



**Housing Trust Fund and
Bridges Rental Assistance**

Certifications and Name Changes
(Annuals, Interims, Unit Transfers, Suspensions
and Terminations)

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Our Mission

Housing is the foundation for success, so we
collaborate with individuals, communities and
partners to create, preserve and finance
affordable housing.

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Agenda

- How annual certifications are reported and when they should be completed
- Reporting/reimbursements for late annual certifications
- How and when an interim should be reported
- How to properly report a unit transfer
- The difference between suspensions vs. terminations; reporting properly
- Head of household changes

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Unit Transfers

- Unit transfers are required to be reported any time a participant moves from one location to another
- The effective date is when the move occurs or there is knowledge of when the move will be effective
- Unit transfers affect the participant's annual certification date due to HQS inspections

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Suspension vs. Termination

- Suspensions are reported effective the last day of the month
- Suspensions are for up to four months
- Back-dating terminations to suspension dates: 'Effective Date' policy change
- Terminations effective the last day of the month
- Participants need to reapply to the program after termination status

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Head of Household Changes

- Interim certification is required
- The new participant data will need to be collected by the administrator and documented on the Monthly Log (1)

(Complete Sections 1 through 6 on the Monthly Log (1))

1. GENERAL INFORMATION	2. INTAKE AND INCOME INFORMATION	3. CERTIFICATION TYPE & RENTAL ASSISTANCE	
4. DEMOGRAPHIC DATA	5. HOUSING RELATED EXPENSES (Reference the Instruction Tab for Program Eligibility)	6. REASON PARTICIPANT DISCONTINUED	

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Certifications and Name Changes Tutorial Notes

Name Changes

- Head of household name changes should be reported as soon as they are effective
- Changes from previous name to new name should be documented in the 'Comments' section of the log (reason for change and previous name)

Comments (e.g. additional race - if app, suspension reason, notes, comments to MN staff, etc.)

Comments
Name Change due to Marriage. Previous name: APPLZ

I. GENERAL INFO				
Last Name	First Name	Head of Household	No. of Marital Adults in Household	No. of Children in Household
PLUM	ANNIE	Married	2	2

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More Tutorials

HOME ABOUT US JOBS NEWS POLICY & RESEARCH PARTNER LOGIN INVESTORS

Partnership rates starting at: 3.875% View all interest rates

Funding Fund Selection **Accounting, Compliance & Reporting** Grant Programs **Building Requirements**

Multifamily Grant Programs - PHFA **Special Assistance** **Section 811 PMA Program**

Home > Multifamily Grant Programs > Grant Programs > Special Assistance

Rental Assistance for Ad Draw Request and Participant Reporting Form

The draw request workbook is secured with a password that must be entered each time the workbook is opened. This added security measure will protect confidential participant data when used on Access Limited Sites before attempting to open or download the file, you must request the password by sending an e-mail to any of the Special Assistance Staff positions at Minnesota Housing. The draw request is submitted monthly by Administration and due by the 15th of each month.

Draw Request Form - Special Assistance (Student Request Workbook Link Form)

Special Assistance (Student Request Form) - Secure Limited Distribution

Training Tutorials

- Download the Draw Request Form (PH) - Help (PDF)
- PHFA's Draw Request Form Fundamentals (12/17) - Help (PDF)
- PHFA's Draw Request Form Fundamentals - Portfolio Log Details (11/16) - Help (PDF)
- Qualifications and Status Changes (11/16) - Help
- Annals, Minutes, VBA Transfers, Suspensions and Terminations
- Processing Rental Expenses, Expense Utility Fees and Subventions (11/15) - Help

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Submission

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Home > Partner Login

Secure Login

Multifamily Applications

Secure Login

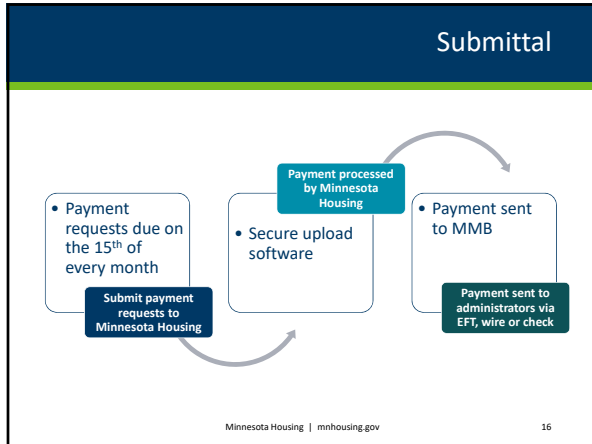
Multifamily Services (Student Tool)

Special Limited Distribution

- mhfa.architects.com - Architects Team: For contractors and designers to securely submit large sized construction documents to the Minnesota Housing staff architects.
- mhfa.applicants.com - Submit all applications for funding, including Financial and Qualification Forms. (Customers submitting applications for the Annual Consolidated RFP must submit materials through the [\(Submittal Customer Portal\)](#), with the exception of Qualification Forms and Financials.)
- mhfa.specialassistance@minnesota.gov - Rental assistance Team: For rental assistance grant administrators to submit a draw request form for reimbursement for the units, 101-02400, Bridges, Bridges 504F and Bridges 81C Programs.

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Certifications and Name Changes Tutorial Notes



Thank you!

Direct all questions or concerns to the
Rental Assistance Team
mhfa.rental-assistance@state.mn.us

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