

Q. Why is Operating Data required?

- A. Operating Data is collected to provide an overview of individual asset performance. Collecting Operating Data also allows Minnesota Housing staff to analyze portfolio performance in aggregate. The data influences Minnesota Housing's future underwriting decisions and helps ensure assets remain physically and financially viable for the long term.

Q. Who is required to submit Operating Data?

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

Q. How do I know if my property is required to submit Operating Data?

- A. Click the [Property List](#) to view a list of the 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.

Property Operating Data[Annual Property Operating Data](#)

The link below is active only for owners that are required to submit annual operating data.

Complete each section as applicable. Click "Save Changes" button to save responses in each section of the form. You can continue to edit the form without completing all sections in one sitting. Once all sections are completed, click "Submit Operating Data" to formally submit the fully completed form to Minnesota Housing.

[Property Operating Data](#)

Existing Submissions

[1/1/2020 - 12/31/2020](#)

[1/1/2019 - 12/31/2019](#)

[1/1/2018 - 12/31/2018](#)

Q. When is the Operating Data Report due?

- A. Reporting is due annually on March 31 for the previous fiscal year; 2021 data must be entered in PORT **by 4:30 p.m. on Thursday, March 31, 2022.**

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

- A. 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.

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

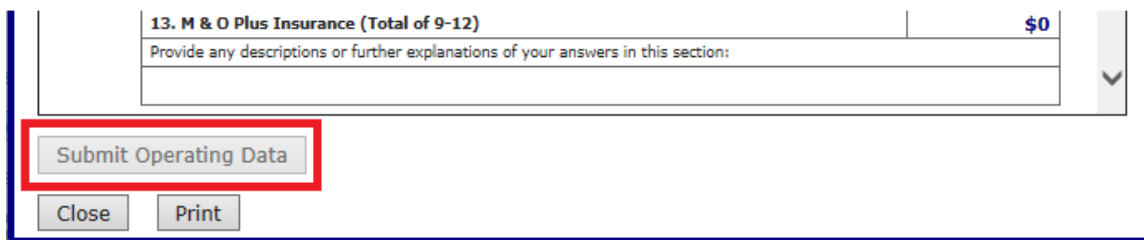
- A. Yes, your financial audit is the main source of information to help you complete your Operating Data Report.

Q. Is this Annual Operating Data Report the same as the Annual Owner Certification that was due February 15?

A. 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](#).

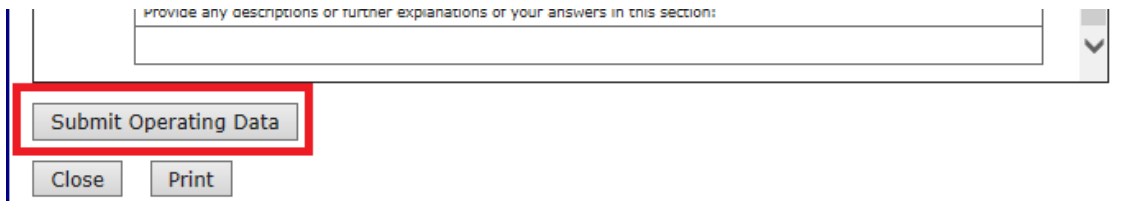
Q. How can I tell if my report has been submitted?

A. 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 required questions. **Any blank fields will prevent you from submitting.**



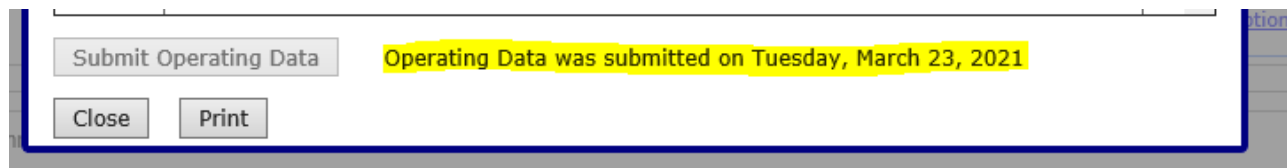
The screenshot shows a form section titled "13. M & O Plus Insurance (Total of 9-12)" with a value of "\$0". Below the title is a text input field with the placeholder "Provide any descriptions or further explanations of your answers in this section:". At the bottom of the form, the "Submit Operating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

Once you have answered all required questions, the “Submit Operating Data” button will be available for you to click, which allows you to 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 now grayed out. A yellow highlight is placed over the text "Operating Data was submitted on Tuesday, March 23, 2021". The "Close" and "Print" buttons are still present.

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

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

Q. What if I have trouble logging into PORT?

A. Contact your Compliance Officer for assistance (the same person that helps with annual owner reporting).

Q. Who can I contact with Operating Data questions?

- A. Felecia Schmidt, felecia.schmidt@state.mn.us, Property Risk Officer, 651.284.3174. Email is preferred, as Minnesota Housing staff continue to work remotely. **NOTE:** Felecia is unable to assist with login or password issues; refer to the previous question for contact information if you have login or password issues.