

December 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.
- **MSA Special Diet:**
On November 30, 2020, [HUD released a Memorandum](#) regarding the treatment of benefits received through the Minnesota Supplementary Assistance Program (MSA) that are provided for “medically prescribed diets if the cost of such dietary needs cannot be met through some other maintenance benefit”. This is often referred to as a special diet allowance.

Because Minnesota makes MSA special diet allowance available specifically for the cost of state determined medical expenses, HUD has determined that the MSA special diet allowance meets the income exclusion found in HUD Handbook 4350.3 Exhibit 5-1, Income Exclusions (4):

- Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.

HUD instructs owners to exclude this MSA special diet benefit from income calculations and to correct any previous certifications in which this benefit was included in income. Any underpaid subsidy will be credited to the tenant.

- **Management and Occupancy Reviews Resumed November 1, 2020:**
Beginning in November, Minnesota Housing began performing Management and Occupancy Reviews (MORs) again. The United States Department of Housing and Urban Development (HUD) has granted the flexibility to complete MORs in a modified format including completing the interview, file reviews, and exit interviews remotely. Remote MORs allow for the Housing Management Officer (HMO) and property owners and management agents to maintain their high standards of safety and social distancing during COVID-19.

When it is time to schedule your MOR, the HMO will contact you to discuss your options. If it is determined the remote MOR process will work for you, a follow-up email and letter will be sent with information on how to proceed. If you are unable to perform the MOR remotely, we will plan to come your site to perform the MOR.

Through the end of the year we will be making up a portion of the 2020 MORs that had been suspended and will return to our regular MOR schedule beginning January 1, 2021. Any properties that have a MOR during the months of November or December will go back to their regularly scheduled MOR month in 2021.

- **New Way to Submit Management and Occupancy Reports for Owners and Management Agents of PBCA Properties:**
As we continue to make 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 an electronic copy of their most current policies and procedures.

- **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 of electronic signatures. The Notice also permits electronic transmission and storage of files.

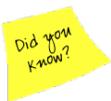
Applicants and tenants must still be given the option to use wet signatures, if requested. The option should be made available to provide signatures and documents in paper form.

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.

- **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.



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 apps 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.



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.

Online Training Opportunities:

Ross Business Development (RBD):

<https://www.rbdnow.com/online-training>

National Center for Housing Management (NCHM):

<https://www.nchm.org/online-training/>

Quadel:

<https://quadel.com/training-and-certification/online-training-calendar/>

To view past issues of *MOR Hot Topics*, visit www.mnhousing.gov/multifamily/section8.