

**May 2020 General Management Review Discussion Points:**

- **For COVID-19 related information**, please refer to the [HUD Multifamily Q and A](#) document and the [Minnesota Housing Guidance](#) document.

- **New Way to Submit Management and Occupancy Reports for Owners and Management Agents of PBCA Properties:**

As we continue to making our processes more efficient, streamlined, and less reliant on paper, we are pleased to share the new way to submit Management and Occupancy Reports (MORS). Effective immediately, PBCA property owners and management staff will use Minnesota Housing's Multifamily Secure Upload Tool to submit Management and Occupancy Reviews (MORs) and other required documents in response to the MOR. The [Multifamily Secure Upload Tool](#) is a simple interface that allows users to send and track submitted items securely and confidentially. [Read this eNews to learn more.](#)

- **Coming Soon! Tenant Selection Plan Review Checklist: For Projects Selected Through the Multifamily RFP**

In an effort to increase transparency of Tenant Selection Plan review and accountability to state Tenant Selection Plan (TSP) guidance, Minnesota Housing is developing a review checklist for TSPs submitted as part of due diligence. This checklist will provide a guide for projects to verify the TSP and includes components necessary based on their funding as well as state and federal guidance and uploaded with the TSP in Portal. Minnesota Housing staff reviewing TSPs will then use the completed checklist to inform their review. Once developed, an online training video will be made available outlining the timeline, process, and FAQs about implementation and Minnesota Housing staff will be available to assist as we transition to including this new due diligence component.

- **Online Rent Payment Services**

Many owner/agents are beginning to use online rent payment options where tenants can either link a bank account or credit/debit card to make their monthly rent payments. Before moving to this option, there are a couple things you should consider.

- Will tenants be required to use the online payment method or will it be optional?
- Will tenants be charged a fee when making their rent payments?

If all tenants are **required** to use the online payment method and there is a fee that is associated with making the payment, this charge will need to be approved by the HUD Account Executive and should be included on the rent schedule.

- **TCF Bank Verification**

In April 2019 TCF Bank made a secure web-based data exchange service available for governmental programs, enabling verification of banking information so they can quickly administer federal, state or local public assistance to low-income families and individuals. Instead of requesting bank statements from residents, you can enroll in their FREE Bank VOD and get all of the required information you need. Go to: <https://www.bankvod.com/gov/>. On this page, click on the "Enroll

Now" button and complete the enrollment form. You will need to provide your EIN to confirm 501c status. If you have any questions, you can email their vendor directly at [cs@bankvod.com](mailto:cs@bankvod.com).

- **Special Diets**

If a family has a household member receiving a special diet allowance, should this income be included or excluded from the rent calculation?

- It should be included. Special diet income does not fall under any exclusion listed in HUD Handbook 4350.3 Exhibit 5-1. Food items are not considered a medical expense under HUD's guidelines, so special diets don't qualify for the exclusion:
  - (4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member
- Special diet income is paid through State funds and does not fall under the Food Stamp Act of 1977, so the following exclusion also does not apply:
  - The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7U.S.C. 2017 [b])

Even if a family member has documentation from a medical professional that they have a prescribed special diet, this income must be included.

If a family claims that the amount they need to spend to meet their special diet requirements exceeds the amount provided in the monthly cash allowance, should the owner/agent treat the amount above the allowance as an additional medical expense?

- No. Properties can't use the cost of food necessary for a special diet as part of the medical expense deduction.



Properties with the program type of Loan Management Set-Aside (LMSA) and Property Disposition Set-Aside (PDSA) must have a lease renewal term of the lesser of one year, or the remaining term of the HAP contract. This one year renewal term should be reflected when completing Paragraph 2, Field H of the HUD Model Lease 90105a for properties under these program types. Please contact your assigned Housing Management Officer if you have any questions regarding your property's program type or how to fill out the HUD Model Lease.

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