

**January 2024 General Management Review Discussion Points:**

- **The majority of Minnesota Housing staff are teleworking. Please inform tenants that request contact info that phone and email are best contact and that in person meetings are available by appointment only.**
- **Onsite MORs-** Beginning with October 2023 MORs we can no longer offer remote MORs. If the guidance from HUD changes, we will share this information accordingly.
- **Housing Optimization Through Modernization Act (HOTMA)**  
Final Rule Effective Date & HOTMA Implementation All provisions for Multifamily Housing programs will become effective on January 1, 2024. HMOs are required to cite HOTMA findings as observations at this time. Please have a clear implementation plan available for the HMO to review on the day of the MOR to show them you understand the changes that are coming and when they are effective. There are a lot of changes to eligibility, rent calculations and guidelines therefore training staff is highly recommended. Here is a link to HUD's HOTMA website [https://www.hud.gov/program\\_offices/housing/mfh/hotma](https://www.hud.gov/program_offices/housing/mfh/hotma)

- **Sending private data**

Minnesota Housing utilizes the secure upload tool (Leapfile) to send any documents that may contain private data. Private data is not only things like social security numbers and dates of birth, it is also tenant addresses and other personally identifiable information. If you are sending anything to Minnesota Housing that contains private data, please send it via the secure upload tool. Each team of the PBCA division has a separate email address to send the files to:

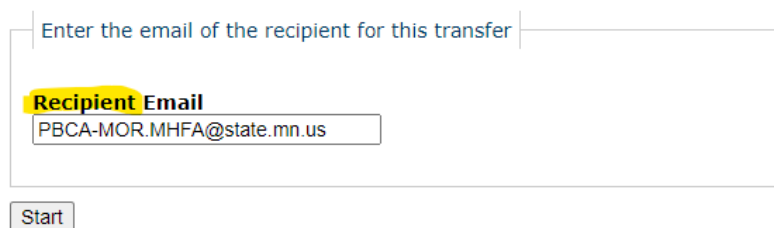
HMO: [PBCA-MOR.MHFA@state.mn.us](mailto:PBCA-MOR.MHFA@state.mn.us)

HAP: [mhfa.hap@state.mn.us](mailto:mhfa.hap@state.mn.us)

TRACS: [mhfa.tracs@state.mn.us](mailto:mhfa.tracs@state.mn.us)

Please note, you do not need to set up an account. Click <https://mnhousing.leapfile.net/> then enter the RECIPIENT email (one of the above) to send or receive files.

## Secure Upload



Enter the email of the recipient for this transfer

**Recipient Email**  
PBCA-MOR.MHFA@state.mn.us

Start

- **Management and Occupancy Review (MOR) Final Rule: Risk-Based Monitoring Schedule**  
HUD released the final rule for the Risk-Based Monitoring Schedule for Management and Occupancy Reviews (MORs) in late June. The baseline year has now been set and the new RBM schedule will be followed (next MOR is set based on HUD Risk Rating and MOR score). We will continue to contact you in advance of your MOR for scheduling. Changes in Risk Rating, ownership or management may also affect your next MOR so we will not send information to you until we contact you for scheduling. Please aim to have files complete and organized at all times as changes in Risk Rating or O/A entity could trigger an MOR with less notice than you are accustomed to from us.

Another change that impacts MORs is that all recertifications dating back to the previous MOR will be reviewed now instead of only the most current full certification. Please make sure COMPLETE tenants files are made available for review during the MOR.

- **Carbon Monoxide Devices**  
The statutory requirement to have carbon monoxide devices in HUD-assisted rental properties is effective **as of 12/27/2022** for multifamily properties. As described in [Housing Notice 2022-01](#), these devices are required in properties with carbon monoxide sources, such as those with fuel-burning appliances or attached garages. To comply, owners must install carbon monoxide alarms or detectors in accordance with the standards of the [2018 International Fire Code \(IFC\)](#). To help owners place the devices, Real Estate Assessment Center (REAC) worked with the International Code Council to develop a [new decision tree](#).

Multifamily owners and operators still purchasing devices can consider [Lowe's partnership with OMNIA Partners](#) to provide government agencies and nonprofits contract savings at the time of purchase, with no minimum order required.

- **Inspections during COVID – Tenant's Right to Decline Inspection**  
Residents should communicate any health or related concerns with the property representative. Should the tenant opt to decline entry, the inspector will work with the property to select an alternate unit. If a tenant communicates their request to deny REAC inspection, please try to communicate this at the 28, 14, and 2-day notification intervals. Full details are available on the [Updated REAC during COVID flyer](#).
- **Special Claim Submissions**  
In July, the Special Claims submission process was launched via Minnesota Housing's Multifamily customer Portal (Portal). Training materials are available on our website: [Special Claims User Guide- Step-by-step instructions for Special Claims](#)  
[Special Claims in the Portal Tutorial- Video training with step-by-step instructions](#)

Owners/Agents should now only be submitting their claims through this system. If there are questions regarding the set up process, please email [mhfa.app@state.mn.us](mailto:mhfa.app@state.mn.us) for

assistance. For questions regarding your Special Claims submissions, contact your assigned TRACS Data Analyst.

- **NSPIRE inspection calculator**

HUD is providing a tool that will help property owners and agents calculate an **estimate** of their inspection score under the new National Standards for the Physical Inspection of Real Estate (NSPIRE) protocol. Give [the calculator](#) a try in the button below.

- **Legalization of Marijuana use**

Governor Walz recently signed a bill making marijuana possession and usage legal for persons age 21 or older, in the state of MN as of August 1, 2023. Although many states have adopted this policy, The U.S. Department of Housing and Urban Development (HUD) has **NOT**. It will be important to inform tenants that although the state allows this, the federal ruling supersedes and the use or possession of marijuana of any kind, is not allowed in any federally funded property. If you would like more information on HUD's ruling, please refer to [USEOFMARIJINMFASSISTPROPTY.PDF \(hud.gov\)](#).

- Minnesota Housing has a new website! Check it out <https://www.mnhousing.gov/>. Information that may be relevant to Property Managers is found here <https://www.mnhousing.gov/rental-housing/property-managers.html>.



For the purposes of reasonable accommodations, the definition of a person with disabilities is the definition defined for civil rights protections. However, to receive the program benefits of a person with disabilities, a tenant would have to meet the definition of disability for that specific property. For this reason, when someone is deemed disabled for purposes of a reasonable accommodation that does not automatically make them eligible for the program's definition of disabled, therefore there is a chance that they would not qualify for the \$400 allowance and medical expense deduction. When a reasonable accommodation is approved, it should be a trigger to seek verification on whether the tenant also meets the program definition of disabled.

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### Online Training Opportunities:

#### Ross Business Development (RBD)

Various trainings available. <https://www.rbdnow.com/online-training>

#### National Center for Housing Management (NCHM)

Various trainings available. <https://www.nchm.org/online-training/>

#### Quadel

Various trainings available.

<https://quadel.com/training-and-certification/online-training-calendar/>

**Minnesota Multi Housing Association (MHA)**

Various training and certification programs available.

<https://www.mmha.com/Certifications>

<https://www.mmha.com/Online>

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**To view past issues of MOR Hot Topics, visit <https://www.mnhousing.gov/rental-housing/property-managers/section-8---811-contracts.html>.**