

Why is Operating Data required?

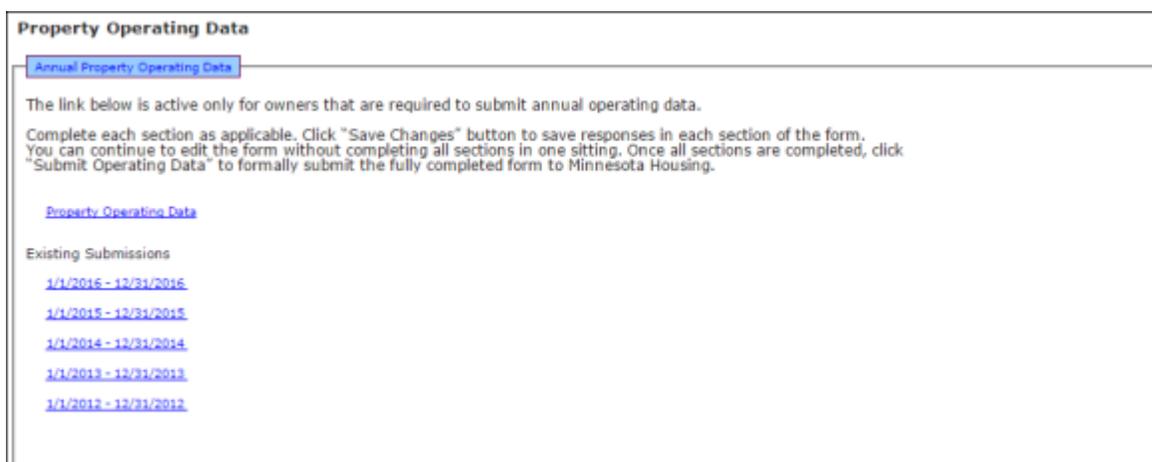
Operating Data is collected in order to create a comprehensive analysis of Minnesota's affordable housing portfolio. The data will help make short and long term preservation decisions for the state's multifamily housing stock. Ultimately the goal is to lessen the burden for owners, funding partners and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

Click here for a list of [properties](#) that need to report Operating Data. Or 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 - or the following business day - for the previous fiscal year; FY18 is due April 1, 2019.

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. If this is the case you must contact Felecia Schmidt 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?

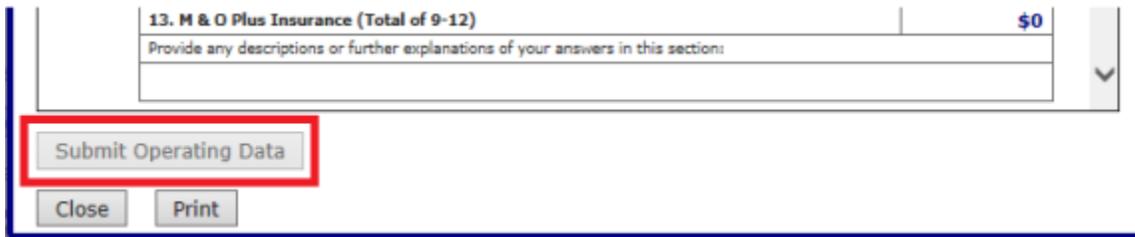
Yes, your financial audit is the main source of information to help you complete your Operating Data report.

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

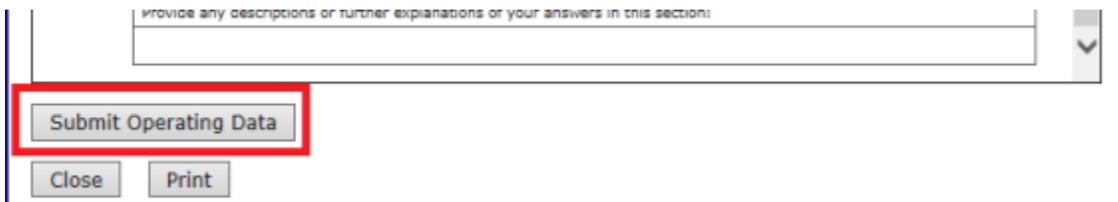
No. Property Operating Data is a separate and distinct reporting requirement. It asks for different information and it is due six weeks later on March 31st. However, both reports are completed in PORT and information on both can be found in the PORT User Manual.

How can I tell if my report has been submitted?

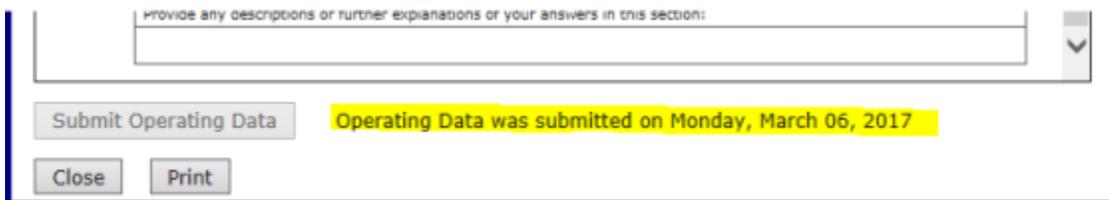
Until your report is complete, the “Submit Operating Data” button at the bottom of the form will be grayed out. If you believe the report is complete but you are not able to click on the “Submit Operating Data” button, please go back and review each section to make sure you have answered all the required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



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.



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



What if there was a change in the ownership or the management company during the past year?

Complete the [Owner Contact Changes form](#) and submit following the instructions on the form.

What if I have trouble logging into PORT?

You’ll need to contact your Compliance Officer for assistance (the same person that helps with annual owner reporting).

Who can I contact with Operating Data questions?

[Felecia Schmidt](#), Property Risk Officer, 651.284.3174