

Why is Operating Data required?

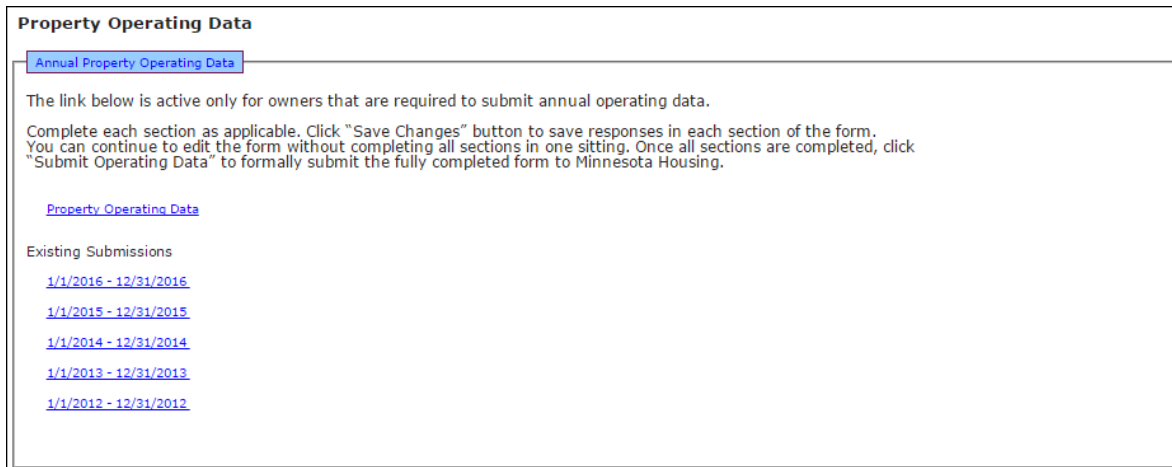
Operating Data is collected in order to create a comprehensive analysis of Minnesota's affordable housing portfolio. The data will help make short and long term preservation decisions for the state's multifamily housing stock. Ultimately the goal is to lessen the burden for owners, funding partners and Minnesota Housing in making the choices that will benefit the most people.

Who is required to submit Operating Data?

The requirement is based on funding type(s) and was developed in collaboration with our funding partners.

How do I know if my property is required to enter Operating Data?

Log into PORT and visit the 'Owner Reporting' tab. Scroll to the bottom of the page to find the 'Annual Property Operating Data' section. The 'Property Operating Data' link is active only for owners that are required to submit Operating Data.

**When is the report due?**

Reporting is due annually on March 31 for the previous fiscal year; FY17 is due March 31, 2018.

I just acquired this property; do I need to report this year?

You are required to start reporting once you have a full year of Operating Data. If you acquired the property mid-fiscal year, please wait until you have a full year of Operating Data before you submit your first report. You should also contact Amber Zumski Finke to let her know that you do not have enough history to report this year.

Can I use my financial audit to complete the information on the Operating Data Report?

Yes, your financial audit is the main source of information to help you complete your Operating Data report.

Is this the same as the Annual Owner Certification that was due February 15th?

No. Property Operating Data is a separate and distinct reporting requirement. It asks for different information and it is due six weeks later on March 31st. However, both reports are completed in PORT.

How do I make sure to submit my Operating Data report following the new process?

Beginning with the 2016 fiscal year reporting period, you must select the “Submit Operating Data” button at the end of the form to submit your annual report. Your report will not be considered complete until you take this action.

How can I tell if my report has been submitted?

Until your report is complete, the “Submit Operating Data” button at the bottom of the form will be grayed out. If you believe the report is complete but you are not able to click on the “Submit Operating Data” button, please go back and review each section to make sure you have answered all the required questions.

13. M & O Plus Insurance (Total of 9-12) \$0

Provide any descriptions or further explanations of your answers in this section:

Submit Operating Data

Close Print

Once you have answered all the required questions, the “Submit Operating Data” button will be available for you to click on and submit your report.

Provide any descriptions or further explanations of your answers in this section:

Submit Operating Data

Close Print

After you have submitted your report, you will see a date stamp associated with your submission.

Provide any descriptions or further explanations of your answers in this section:

Submit Operating Data

Operating Data was submitted on Monday, March 06, 2017

Close Print

Who can I contact with Operating Data questions?

[Amber Zumski Finke](#), 651.297.7219.