2014 Entry Form
(Complete one for each entry.)

Fill out the entry name *exactly* as you want it listed in the program.

Entry Name _____

HFA _____

Submission Contact _____

Phone _____   **Email** _____

Qualified Entries must be received by **Tuesday, July 1, 2014**.

For more information about Qualified Entries, click here to access the 2014 Entry Rules.

Use this header on the upper right corner of each page.

HFA _____

Entry Name _____

Communications	Homeownership	Rental Housing	Special Needs Housing
☐ Annual Report ☐ Promotional Materials and Newsletters ☐ Creative Media	☐ Empowering New Buyers ☐ Home Improvement and Rehabilitation ☐ Encouraging New Production	☐ Multifamily Management ☐ Preservation and Rehabilitation ☐ Encouraging New Production	☐ Combating Homelessness ☐ Housing for Persons with Special Needs
Legislative Advocacy	**Management Innovation**	**Special Achievement**	**Are you providing visual aids?**
☐ State Advocacy ☐ Federal Advocacy	☐ Financial ☐ Human Resources ☐ Operations ☐ Technology	☐ Special Achievement	☐ YES ☐ NO

The Property Online Reporting Tool (PORT) was developed by Minnesota Housing to consolidate several compliance monitoring and reporting tools into one easy to use web-based tool. PORT also allows us to collect and analyze operating and compliance data on properties financed with deferred loans, tax credits and HOME funds with the option of adding additional funding sources in the future.

The project began with a carefully planned and thorough requirements phase and a team that identified business needs and requirements through a series of meetings, diagrams, models, reviews, and detailed documentation.

Scope

The two primary goals were to:

- Enhance our Compliance Monitoring System in a way that allows us to verify properties with Housing Tax Credits (HTC) and/or deferred loans are operating in compliance with rules and regulations for that specific program.

- Incorporate the necessary business rules that allow a single property with multiple programs to be monitored and managed within the same system.

After three years of thoughtful development, we conducted thorough usability testing and implemented feedback before officially launching PORT in January 2014.

The benefits of this new online reporting tool are substantial. Property owners now have **one** place to fulfill multiple reporting requirements, including completion of the annual owner certification forms. Minnesota Housing loan and compliance data can now be viewed by both the people who need to comply with it and monitor it. On the compliance side, owners can now give access to their managers and site managers to help complete and review required information. On the monitoring side, the status of noncompliance monitoring reviews, including inspections, is also available online.

Complex details about property, loan and tax credit information including the associated income and rent restrictions are now brought together in one location with unit and household data.

The system now provides a better way for the business to perform the following tasks:
- Identify HTC and/or deferred loan properties including associated entities, loans, properties, buildings, and units.
- Identify applicable compliance rules for each loan and its program, including affordability period, hierarchy of overlapping rules/regulations and be able to accommodate modifications to loan.
- Collect property, building, and/or tenant data for applicable units including secure transmission process, including analysis to determine what data must be collected.
- Evaluate collected data against rules to determine compliance and/or risk situations.
- Monitor day-to-day activities of a compliance officer, insuring that property is in compliance, record non-compliance item and necessary follow-up actions, store inspection results and generate needed letters and reports
- Identify accounting/financial reporting needs and providing accurate data to generate reports
- Transmit tenant information to HUD according to newly defined federal reporting requirements
- Create ad-hoc reports to meet frequent and unique information requests in a timely fashion

- Calculate annual HTC compliance monitoring fees, generating invoices and documenting fees collected (limited to current practice)
- Provide our compliance staff manager the ability to maintain staff assignments within the system (e.g., compliance officers and/or HMO's assigned to properties and/or programs, staff assigned to jobs and/or tasks, etc.)

Meeting Business Objectives

After six months of implementation, we have received positive feedback from both partners and staff and are meeting our business objectives.

- Maintain the existing framework that forms the basis for an agency compliance monitoring system in a way that agency can continue to add additional programs.

- Provide functionality that allows the business team to perform required compliance monitoring tasks in a way that insures properties are in compliance with HTC and/or deferred loan rules and regulations.

- Recognize that a property can consist of multiple projects encompassing multiple programs in a way that the proper hierarchy determines how to apply rules and regulations from different programs to the same property.

- Accommodate modifications to loans, including pay-offs, partial release, change in partners, etc. in a way that allows the business to change or end compliance activities accordingly when appropriate.

- Accommodate mandated (i.e., Legislative, Agency, etc.) changes and/or additions to existing program policy, rules, and/or regulations in a way that insure the business is monitoring compliance according to the proper rules and regulations.

- Incorporate required functionality from several stand-alone system(s) (e.g., FileMaker Pro) into one agency compliance monitoring system while still meeting the requirements of the business.

Adhere to proposed new rule for reporting tenant information to HUD in a way that meets the federal reporting requirements

Benefits:

Our staff and our partners are very happy and PORT now efficiently and accurately monitors compliance, collects, stores, and analyzes data, and tracks documents and findings in the following areas:

- Annual owner certifications
- Property standards / inspections
- Affordability periods; including minimal affordability periods, when applicable, and extending affordability periods
- Rental and occupancy requirements
- Income eligibility requirements / income verifications

- Modification requests, such as pay-off, subordination, assumption, partial release, etc.
- Calculate, invoice, and record fees for HTC properties
- Report HTC tenant data to HUD for HTC

The enhanced system has increased efficiency for the business and reduced duplicate data. This innovative approach means better information and better communication between owners, managers, and compliance officers. As a result, PORT has dramatically improved customer service and saves time for both our partners and our staff.

What people are saying about PORT:

- "WOW! I spent some time today familiarizing myself with PORT. I'm still learning how to use it, but to me it looks to be a super tool … Hats off to everyone who worked so hard on its development – thank you!"
- **"I do have to say I like this new system!"**

Exhibit 1

Welcome **ssinghal!** [Log Off]

Minnesota Housing Finance Agency

Property Online Reporting Tool (PORT)

User Home » Property »

D9999: Best Apartments

| Property | Buildings/Units | Projects | Jobs/Tasks | Owner Reporting | Violations | Job Scheduler | Restrictions | LPPT | Comm Log |

Property Number: D9999

Name: Best Apartments

Address1:

Multiple building addresses.

Address2:

City: Saint Paul   Zip Code: 55101

County: Ramsey   Year Built: 1979

Region: MHIG   E. D. Region: 11

No of Buildings: 2   Total Number of Units: 30

Units by Size

1 BR	5
2 BR	5
3 BR	3

Property Type
- ☐ Green property
- ☐ Supportive housing
- ☐ Emergency shelter
- ☐ Group home
- ☐ Transitional housing

Population Served
- ☐ Elderly
- ☑ Family
- ☐ Special Needs

Other Influences
- ☐ Hollman
- ☐ LTH operating subsidy
- ☐ LTH rental assistance
- ☑ MHFA first mortgage
- ☐ TCA
- ☐ PBCA
- ☐ Supportive services
- ☐ HUD risk share
- ☐ Tax credit sub allocators
- ☐ Rural development
- ☐ Tax exempt bond
- ☐ Non-MHFA HUD Program

Current HTC/Deferred Loans: EDHC, HOME, HTC

Property Lease Up Date: _____ **Change**

Edit Property   Name History   Property Entities   Assigned Staff   HTC Monitoring fees

Comm Log   Lead Free

Total Uncorrected Violations for this property: 4

Property Owner

Best Owner Ever LP

555 Main Street
Saint Paul, MN   55101
Phone: bestowner@gmail.com

View TIN

Account has not been set up yet

Set up Owner Account

Management Company

Lena Johnson

555 Main Street
Saint Paul, MN 55101

Phone:
lena@gmail.com

Site Manager

No site manager set up for this property

Set Up Site Manager

Welcome **ssinghal**! [Log Off]

Property Online Reporting Tool (PORT)

Minnesota Housing
Finance Agency

User Home » Property »

D9999: Best Apartments

| Property | Buildings/Units | Projects | Jobs/Tasks | Owner Reporting | Violations | Job Scheduler | Restrictions | LPPT | Comm Log |

Property Number: D9999   Total Number of Units: 30
Property Name: Best Apartments
Address1: Multiple building addresses.
City: Saint Paul   County: Ramsey   ZipCode: 55101

Preservation Status:

Funder Group: ISG - Metro Area (Inter Agency Stabilization (Change
Manually Added to LPPT: 5/2/2014   Remove

Current Risk Assessment

Based on Operating Data for:

1/1/2013 to 12/31/2013
Add'l Operating Info

Risk Category	System Score	Manual Score
Financial	45	40
Property Management	0	0
Compliance and Physical Condition	0	20
Organizational Stability	40	70
Property Age	60	70
Total	**145**	**200**

Risk Status: **At Risk**   Change

Risk Score Worksheet

History

Operating Data Submissions:

Staff Edit of Owner Operating Data

History   Notes

Development Costs

TDC: $22,032,238   Per Unit:
$734,408
TDC = Total of all funding sources (Agency and external) from all projects in HDS
Notes:

Modify TDC

		Year 1 of operations
	Proforma	Current Operating Data Submitted 2013
Total Revenue	$0	$0
Effective Gross Expenses	$0	$0
NOI	$0	$0
Debt Service	$0	$0
Cashflow	$0	$0
DCR	0.00	0.00
M & O (PUPM)	$0	$0
Average Rent	$0	$0

Proforma Assumptions

Proforma Date:
Rent Increase: 0.0 %   Exp. Trend: 0.0 %
Notes:

Modify Proforma Assumptions

Welcome **ssinghal**! [Log Off]

Property Online Reporting Tool (PORT)

Minnesota Housing Finance Agency

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D9999: Best Apartments

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Create New Owner Cert

It is the property owner's responsibility to maintain compliance with program regulations. Therefore, only an Owner or Owner's Account Administrator authorized by MN Housing may complete owner certifications.

Select a Year: [2014 ▼]   Owner Cert Form Type: [HTC 12 – For use prior to the first credit year ▼]

Create a New Owner Certification

Owner Cert History

Monitoring Year: [Last 3 Years ▼]

Owner Report History

Cert Year	Form Name	Modified Date	Modified By	Print
2014	HTC 12 – For use prior to the first credit year	06/27/2014	ssinghal	Print this report
2014	HTC12 (Y15)	06/27/2014	ssinghal	Print this report

Owner/HH paid utility

Click on the link to set up or change designation of tenant paid utilities.Indicate the date the set up or change is or was effective.

Set up\Change

History

Effective Date	Modified Date	Modified By

Property Operating Data

Annual Property Operating Data

Part-I

Part-II

All owners are required to complete BOTH part I and part II.

Existing Submissions

1/1/2013 - 12/31/2013

Welcome **ssinghal!** [Log Off]

Property Online Reporting Tool (PORT)

Minnesota Housing Finance Agency

User Home » Property »

D9999: Best Apartments

| Property | Buildings/Units | Projects | Jobs/Tasks | Owner Reporting | Violations | Job Scheduler | Restrictions | LPPT | Comm Log |

Setup PORT Project

M99981

Project Number: M99981   Application Date: 01/01/1910

Project Name: Best Apartments

All Project Funding Sources

Description	Source	Amount	Number
Accrued Interest on Seller Note	Unassigned	$110,980	
CBC Reserves	Unassigned	$166,000	
Deferred Developer Fee	Unassigned	$425,901	
Econ Dev & Hsg Chall	Econ Dev & Hsg Chall	$750,000	00000000002
Hennepin County AHIF	Unassigned	$300,000	
HOME Affordable Rental Pres	HOME MF	$2,895,000	0000000001
LMIR 1st Mortgage	Unassigned	$3,875,000	
LMIR BL (bond financed)	Unassigned	$4,790,000	
Met Council LHIA	Unassigned	$250,000	
NOI during construction	Unassigned	$47,357	
Seller Loan	Unassigned	$4,150,000	
Syndication Proceeds*	Unassigned	$4,272,000	

Number of LTH Units (Agency Goal): 0

Delete Project

Setup Deferred Loan   Setup HTC Program

PORT Loans/HTC Allocations

Deferred Loan: Econ Dev & Hsg Chall

Program: EDHC   Compliance End: 06/15/2029
Loan Number: 00000000(Amount: $750,000

HOME Risk Score: _____

View Details / Edit   Delete Loan

Deferred Loan: HOME Affordable Rental Pres

Program: HOME   Compliance End: 06/15/2029
Loan Number: 00000000(Amount: $2,895,000

HOME Risk Score: _____

View Details / Edit   Delete Loan

HTC Allocation Number: 99999

Allocation Year: 1999   Min Setaside: 40/60
Status: 8609   Change
HTC only

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Property Online Reporting Tool (PORT)

Minnesota Housing Finance Agency

User Home » Property » Building »

D9999   Building: 123 Best Ave

Building Number: 1

Building Name:

123 Best Ave

Address1: 123 Best Avenue

Address2:

City: Edina   ZipCode: 55435

Use for Housing Tax Credit Buildings

Applicable Fraction Calculator

Required Applicable Fraction: None

Note - All the units in the building must be set up before calculating applicable fraction.

Print Building Map

Units Setup: 10   Setup Unit

Building Units

Unit	Fixed ?	# BR		Sq Ft	Occ?	HH Type	Name
1	FX	1 BR		800	E		
10		3 BR		1000	O	Unrestricted	Bang, Sheldon
2	FX	1 BR		850	V		
3		1 BR		850	V		
4	FX	1 BR		850	O	Pgm: EDHC,HOME,HTC	couldy, day
5		2 BR		950	E		
6	FX	2 BR		950	E		
7		2 BR		950	E		
8	FX	3 BR		1000	E		
9		3 BR		1000	O	Pgm: EDHC	Bang, Penny