

Why is Operating Data required?

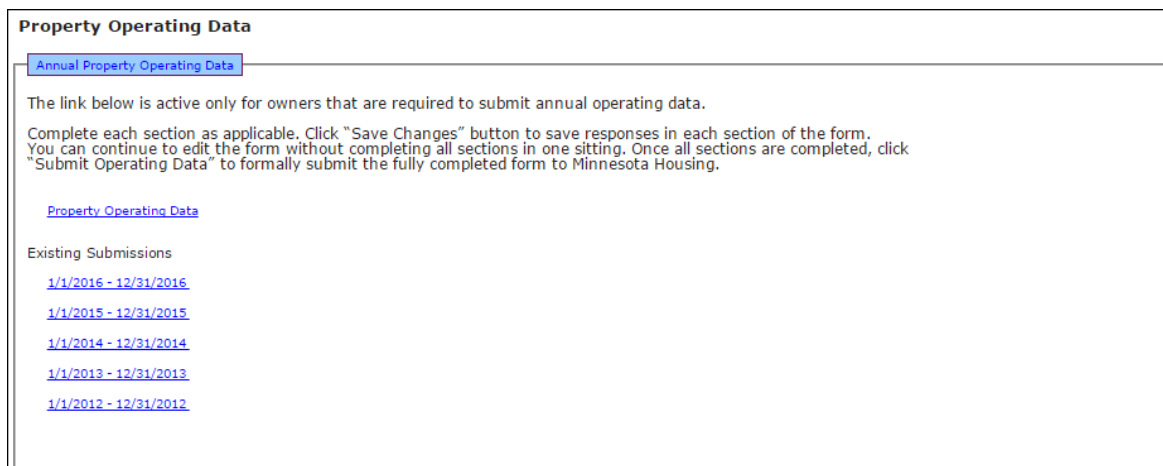
Operating Data is collected to provide an overview of individual asset performance, as well as allow us to analyze portfolio performance in aggregate. The data influences our future underwriting decisions and helps ensure assets remain physically and financially viable for the long term.

Who is required to submit Operating Data?

The requirement is based on funding type(s) and was developed in collaboration with our funding partners.

How do I know if my property is required to enter Operating Data?

Click here for a list of [properties](#) that need to report Operating Data. Or log into [PORT](#) and visit the 'Owner Reporting' tab. Scroll to the bottom of the page to find the 'Annual Property Operating Data' section. The 'Property Operating Data' link is active only for owners that are required to submit Operating Data.

**When is the report due?**

Reporting is due annually on March 31 for the previous fiscal year; 2020 data must be reported in PORT **by 4:30 p.m. on Wednesday, March 31, 2021.**

I just acquired this property; do I need to report this year?

You are required to start reporting once you have a **full year** of Operating Data. If you acquired the property mid-fiscal year, wait until you have a full year of Operating Data before you submit your first report. You must contact Felecia Schmidt by [email](#) if this is the case.

Can I use my financial audit to complete the information on the Operating Data Report?

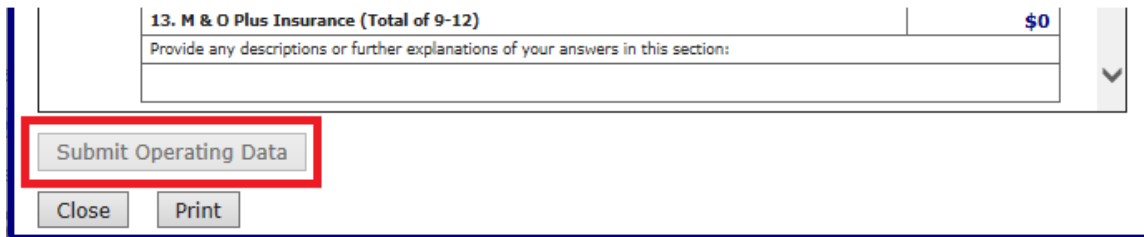
Yes, your financial audit is the main source of information to help you complete your Operating Data report.

Is this the same as the Annual Owner Certification that was due February 16th?

No. Property Operating Data is a separate and distinct reporting requirement. It asks for different information and it is due six weeks later, on March 31. However, both reports are completed in PORT and instructions for both can be found in the [PORT User Guide](#).

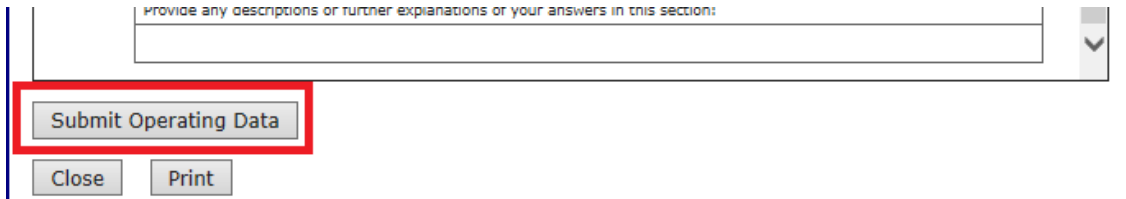
How can I tell if my report has been submitted?

Until your report is complete, the “Submit Operating Data” button at the bottom of the form will be grayed out. If you believe the report is complete but you are not able to click on the “Submit Operating Data” button, go back and review each section to make sure you have answered all the required questions. **Any blank fields will prevent you from submitting.**



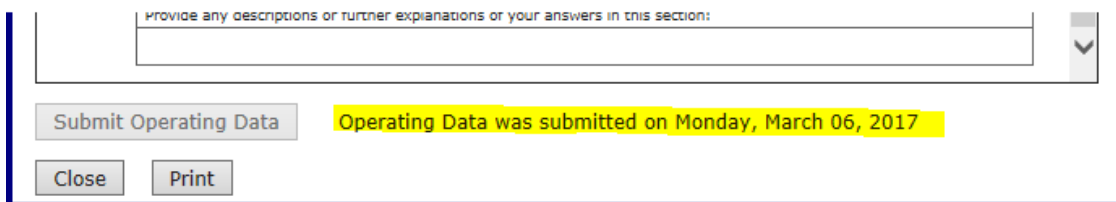
The screenshot shows a form section titled "13. M & O Plus Insurance (Total of 9-12)" with a "\$0" value. Below the title is a text input field with the placeholder "Provide any descriptions or further explanations of your answers in this section:". At the bottom of the form, the "Submit Operating Data" button is grayed out and highlighted with a red box. Below it are "Close" and "Print" buttons.

Once you have answered all the required questions, the “Submit Operating Data” button will be available for you to click on and submit your report.



The screenshot shows the same form section as above, but the "Submit Operating Data" button is now active and highlighted with a red box. The "Close" and "Print" buttons remain below it.

After you have submitted your report you will see a date stamp associated with your submission.



The screenshot shows the form after submission. The "Submit Operating Data" button is grayed out. A yellow highlight is placed over the text "Operating Data was submitted on Monday, March 06, 2017". The "Close" and "Print" buttons are still present.

What if there was a change in the ownership or the management company during the past year?

Complete the [Owner Contact Changes form](#) and submit following the instructions on the form.

What if I have trouble logging into PORT?

You’ll need to contact your Compliance Officer for assistance (the same person that helps with annual owner reporting).

Who can I contact with Operating Data questions?

[Felecia Schmidt](#), Property Risk Officer, 651.284.3174. Email is preferred as Minnesota Housing staff continue remote work.