September 2020 General Management Review Discussion Points:

Management and Occupancy Reviews are currently suspended in Minnesota until further notice. Your Housing Management Officer will be in contact with you with information on rescheduling.

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

- **REAC Inspections to Resume:**
  The Department of Housing and Urban Development (HUD) announced Real Estate Assessment Center (REAC) intends to resume inspections on or about Monday, October 5, 2020, with the required 14-day notification period to begin on or about Monday, September 21, 2020. Please see the press release and HUD's REAC webpage for regional details.

- **HUD Electronic Signature and Electronic Storage Guidance**
  With the issuance of HUD Notice H 20-04, HUD now permits, but does not require, the use electronic signatures. The Notice also permits electronic transmission and storage of files.

  Applicants and tenants must still be given the option to use wet signatures, if requested. The option should be made available to provide signatures and documents in paper form.

  The Notice pertains to all HUD forms and owner/agent created documents relating to asset management, Section 8 contract renewal, and occupancy policies.

  When implementing this Notice, an owner/agent should ensure that all applicable laws relating to electronic transactions are followed.

- **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.

- **Electronic Documents:**
  As part of Minnesota Housing's continued efforts to go paperless, as we prepare for our MOR's we may ask that owner/agents provide us with and electronic copy of their most current policies and procedures.

- **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.

Did you know?

Cash apps require due diligence to determine how they work and are used. Generally, if the app is associated with a bank account you would not include it as an asset since any monies are transferred directly to the bank account. Some cash app's have the option of holding cash and it does NOT have to be associated with a bank account. In those cases, the cash app would be treated as an asset and verification of the current balance would be needed.

Did you know?

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.

Upcoming 2020 Events:

RBD HUD Today 2020
Online Class:
September 21, 22, 23, 24 and 25
Each session is from 10:00 a.m. to 12:00 p.m. EST.
https://www.rbdnow.com/online-training.

National Center for Housing Management
Certified Occupancy Specialist (COS) Online Class:
Monday, September 28, 2020 - Thursday, October 1, 2020
https://www.nchm.org/product/certified-occupancy-specialist-cos-online/?attribute_pa_venue=Virtual&attribute_pa_time_tz=September-28-2020-010000-pm-edt

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