May 2018 General Management Review Discussion Points:

- Just a reminder that Minnesota Housing has moved! As of September 1, 2017, our address is 400 Wabasha Street North, Suite 400, St. Paul, MN, 55102.

- **Release of Updated Resident Rights and Responsibilities Brochure**
  The Office of Multifamily Housing Programs has released an updated Resident Rights and Responsibilities brochure. It is available to download and print at
  https://www.hud.gov/sites/dfiles/Housing/documents/resident_rights_brochure_8.pdf.
  Owners must provide applicants and tenants with a copy of the Resident Rights and Responsibilities brochure at move-in and annually at recertification. The Office of Multifamily Housing Programs encourages owners and management agents to distribute this brochure electronically, in addition to having printed copies available for tenants who prefer hardcopies. If distributing this brochure electronically, the owner is still obligated to document the tenant file to show the requirement has been met. Translation of the updated brochure to other languages is currently pending and once complete, will be posted to HUD's Fair Housing and Equal Opportunity website at
  https://www.hud.gov/program_offices/fair_housing_equal_opp.

- Effective January 1, 2018, Minnesota Housing will cite tenant files that have not been properly documented per HUD guidelines, specifically when verifying the cash value of a checking account (i.e. 6-month average). O/As must follow HUD's order of acceptability with regards to verification methods: 1) Upfront Income Verification (UIV), 2) third-party from source (written), 3) third-party from source (oral), and 4) family certification.

  If upfront verification is not available, O/A must then attempt third-party verification. Third-party verification can either be written documentation sent directly by the third-party source (i.e. financial institution) or tenant provided documentation (i.e., bank statements). When third-party from the source is not available or a fee is charged to get the information and the tenant does not have the necessary documents, the O/A must revert to the next form of verification in order of acceptability, with the last resort being a family certification. If third-party verification is not available, O/As must document the tenant file to explain why third-party verification was not available. Note: it is not permissible to use less than a 6-month average, unless the account is newly established. *Reference: HH 4350.3 R1 C4 P5-13 and Appendix 3.*

- **Interim Final Rule on Streamlining Administrative Regulations and Implementing Family Income Reviews under the FAST Act**
  On December 12, 2017, HUD published an interim final rule effective March 12, 2018 that amends the regulatory language for Public and Indian Housing (PIH) and multifamily housing rental assistance programs. The interim final rule implements FAST Act provisions, which allow public housing agencies (PHAs) and multifamily housing owners to do full income recertification for families with 90 percent or more of their income from fixed-income every three years instead of annually. This interim final rule also aligns the current regulatory flexibilities with those provided in the FAST Act by modifying the earlier streamlining regulations. You can read the interim final rule at
  https://www.gpo.gov/fdsys/pkg/FR-2017-12-12/pdf/2017-26697.pdf.

Besides streamlining fixed income stipulations, the interim final rule states that an owner may:

- o   Make utility reimbursements of $45 or less per quarter ($15 a month) on a quarterly basis.
- o   Accept family declaration of assets under $5,000. Third-party verification of all family assets is required every three years.

- **HUD's New Multifamily Energy and Water Efficiency Resource Library**

   The Better Buildings Challenge Multifamily team has created a new set of resources to help you improve energy and water efficiency at your properties. The resources are categorized by topic and cover everything from retrofit planning to resident engagement.

   - Don't know where to start? The utility benchmarking resources are designed to help multifamily property owners catalogue their building portfolios and analyze energy and water performance over time.
   - Wondering what to do with all of that utility data? Check out the retrofit planning resources, which use energy and water consumption data to suggest targeted upgrades for the most inefficient properties.
   - In the dark about how to pay for building upgrades? Browse resources on retrofit finance, including an interactive 'Financing Navigator,' database of state-level energy efficiency incentives, and a financial decision tree.
   - Trying to choose the best products for your properties? View building and product standards for links to ASHRAE, IECC, ENERGY STAR®, and Water Sense standards and products.
   - Want to ensure optimal performance of your building systems? The operations and maintenance resources help property owners and managers incorporate green and healthy practices into current operations and maintenance procedures.

   Starting a new campaign to change resident behavior? Use the resident engagement toolkits to lower your utility costs by creating your own resident energy efficiency education and engagement plan.

Upcoming 2018 Events:

June 6, 2018
Central Minnesota Multi Housing Association 18th Annual Shaping the Future Conference and Trade Show - https://www.mmha.com/MAIN/Calendar/Event-Registration/EventID/2209
Holiday Inn & Suites, St. Cloud, MN

October 24-25, 2018
RBD HUD Today 2018 - https://www.rbdnow.com/class-training
St Paul, MN
Registration opens May 1, 2018

To view past issues of *MOR Hot Topics,* visit http://bit.ly/1zOjQ6M.