.

1. Click on the hyperlink, *Move-in Program*, to open the following detail box:

**Move-In****Unit Designation: Program**

Unit 102

Move in Date \*:

Last Name \*:  First Name \*:

Choose all applicable programs/restrictions for the Unit:

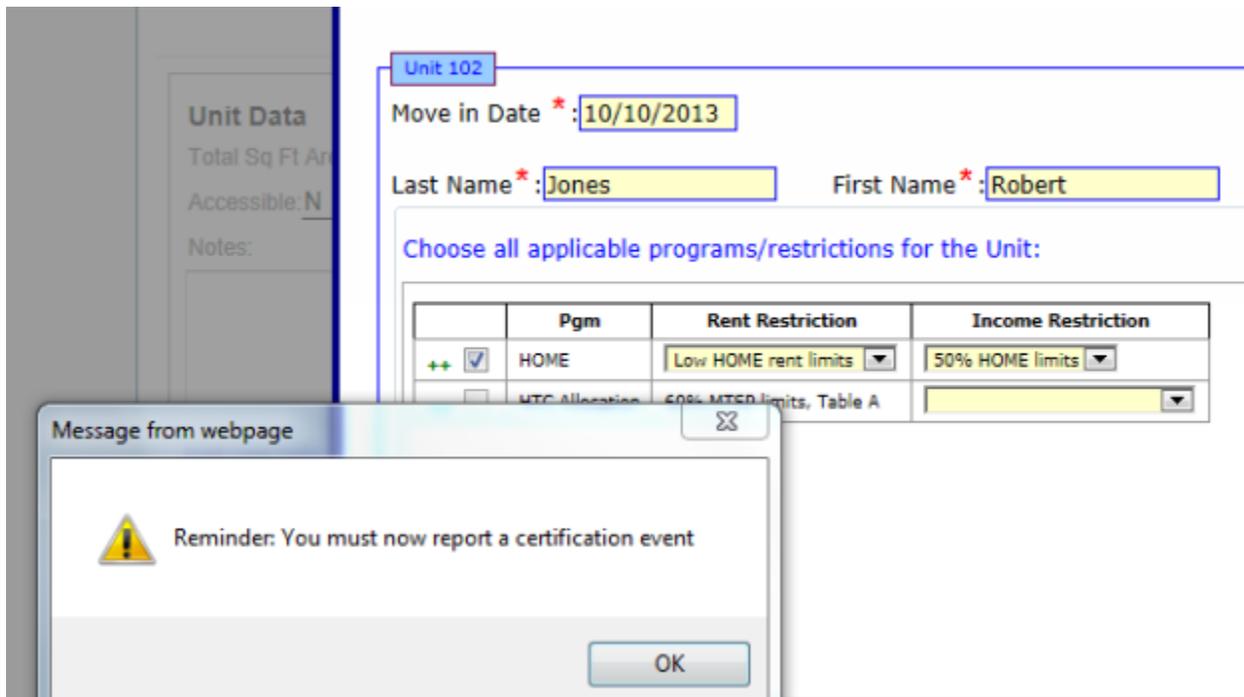
	Pgm	Rent Restriction	Income Restriction
++ <input type="checkbox"/>	HOME	<input type="text"/>	<input type="text"/>
++ <input type="checkbox"/>	HTC Allocation	60% MTSP limits, Table A	<input type="text"/>

++ Program has multiple restrictions; you will have to choose one before selecting the program

Notes:

OK Cancel

2. Enter the Move-in Date for the household.
3. Enter the Last Name and First Name of the Head of Household (i.e., the primary person in whose name the unit is rented).
4. Choose all of the program(s) and restriction(s) for which you are reporting that this household qualifies by clicking in the box to the left of the program name. If a program has more than one available income and/or rent restriction (such as HOME which has 50% and 80% income limits and High HOME and low HOME rent limits) first select the restriction for which the household qualifies from the drop-down list and then click the box to the left of the program name. Check the Restriction tab to see how many units are restricted for each program that financed the property and make sure you have the correct number of units reported.
5. Use the Notes field for any helpful move-in information.
6. Click OK.
7. System will display a reminder that a certification event must now be reported. Click OK and then proceed to report an Initial Certification, Re-Certification or Other Certification (see instructions below).



### 3.04 Report an Initial Certification

After reporting a 'Move-in Program' the hyperlinks for other events including the certifications will be activated. Report an Initial Certification for the first certification of a program-eligible household.

User Home » Property » Building » Unit »

D9999: Building: 504 Main Street E, Unit:102

**Unit Data**

Total Sq Ft Area: 941    Unit Number: 102    Bedroom Type: 2 Bedroom

Accessible: N    Visual Impaired: N    Hearing Impaired: N    Special Needs: N

Notes:

[Edit Unit Data](#)   [Unit Out Of Service](#)   [Delete Unit](#)

---

Tenant Type: Program    Programs: HOME    Current Tenant: Jones, Robert

**Events:**

[Move In - Program](#)   [Move In - Unrestricted](#)   [Non-revenue Unit](#)   [Move Out](#)   [Transfer Out](#)   [Init Cert](#)   [Re-Cert](#)   [Other Cert](#)   [Change Household Type](#)

1. Click the hyperlink entitled *Init Cert* to activate the detail box.

- There are two different data entry screens. If the household is reported as being HOME, HOPWA, tax credit, TCAP, section 1602 and/or MARIF eligible, the certification data entry form requires more detail than for other programs. This manual will refer to the certification data entry form with less detail as the ‘Summary Cert’ and the one with more detail as the ‘Detailed Cert.’

**Summary Cert.** If the reported program is something other than HOME, HOPWA, tax credit, TCAP, section 1602 or MARIF, clicking on the Init Cert link will open the following data entry box:

Programs: ELHIF Cert Effective Date\* :

---

**Head of Household**

Name: Shirley Jones      Ethnicity:       Gender:       Date of Birth:

Race:  White     Black/African American     American Indian/Alaska Native     Native Hawaiian/Pacific Islander     Asian

---

**Household Characteristics**

Number of occupants age 18 and over\* :       Number of occupants under age 18\* :

Homeless     Homeless for at least 12 months or more than 4 times in 3 years (LTH)

At least one occupant is Mobility Impaired\* :       At least one occupant is Disabled\* :

---

**Household Rent**

Tenant Contribution\* :       Rental Assistance Amount\* :

Utility Allowance\* :       Assistance Type\* :

Non-Optional Charges\* :

See Section 3.04 of the PORT User Manual for helpful definitions

---

**Household Income**

Gross Annual Household Income\* :

Main Source of Income:

- Cert Effective Date. Enter the date on which the household is determined to be initially eligible for the program(s) reported. This date cannot be earlier than the move-in date.
- You will be prompted later to complete the blue box entitled ‘Head of Household’.
- Under the blue box entitled ‘Household Characteristics’, enter the number of occupants age 18 and over, the number of occupants under age 18 (enter zero if there are no children residing in the unit), check the box next to Homeless if the household was homeless prior to occupancy, check the box next to Homeless for at least 12 months or more than 4 times in 3 years, if the household meets the state’s definition of Long-Term Homeless (LTH units are required for some Minnesota Housing funding sources and/or tax credits), complete the fields for At least one occupant is Mobility Impaired, and/or Disabled (e.g., not mobility impaired but otherwise disabled), as appropriate for the household.



Data fields with a red asterisk are required fields. Note that residents are not required to provide answers to questions about protected class status (i.e., ethnicity, mobility impaired, disability) so “Tenant did not respond,” is one of the options. Please encourage full participation; this important information is used by Minnesota Housing for program and policy assessment.

4. Under the blue box entitled ‘Household Rent’:
  - a. Tenant Contribution. Enter the amount of the monthly rent payment that the household is responsible to pay.
  - b. Utility Allowance for the utilities paid for by the tenant for the size and type of unit from the current utility allowance source document. Note that utility allowance source documentation must be updated at least annually. Enter zero if the landlord pays all utilities.
  - c. Non-optional Charges. Enter the amount that is required to be paid, in addition to rent, as a condition of occupancy such as mandatory renter’s insurance, mandatory laundry fees, etc. Enter zero if there are no mandatory charges.
  - d. Rental Assistance Amount. Enter the amount of governmental rental assistance (e.g., section 8, Rural Development RA, etc.) paid on behalf of the household. Enter zero if there is no governmental rental assistance.
  - e. Assistance Type. Select the appropriate rental assistance type:
    - HUD Housing Choice Voucher (HCV), tenant-based
    - HUD Project-Based Voucher (PBV)
    - HUD Multi-Family Project-Based Rental Assistance (PBRA) *(Includes: Section 8 New Construction/Substantial Rehabilitation; Section 8 Loan Management; Section 8 Property Disposition; Section 202 Project Rental Assistance Contracts (PRAC))*
    - HUD Section 8 Moderate Rehabilitation
    - USDA Section 521 Rental Assistance Program
    - State or Local Government Rental Assistance
    - Public Housing Operating Subsidy
    - HOME Rental Assistance
    - Other Federal Rental Assistance
5. Under the blue box entitled ‘Household Income’, from the Initial Occupancy Statement by Tenant form completed by the tenant enter the Gross Annual Household Income from all sources. From the drop-down list, select the Main Source of Income reported by the household on the Head of Household Demographic Information form or the rental application.
6. Click “Create Cert”.
7. Complete the popup called ‘Edit/Change Head of Household. From the Head of Household Demographic Information form completed by the applicant/tenant, enter the



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5. Rental Assistance Amount. Enter the amount of governmental rental assistance (e.g., section 8, Rural Development RA, etc.) paid on behalf of the household. Enter zero if there is no governmental rental assistance.
6. Assistance Type. Select the appropriate rental assistance type:
  - HUD Housing Choice Voucher (HCV), tenant-based
  - HUD Project-Based Voucher (PBV)
  - HUD Multi-Family Project-Based Rental Assistance (PBRA) *(Includes: Section 8 New Construction/Substantial Rehabilitation; Section 8 Loan Management; Section 8 Property Disposition; Section 202 Project Rental Assistance Contracts (PRAC))*
  - HUD Section 8 Moderate Rehabilitation
  - USDA Section 521 Rental Assistance Program
  - State or Local Government Rental Assistance
  - Public Housing Operating Subsidy
  - HOME Rental Assistance
  - Other Federal Rental Assistance
7. Click “Create Cert” to go to screen #2.

Screen #2 has hyperlinks to open the various reporting areas:

**Initial Certification**

Unit: 102 2 Bedroom      **D9999: Best Apartments**      Move In Date: 10/10/2013  
 Programs: HOME      [Change Cert Effective Date](#)      Cert Effective Date: 10/10/2013

Household Composition									
Name	Relationship to Head of Household	Gender	Date of Birth	F/T Student	SSN or Alien Reg Nbr	Race	Ethnicity	Disabled	Mobility Impaired
<a href="#">Robert Jones</a>	Head of Household								
<a href="#">Add Household Member</a>									

[Household Rent](#)      [Rent Limits](#)

[Edit Household Rent](#)      Gross Rent for 2 Bedroom Unit  
 Tenant Contribution: 450      Rental Assistance Amount: 150  
 (includes tenant contrib. util. allowance, non-opt. charges): \$652

Utility Allowance: 52      Assistance Type: Tenant-based assistance  
 Non-Optional Charges: 0

Rent Restrictions					
Restriction Standard	Limit	Over			
Low HOME rent limits	\$920				

[Annual Income](#)      [Income Limits](#)

Name	Employment	Wages	Social Security/Pensions	Public Assistance	Other Income
<a href="#">Add Entry</a>					
Totals					
Add totals above				TOTAL INCOME	

Total Household Income: (\$1)  
 # of Household Members: 1

Income Restrictions				
Restriction Standard	Limit	Limit x 140%	Over	
50% HOME limits	\$28,850			

[Income From Assets](#)      [Household Characteristics](#)

Name	Type of Asset	Current/Imputed	Cash Value of Asset	Annual Income From Asset
<a href="#">Add Entry</a>				
Totals				
Imputed Income				\$0.00
Total Income From Assets				\$0.00
Total Annual Household Income from all Sources				
				\$0

Indicate if the household is Homeless or meets the definition of long-term homeless:  
 Homeless

Done      Print Income Certification      Delete

1. Click on the Name of the Head of Household. Complete the information in the Household Member data entry screen.

**Edit Household Member**

Relation to head of Household\* : Head of Household ▾

Last Name\* :       Date of Birth :

First Name\* :       Gender:  ▾

Middle Initial:

SSN:

SSN Used for MARIF:

Ethnicity\* :  ▾

Mobility Impaired\* :  ▾

Disabled\* :  ▾

Fulltime Student

Race:  White  Black/African American  American Indian/Alaska Native  Native Hawaiian/Pacific Islander  Asian



Data fields with a red asterisk are required fields. Note that residents are not required to provide answers to questions about protected class status (i.e., ethnicity, mobility impaired, disability) so “Tenant did not respond,” is one of the options. Please encourage full participation; this important information is used by Minnesota Housing for program and policy assessment.

2. Click the *Add Household Member* hyperlink to report additional occupants of the unit.

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**Add Household Member**

Relation to head of Household \* :

Last Name \* :  Date of Birth :

First Name \* :  Gender:

Middle Initial:

SSN:

SSN Used for MARIF:

Ethnicity \* :

Mobility Impaired \* :

Disabled \* :

Fulltime Student

Race:  White  Black/African American  American Indian/Alaska Native  Native Hawaiian/Pacific Islander  Asian

3. For each household member, enter the detail required and requested, including the relation to the head of household. There cannot be more than one head of household per unit.

 For units reporting as MARIF eligible, select Yes, for 'SSN Used for MARIF' for the MFIP-eligible household member (or head of household if not MFIP eligible, but income eligible). See MARIF Program Guide for further explanation.

User Home » Property » Building » Unit »

D9999: Building: 504 Main Street E, Unit:102

**Unit Data**

Total Sq Ft Area: 941    Unit Number: 102    Bedroom Type: 2 Bedroom

Accessible: N    Visual Impaired: N    Hearing Impaired: N    Special Needs: N

Notes:

[Edit Unit Data](#)    [Unit Out Of Service](#)    [Delete Unit](#)

---

Tenant Type: Program    Programs: HOME    Current Tenant: Jones, Robert

**Events:**

[Move In - Program](#)    [Move In - Unrestricted](#)    [Non-revenue Unit](#)    [Move Out](#)    [Transfer Out](#)    [Init Cert](#)    [Re-Cert](#)    [Other Cert](#)    [Change Household Type](#)

4. Under Annual Income, click the hyperlink entitled “Add Entry” to open the data entry box:

**Household Member Annual Income**

Household Member: Melvin Martin ▼

Employment/Wages:

Social Security / Pension:

Public Assistance:

Other Income:

5. Select the Household Member from the dropdown menu, and enter the following that is attributable to that member:
  - a. Employment/Wages - enter the annual amount of wages, salaries, tips, commissions, bonuses and other income from employment; distributed profits and/or net income from a business.
  - b. Social Security/Pension - enter the annual amount of Social Security, Supplemental Security Income, pensions, military retirement, etc.
  - c. Public Assistance - enter the annual amount of income received from public assistance such as MFIP, GA, disability, etc.

- d. Other Income - enter the annual amount of alimony, child support, unemployment benefits, regular gifts from persons not living unit the unit, and any other income regularly received by the household.
6. Repeat #5 for each household member with reportable income, including unearned income of minors.



See the respective program guide and/or HUD Handbook 4350.3 for complete instructions on verifying and calculating annual income and income from assets.

7. Under Income From Assets, click Add Entry hyperlink to open the following data entry box:

**Household Member Income from Assets**

Household Member:

Type of Asset \*:

Current / Imputed \*:

Cash Value of Asset:

Annual Income from Asset:

8. Select the Household Member from the dropdown menu, and enter the following that is attributable to that member:
- a. Type of Asset – enter a description of the asset (e.g., savings, checking, trust, bonds, Certificate of Deposit, etc.). If there is more than one asset of a particular type it only needs to be listed once.
  - b. Current/Imputed - select Current if the person currently holds the asset. Select Imputed if the person disposed of the asset for \$1000 less than the fair market value within two years of the certification effective date.
  - c. Cash Value of Asset – enter the cash value (market value minus the cost of converting the asset to cash) of the respective asset. Remember if you’ve reporting a total of 5 Certificates of Deposit, this would be the cash value of all 5 C/D’s.
  - d. Annual Income from Asset – enter the anticipated annual income from the identified asset. Again, if you’re reporting 5 Certificates of Deposit, this would be the total anticipated annual income from all 5 C/D’s.

9. Repeat #8 for each household member with assets.
10. If total cash value of assets is more than \$5000, PORT will perform the 2% imputed calculation and use the higher of the two to calculate the Gross Annual Household Income.
11. Under the blue heading, Household Characteristics, click the *Edit Household Characteristics* hyperlink to open the data entry box:

**Edit Household Characteristics**

**Household Characteristics**

Indicate if the household is Homeless or meets the definition of long-term homeless:

Homeless

Homeless at least 1 year or more than 4 times in 3 years

Housing Tax Credit FT Student Status:

Are all Household members Full-Time Students?\*: N/A\*

If yes, Explanation:  

\*Select N/A for units not subject to section 42 restrictions on full-time student households.

12. Click the box entitled “Homeless” if the household was homeless prior to occupancy.
13. Click the box entitled “Homeless for at least 1 year or more than 4 times in 3 years” if the household meets Minnesota Housing’s definition of Long Term Homelessness.
14. If the household is being reported as a qualified tax credit household, select Yes or No to the question “Are all Household members Full-Time Students?”. If yes, select the exemption under which the household qualifies. Select N/A for units not subject to section 42 restrictions on full-time student households.



When all data entry is finished, check the Income and Rent Restrictions sections on the right-hand side of the screen. PORT compares the reported household income and rent to the income and rent limit standards required by the reported program(s) for the household and unit size. PORT will not prevent an owner/manager from moving in or reporting an ineligible household. However, it will indicate if the income and/or rent is over the limit as in this example:

Rent Limits

Gross Rent for 2 Bedroom Unit  
(includes tenant contrib. util. allowance, non-opt. charges): \$927

Rent Restrictions			
Restriction Standard	Limit		Over
Low HOME rent limits	\$920		Over

Income Limits

Total Household Income: \$46,410  
# of Household Members: 3

Income Restrictions			
Restriction Standard	Limit	Limit x 140%	Over
50% HOME limits	\$37,050		Over

See section 3.11 if you need to correct a data entry error.

15. Click “Print Income Certification” button to print a PDF of the completed Tenant Income Certification for household and owner/agent to sign, date and place in the tenant file along with the certification’s supporting documentation.
16. Click the “Done” button to complete the reporting and close the data entry screen.

### 3.05 Report a Recertification

A Recertification must be reported for all occupied units that have a Move-in - Program at least annually on or before the anniversary of the effective date of the previous year’s certification.

A recertification will always require updating rent and other information that has changed from the previous certification and for some programs will also include recertifying income.

1. Click on the *Re-Cert* hyperlink to open the Summary Cert or Detail Cert described in Section 3.04, above.
2. For convenience, PORT copies some of the household information from the most recent reported certification. Enter the effective date of the recertification and update all household and rent information.
3. There is an additional question for recertifications which asks, “Exempt from reporting income at recertification?” This is pre-set to “No” which means the owner/manager will be required to report the household’s gross annual household income for the certification date. MARIF, HOPWA, HOME, mixed-income tax credit and/or section 1602 projects are required to certify and report income annually so “No” is the correct selection for those types of properties/units and entry of the gross annual household income is required. Select “Yes” if the unit is *not required to annually recertify income*

because, 1) the unit is part of a 100% low income housing tax credit project and no other Minnesota Housing loan requires annual recertification, and/or 2) the unit was financed solely with a Minnesota Housing deferred loan(s) that only requires certification of income at initial occupancy. Selecting “Yes” allows the recertification to be completed without entering the gross annual household income.

Location of question on Detail Cert:

Household Rent

Tenant Contribution \* :  Rental Assistance Amount \* :

Utility Allowance \* :  Assistance Type \* :

Non-Optional Charges \* :

Exempt from reporting income at recertification? \* :

Location of question on Summary Cert:

Household Income

Exempt from reporting income at recertification? \* :

Gross Annual Household Income \* :

Main Source of Income:



By selecting “No” and entering \$0 for gross annual household income, you are reporting that income of the household has been recertified and that the gross annual household income is \$0.

### 3.06 Other Cert

Report an Other Cert when 1) an additional household member is added to an existing tax credit, section 1602 or HOME unit’s household or 2) for all program units in conjunction with a unit transfer to report the updated rent information (see Section 3.07 Report a Unit Transfer, below). If an annual recertification is already reporting this information, it is not necessary to also report an Other Cert.

1. Click the *Other Cert* hyperlink.

Tenant Type: Program      Programs: HOME      Current Tenant: Jones, Robert

**Events:**

[Move In - Program](#)  
 [Move In - Unrestricted](#)  
 [Non-revenue Unit](#)  
 [Move Out](#)  
 [Transfer Out](#)  
 [Init Cert](#)  
 [Re-Cert](#)  
[Other Cert](#)  
[Change Household Type](#)

2. Follow the data entry instructions in section 3.04, above.

### 3.07 Unit Transfer

For all properties, report a unit transfer when an existing household moves from one unit to another in the same building. For non-Tax Credit properties, a unit transfer can be reported when an existing household moves to another unit in another building in the same property. For tax credits, transfers to another building are treated as a new move-in unless both buildings involved in the transfer are part of the same multiple-building project (the multi-building election is made on IRS forms 8609 and the associated attachment). Check the BIN pages in PORT to see if a multiple-building election has been made.

1. Click on the *Transfer Out* hyperlink for the unit the household is vacating.

Tenant Type: Program      Programs: HOME      Current Tenant: Jones, Robert

**Events:**

[Move In - Program](#)  
 [Move In - Unrestricted](#)  
 [Non-revenue Unit](#)  
[Move Out](#)  
[Transfer Out](#)  
[Init Cert](#)  
[Re-Cert](#)  
[Other Cert](#)  
[Change Household Type](#)

2. The following data entry box will appear:

**Transfer-Out**

**Transfer From**

Building: 504 Main Street E

Unit: 102

Transfer Out Date \*:

**Transfer To**

Building \*: MN-99-99992: 504 Main Street E

Unit \*: 108

Notes:

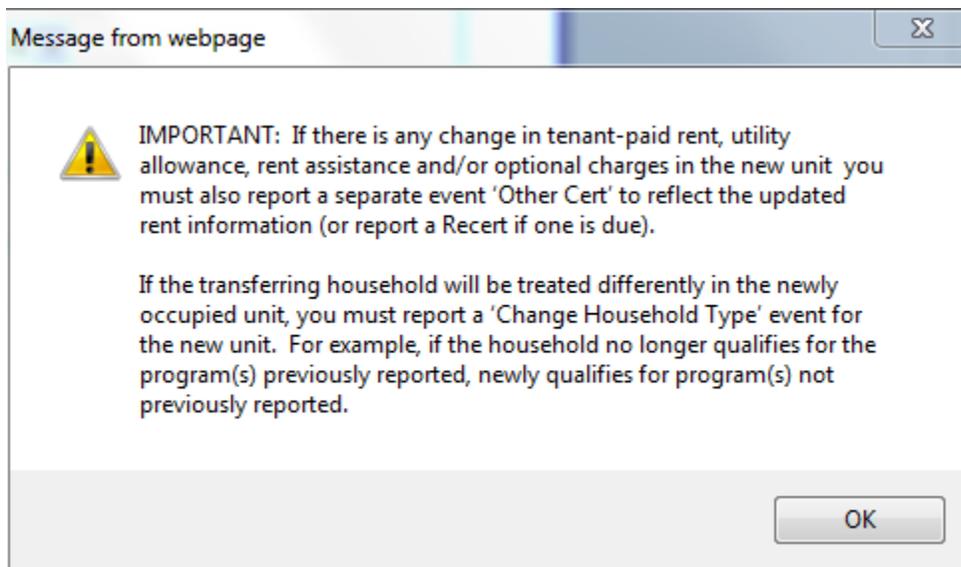
3. Transfer Out Date: enter the date the household is vacating the unit.

4. From the drop-down list, select the building that the household is transferring to. If the household is transferring within the same building, do not select another building.
5. Select the unit that the household is transferring to.



PORT will not allow a transfer to an occupied unit. If a unit does not appear in the dropdown list, a move-out has not been reported.

6. Enter any helpful notes.
7. Click OK and the following reminder will appear:



8. Check the new unit to ensure the transfer was successful. It will appear as a “Transfer in.”
9. If necessary report Change Household Type and/or a certification in the new unit.

### 3.08 Move-out

Report a move out when a household moves completely off the property, a unit changes use from/to a non-revenue unit, or for tax credit properties when a household moves to another building that is not part of the same multiple building project (in this case, also report a move-in and initial certification for the new building/unit).

1. Click on the *Move-Out* hyperlink to open the following data entry box:

**Move-Out**

Current Tenant: Jones, Robert

Building: 616 Main Street E

Unit: 103

Move In Date: 10/31/2013

Move Out Date \* :

Move-Out Reason:  ▼

---

2. Enter the Move-out Date.
3. Enter the reason for the move-out from the list provided. MARIF units and units reported to meet Minnesota Housing’s definition of Long Term Homeless are required to enter a move-out reason. While not required for other programs, Minnesota Housing encourages owner/managers to identify the move-out reason for all units.
4. Click OK.



PORT will not allow two households to occupy the same unit on the same day. The Move-out date for an existing household must be earlier than the date on which the next household moves in or is transferred in.

### 3.09 Change Household Type

Report a change in household type when an existing household has a change in eligibility. Here are some possible change-in-eligibility scenarios:

Original Status	Changes to
Unrestricted Household	A Program eligible Household (becomes eligible for tax credit, HOME, or other program).
Program eligible household	An Unrestricted Household (no longer program eligible or program compliant).
Program eligible for multiple programs	No longer eligible for all programs reported

	(e.g., MARIF and HOME unit no longer eligible for HOME but remains MARIF eligible).
Program eligible household	Becomes eligible for additional programs or different restrictions within the program (e.g., reported HOME eligible, but now also becomes tax credit eligible, or HOME 50% income and low HOME rent becomes 80% income and high HOME rent).



Change to/from a Nonrevenue unit must be reported as a move-out and move-in.

1. Click on the *Change Household Type* hyperlink to open the data entry box:

**Change Household Type**

---

Current HH Type: Program

Move in Date: 10/1/2013

Last Name: Smith

First Name: Mary

---

**Unit 104**

Effective Date of Change \* :

Change To \* : Program \*Change To\From Non Revenue unit must be reported as as move-out or move-in

Choose all applicable programs/restrictions for the Unit:

	Pgm	Rent Restriction	Income Restriction
++ <input type="checkbox"/>	HOME	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
++ <input type="checkbox"/>	HTC Allocation	60% MTSP limits, Table A	<input style="width: 100px;" type="text"/>

++ Program has multiple restrictions; you will have to choose one before selecting the program

Notes:

---

2. Enter the Effective Date of the Change.
3. Change to: If changing from Program to Unrestricted or vice-versa, select the applicable type.
4. Select all applicable Rent, Income and Program(s) *that the unit now qualifies for*. This may mean checking or unchecking a program and/or changing a restriction.
5. If changing to Unrestricted, you will be required to enter the new Gross Rent for the unit.
6. Enter any helpful notes.
7. Click OK.

### 3.10 Unit Out of Service/Back in Service

Report a unit out of service if the unit is not suitable for occupancy (regardless of the reason

and regardless of whether it was occupied or vacant when it became uninhabitable) for more than one rental period. Notify the assigned Compliance Officer by phone or email of any casualty loss such as units damaged by storms, fire or flood.

User Home >> Property >> Building >> Unit >>

D9999: Building: 210 Main Street E, Unit:104

<b>Unit Data</b>		<b>Unit Configured History</b>	
Total Sq Ft Area: <u>941</u>	Unit Number: <u>104</u>	Bedroom Type: <u>2 Bedroom</u>	
Accessible: <u>N</u>	Visual Impaired: <u>N</u>	Hearing Impaired: <u>N</u>	Special Needs: <u>N</u>
Notes:			
<div style="border: 1px solid gray; height: 40px;"></div>			
<a href="#">Edit Unit Data</a>	<a href="#">Unit Out Of Service</a>	<a href="#">Delete Unit</a>	

1. Click on the *Unit Out Of Service* hyperlink to open the data entry box:

**Out of Service**

---

Building: 210 Main Street E

Unit: 104

---

Out of Service Date \* :

Out of Service Reason \* :

Notes:

---

2. Enter the date the unit became uninhabitable.
3. Select the reason the unit is not habitable from the list provided: Fire, Flood, Storm/Natural Disaster, Tenant damage, Unit being rehabbed, or Other.
4. Enter Notes to explain “Other” and any helpful information, including additional details about the damage and timeline for repairs.
5. Click OK.



If the unit was occupied and the same household will not be returning to the unit, report

a move-out or transfer out.

6. The hyperlink has now changed to “Unit Back in Service.”
7. To report a unit back in service, click on the *Unit Back In Service* hyperlink.
8. Update the notes regarding what was done to repair the unit and any other helpful information.
9. Enter the date the unit was made suitable for occupancy.
10. If it is a tax credit unit with a casualty loss, notify the Compliance Officer who must file a corrective form 8823 with IRS.
11. Click OK.

### 3.11 Correcting Errors

By February 15 of each year, owners are required to submit the annual owner certifications and unit events for the prior calendar year (e.g., 2/15/2015 is the due date for submission of owner certifications and unit events for monitoring year 2014). This information is then reviewed for compliance by the assigned Compliance Officer.



Minnesota Housing recommends that owner/managers report unit events *as they occur*. Do not wait until the end of the year to report unit events or you may risk not meeting the February 15 reporting deadline.

PORT has been built with correction/edit capabilities. With this kind of flexibility, however, comes a lot of caution. It is extremely important that the information in PORT be accurate and correct on 2/15. It is expected that owner/managers will make all necessary edits prior to 2/15 and that only after contacting the assigned Compliance Officer or in conjunction with a correction or clarification of a monitoring finding will any edits be made after 2/15.

In most cases, clicking on the *detail* hyperlink for the event reported opens the data entry screen and information can simply be edited by the owner/manager. PORT displays the login name of the user who last modified each event and the date last modified.

Unit Activity History						
	Date	Tenant	Event	Las Mod By	Last Mod	
<a href="#">Detail</a>	10/17/2013	Mary, Smith	Chg HH Type	bestownereve	10/24/2013	
<a href="#">Detail</a>	10/16/2013		Out of Svc	bestownereve	10/24/2013	
<a href="#">Detail</a>	10/01/2013	Mary, Smith	Move-in, Program	bestownereve	10/24/2013	

PORT also allows the owner/manager to delete events. This might be necessary if a household

is inadvertently reported in an incorrect unit, a reported household did not actually move-in, a reported household did not actually move-out or transfer, etc. However, the ability for owner to delete an event reported in a particular year ends on February 15 of the following year. For example, an event reported with a 7/1/2014 effective date cannot be deleted by the owner/manager after 2/15/2015.



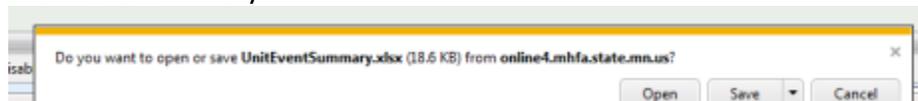
Events must be deleted in chronological order. You cannot, for example, delete a move-in when a certification has been reported for the household. The certification must first be deleted and then the move-in; the result is a vacant unit.

### 3.12 Run Event Summary Report

The building tab contains a hyperlink that allows the owner/manager to run a summary of unit events in Excel.



1. Click the link,
2. Certify that you have written permission from each tenant household to share their data with the person or entity (e.g., lender, suballocator, or other person/entity that is not part of the ownership or management company) that will receive a copy of the Unit Event Summary Report. If you have such written permission or are not intending to share the data, you should select 'Yes' when prompted with the certification statement.
3. Enter the report start and end date for the range of event dates you are requesting data, and click "create".
4. The bottom of your screen will display a message that asks if you want to open or save the Unit Event Summary.



The Unit Event Summary contains private data on tenants which must be handled in accordance with data privacy laws. If you do not have written permission to share the data with the person or entity with whom you intend to share the report, you must answer 'No' to the certification statement and you will be unable to run the report. Obtain a copy of the required release form from the person, lender or company, have all tenant households sign a form, and then you may answer 'Yes' to the certification statement and run the Unit Event Summary Report. We recommend you maintain the signed release form in each respective tenant file.

### 3.13 Edit/Change Head of Household (HoH)

Household member information can be edited after a certification event is created. For detail certifications, make the name/member change first and then enter the respective income and asset information.

#### Summary Cert -

1. Open the certification event
2. Click on the Edit/Change Head of Household link
3. Change the name in the Edit/Change Head of Household screen
4. Click Save

The screenshot shows a web form titled "Edit/Change Head of Household". The form has a header bar with the title. Below the header, there is a section labeled "Head of Household". The form contains the following fields and options:

- First Name \*
- Last Name \*
- Ethnicity:
- Gender:
- Date of Birth:
- Race:  White  Black/African American  American Indian/Alaska Native  Native Hawaiian/Pacific Islander  Asian

At the bottom of the form, there are two buttons: "Save" and "Cancel".

#### Detail Cert - Change the name of the HoH

1. open the certification event
2. click on the HoH name
3. change the name in the Edit Household Member screen
4. Click OK

#### Detail Cert – Change HoH to a different or new member

1. open the certification event
2. Click on the HoH name
3. Click the delete button
4. A warning will appear asking you to confirm and noting that any associated income/asset entries for this person will also be removed. Click OK to confirm
5. Click on the name of the member you want to make the new HoH (or, click 'Add a Household Member' to add a new HoH to the household)
6. Select 'Head of Household' in the pull down menu for Relation to head of Household
7. Click OK

**Edit Household Member**

---

Relation to head of Household \* Head of Household ▼

Last Name \* : Parker

First Name \* : Peter

Middle Initial:  

SSN:  

SSN Used for MARIF:   ▼

Ethnicity: Non Hispanic/Latino ▼

Date of Birth : 08

Gender: M

Mobility Impaired

Disabled

Fulltime Student

Race:  White  Black/African American  American Indian/Alaska

Native  Native Hawaiian/Pacific Islander  Asian

---

OK Cancel Delete

## Chapter 4 – Owner Reporting Tab; Submitting the Owner Certification and Operating Data

### 4.01 Owner’s Annual Certification of Compliance

On or before February 15 of each year (or the next business day, whichever is later), owners must submit their certification of compliance for tax credits, HOME and/or Minnesota Housing’s deferred loans for the previous monitoring year (e.g., owner certifications for monitoring year 2014 are due on 2/17/2015). The Owner Reporting tab contains these forms.

Minnesota Housing Finance Agency

Welcome bestownereve! [ Log Off ]

Property Online Reporting Tool (PORT)

User Home » Property » D9999: Best Townhomes Ever

Property Buildings/Units **Owner Reporting** Violations Restrictions Loan/HTC Admin

[Create New Owner Cert](#)

It is the property owner's responsibility to maintain compliance with program regulations. Therefore, only an Owner or Owner's Account Administrator authorized by MN Housing may complete owner certifications.

Select a Year: 2014 Owner Cert Form Type: HTC 12 - For use prior to the first credit year

[Create a New Owner Certification](#)

[Owner Cert History](#)

Monitoring Year: Last 3 Years

**Owner Report History**

Cert Year	Form Name	Modified Date	Modified By	Print
2014	Deferred Loan Owner Certification	11/19/2014	rdickinson	<a href="#">Print this report</a>
2014	HTC 12 - For use in compliance years 1-15	11/20/2014	bestownereve	<a href="#">Print this report</a>

[Owner/HH paid utility](#)

Click on the link to set up or change designation of tenant paid utilities. Indicate the date the set up or change is or was effective.

[Set up/Change](#)

**History**

Effective Date	Modified Date	Modified By
----------------	---------------	-------------

**Property Operating Data**

[Annual Property Operating Data](#)

Operating data submissions are only required from properties that have been individually notified. The links below are active only for owners that are required to submit annual operating data.

Note: Part II only applies when entering operating data prior to 2014 information. If entering 2014 and later, please do not use the Part II link.

[Part I](#)

[Part II](#)



The annual certification is a requirement of the borrower/legal property owner which cannot be delegated to others. Therefore, the owner's login ID and password are required to complete the owner certifications in PORT. Management Accounts and Site Management Accounts may view but not edit the certification information.

1. First, using the drop-down list, select the year being certified.

- From the drop-down list, select the type of owner certification form. There are six forms:

<b>Form Name</b>	<b>Submit annually for</b>
HTC 12 – for use prior to the first credit year.	New tax credit properties that have not yet established their first credit year for any buildings.
HTC 12 – for use in compliance years 1-15	Tax credit properties that have established their first credit/compliance year. Submit this form annually for the first 15 years of the compliance period.
HTC12(Y15)	Tax credit properties in the extended use period, except Rural Development and HUD properties.
HTC12(Y15A)	Tax credit properties in the extended use period that are monitored for federal programs by Rural Development or HUD.
HTC12(Y15E)	Tax credit properties in the 3-year protection period following a terminated or expired extended use period.
Deferred Loan Owner Certification	Properties that have been financed with one or more of the deferred loans, including HOME, that are monitored in PORT. Properties that also have a Minnesota Housing amortizing first mortgage (LMIR, NCTC, etc.) are exempt from this requirement due to the asset management oversight conducted by Housing Management Officers.

- Click on the Create a New Owner Certification hyperlink.
- Complete the form then click OK. If you have questions on filling out the form(s), contact the assigned Compliance Officer. You must fill out the entire form, answering all questions or an error message will appear. Certain answers must be accompanied by an explanation in the corresponding note section at the bottom of the form, including any answer that certifies owner has not complied with a requirement.
- Repeat steps above to complete additional forms if, for example, the property has both tax credits and a Minnesota Housing deferred loan or HOME.
- Once the form has been created, it will appear in the Owner Cert History section. To edit a submitted certification, click on the hyperlink under “Cert Year” for the respective certification and make any necessary changes. Notice that the date modified and username of the user appears. Any modifications after February 15 must be done only

after notifying the Compliance Officer. Owner certifications with a modified date after the submission deadline are subject to additional scrutiny by the Compliance Officer.

7. Print each form in the *Owner Cert History* section and retain for your records. Be sure to submit any attachments noted on the printed copy (e.g., inspection reports). Beginning with certification year 2015, it is not necessary to send a signed, hard-copy to Minnesota Housing

#### 4.02 Owner/HH Paid Utility

This section is for informational purposes in order to report which utilities are paid for by tenants and which are paid by the owner/manager. This information will be used when monitoring utility allowances and is expected to be up-to-date and accurate.

1. Click on the *Set-up/change* hyperlink to open the data entry box.

**Owner Paid/Tenant Paid Utility**

**D9999: Best Apartments**

**Below Indicate whether each utility type is owner paid or tenant paid**

Utility Type	
3/12/2014	Effective Date
<b>Utility Type:</b>	
<input type="radio"/> Owner Pd <input checked="" type="radio"/> HH Pd	Unit Heat
<input checked="" type="radio"/> Owner Pd <input type="radio"/> HH Pd	Water Heat
<input type="radio"/> Owner Pd <input checked="" type="radio"/> HH Pd	Cooking
<input type="radio"/> Owner Pd <input checked="" type="radio"/> HH Pd	Unit Electric
<input checked="" type="radio"/> Owner Pd <input type="radio"/> HH Pd	Water
<input checked="" type="radio"/> Owner Pd <input type="radio"/> HH Pd	Sewer
Units have electric stoves.	Other Notes:

2. Enter the date on which the owner/manager established the lease requirements for tenant paid utilities to be reported.
3. Click on the circles to indicate whether each utility type is paid by the owner (Owner Pd) or paid by the occupants (HH Pd).



For the illustration above, this new property opened on 3/12/2014; owner is reporting that the leases for all residents required them to pay unit heat, cooking electric, and unit electric. Owner pays all other utilities.

4. Click OK.

5. To reopen, simply click on the Effective Date.
6. To change, repeat steps 1-4 above. Enter the date the policy changed as the new effective date. For example, on 9/22/2017, owner changes leases to require tenants to pay for water and sewer. The effective date would be 9/22/2017 and the report would look like this:

Owner Paid/Tenant Paid Utility	
D9999: Best Apartments	
Below Indicate whether each utility type is owner paid or tenant	
9/22/2017	Effective Date
<b>Utility Type:</b>	
<input type="radio"/> Owner Pd <input checked="" type="radio"/> HH Pd	Unit Heat
<input checked="" type="radio"/> Owner Pd <input type="radio"/> HH Pd	Water Heat
<input type="radio"/> Owner Pd <input checked="" type="radio"/> HH Pd	Cooking
<input type="radio"/> Owner Pd <input checked="" type="radio"/> HH Pd	Unit Electric
<input type="radio"/> Owner Pd <input checked="" type="radio"/> HH Pd	Water
<input type="radio"/> Owner Pd <input checked="" type="radio"/> HH Pd	Sewer
Units have electric stoves.	Other Notes:
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

### 4.03 Property Operating Data

A portion of properties with Agency deferred loans are required to submit annual operating data along with the Annual Owner’s Certification. The collected information will assist the Agency and funding partners in making decisions for the short-term and long-term preservation needs of the state’s multifamily housing stock.

**If the operating data links are active on the Owner Reporting page, the owner is required to submit annual operating data.**

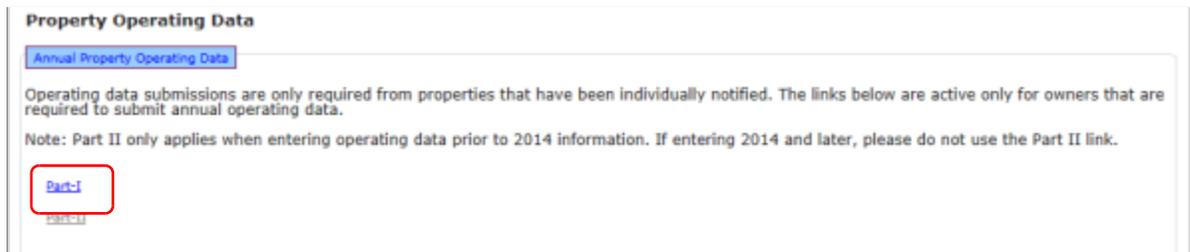
From the **User Home** screen inside PORT select the **Owner Reporting** tab at the top of the page.

## MINNESOTA HOUSING – PORT USER INSTRUCTIONS

Scroll to the bottom of the page to find the **Annual Property Operating Data** section.

To begin, click on the link for **Part I** and enter the fiscal year beginning and end dates then click **Create**.

Please note: Beginning with data from fiscal year 2014, only entry into Part I is required. When entering operating data before fiscal year 2014, complete questions in Part I and Part II.



**Property Operating Data**

[Annual Property Operating Data](#)

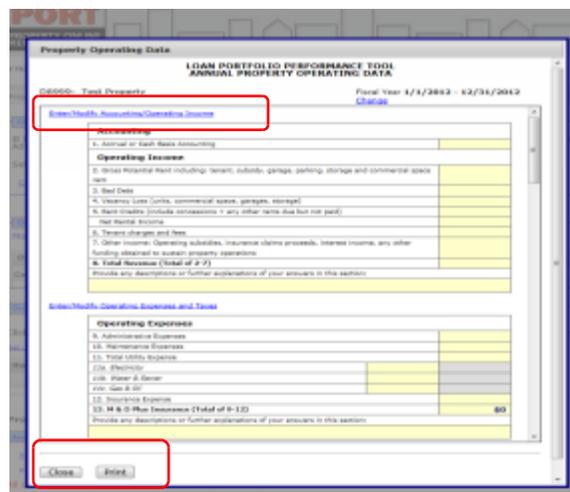
Operating data submissions are only required from properties that have been individually notified. The links below are active only for owners that are required to submit annual operating data.

Note: Part II only applies when entering operating data prior to 2014 information. If entering 2014 and later, please do not use the Part II link.

[Part I](#)

[Part II](#)

To begin entering or modifying data, click the blue links above each of the eight sections. To exit the main Owner Reporting page, click **Close** in the lower left hand corner.



**Property Operating Data**

LEAN PORTFOLIO PERFORMANCE TOOL  
ANNUAL PROPERTY OPERATING DATA

PROPERTY: Test Property Fiscal Year 1/1/2012 - 12/31/2012

[Enter/Modify Accounting/Operations Income](#)

**Accounting**

1. Annual or Half Year Accounting

**Operating Income**

2. Gross Rental Rent including taxes, utility, garage, parking, storage and commercial space rent

3. Bad Debt

4. Insurance (rent, commercial, auto, garage, storage)

5. Rent Credits (include concessions, if any other rents due but not paid)

Net Rental Income

6. Interest charges and fees

7. Other Income: Operating subsidies, insurance claims proceeds, interest income, any other funding obtained to sustain property operations

8. Total Revenue (Total of 2-7)

Provide any descriptions or further explanations of your answers in this section

**Enter/Modify Operating Expenses and Taxes**

**Operating Expenses**

9. Administrative Expenses

10. Repairs and Maintenance Expenses

11. Total Utility Expenses

12a. Electric

12b. Gas or Oil

12c. Water & Sewer

12d. Heat

13. Insurance Expenses

14. 14 & 15 See Instructions (Total of 9-13)

Provide any descriptions or further explanations of your answers in this section

[Close](#) [Print](#)

When all items are completed for a section, click on **Save Changes** in the lower left hand corner. The pop-up will close and the data and calculated totals will appear on the main screen:



When **all eight sections** have been completed, click on **Close** in the lower left hand corner. Your data will be saved automatically.

If you are unable to complete all eight sections in one sitting, you can **Close** out and return to your work at a later time. To do so, simply log back into PORT and click on the **Existing Submission** link just below the **Part I & II** links. Each fiscal year containing operating data will appear with an individual link.

**Property Operating Data**

[Annual Property Operating Data](#)

Operating data submissions are only required from properties that have been individually notified. The links below are active only for owners that are required to submit annual operating data.

Note: Part II only applies when entering operating data prior to 2014 information. If entering 2014 and later, please do not use the Part II link.

[Part-I](#)

[Part-II](#)

Existing Submissions

[1/1/2014 - 12/31/2014](#)

[1/1/2013 - 12/31/2013](#)

Only continue on to Part II if entering operating data for fiscal years **prior** to 2014.

Once you have complete Part I, the link for Part 2 will activate automatically. Answer all nine questions and click **OK**.

Operating Data – Part II

**MANUAL ENTRIES FOR LPPT RISK SCORE MODEL**

D9999: Best Apartments

Fiscal Year 2013

Nbr	Item	Question	Answer
1.	InsuranceUpToDate	Owner has obtained and maintains in force and effect the required insurance on the designated development and the policies are endorsed with a standard mortgagee clause with loss payable to MHFA, or shows MHFA as a named insured, and that, where appropriate, public liability, boiler, fire, extended coverage, burglary and theft insurance are in force.	<input checked="" type="radio"/> Yes <input type="radio"/> No
2.	LIRCCurrent	Owner has applied for Low Income Rental Classification (LIRC) for the most current year.	<input checked="" type="radio"/> Yes <input type="radio"/> No
3.	OccupancyRate	Property Occupancy Rate for the fiscal year (enter as a percentage i.e., 88.75).	92.50
4.	UnitTurnoverRate	Property Unit Turnover Rate for the fiscal year (enter as a percentage i.e., 7.5).	8.5
5.	LastInspectionDate	Date of last inspection.	02/04/2014
6.	NextInspectionDate	Date of next inspection.	02/04/2015
7.	OpenViolations	Number of open (uncorrected) violations.	0
8.	YrsToCompEndE	Years to end of compliance - Earliest.	5
9.	YrsToCompEndL	Years to end of compliance - Latest.	10

OK Cancel

You have completed the Operating Data Entry. The data is submitted automatically. You will not receive a confirmation.

A Quick Reference Guide to the Eight Operating Data Sections

### 1. Accounting/Operating Income

Report on the property accounting method (accrual or cash basis), gross income and adjustments to income.

### 2. Operating Expense and Taxes

This section covers administrative, maintenance and operating expenses.

### **3. Financing Expense**

The Financing Expense section includes debt service, fees or other expenses related to debt or loan servicing, as well as several miscellaneous questions about adjustments to the property's cash flow. These items could vary by property and bookkeeping methods.

### **4. Current Assets**

This section records total operating cash, escrows, reserves, accounts payable and accounts receivable balances.

For Current Assets, please report Accounts Payable and Account Receivable **as of the end of the fiscal year**. If there are significant changes to these balances, please provide notes.

### **5. MARIF Reporting**

This section is only applicable to properties that received funding under the MARIF program.

### **6. Service Funding**

This section is only applicable to properties that offer resident services.

### **7. Owner Organization**

This section collects data on possible changes to ownership or partnership entities as well as information about the organization's approach to asset management.

### **8. Property Management**

The final section is to confirm or report changes in the property management company.

## Chapter 5 – Violations Tab

All noncompliance resulting from review or inspection is recorded in the Violations tab on a Property, Building or Unit level, depending on the nature of the noncompliance. The Violations History becomes the inspection report and place for tracking the history of all the violations associated with a property and timeliness of correction.

**Property Violation** is noncompliance that affects the entire development. For example, failure to submit the owner’s annual certification or report tenant data is noncompliance on a property level.

**Building Violation** is noncompliance that affects a particular building. For example, a leaking roof or cracked foundation on a particular building affects the entire building because the roof covers the entire building and the foundation holds the entire building. Noncompliance in common areas is a building violation because common areas are used by all occupants.

**Unit Violation** is noncompliance that affects a particular unit. It may be the physical unit or it may be noncompliance associated with the unit’s occupants such as an over-income household.

User Home » Property »

**D9999: Best Apartments**

Property Buildings/Units Owner Reporting **Violations** Restrictions Loan/HTC Admin

**All Property Violations**

Violations for Property: Best Apartments Uncorrected Violations: 2

Property Violations History									
Date	Applies	Building	Unit	Type	Description	Status	Corr Dt	Corr Action	
<a href="#">02/16/15</a>				Missing/incomplete Ov	Owner failed to submit UC	UC			
<a href="#">11/01/13</a>		616 Main Street I	105	Over Income at Move-i	Household income exc UC	UC			
<a href="#">11/13/13</a>		210 Main Street I		Physical condition/habi	Emergency lights in so CR	CR	11/22/13	Replaced battery and r	
<a href="#">08/01/13</a>		210 Main Street I	205	Failure to recertify	2013 recertification did CL	CL		bank verification was c	

1. Click on the Violations tab for the property.
2. All violations will be shown under Property Violations History with a status of UC (uncorrected), CL (clarified), or CR (corrected). Click the *Date* hyperlink to see full details of the violation.

**View Violation**

Date Out of Compliance\* : 02/16/2015

Type of Violation\* : Missing/Incomplete Owner Cert      UPCS Level\* : Not Applicable

Violation Description\* :  
Owner failed to submit the 2014 Deferred Loan Owner Certification required for HOME compliance.

Violation Status\* : Uncorrected

Date Back in Compliance:

Warning: Changing the status from Corrected to Uncorrected or Clarified will automatically delete the Date Back in Compliance and Corrective Action.

Corrective Action:

Program(s) violated (choose all that apply for this violation)\* :  
 HOME

3. On the left side of the screen, click on the property to see all violations, click on an individual building to see that building's violations, click the small triangle next to the building to access the units; click on an individual unit to see unit violations.
4. Click the Print All Violations button to print the complete violation history (includes those that are corrected or clarified), or click the Print Uncorrected Violations to print a report of violations for which Minnesota Housing has not received sufficient documentation of correction.
5. The violation counter on the right-hand side of the Violations tab (and above the Property Owner name on the Property tab) will show the number of Uncorrected Violations for the property.

User Home >> Property >> D99

Property | Buildings/Units | Owner Reporting | Violations | Restrictions

Property Number: D9999  
Name: Best Apartments  
Address1:  
Multiple Building Addresses  
Address2:  
  
City: Saint Paul Zip Code: 55101  
County: Ramsey Year Built: 1976  
Region: MHIG E. D. Region: 11  
No of Buildings: 4 Total Number of Units: 110

Current HTC/Deferred Loans: HOME, HTC  
Property Lease Up Date: \_\_\_\_\_ [Change](#)

[Name History](#) [Property Entities](#) [Assigned Staff](#) [Report change in ent](#)

**Total Uncorrected Violations for this property:**

6. When Minnesota Housing has received sufficient evidence of clarification or correction, the UC status will be updated to CL or COR.

## Chapter 6 – Assign an Owner’s Account Administrator

Many properties financed by Minnesota Housing are owned by a single-asset business entity and a separate user name and password for each property may be impractical for the partner or member that is involved in many entities and properties. Therefore, Minnesota Housing will allow an owner to appoint an Owner’s Account Administrator (OAA). The OAA must be a related party of the ownership entity. Appointing an OAA will allow access to a defined portfolio under one username and password. For example, ABC Company, LLC is a partner in five limited partnerships that own five properties. It wishes to designate an OAA so that it can view and report on all five properties in its portfolio without using separate usernames and passwords. The five limited partnerships submit a Designation of Owner’s Account Administrator form requesting that ABC Company, LLC, (with Mary Smith who is a member of the LLC as the OAA contact) to be the assigned OAA. Minnesota Housing issues one username and password to Mary Smith of ABC Company, LLC, as assigned OAA for all five properties. When Mary Smith logs into PORT, she will be able to access all five authorized properties.

If an owner wishes to appoint an OAA, it must read and sign the **Owner’s Designation of Account Administrator** form. The OAA’s username and password will allow access to authorized properties as if the OAA were the owner.

Submit an **original (not a photocopy or facsimile), signed and dated, Owner’s Designation of Account Administrator form** to ATTN: PORT USER ACCESS, Minnesota Housing, 400 Sibley Street, Suite 300, St. Paul, MN 55101-1998. **Be sure to maintain your own copy of this form.**

Once the OAA designation has been approved, a username and password will be sent to the OAA.



A management company is not allowed to be an OAA unless the management company is a related party of the ownership entity.

The Owner or Owner’s Account Administrator is responsible for and in control of property access rights. In addition, the **Owner (not the OAA) is responsible for immediate notification to Minnesota Housing of any changes to the Owner’s Account Administrator through the re-submission of a designation form.**

## Chapter 7 – Assign a Management Account

The Owner or OAA is responsible for controlling who is authorized to access its properties in PORT. In addition, it is the Owner's or OAA's responsibility to allow or disallow management access when needed due to changes in management and/or staffing within a management company.

To assign a Management Account for a property, click on the Admin tab.

User Home » Property »

D9999: Best Apartments

Property	Buildings/Units	Owner Reporting	Violations	Restrictions	Loan/HTC	Admin
----------	-----------------	-----------------	------------	--------------	----------	-------

### Assign Properties

#### Property Owner/OAA Account

**Search Management Accounts**

Always search Management Accounts to see if the one you need exists before creating a new account.

Search By:

Enter Search Info:

**Assign/Deny Property Access**

Assign Access - Mgmt Acct  
 Deny Access - Mgmt Acct  
 Deny Access - Site Mgmt Acct

["How to assign an existing mgmt account"](#)

["How to create a new mgmt account"](#)

["How to deny access to a mgmt account"](#)

["How to deny access to a site mgmt account"](#)



Hyperlinks on the Admin tab also contain helpful instructions.

### 7.01 Create a New Management Account and Assign it to a Property

1. First, click the Search for Mgmt Accounts button to see if the Mgmt Acct you wish to set up is already in the system. A fee manager may have been set up by a different owner. You can search by the management company name, address, etc., or leave the search by

and search info blank to view a list of all Mgmt Accts in PORT. If the Mgmt Acct exists, follow the instructions in section 7.02, below.

2. If the Mgmt Acct does not exist in PORT, scroll to the Assign/Deny Property Access section in the middle of the page.
3. Select Assign Access - Mgmt Acct
4. From the properties listed at the bottom, select the property to which you want to give this account access by checking the box to the left of the property.
5. Click the 'Create Mgmt Account' button to open the new account entry form.

**New Management Account**

**Company Information:**

NOTE: Management Company Name represents the account name. Multiple accounts cannot be set up under the same Management Company Name.

\*Management Company Name:

\*Address :

\*City :

\*State :

\*Zipcode :

**User Information:**

\*First Name :

\*Last Name :

Phone# :

\*Email :

\* Retype Email :

\*Create Login User Name :

Save Account Info Cancel

6. Enter the new Mgmt Acct user information in the form including assigning a Login User Name. All fields with a red asterisk are required fields.



Once a Management Account has been set up, the management company name, username and email address cannot be edited. To edit other information, see section 7.03, below.

7. Click on the 'Save Account Info' button.
8. An email will be sent to the new user with a username and temporary password.
9. To assign additional properties to the new account, follow the instructions for assigning an existing management account.



If the property is already assigned to a Mgmt Acct, follow the steps in Chapter 9 below to deny access to that account before you can assign to a different Mgmt Acct or create a new Mgmt Acct for that property.

## **7.02 Assign an Existing Management Account to a Property**

1. Under the “Search Management Accounts” section, select company name or other search criteria and enter the search info below, or leave blank to search all PORT management accounts.
2. Click the Search for Mgmt Accounts button.
3. From the Search Results list, check the box on the left of the desired management account.
4. Click the 'Confirm Account Selection' button.
5. Scroll down to the section for Assign/Deny Property Access.
6. Select Assign Access - Mgmt Acct radio button
7. Find the property or properties to which you wish to assign the account and check the box(es) to the left.
8. Click on the 'Confirm Property Access' button.
9. A pop-up will appear asking if you want to assign the selected properties to the management account. Click No if you have made a mistake or otherwise do not want to assign access. Click Yes and system will acknowledge that you have successfully assigned the selected properties to the Management Account.

## **7.02 Edit Management Account**

1. Under the “Search Management Accounts” section, select company name or other search criteria and enter the search info below, or leave blank to search all PORT management accounts.
2. Click the Search for Mgmt Accounts button.
3. From the Search Results list, check the box on the left of the desired management account.
4. Click the 'Confirm Account Selection' button.
5. Click the 'Edit Selected Management Account' button.
6. Update information as necessary.
7. Click Submit when finished. Note that the management company name, user name and

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email address **cannot** be edited.

## Chapter 8 – Assign a Site Management Account

Once a Management Account (Mgmt Acct) has been established, the Mgmt Acct can authorize access to a Site Management Account (Site Mgmt Acct). Follow the same steps in section 7.01 to create a new site management account or 7.02 to assign an existing site management account.



A Site Mgmt Acct cannot exist without a Mgmt Acct., and only a Mgmt Acct can create a Site Mgmt Acct.



Once a Site Management Account has been set up, the management company name, username and email address cannot be edited. To edit other user information such as address and phone number, see section 7.03, above.

## Chapter 9 – Deny Access to a Management Account

The Owner or Owner Account Administrator is responsible for controlling who is authorized to access its properties in PORT. Similarly, it is the Owner's or Owner Account Administrator's responsibility to allow or disallow management access when needed due to changes in management and/or staffing within a management company.

1. Scroll to the Assign/Deny Property Access section of the Admin tab
2. Select Deny Access - Mgmt Acct radio button
3. Select the property or properties for which you want to deny management account access by checking the box to the left of each property
4. Click the 'Confirm Mgmt Access Denied' button
5. Note that denying access to the Mgmt Acct also denies access to the associated Site Mgmt Acct



If a Mgmt Acct or Site Mgmt Acct is no longer assigned to any properties, a warning message will appear. This means that the Mgmt Acct user will need to be set up again before it can be assigned to another property. PORT will only retain user information on Mgmt and Site Mgmt Accts that are specifically assigned to at least one property.

## **Chapter 10 – Deny Access to a Site Management Account**

Site Mgmt access may be denied by the Owner/OAA or Mgmt Acct. Follow these steps to deny access to a site management account:

1. Scroll to the Assign/Deny Property Access section of the Admin tab
2. Select Deny Access - Site Mgmt Acct radio button
3. Select the property or properties for which you want to deny site management account access by checking the box to the left of each property
4. Click the 'Confirm Site Mgmt Access Denied' button

**PORT Manual Revision Tracking**

<b>Date</b>	<b>Section</b>	<b>Description</b>
2/6/2014	7.03	Added section 7.03 to provide instructions for editing a management account. Also added warnings in Chapter 7 and 8 that company name, login name and email address cannot be edited.
4/17/2014	3.01	Clarified that for unrestricted units the gross rent is the lease rent.
7/2/2014	3.04	Deleted text, “From the list, select “No Rental Assistance” if the tenant is responsible for the full amount of the rent. Select Tenant Based Assistance if the tenant receives assistance from a section 8 Housing Choice Voucher or similar state or local government rent assistance program which will not remain with the property when the occupant vacates the unit. Select Project Based Assistance if the unit receives section 8, Rural Development Rent Assistance or other rental assistance contract that stays with the property when the occupant vacates the unit.” And replaced with, “Select the appropriate rental assistance type: <ul style="list-style-type: none"> <li>HUD Housing Choice Voucher (HCV), tenant-based</li> <li>HUD Project-Based Voucher (PBV)</li> <li>HUD Multi-Family Project-Based Rental Assistance (PBRA) (<i>Includes: Section 8 New Construction/Substantial Rehabilitation; Section 8 Loan Management; Section 8 Property Disposition; Section 202 Project Rental Assistance Contracts (PRAC)</i>)</li> <li>HUD Section 8 Moderate Rehabilitation</li> <li>USDA Section 521 Rental Assistance Program</li> <li>State or Local Government Rental Assistance</li> <li>Public Housing Operating Subsidy</li> <li>HOME Rental Assistance</li> <li>Other Federal Rental Assistance</li> </ul>
7/15/2014	Chapter 3	Clarified that reporting tenant data is not required if PBCA or TCA is checked, unless the property also has tax credits or HOME.
8/13/2014	TOC and Chapter 4	Changed title of Chapter 4 to Owner Reporting Tab; Submitting the Owner Certification and Operating

		Data. Added screenshot in section 4.03, clarified that MN Housing will notify owners when they are required to submit operating data. Added a hyperlink to the user manual containing detailed instructions for completing the Operating Data Addendum.
10/3/2014	3.12	Added section 3.12 Run Event Summary Report.
12/8/14	4.03	Replaced screenshot of Owner Reporting tab to show updates to Operating Data Section. Added operating data instructions to section 4.03. Removed existing 4.03.
1/16/2015	3.08	Added information  , to note that PORT will not allow two households to occupy the same unit on the same day. The move-out date for an existing household must be earlier than date on which the next household moves in or is transferred in.
2/5/2015	Funding Sources Monitored and Reporting Requirements	Added summary of reporting requirements.
2/5/2015	2.01	Clarified that Property Entities include “Previous” owner and management company.
5/15/2015	3.04, Summary Cert	In order to allow users to change the head of household, the summary certification was changed slightly. Entry of data on the head of household was step #2 and is now step # 7.
5/15/2015	Chapter 1	Clarified when usernames are assigned and what to do if you need earlier access to PORT.
11/4/2015	3.03	Added language to check the Restriction tab to determine the number of units restricted for each loan and to ensure you are reporting the correct number of qualified units.
11/4/2015	3.12	Added instructions for certifying that owner/agent has permission to share data prior to running the Unit Event Summary Report.
12/23/2015	3.13	Added new section called Edit/Change Head of Household.

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2/3/2016	4.01	Clarified that beginning with 2015 certification year, signed, hard copies of annual owner certifications do not need to be sent in to Minnesota Housing.
9/7/2016	3.04	Updated screen shots and instructions for certification events to reflect required reporting of ethnicity, disability and mobility impairment.
11/2/2016	2.05	Added instructions for new functionality to elect either a multiple-building or single building election for Tax Credit properties. Also added instructions to notify compliance officer by email when a building is PIS so the correct MTSP tables can be set up for reporting unit events.