

November 2017 General Management Review Discussion Points:

- Effective January 1, 2018, Minnesota Housing will cite tenant files that have not been properly documented per HUD guidelines, specifically when verifying the cash value of a checking account (i.e. 6-month average). O/As must follow HUD's order of acceptability with regards to verification methods: 1) Upfront Income Verification (UIV), 2) third-party from source (written), 3) third-party from source (oral), and 4) family certification.

If upfront verification is not available, O/A must then attempt third-party verification. Third-party verification can either be written documentation sent directly by the third-party source (i.e. financial institution) or tenant provided documentation (i.e., bank statements). When third-party from the source is not available or a fee is charged to get the information and the tenant does not have the necessary documents, the O/A must revert to the next form of verification in order of acceptability, with the last resort being a family certification. If third-party verification is not available, O/As must document the tenant file to explain why third-party verification was not available. Note: it is not permissible to use less than a 6-month average, unless the account is newly established. **Reference: HH 4350.3 R1 C4 P5-13 and Appendix 3.**

- As of September 1, 2017 there are two big changes at Minnesota Housing.
 - Our new address is:
400 Wabasha Street North, Suite 400
Saint Paul, 55102-1109
 - We have a new logo that is being implemented across all of Minnesota's state agencies.

****Owner/Agents must update the third box on the form HUD-9887 to reflect the new address for Minnesota Housing****

- On August 23, 2017 HUD issued RHIIP Listserv 391 TRACS User Recertification Notification. This Listserv introduces a mandatory requirement to certify TRACS Users and TRACS Coordinators. Starting September 1, 2017 TRACS Coordinators will be required to certify all TRACS Users who continue to need access to TRACS data. It is mandatory that Coordinators certify all TRACS Users no later than December 31, 2017. **Users who are not certified by December 31, 2017 will no longer have access to TRACS.** Review HUD's Mandatory TRACS User Certification Instructions at: https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/trx/trxsum.
- HUD will be transitioning from TRACS 202D to 203A. **IMPORTANT: TRACS Release 203A has been delayed to 2018.** It was previously scheduled for completion on October 31, 2017, but will now be implemented with this new timeline:

Feb. 1, 2018	Transition begins
May 31, 2018	Transition ends
June 1, 2018	TRACS 202D transactions will be rejected

More information about TRACS 203A can be found at <https://t.e2ma.net/click/rpyx/3arbec/blc1ae>.

- On November 16, 2016, HUD issued its final rule implementing housing protections authorized in the Violence Against Women Reauthorization Act of 2013 (VAWA). One of the key elements of VAWA 2013's housing protections implemented in the rule is the Emergency Transfer Plan which allows for survivors to move to another safe and available unit if they fear for their life and safety. **Emergency Transfer Plans must be developed and implemented by June 14, 2017**; the plans must establish recordkeeping and reporting requirements. Minnesota Housing monitoring of this requirement will begin with any audits performed after June 14, 2017.
- There is a new Fair Housing resource guide that provides a data based tool, the Affirmative Marketing Toolkit that will help customers in completing the majority of their Affordable Fair Housing Marketing Plan (HUD form 935.2A). Find this resource at www.fairhousingmn.org/providers/toolkit.

Upcoming 2017 Events:

Building Connections - Greater Mankato MHA Full-Day Conference and Trade Show

November 9, 2017 - Mankato

<http://www.mmha.com/GREATER-MN>

MHA (Partnered with Quadel) - Assisted Housing Manager

November 14-16, 2017

<http://www.mmha.com/EDUCATION>

To view past issues of *MOR Hot Topics*, visit <http://bit.ly/1zOjQ6M>.
