



Annual Owner Certification and Compliance Reporting

Owner's Guide

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Contents

Compliance Reporting Instructions 1

 Step 1: Submit the Annual Owner Certification..... 1

 Step 2: Submit Unit Events 1

 Step 3: Submit Housing Tax Credit Monitoring Fees 2

 Step 4: Submit Annual Supportive Housing Survey 3

 Step 5: Submit Supportive Housing Contact Form 3

Property Online Reporting Tool 4

Annual Owner Certification Submission Site..... 5

XML to Property Online Reporting Tool Submission Site 6

Compliance Reporting Instructions

Complete the following steps to meet the requirements to submit an annual certification of compliance and occupancy reporting for properties that have received Low-Income Housing Tax Credits (HTCs), federal HOME Investment Partnerships Program (HOME) financing, federal National Housing Trust Fund (NHTF) financing, or a state deferred loan from Minnesota Housing.

Step 1: Submit the Annual Owner Certification

The Annual Owner Certification (AOC) is required for:

- Properties financed with a HOME, NHTF, or agency deferred loan that closed on or before December 31, 2024
- Properties with an allocation of 9% HTCs (including those in carryover status) from 2023 or earlier
- Properties that were issued a preliminary determination (42m) letter for 4% HTCs in 2024 or earlier

Additional instructions for HTC properties:

- Properties in year 1 and later will be presented with an Applicable Fraction Certification.
- Properties electing the Average Income Test in year 1 and later will also be presented with an Average Income Test Certification.
- Submit first year 8609(s) with Part II completed for the first tax credit year. Include the attachment for multiple building election, if applicable. Scan and email directly to the assigned compliance officer. If you have already submitted forms 8609 with Part II completed, it is not necessary to submit again.

Submit all attachments required by the owner's certification, such as copies of inspection reports and Fair Housing violation reports via the [Secure Upload Tool](#). Use the email address compliance.mhfa@state.mn.us; do not email directly to this address, this is only for the Secure Upload Tool.

Properties *also* financed with an amortizing first mortgage from Minnesota Housing are not required to complete an owner certification for compliance with a Minnesota Housing deferred loan *unless* the property also received HTC, HOME or NHTF financing. The AOC Submission Site will present the owner with the appropriate certification forms based on information contained in PORT.

Step 2: Submit Unit Events

Unless otherwise noted below, owners must report 2024 unit events for all units.

- Tax credit properties that are in the three-year tenant protection period following termination or expiration of the Extended Use Period (EUP) and have no other agency financing are only required to report unit events on protected households.
- Section 8 properties financed with a Minnesota Housing deferred loan that report to Minnesota Housing via TRACS are not required to report unit events unless:
 - The deferred loan restricts more units than those covered by the Section 8 contract
 - The property was also financed with HOME or NHTF funds from Minnesota Housing and the property is still in its affordability period and/or is monitored for HTC compliance by Minnesota Housing
- Tax credit-only properties that are in the EUP and monitored for a federal program, such as United States Department of Agriculture (USDA) Rural Development 515 or Project-Based Section 8, are not required to report unit events.

If your property management software has the ability to export tenant data into an XML file, Minnesota Housing's XML Upload to PORT Submission Site may be used to quickly populate your property's unit events. This tool may replace portions of the manual data entry.

Refer to Chapter 3 of the [PORT User Guide](#) for more information on and detailed instructions for reporting unit events.

Step 3: Submit Housing Tax Credit Monitoring Fees

Owners of HTC and/or Section 1602 properties monitored by Minnesota Housing where 2024 is compliance year 1 or later are required to submit HTC Monitoring Fees.

To determine the amount of monitoring fees due for 2024, click on the HTC Monitoring Fees link on the Property tab in PORT. Select Year 2024. This will activate the Print Fee Remittance Form button. Click the button and print the PDF form.

Enter the amount of your payment on the form and send it, along with your check, to:

Minnesota Housing
Attn: Multifamily Compliance Monitoring
400 Wabasha St. N
Suite 400
St. Paul, MN 55102

Do not combine monitoring fees with your mortgage payment or Low- Income Rental Classification (LIRC) application or reapplication fees. Combined payments may be delayed or may not get to the correct departments for processing.

Monitoring fees are not required for HTC properties that have not yet established the first credit year, are in the three-year tenant protection period following termination or expiration of the EUP or

properties that are in the EUP and subject to Management and Occupancy Reviews by the United States Department of Housing and Urban Development (HUD) for Project-Based Section 8 or subject to Supervisory Visits by the USDA for Rural Development financing or rental assistance.

Step 4: Submit Annual Supportive Housing Survey

Not required this year.

Step 5: Submit Supportive Housing Contact Form

Minnesota Housing is requiring all properties to complete a brief [Supportive Housing Contact Form](#) to ensure we have up-to-date service provider and HMIS data entry contacts for all properties with supportive housing units with Minnesota Housing financing. One person can submit contact information for multiple properties. This must be completed by February 18, 2025.

Property Online Reporting Tool

Take the following steps to log into PORT and prepare to submit reporting:

1. Navigate to Minnesota Housing's [Partner Login](#) webpage.
2. Under Rental Housing Information, expand the Property Online Reporting Tool (PORT) section.
3. Click the PORT link and log in to the Minnesota Housing Global Login using your assigned username and password.
 - If you do not remember your username, contact your compliance officer.
 - If this is your first login, you will be prompted to change your password. Passwords must be a minimum of nine characters long and contain at least one capital letter, one number, and one special character (!, *, &, \$, #, etc.). Passwords expire every 90 days.
 - If you forgot your password or you have not logged in within the last 90 days, select Forgot Password. You will be asked to verify your username and email address. A temporary password will be emailed to you (check your spam or junk folder if you do not receive it in your inbox). Change your password at your next login. If the forgot password function does not recognize your username or email address, contact your assigned compliance officer.
4. Click the PORT link under Authorized Applications
5. 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 selecting the Agree box. If you select Not Agree, you will be navigated back to the login page.

Refer to the [PORT User Guide](#) for more information on and detailed instructions for how to input data.

IMPORTANT: Do not have more than one active PORT session open at a time; data may display incorrectly or may not save.

Annual Owner Certification Submission Site

It is the owner's responsibility to complete and submit the AOC. For this reason, the AOC Submission Site can only be accessed using the owner's login. Do not share your login information. Anyone logging into the AOC Submission Site with an owner's login is presumed to be the property owner.

Take the following steps to access the AOC Submission Site:

1. Navigate to Minnesota Housing's [Partner Login](#) webpage.
2. Under Rental Housing Information, expand the Property Online Reporting Tool (PORT) section.
3. Click the PORT link and log in to the Minnesota Housing Global Login using your assigned username and password.
4. Click the Annual Owner Certification Submission Site link under Authorized Applications.
 - The login to the AOC Submission Site is case sensitive. You must enter your login using all lower-case letters or you may experience problems accessing or submitting the certification form.
5. Read the important information carefully, then click the Begin Annual Owner Certification for 2024 link. If your login allows access to multiple properties, you must select an individual property to access the Begin Annual Owner Certification for 2024 link.
6. Your owner certification is complete only when you select the Submit to Minnesota Housing button and select Confirm Submit.

Refer to Chapter 4 of the [PORT User Guide](#) for more information and detailed instructions.

XML to Property Online Reporting Tool Submission Site

To participate, refer your software provider to Minnesota Housing's [PORT XML schema](#) and [XSD specification file](#) for technical requirements. Additionally, keep in mind the following XML file requirements:

- All building and unit numbers must match those set up in PORT. New properties must first set up units in PORT before uploading tenant data; the XML file upload will not populate unit set up data.
- The effective date of all events must be displayed on the XML file in chronological order.
- Out of service and back in service events are not considered tenant data and are not part of the XML file; those events must be manually entered in PORT.
- Existing PORT data will not be overwritten. The XML file must only contain events with effective dates that are later than the last effective date reported in PORT for any unit in the property, excluding out of service or back in service events. For example, if the last event reported for any unit has an effective date of December 31, 2023, the XML file must include only events with an effective date of January 1, 2024, or later.
- A unique file and upload must be done for each property by Development Number (D Number). The XML file uploader cannot do batch uploads for multiple properties.
- Tenant data may be updated monthly, quarterly, or annually; however, all reporting for the prior calendar year must be completed on or before the annual February due date. Any corrections made in property management software after an upload will require commensurate corrections in PORT.
- Minnesota Housing cannot provide technical assistance for your property management software. However, if you have questions regarding the XML Upload to PORT tool, you may contact your assigned Compliance Officer

All PORT user roles may access the XML file upload site. Take the following steps to access the XML Upload to PORT Submission Site and upload the XML file:

1. Navigate to Minnesota Housing's [Partner Login](#) webpage.
2. Under Rental Housing Information, expand the Property Online Reporting Tool (PORT) section.
3. Click the PORT link and log in to the Minnesota Housing Global Login using your assigned username and password.
4. Click the XML Upload to PORT Submission Site link under Authorized Applications.
5. Select Upload Now.
6. Follow the instructions on the next screen to choose the XML file you wish to upload. Select the Submit button to complete the upload.
7. A message will display to indicate if the upload was successful.

8. If the XML did not follow Minnesota Housing's requirements, or the data did not conform to PORT requirements, no data will be uploaded, and an error will display in the Detail Log. Contact your software provider to resolve the noted errors before resubmitting.

Refer to Chapter 11 of the [PORT User Guide](#) for more information and detailed instructions.