

[Emphasys Certification Portal](#)

Simple Guidance for Management Companies





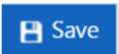
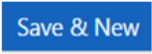
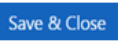

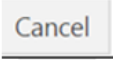



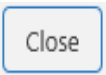
Contact Support @ hfdemphasys@dca.ga.gov

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User Function Key

	Return to landing page		Search or sort		Undo, clear search
	Review/Select		Save entry		Save entry and create additional entries
	Save entry and close screen		Make changes		Delete entry and go back to previous screen
	Export to excel		Export to Word		
	Will make any page on the Portal your Home/Landing Page which will be the page you see every time you log in. Reclick and it will take you to the Main Dashboard.		Closes screen and returns to the last viewed page/screen		

SECTION 1. System Login and Super User Management Controls

Emphasys Users (New User Setup)

Primary User 1

The primary user will have full control of the portal for your organization. He/she will be responsible for adding/deleting users and resetting passwords. DCA will assign a temporary User ID and Password. During your first log-in, you will be required to change the temporary User ID and Password.

Secondary User 2

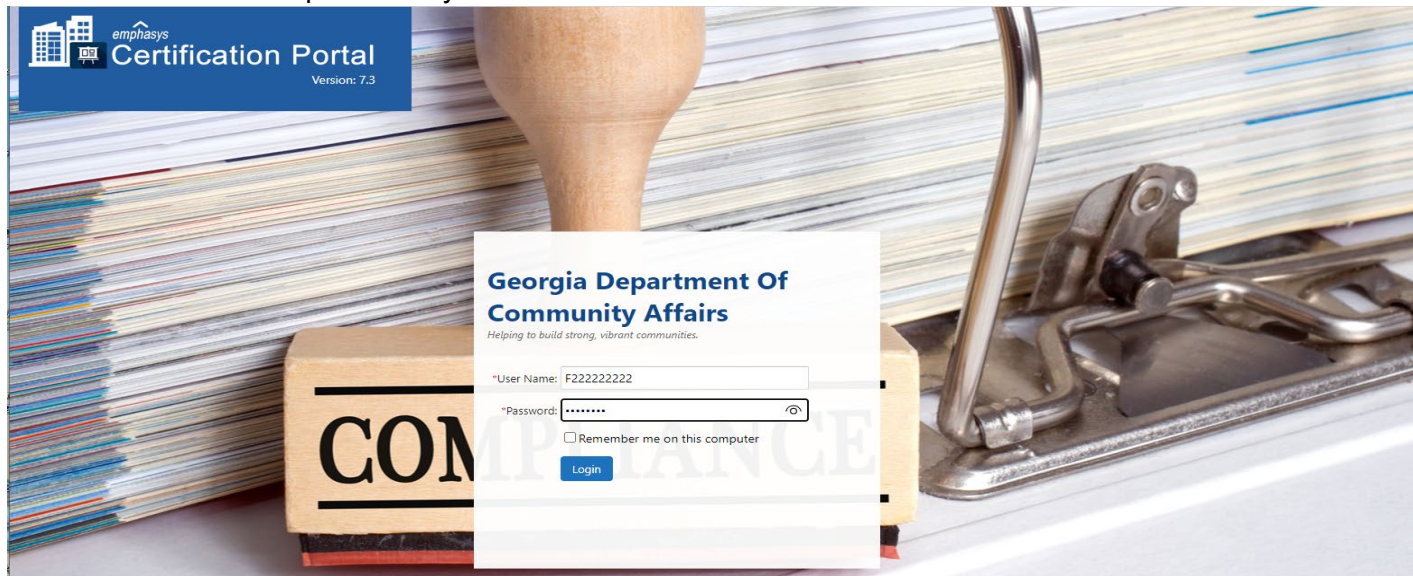
User 2 will have full capabilities and responsibilities as the Primary User. Secondary users must contact Primary User for log-in credentials.

NOTE: The username and password fields require at least 6 characters and are case sensitive.

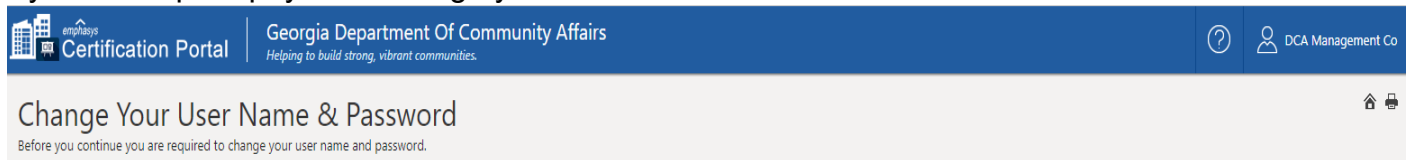
Access Portal here: <https://ghfacp.emphasys-hft.com/>

Logging in for the 1st time

Enter User credentials provided by DCA



System will prompt you to change your **Username & Password**



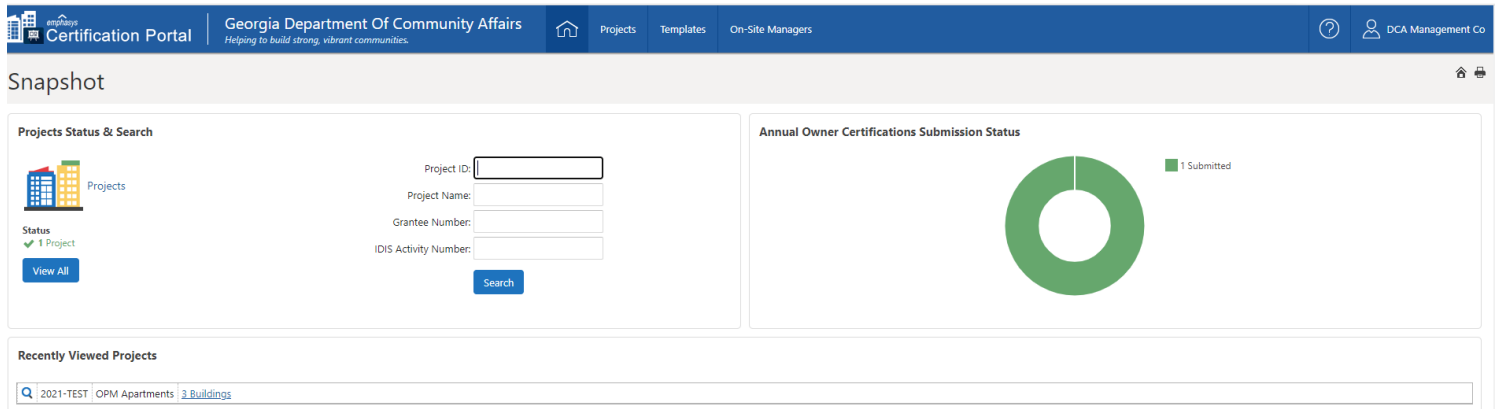
Please enter your current and new user names below.

*Current Login Name:	F222222222
*New Login Name:	

Please enter your current and new passwords below.

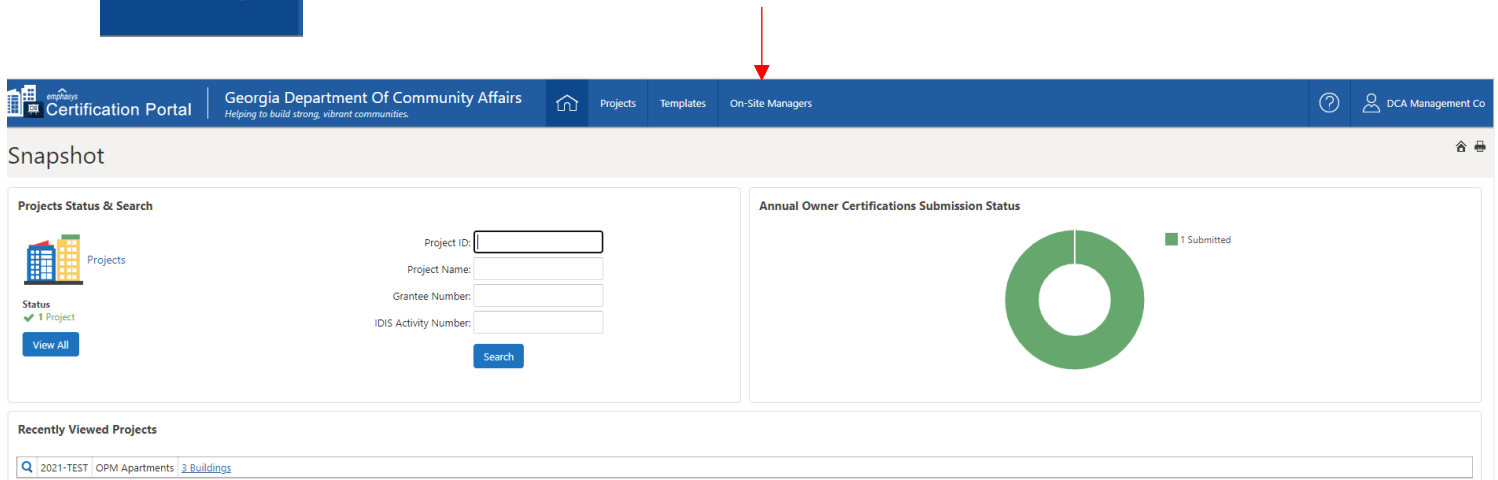
*Current Password:
*New Password:	
*Confirm Password:	

After logging in, the first page you will see is your **Landing Page**.



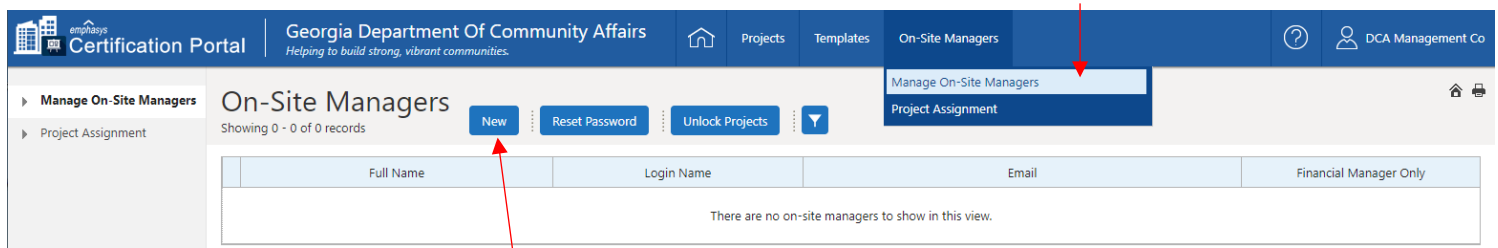
Setting up On-site Managers

Click **On-Site Managers** from the tool bar



From the drop-down menu, select **Manage On-Site Managers** then **New**

From **On-Site Managers** page click



Enter the required information for the new user

Emphasys Certification Portal - On-Site Manager Configuration - Work - Microsoft Edge

https://ghfacp.emphasys-hft.com/OnSiteManagerConfig.aspx

New On-Site Manager

Adding a new on-site manager to the system.

General Information

*First Name:

Middle Name:

*Last Name:

*Email:


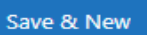
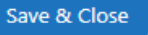
Financial Manager Only:

Login Information

*User Name:

*Password:

Save Save & New Save & Close Cancel

Click  when done with the section to go to the next section or click  to add more on-site managers. Clicking  will completely close the record.

The added users will now be listed on the **On-Site Managers** page

emphasys Certification Portal Georgia Department Of Community Affairs Helping to build strong, vibrant communities. Projects Templates On-Site Managers DCA Management Co

On-Site Managers

Showing 1 - 2 of 2 records

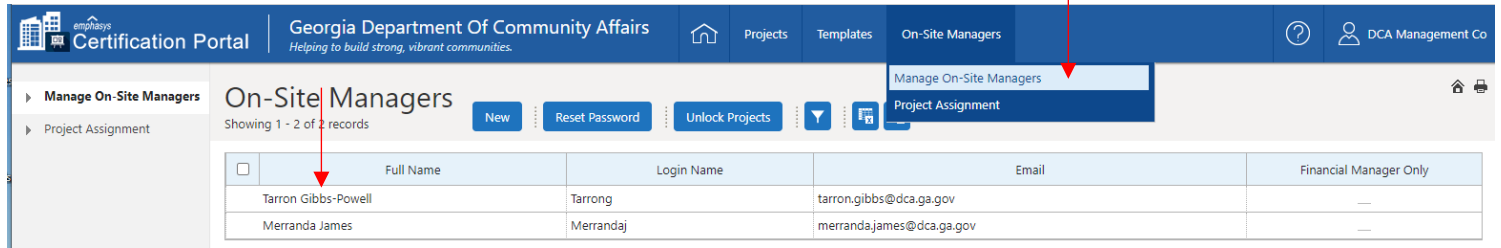
New Reset Password Unlock Projects

	Full Name	Login Name	Email	Financial Manager Only
<input type="checkbox"/>	Tarron Gibbs-Powell	Tarrong	tarron.gibbs@dca.ga.gov	--
<input type="checkbox"/>	Merranda James	Merrandaj	merranda.james@dca.ga.gov	--

****The new On-Site Manager will be prompted to change the username and password on their first login.**

Assigning Properties to the On-Site Manager

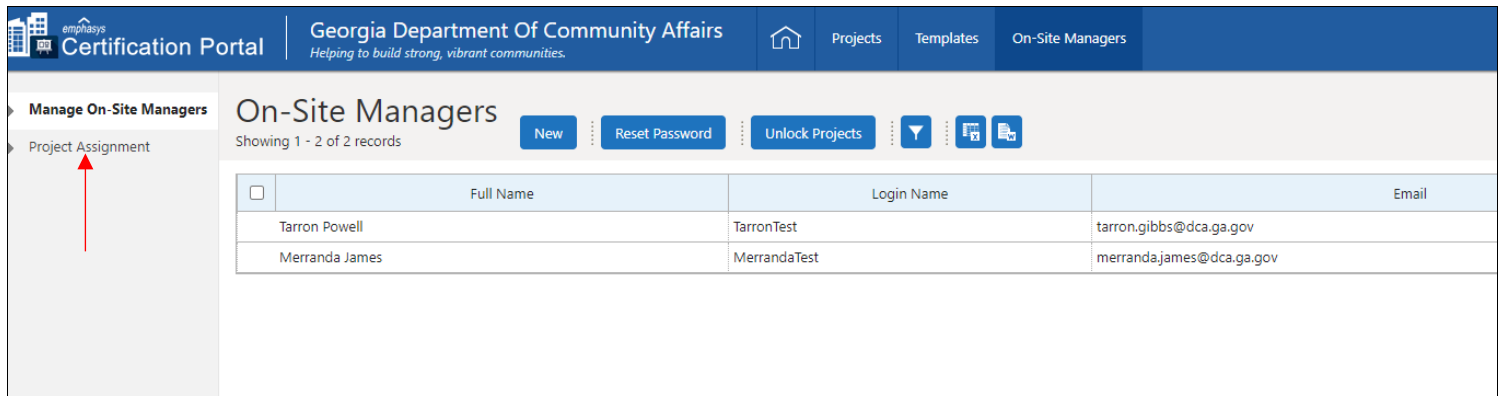
From the **Manage On-Site Manager** page select the on-site manager to assign property.



The screenshot shows the 'On-Site Managers' page in the Georgia Department of Community Affairs Certification Portal. The top navigation bar includes 'Projects', 'Templates', and 'On-Site Managers'. A dropdown menu is open under 'On-Site Managers', showing 'Manage On-Site Managers' and 'Project Assignment'. A red arrow points to the 'Project Assignment' option. Below the navigation, there are buttons for 'New', 'Reset Password', and 'Unlock Projects'. A table lists two on-site managers:

	Full Name	Login Name	Email	Financial Manager Only
<input type="checkbox"/>	Tarron Gibbs-Powell	Tarrong	tarron.gibbs@dca.ga.gov	---
<input type="checkbox"/>	Merranda James	Merrandaj	merrandajames@dca.ga.gov	---

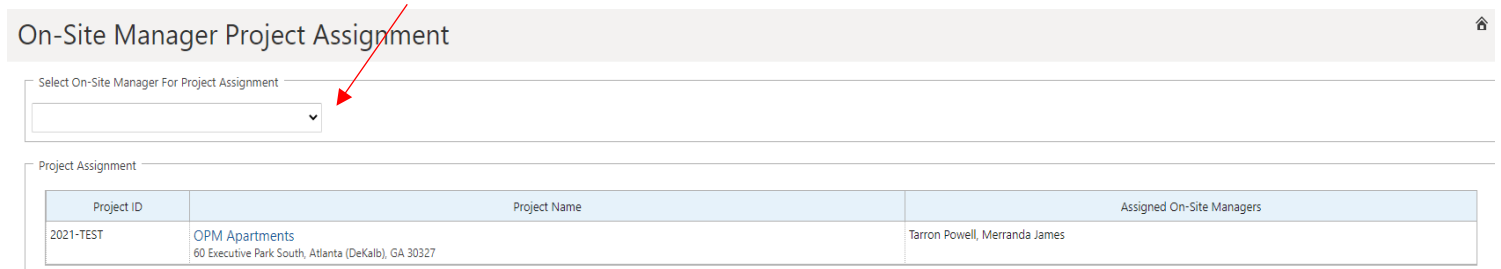
Select **Project Assignment** from the left hand menu.



The screenshot shows the 'On-Site Managers' page with the 'Project Assignment' option selected in the left-hand menu, indicated by a red arrow. The table below shows the same two on-site managers, but with different login names:

	Full Name	Login Name	Email
<input type="checkbox"/>	Tarron Powell	TarronTest	tarron.gibbs@dca.ga.gov
<input type="checkbox"/>	Merranda James	MerrandaTest	merrandajames@dca.ga.gov

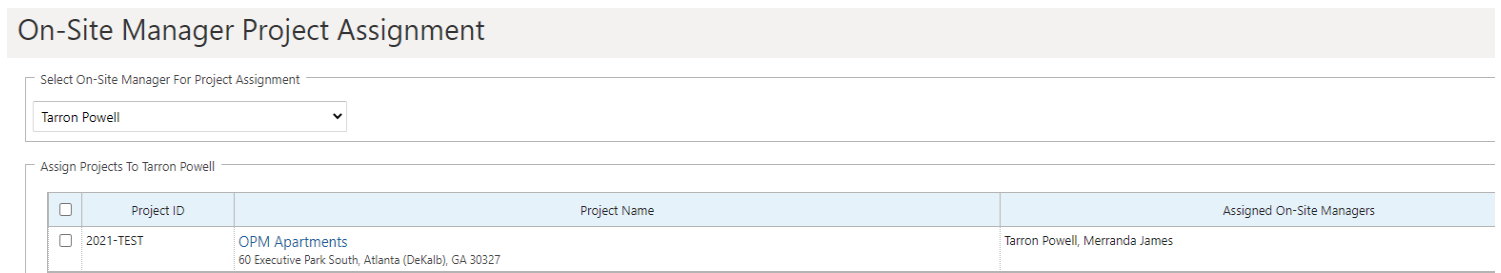
Select on-site manager from the drop-down menu.



The screenshot shows the 'On-Site Manager Project Assignment' page. A dropdown menu is open for 'Select On-Site Manager For Project Assignment', with a red arrow pointing to it. Below the dropdown is a table for 'Project Assignment' with one row:

Project ID	Project Name	Assigned On-Site Managers
2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	Tarron Powell, Merranda James

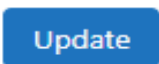
Select property(s) to assign to on-site manager.



The screenshot shows the 'On-Site Manager Project Assignment' page with 'Tarron Powell' selected in the dropdown menu. Below the dropdown is a table for 'Assign Projects To Tarron Powell' with one row:

<input type="checkbox"/>	Project ID	Project Name	Assigned On-Site Managers
<input type="checkbox"/>	2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	Tarron Powell, Merranda James

Click



From the **Project Assignment** page, you will see the property is now assigned to a manager. Repeat the steps if you would like to assign more than one person to the same property. If there were previous on-site managers assigned to the property, their name will also appear on the screen.

On-Site Manager Project Assignment

Select On-Site Manager For Project Assignment

Tarron Powell

Assign Projects To Tarron Powell

<input type="checkbox"/>	Project ID	Project Name	Assigned On-Site Managers
<input type="checkbox"/>	2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	Tarron Powell, Merranda James

Unassign Properties Assigned to On-Site Manager

From the On-Site Manager **Project Assignment** page select the on-site manager from the drop-down box and uncheck the box next to the property(s) to unassign. If there are more than one on-site manager to unassign, repeat the steps.

On-Site Manager Project Assignment

Select On-Site Manager For Project Assignment

Merranda James

Assign Projects To Merranda James

<input type="checkbox"/>	Project ID	Project Name	Assigned On-Site Managers
<input checked="" type="checkbox"/>	2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	Merranda James

Click 

Property will now update to show **Unassigned** or just the on-site manager(s) actively assigned to the property.

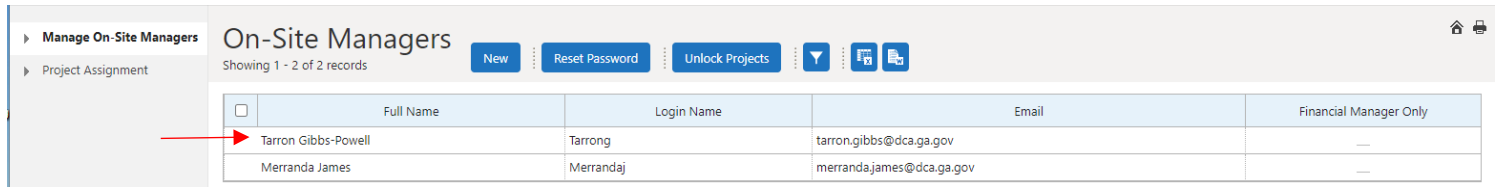
Project Assignment

Project ID	Project Name	Assigned On-Site Managers
2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	--UNASSIGNED--

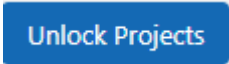
Unlocking Projects

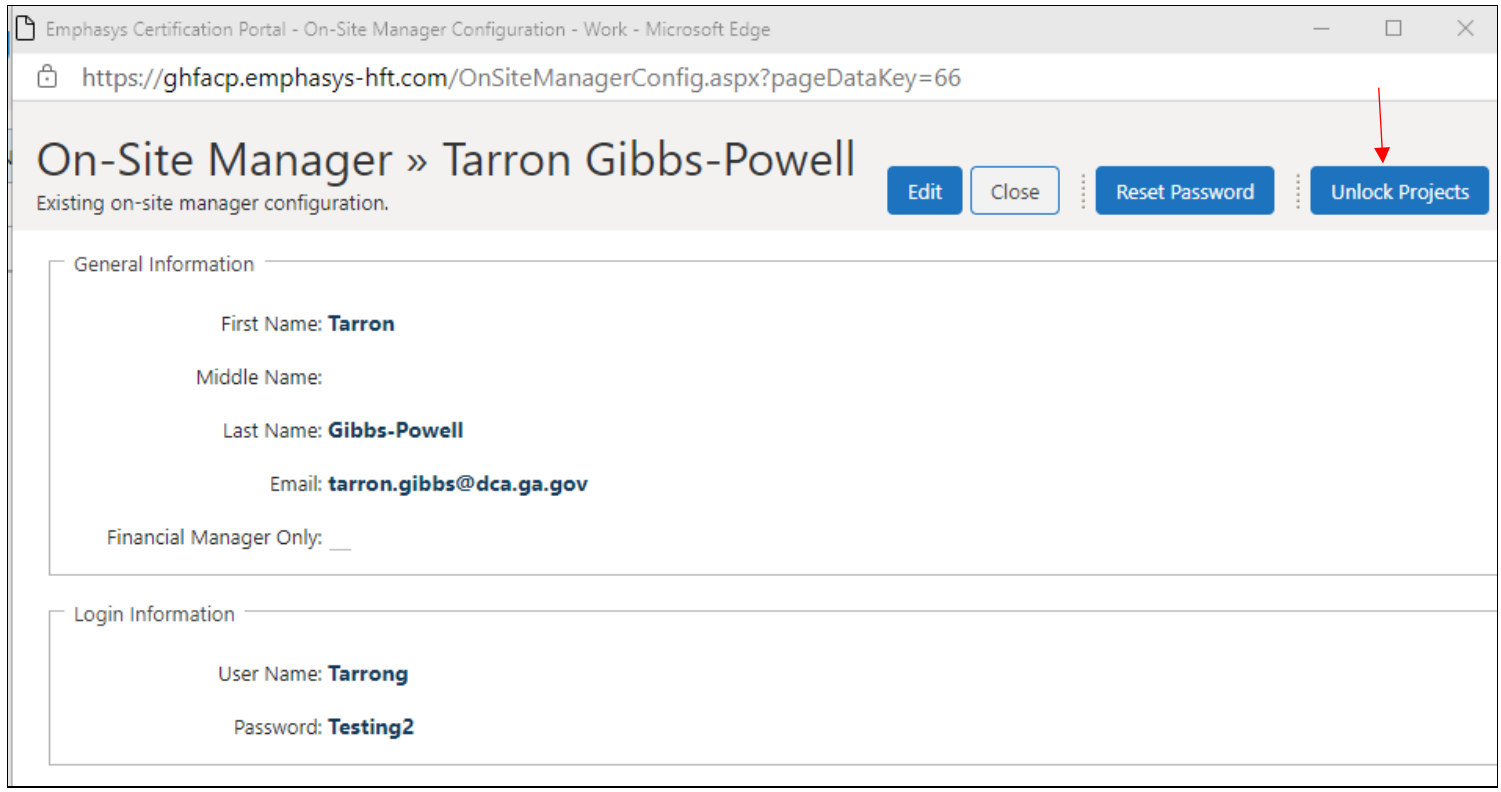
When a property is edited by an On-site Manager, the system marks the project as “being in use”. This is done to prevent multiple users from being in the same property at the same time. If the On-site manager’s session is terminated unexpectedly, the project may remain “locked” to other users. The “Unlock Projects” feature is meant for the property management company to release/unlock all projects from any On-site Manager.

From the On-Site Managers page, select the on-site manager whom session was terminated and locked other users from accessing the property.



	Full Name	Login Name	Email	Financial Manager Only
<input type="checkbox"/>	Tarron Gibbs-Powell	Tarrong	tarron.gibbs@dca.ga.gov	—
<input type="checkbox"/>	Merranda James	Merrandaj	merrandajames@dca.ga.gov	—

User will see the following screen, then click .



Emphasys Certification Portal - On-Site Manager Configuration - Work - Microsoft Edge
https://ghfacp.emphasys-hft.com/OnSiteManagerConfig.aspx?pageDataKey=66

On-Site Manager » Tarron Gibbs-Powell

Existing on-site manager configuration.

[Edit](#) [Close](#) [Reset Password](#) [Unlock Projects](#)

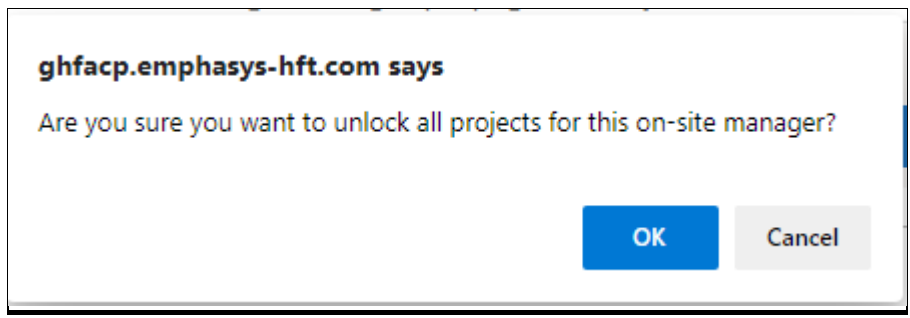
General Information

First Name: **Tarron**
Middle Name:
Last Name: **Gibbs-Powell**
Email: **tarron.gibbs@dca.ga.gov**
Financial Manager Only: __

Login Information

User Name: **Tarrong**
Password: **Testing2**

User will be asked the following. Click .



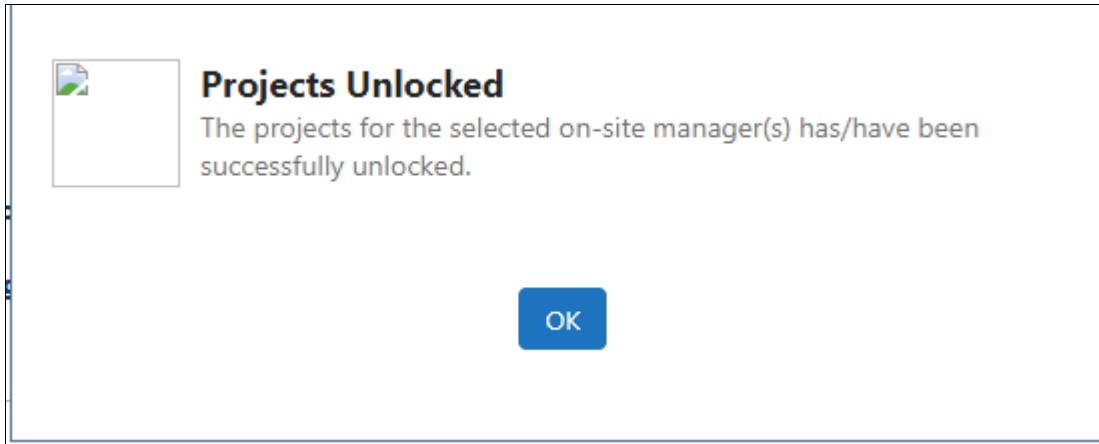
ghfacp.emphasys-hft.com says

Are you sure you want to unlock all projects for this on-site manager?

[OK](#) [Cancel](#)

OK

The following message will appear. Click



Resetting Password for On-Site Manager

There are two options to reset passwords.

1) If you would like to reassign the on-site manager's password:

From the **Manage On-Site Managers** page click on the on-site manager needing password reset.

A screenshot of a web application interface. On the left is a sidebar with 'Manage On-Site Managers' and 'Project Assignment'. The main area is titled 'On-Site Managers' and shows 'Showing 1 - 2 of 2 records'. There are buttons for 'New', 'Reset Password', and 'Unlock Projects'. Below is a table with columns: Full Name, Login Name, Email, and Financial Manager Only. A red arrow points to the first row of the table.

	Full Name	Login Name	Email	Financial Manager Only
<input type="checkbox"/>	Tarron Gibbs-Powell	Tarrong	tarron.gibbs@dca.ga.gov	—
<input type="checkbox"/>	Merranda James	Merrandaj	merranda.james@dca.ga.gov	—

Edit

Click and change password

A screenshot of a configuration page for an on-site manager. The title is 'On-Site Manager >> Merranda James' and it says 'Existing on-site manager configuration.' There are buttons for 'Edit', 'Close', 'Reset Password', and 'Unlock Projects'. A red arrow points to the 'Edit' button. Below are two sections: 'General Information' and 'Login Information'.

General Information

First Name: **Merranda**
Middle Name:
Last Name: **James**
Email: **merranda.james@dca.ga.gov**
Financial Manager Only:

Login Information

User Name: **MerrandaTest**
Password: **Testing1**

On-Site Manager » Merranda James

Existing on-site manager configuration.

General Information

*First Name:

Middle Name:

*Last Name:

*Email:

Financial Manager Only:

Login Information

*User Name:

*Password:

Change the password and click when done with the section to go to the next section or click to reset password for another manager. Clicking will completely close the screen.

2) If you would like to reset the on-site manager's password to their original password, click

On-Site Manager » Merranda James

Existing on-site manager configuration.

General Information

First Name: **Merranda**

Middle Name:

Last Name: **James**

Email: **merranda.james@dca.ga.gov**

Financial Manager Only:

Login Information

User Name: **MerrandaTest**

Password: **Testing1**

Delete On-Site Manager from System

Navigate to the **On-Site Managers** screen

Hover mouse next to user for box to appear and mark box.

On-Site Managers

Showing 1 - 2 of 2 records


New Reset Password Unlock Projects

<input type="checkbox"/>	Full Name	Login Name	Email
<input type="checkbox"/>	Tarron Powell	TarronTest	tarron.gibbs@dca.ga.gov
<input checked="" type="checkbox"/>	Merranda James	MerrandaTest	merranda.james@dca.ga.gov

Delete button will appear at bottom of screen. Click **Delete**.

 Delete 1 on-site manager selected

Answer the following system prompt:



Are you sure you want to delete the selected On-Site Manager?

Click **OK** to process deletion.

Section 2. Accessing Projects

Once logged into the **Certification Portal**, the user will see the following **Landing Page** and will be able to access the property using five different options.

The screenshot shows the Certification Portal interface. At the top is a blue navigation bar with the logo, 'Georgia Department Of Community Affairs', and menu items: Home, Projects, Templates, On-Site Managers, and a user profile for 'DCA Management Co'. Below the navigation bar is a 'Snapshot' section. On the left, there's a 'Projects Status & Search' area with a 'Projects' icon, a 'View All' button, and search filters for Project ID, Project Name, Grantee Number, and IDIS Activity Number. On the right, there's an 'Annual Owner Certifications Submission Status' donut chart showing '1 Not Submitted'. At the bottom, there's a 'Recently Viewed Projects' section with a search bar and a list of items like '2021-TEST', 'OPM Apartments', and '4 Buildings'. Five callout boxes are overlaid: Option 1 points to the 'Projects' icon; Option 2 points to the 'View All' button; Option 3 points to the search filter input fields; Option 4 points to the 'Projects' menu item in the top navigation bar; and Option 5 points to the search bar in the 'Recently Viewed Projects' section.

Option 1: Click on Projects



Option 2: Click on

View All

Option 3: Enter the Project ID and/or Project Name and/or Grantee Number (HOME) and/or IDIS Activity Number (HOME). If using this option, be sure the entries are exact and correct (i.e. spelling, dashes, etc.)

Project ID:

Project Name:

Grantee Number:

IDIS Activity Number:

Then click

Search

Option 4: Click on

Projects


at top of the LANDING PAGE.

This is a close-up of the top navigation bar from the screenshot above. A red arrow points to the 'Projects' menu item, which is highlighted in a darker blue color.

Options 1, 2, 3 and 4 will take the user to the following screen:

Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
2021-TEST	OPM Apartments 60 Executive Park South, Atlanta (DeKalb), GA 30327	Not Submitted		4	

For the Super User, this screen will list all projects in the portfolio and the number of buildings listed for each property. For the On-Site Manager, this screen will list only the projects assigned to the user.

Click the  next to the property to select a property.

To search for a property by Project ID or Property Name click on the tool bar 

Project ID	Project Name
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Type in Project ID or Project Name then click .

Option 5: Will allow you to search from **Recently Reviewed Projects** by selecting  next to the property. Selecting this option will take the user to the **Project Data** screen.

****Option 5** is best used when the user is ready to input tenant transactions, view electronic documents or complete the Annual Owner Certification (AOC).**

- **Electronic Documents** –uploaded files are stored here
- **Annual Owner Certification** - location of submitted AOCs
- **Buildings** – click here to view the buildings in the project

****Import All Building Data**, on the left-hand menu, will upload data from the user’s 3rd party software.**

Accessing Buildings and Units

There are 2 options to access the buildings:

- 1) Click on the number located in the **Buildings** column
- 2) Highlight the property and click on **Proceed to Buildings**

Project ID	Project Name	Annual Owner Certification		Buildings
		Status	Last Submission Date	
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325	Submitted	04/13/2021	3

The user will be taken to the Buildings screen that list each building in the property.

On this screen, you can search units by:

- 1) Clicking on the number located in the **Units** column
- 2) Highlight the property and click on **Proceed to Units**

Georgia Department Of Community Affairs
Helping to build strong, vibrant communities.

Projects Templates On-Site Managers

Project: 2016-044 - Lakeview Senior Gardens » Buildings
Address: 400 mallard drive, Eatonton, GA 31024

Import Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-17-04401	01/01/2019		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		36
GA-17-04402	01/31/2019		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		6
GA-17-04403	01/31/2019		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		6

The user will be taken to the following Units screen for the selected building:

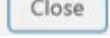
Georgia Department Of Community Affairs
Helping to build strong, vibrant communities.

Projects Templates On-Site Managers

Building ID: GA-17-04401 » Units
Project: 2016-044 - Lakeview Senior Gardens

New Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
101	2	1038	Occupied by Tenant	Maienza, Peter	###-##-9735	---	02/22/2020	
102	2	1038	Occupied by Tenant	Simpson, Vivian	###-##-1737	---	02/15/2020	
103	2	1038	Occupied by Tenant	Causey, Jerry	###-##-1311	---	02/15/2020	
104	2	1038	Occupied by Tenant	Witherspoon, Wanda	###-##-0602	---	02/15/2020	
105	2	1038	Occupied by Tenant	Santangelo, Judith	###-##-7537	---	02/15/2020	
106	2	1038	Occupied by Tenant	Stephens, Connie	###-##-3863	---	02/23/2020	
107	2	1038	Occupied by Tenant	McNeal, Linda	###-##-2560	---	03/21/2020	
108	2	1038	Occupied by Tenant	Brown, Martha L	###-##-0970	---	04/15/2020	
109	2	1038	Occupied by Tenant	Folks, Ruth	###-##-5326	---	02/15/2020	
110	2	1038	Occupied by Tenant	Bustos, Sheila	###-##-4572	---	04/15/2020	

Clicking  will take you back to the **Buildings** screen.

Section 3. Tenant Data Upload Using 3rd Party Software

If a 3rd party software (i.e. – Yardi, RealPage, OneSite, etc.) is being used to upload tenant data into the system, there are two ways to complete this step:

Step 1 – To upload all buildings in the project (this step is done on the **project level**)

1) Select the project by using the steps in Section 2. If choosing the property listed under the ‘Recently Viewed Projects’ section, click on the property. Once forwarded to the following screen, click

▶ **Import All Building Data**

The screenshot shows the 'Certification Portal' interface for the Georgia Department of Community Affairs. The main header includes the logo and navigation tabs for 'Projects', 'Templates', and 'On-Site Managers'. The current page is titled 'Project: 2021-TEST - OPM Apartments » General Information' with the address '99 DeKalb Avenue, Atlanta (DeKalb), GA 30325'. A sidebar on the left contains a menu with 'Import All Building Data' highlighted. The main content area displays three summary cards: 'Electronic Documents' (0), 'Annual Owner Cert' (Submitted), and 'Buildings' (3). A red arrow points to the 'Import All Building Data' button in the sidebar.

The user will be taken to the following screen. Click ‘**Choose File**’:

The screenshot shows the 'Upload All Building Data' screen. The main header is the same as the previous screenshot. The main content area has a text input field with the placeholder 'Please Browse to Select the Document:' and a 'Choose File' button. Below this is a checkbox labeled 'Overwrite existing Unit Activity'. At the bottom, there are 'Upload Document' and 'Cancel' buttons. A red arrow points to the 'Choose File' button, and another red arrow points to the 'Upload Document' button.

This will take the user to their browser. Select the XML file created by the 3rd party software. Click **Open** in the user’s browser and then **Upload Document** to complete the process.

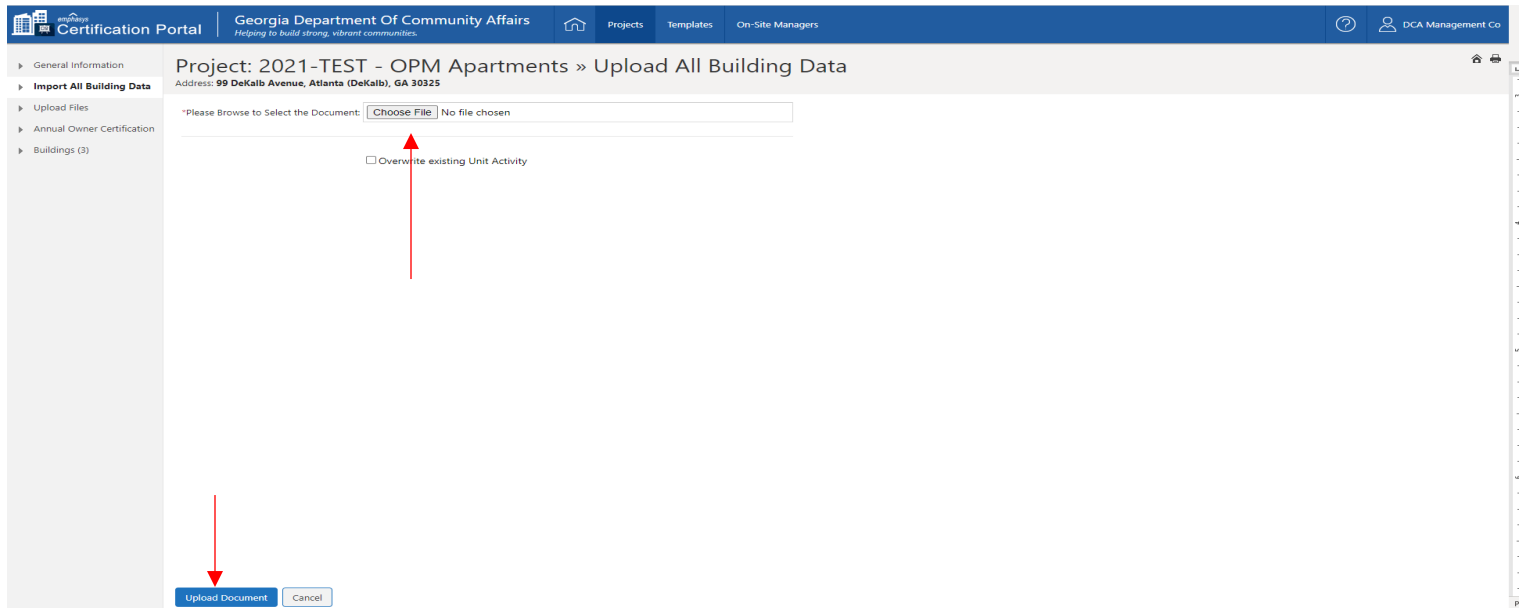
2) If choosing another way to access the property, click on the project to highlight and then click

Import All Building Data

The screenshot shows the 'Projects' list page. The main header is the same. Below the header, there are buttons for 'Import All Building Data', 'Upload Files', 'Annual Owner Certification', and 'Proceed to Buildings'. A table below lists the projects. The first row is highlighted, and a red arrow points to the 'Import All Building Data' button above it.

Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325	Not Submitted		3	

The user will be taken to the following screen (the same screen above) and click 'Choose File':

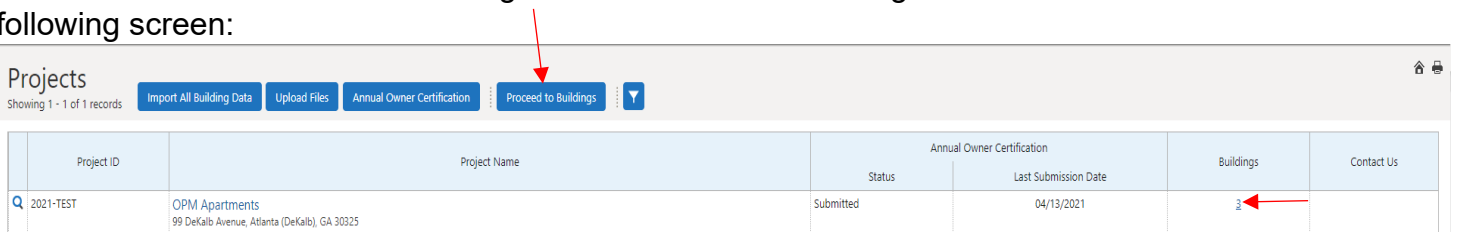


This will take the user to their browser. Select the XML file created by the 3rd party software. Click **Open** in the user's browser and then **Upload Document** to complete the process.

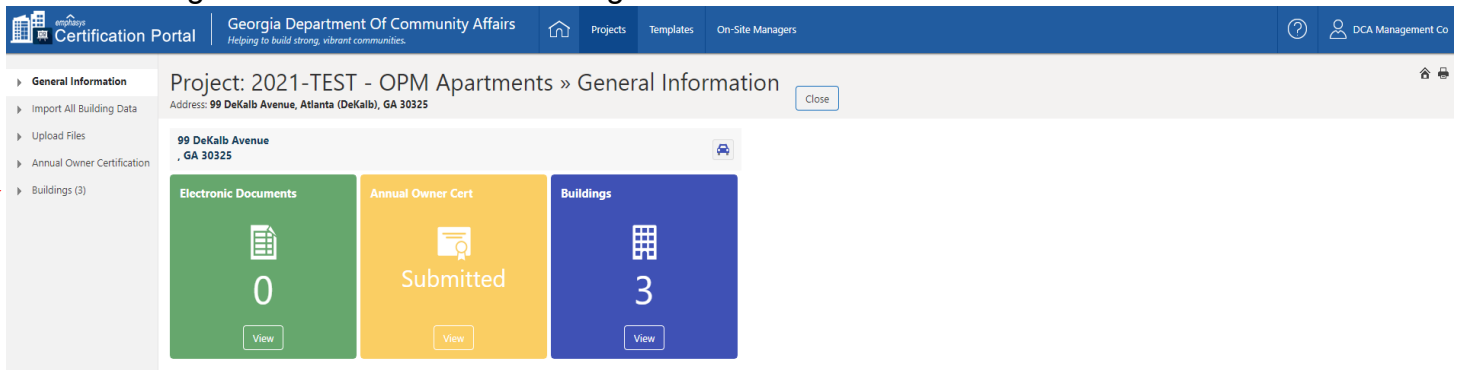
Step 2 – To upload a single building(s) in the project (this step is done on the **building level**)

After selecting the project, the user will select the building to upload the tenant data by using either of the following steps:

- 1) Click **Proceed to Buildings** or the building number under the 'Buildings' column if the user has the following screen:



- 2) Click 'Buildings' if the user has the following screen:



The user will be taken to the following building screen. Select the building by clicking to highlight then click **Import Building Data**

Project: 2021-TEST - OPM Apartments » Buildings
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Buttons: **Import Building Data**, View Details, Change Report Period, Submit Tenant Certs, Proceed to Units, Reports, Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Submitted	04/13/2021	3
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3

The user will be taken to the following screen and click 'Choose File':

Project: 2021-TEST - OPM Apartments » Upload All Building Data
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

*Please Browse to Select the Document: **Choose File** No file chosen

Overwrite existing Unit Activity

Buttons: **Upload Document**, Cancel

This will take the user to their browser. Select the XML file created by the 3rd party software. Click **Open** in the user's browser and then **Upload Document** to complete the process.

****If the user wants to refresh/reupload data that is already in the system, be sure to check the box for 'Overwrite existing Unit Activity'. Leaving the box unchecked will leave the data already uploaded into the system and just append to or add new data.**

Building ID: GA-21-00102 » Upload Data
Project: 2021-TEST - OPM Apartments

*Please Browse to Select the Document: **Choose File** No file chosen

Overwrite existing Unit Activity

Error Messages

All files must be error free for the upload to be imported. When an XML file has errors during import, the process will cancel, and an error message will be displayed. A copy of the “**Multifamily – XML Upload Error Messages**” is attached. (Appendix A).

To alleviate upload errors, please be sure to

- 1) Select the correct xml file to be imported
- 2) Make sure the building and unit numbers are correct
- 3) Be sure your tenant transactions are listed in the correct sequence – move-in, recertification, move-out (see example below).

Effective Date	Certification Type	Tenant
03/23/2012	Recertification	Shelton, Eric
03/23/2011	Move In	Shelton, Eric
09/18/2010	Move Out	Brown, Brenda
04/01/2010	Recertification	Brown, Brenda
04/01/2009	Recertification	Brown, Brenda
04/01/2008	Move In	Brown, Brenda

- 4) Run the LIHTC/HOME Annual Occupancy report monthly and compare it to your property rent roll (see Section 9).

Section 4. Manual Entry - New Move In

This section is used for manual entry of a new tenant move-in transaction.

Select the project by using the steps in Section 2. Click on the project to highlight, then click

Proceed to Buildings

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Projects Templates On-Site Managers

Projects
Showing 1 - 1 of 1 records

Import All Building Data Upload Files Annual Owner Certification Proceed to Buildings

Project ID	Project Name	2020 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325	Submitted	04/13/2021	3	

Select the building to input the move-in transaction by clicking on the building to highlight. Then click

Change Report Period

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Project: 2021-TEST - OPM Apartments » Buildings
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Import Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Submitted	04/13/2021	3
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3

The user will be taken to the following screen. Enter the 'New Reporting Period' for the transaction to be entered then click **Save**.

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Building ID: GA-21-00102 » Change Report Period
Project: 2021-TEST - OPM Apartments

*New Reporting Period: 01/01/2020 - 12/31/2020

Update All Buildings

Save Cancel

User will not be able to input a new reporting period prior to the current reporting period. For example, the reporting period listed above is 1/1/2020-12/31/2020. User cannot input a new reporting period prior to 1/1/2020.

After entering the new reporting period, click **Units** shown to the left of the screen. The user will be taken to the following screen. Once on this screen, choose the unit to add the transaction then click

New Tenant Cert

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Building ID: GA-21-00102 » Units
Project: 2021-TEST - OPM Apartments

Buttons: New Unit, Unit Definition, Income & Rent Test, **New Tenant Cert**, Delete Tenant Certs, Move Out, Unit Transfer, Ready All Units, Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			---		
201	3	1800	Vacant			---		
202	3	1800	Vacant			---		

The user will be taken to the following screen to input general tenant information for the Head of Household (HOH). All applicable fields must be completed. Fields with the asterisk (*) cannot be left blank. If the tenant refuses to disclose Ethnicity and Race, this choice should be indicated for those fields. Also check Non-Qualified Student if household has students that do not meet HOME and/or LIHTC student exceptions.

Initial Certification is automatically checked when **New Tenant Cert** is selected. Family size and Household Annual Income shows '0' but will auto-populate when family data is completed (after completing the Household Members section).

With a new move-in, the Move In Date and New Cert Date should be the same. The Move In Date cannot be greater than the End of Period Date (12/31/2020 on the below screen) of the Reporting Period. Transfer Information is auto populated when a unit transfer occurs. Check box for **Ready to Submit** when entries are completed.

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Unit: 201, Tenant: VACANT » General Information

Head of Household Information

Member Name: [Text Field] Social Security Number: [Text Field]

Birth Date: [Date Picker] Age: [Text Field] Occupation: [Dropdown]

Sex: [Dropdown] Marital Status: [Dropdown]

Ethnicity: [Dropdown] Race: [Dropdown]

Special Population: [Dropdown] Disabled:

Household Data

Move-In Date: [Date Picker] Household Annual Income: \$0.00

New Cert Date: [Date Picker] Non Qualified Students:

Initial Certification: Family Size: 0

Ready to Submit:

Unit Assistance Type: [Dropdown] (LIHTC selected)

Owner's Designation: [Dropdown] Restriction: [Dropdown]

Contact Information

Home Phone: [Text Field] Work Phone: [Text Field]

Email: [Text Field]


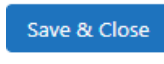
Transfer Information


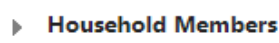
Transferred From Building: [Text Field]

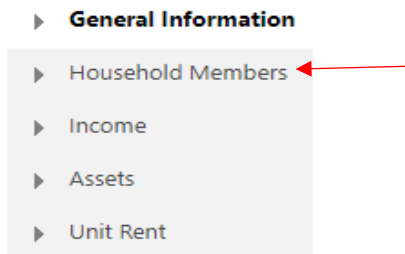
Old Unit ID: [Text Field] Old Unit Move-in: [Text Field]

Buttons: Save, Save & Close, Cancel

Please note that because this is a test property the System Designation (listed at the top of the screen under the unit number) shows 'Market Rate'. This is for illustration purposes only. When entering data for a unit, the system designation must be 'low income' for all program units, unless it is actually a market unit.

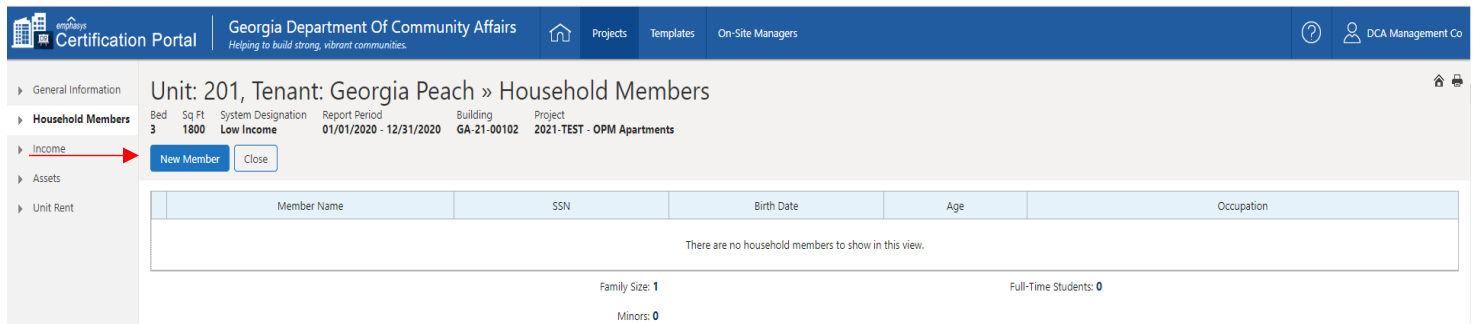
Click  when done with this section to go to then next section. Clicking  will completely close the tenant record.

After clicking , the following menu will open on the left side of the screen to enter additional household data. If there is more than one household member, click .



The user will be taken to the following screen. To enter additional household member data, click






The user will be taken to the following screen. All applicable fields must be checked. Fields with the asterisk (*) cannot be left blank. If there is an unborn child, no date of birth is needed. Also, if the tenant refuses to disclose Ethnicity and Race, this choice should be indicated for those fields.

New Household Member

Adding a new household member to the system.

Household Member (Basic Data)

*Member Name: Social Security Number:

*Birth Date:  Age:


*Relation: Occupation:


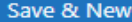
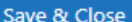
Household Member (Demographics)


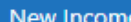
Sex: Marital Status:

Ethnicity: Race:

Special Population: Disabled:

 Save


Click  Save when done with the section to go to the next section or click  Save & New to add more household members. Clicking  Save & Close will completely close the tenant record.

Next click  Income to add all household income. Then click  New Income to enter each household member income.

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Unit: 201, Tenant: Georgia Peach » Income


Bed: 3, Sq Ft: 1870, System Designation: Low Income, Report Period: 01/01/2020 - 12/31/2020, Building: GA-21-00102, Project: 2021-TEST - OPM Apartments



Member Name	Source of Income	Verification	Annual Income
There are no incomes to show in this view.			

Annual Income: \$0.00
Annual Asset Income: \$0.00
Total Annual Household Income: \$0.00

The user will be taken to the following screen. All fields must be completed using the drop-down selections. Select the member name from the drop-down selection and relationship to head of household. For annual income, enter the annual income for the selected household member or click



New Income

Adding a new income to the system.



Member Information

*Member Name:

Relation:

Income Source & Amount

Source of Income:


Annual Income:

Income Verification

Verification Source:

Verification Date:

If user selects the following screen will show, and the system will calculate income for earned income sources. Enter the Pay Rate, Frequency, hours per year and the system will display the calculated Annual Income. The user will need to click to have the system calculate the income. The calculated income will populate in the Annual Income field in the screen above.

 **Calculate Annual Income**

Pay Rate

Pay Frequency

Hours per Year

Annual Income

Click when done with the section to go to the next section or click to add more household members. Clicking will completely close the tenant record.

If there are household assets, click **Assets** then **New Asset**.

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Unit: 201, Tenant: Georgia Peach » Assets

Bed	Sq Ft	System Designation	Report Period	Building	Project
3	1800	Low Income	01/01/2020 - 12/31/2020	GA-21-00102	2021-TEST - OPM Apartments

Assets

Member Name	Type of Asset	Verification	Cash Value	Annual Income
There are no assets to show in this view.				

Annual Income: \$0.00
Annual Asset Income: \$0.00
Total Annual Household Income: \$0.00

The user will be taken to the following screen to enter household asset data by member name. All fields must be completed using the drop-down selections. Fields with the asterisk (*) cannot be left blank. Select the member name from the drop-down selection and relationship to head of household.

New Asset

Adding a new asset to the system.

Member Information

*Member Name:

Relation:

Asset Type & Value

Type of Asset:

*Cash Value:

Annual Asset Income:

Asset Verification

Verification Source:

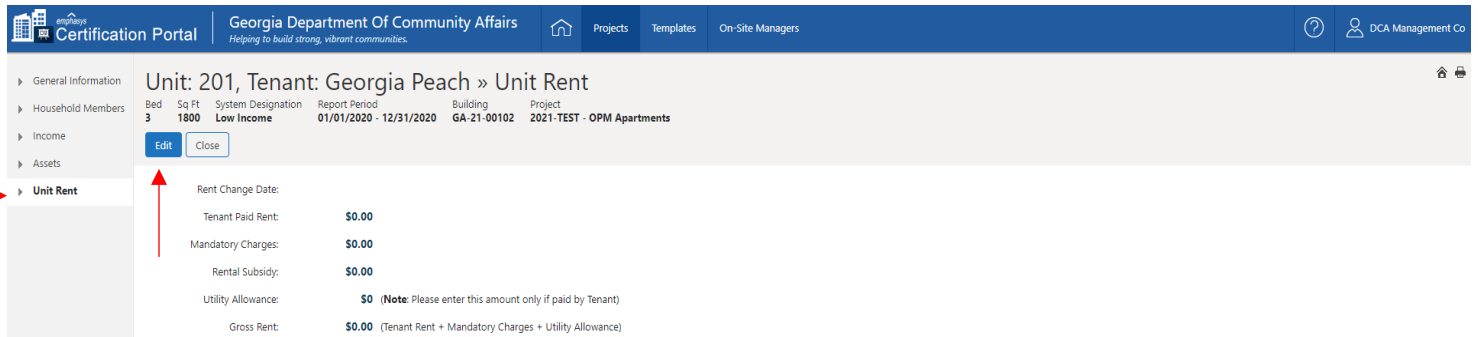
Verification Date:

Save Save & New Save & Close Cancel

For assets that require verification, select the verification source, and input the verification date.

Click **Save** when done with the section to go to the next section or click **Save & New** to add more household members. Clicking **Save & Close** will completely close the tenant record.

Next click  **Unit Rent** to enter rent data. The user will be taken to the following screen.



Bed	Sq Ft	System Designation	Report Period	Building	Project
3	1800	Low Income	01/01/2020 - 12/31/2020	GA-21-00102	2021-TEST - OPM Apartments

Unit Rent

Rent Change Date:

Tenant Paid Rent: **\$0.00**

Mandatory Charges: **\$0.00**

Rental Subsidy: **\$0.00**

Utility Allowance: **\$0** (Note: Please enter this amount only if paid by Tenant)

Gross Rent: **\$0.00** (Tenant Rent + Mandatory Charges + Utility Allowance)

Click  to access the rent fields.

Rent Change Date:

****DO NOT**** enter a Rent Change Date except for RD or Project based S8 Properties or for S8 Housing Choice Voucher holders when an increase or decrease occurred at a time other than at recertification.

Tenant Paid Rent:

This is the out of pocket amount the tenant pays (TPP) for rent.

Mandatory Charges: These are non-optional charges that the tenant must pay as a condition of occupancy and no reasonable alternative exists (i.e. garage rental, cable, etc....).

Rental Subsidy: This is the amount of subsidy the tenant is receiving in rental assistance (i.e. Section 8 voucher or other government rental assistance).

Utility Allowance: This amount reflects the Utility Allowance published by the local PHA, published by DCA or a property specific Utility Allowance, calculated using an approved method and approved by DCA.

Gross Rent:

The calculation of Gross Rent for LIHTC and LIHTC/Tax Exempt Bond properties with no other funding sources will include Tenant Paid, Mandatory Charges, and Utility Allowance. For LIHTC/HOME or HOME only properties, the calculation will include all fields.

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Unit: 201, Tenant: Georgia Peach » Unit Rent

Household Members: Bed 3, Sq Ft 1800, System Designation Low Income, Report Period 01/01/2020 - 12/31/2020, Building GA-21-00102, Project 2021-TEST - OPM Apartments

Assets

Unit Rent

Rent Change Date:

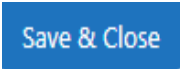
Tenant Paid Rent:

Mandatory Charges:

Rental Subsidy:

Utility Allowance: (Note: Please enter this amount only if paid by Tenant)

Gross Rent: **\$0.00** (Tenant Rent + Mandatory Charges + Utility Allowance)

When all data has been entered in all screens for the unit, click  to return to Unit screen.

Section 5. Manual Entry - Recertification

This section is used for manual entry of a recertification transactions.

For LIHTC and LIHTC/Tax Exempt Bond (TEB) properties, full recertifications are required annually throughout the federal compliance and extended use periods for the project. For 100% LIHTC properties that received approval to use the recertification waiver, recertifications must still be performed and submitted annually although third-party verification fields will be noted as “not verified”. For LIHTC/TEB properties, full recertifications are required annually throughout the TEB Qualified Project Period. For HOME, full recertifications are required annually.

Select the project by using the steps in Section 2. Click on the project to highlight, then click

Proceed to Buildings

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Projects
Showing 1 - 1 of 1 records

Import All Building Data Upload Files Annual Owner Certification **Proceed to Buildings**

Project ID	Project Name	2020 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325	Submitted	04/13/2021	3	

Select the building to input the recertification data by clicking on the building to highlight. Then click

Proceed to Units

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Project: 2021-TEST - OPM Apartments » Buildings
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Import Building Data View Details Change Report Period **Submit Tenant Certs** **Proceed to Units** Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Submitted	04/13/2021	3
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3

Select the unit to input the recertification transaction by clicking on the unit to highlight. Then click

Change Report Period located on the left of the screen.

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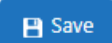
Projects Templates On-Site Managers

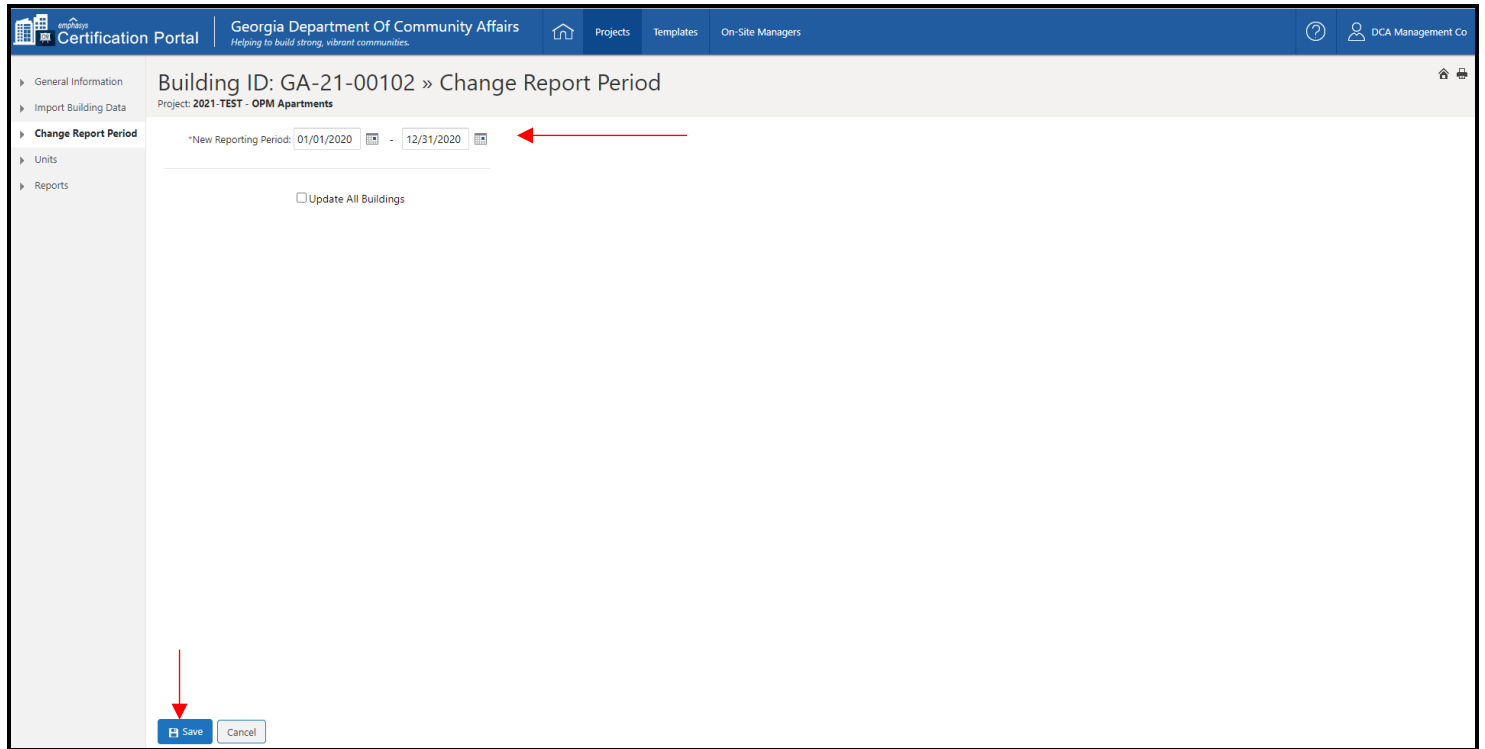
Building ID: GA-21-00102 » Units
Project: 2021-TEST - OPM Apartments

New Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close


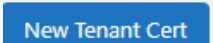
Units

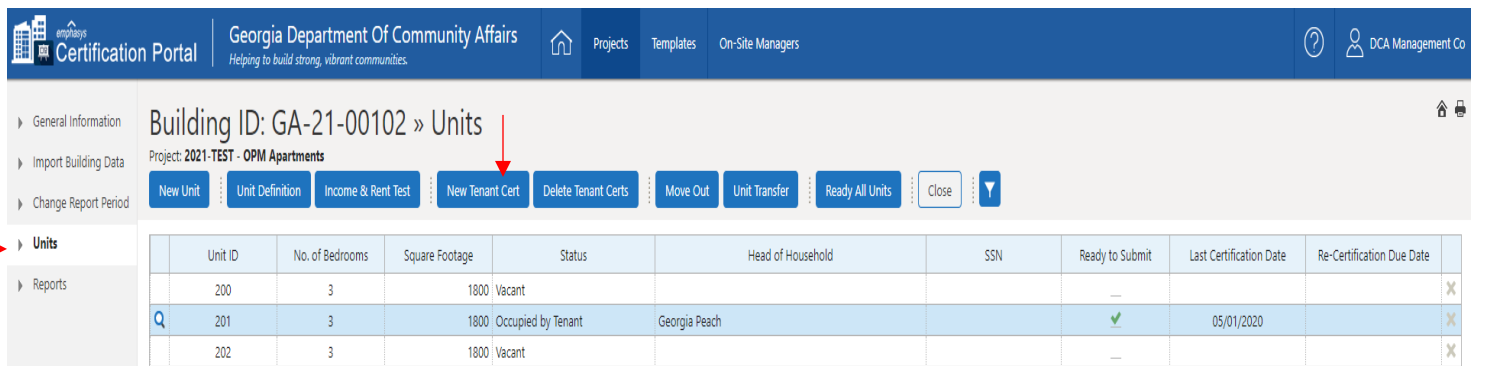
Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		
201	3	1800	Occupied by Tenant	Georgia Peach		✓	08/02/2020	05/01/2021
202	3	1800	Vacant			—		



The user will be taken to the following screen. Enter the 'New Reporting Period' for the transaction to be entered then click .

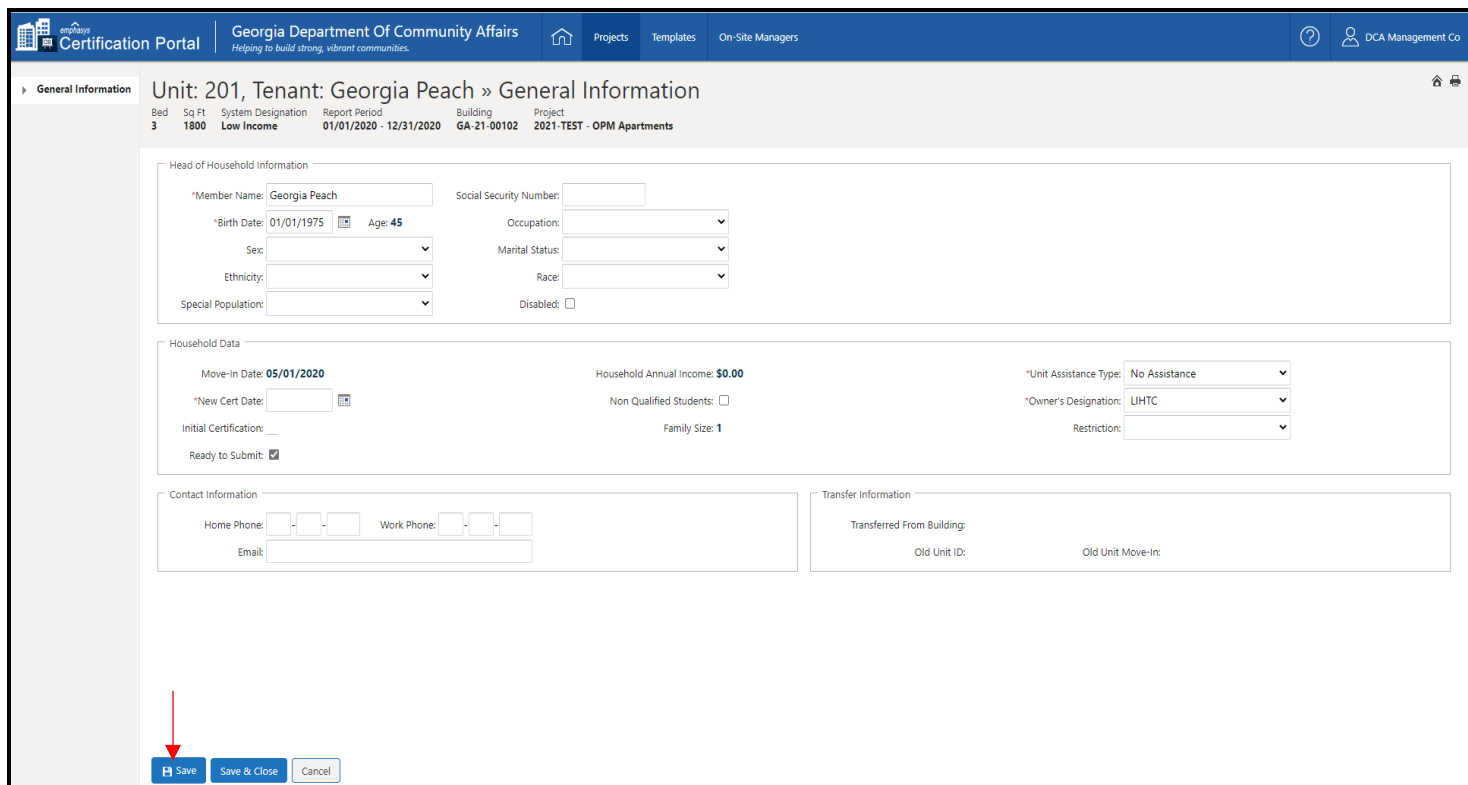


User will not be able to input a new reporting period prior to the current reporting period. For example, the reporting period listed above is 1/1/2020-12/31/2020. User cannot input a new reporting period prior to 1/1/2020.

After entering the new reporting period, click  located to the left of the screen. The user will be taken to the following screen. Select the unit to add the recertification data, then click . Do not click the magnifying glass (which is for editing).



The user will be taken to the following screen. Enter the New Cert Date  and click . User will not be able to enter a New Cert Date pass the end of the Report Period nor a future date.



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Unit: 201, Tenant: Georgia Peach » General Information

Bed: 3, Sq Ft: 1800, System Designation: Low Income, Report Period: 01/01/2020 - 12/31/2020, Building: GA-21-00102, Project: 2021-TEST - OPM Apartments

Head of Household Information

*Member Name: Georgia Peach, Social Security Number:
 *Birth Date: 01/01/1975, Age: 45, Occupation:
 Sex: , Marital Status:
 Ethnicity: , Race:
 Special Population: , Disabled:

Household Data




Move-In Date: 05/01/2020, Household Annual Income: \$0.00, *Unit Assistance Type: No Assistance
 *New Cert Date: , Non Qualified Students: , *Owner's Designation: LIHTC
 Initial Certification: , Family Size: 1, Restriction:
 Ready to Submit:

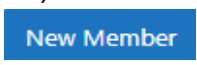
Contact Information

Home Phone: , Work Phone: , Email:

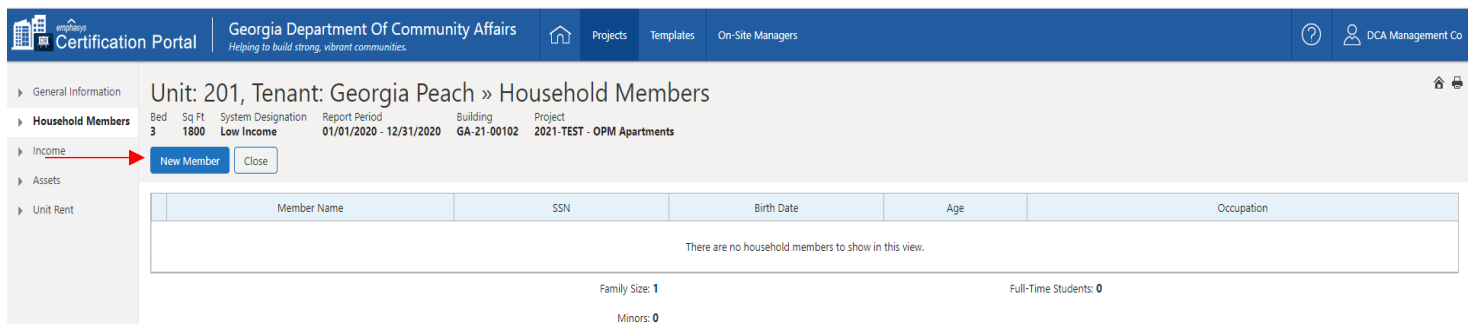
Transfer Information

Transferred From Building: , Old Unit ID: , Old Unit Move-In:

If there are any changes (additions or move-outs) to household members since the last certification (or move-in), click on **Household Members** then .

The user will be taken to the following screen. Enter the additional household member data.





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Unit: 201, Tenant: Georgia Peach » Household Members

Bed: 3, Sq Ft: 1800, System Designation: Low Income, Report Period: 01/01/2020 - 12/31/2020, Building: GA-21-00102, Project: 2021-TEST - OPM Apartments

Household Members

Member Name	SSN	Birth Date	Age	Occupation
There are no household members to show in this view.				

Family Size: 1, Full-Time Students: 0, Minors: 0

The user will be taken to the following screen. All applicable fields must be checked. Fields with the asterisk (*) cannot be left blank. If the tenant refuses to disclose Ethnicity and Race, this choice should be indicated for those fields.

New Household Member

Adding a new household member to the system.

Household Member (Basic Data)

*Member Name: Social Security Number:

*Birth Date: Age:

*Relation: Occupation:

Household Member (Demographics)

Sex: Marital Status:

Ethnicity: Race:

Special Population: Disabled:

Save Save & New Save & Close Cancel

Click Save when done with the section to go to the next section or click Save & New to add more household members. Clicking Save & Close will completely close the tenant record.

Next click Income to any changes to a household member income. Click the household member needing to have income update, then click New Income.

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Unit: 201, Tenant: Georgia Peach » Income

Bed	Sq Ft	System Designation	Report Period	Building	Project
3	1800	Low Income	01/01/2021 - 12/31/2021	GA-21-00102	2021-TEST - OPM Apartments

New Income Close

<input checked="" type="checkbox"/>	Member Name	Source of Income	Verification	Annual Income
<input checked="" type="checkbox"/>	Georgia Peach Head of Household	Wages	04/20/2020 - Check Stubs/Earning Statement	\$12,000.00

Annual Income: \$12,000.00
Annual Asset Income: \$0.00 Total Annual Household Income: \$12,000.00

The user will be taken to the following screen. Click Edit.

Income » Georgia Peach - Head of Household

Source of Income: **Wages**

Edit

Close

Member Information

Member Name: **Georgia Peach**

Relation: **Head of Household**

Income Source & Amount

Source of Income: **Wages**

Annual Income: **\$12,000.00**

Income Verification

Verification Source: **Check Stubs/Earning Statement**

Verification Date: **04/20/2020**

Update the applicable fields.

Income » Georgia Peach - Head of Household

Source of Income: **Wages**

Member Information

Member Name: **Georgia Peach**

Relation: **Head of Household**

Income Source & Amount

Source of Income:

Annual Income:

Calculate

Income Verification

Verification Source:

Verification Date:

Save

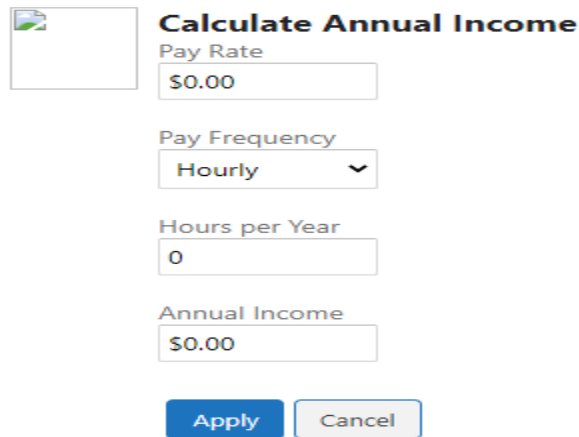
Save & New

Save & Close

Cancel

All fields must be completed using the drop-down selections. For annual income, enter the annual income for the selected household member or click **Calculate**.

If user selects **Calculate** the following screen will show, and the system will calculate income for earned income sources. Enter the Pay Rate, Frequency, hours per year and the system will display the calculated Annual Income. The user will need to click **Apply** to have the system calculate the income. The calculated income will populate in the Annual Income field in the screen above.



Calculate Annual Income

Pay Rate
\$0.00

Pay Frequency
Hourly

Hours per Year
0

Annual Income
\$0.00

Apply Cancel

Click **Save** when done with the section to go to the next section or click **Save & New** to add a new income source. Clicking **Save & Close** will completely close the tenant record.

*****Repeat income and asset updates and/or add new income sources and asset types until update is complete.**

Income and Rent Test

The Income and Rent Test is used to find units that the system identifies as being 'Over the Income Limit' and/or 'Over the Rent Limit'. This is based on the certification date and the income and gross rent limits in effect on the date of certification or recertification. It is strongly recommended that this test is used after each move-in or recertification transaction is input into the system.

On the General Information screen, click on **Income & Rent Test**

General Information Unit: 201, Tenant: Georgia Peach » General Information

Bed 3 Sq Ft 1800 System Designation Low Income Report Period 01/01/2021 - 12/31/2021 Building GA-21-00102 Project 2021-TEST - OPM Apartments

[Edit](#) [Close](#) [Tenant Certification Form](#) [Income & Rent Test](#)

Head of Household Information

Member Name: **Georgia Peach** Social Security Number: _____
 Birth Date: **01/01/1975** Age: **46** Occupation: _____
 Sex: _____ Marital Status: _____
 Ethnicity: _____ Race: _____
 Special Population: _____ Disabled: _____

Household Data

Move-In Date: **05/01/2020** Household Annual Income: **\$12,000.00** Unit Assistance Type: **No Assistance**
 Last Cert Date: **04/01/2021** Non Qualified Students: _____ Owner's Designation: **LIHTC**
 Initial Certification: _____ Family Size: **1** Restriction: _____
 Ready to Submit: _____

Contact Information

Home Phone: _____ Work Phone: _____
 Email: _____

Transfer Information

Transferred From Building: _____
 Old Unit ID: _____ Old Unit Move-In: _____

The user will be taken to the following screen.

Unit ID: » Household Income & Rent Limit Status [Close](#)

Project: _ Building: _____

Household Information

Unit ID: _____
 Head of Household: _____
 Family Size: _____
 No. of Bedrooms: _____
 Household Income: _____
 Gross Rent: _____

	Effective as of	Maximum Amount	Status
Income Limits			Below Income Limit
Rent Limits			Below Rent Limit

Deleting Tenant Certs

If a date of certification, move-in or transfer was entered incorrectly the transaction can be deleted.

Click the unit that contains the certification to be deleted then click **Delete Tenant Certs**.

The screenshot shows the 'Certification Portal' for the Georgia Department of Community Affairs. The main heading is 'Building ID: GA-21-00102 » Units'. Below this, there are several buttons: 'New Unit', 'Unit Definition', 'Income & Rent Test', 'New Tenant Cert', 'Delete Tenant Certs' (highlighted with a red arrow), 'Move Out', 'Unit Transfer', and 'Ready All Units'. A table below lists units with columns for Unit ID, No. of Bedrooms, Square Footage, Status, Head of Household, SSN, Ready to Submit, Last Certification Date, and Re-Certification Due Date. Unit 201 is highlighted with a red arrow, and its status is 'Occupied by Tenant' with 'Georgia Peach' as the head of household.

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		
201	3	1800	Occupied by Tenant	Georgia Peach		—	04/01/2021	
202	3	1800	Vacant			—		

The screenshot shows the 'Unit ID: 201 » Tenant Certifications' page. The main heading is 'Unit ID: 201 » Tenant Certifications' with a 'Close' button. Below this, there is a table with columns for Move/Transfer In Date, Head of Household, Last Certification Date, Rent Change Date, and Move/Transfer Out Date. The table contains four rows of certification data. The first row has a red 'X' in the 'Move/Transfer Out Date' column, which is highlighted with a red arrow.

Move/Transfer In Date	Head of Household	Last Certification Date	Rent Change Date	Move/Transfer Out Date
05/01/2020	Georgia Peach	04/01/2021		X
05/01/2020	Georgia Peach	08/02/2020		X
05/01/2020	Georgia Peach	05/01/2020		X
	Vacant			X

Only entries with an **X** can be deleted. User cannot delete transactions/certifications that have been processed. If there are more than one entry with a **X**, deletion must be completed starting from the most recent entry then downward. Before the deletion is completed, the user will receive the following warning message:

The screenshot shows a warning dialog box with the text 'Are you sure you want to delete the selected Item?'. Below the text are two buttons: 'OK' and 'Cancel'.

Section 6. Manual Entry - Unit Transfers

This section is used for manual entry of unit transfers. For all unit transfers, there must be a vacant unit to transfer to.

TRANSFER WITHIN THE SAME BUILDING

Select the project by using the steps in Section 2.

- 1) If using Options 1-4 to select the project, click on the project to highlight. The user will be taken to the following screen, then click **Proceed to Buildings**.

The screenshot shows the 'Projects' page in the Certification Portal. The header includes 'Georgia Department Of Community Affairs' and navigation tabs for 'Projects', 'Templates', and 'On-Site Managers'. Below the header, there are buttons for 'Import All Building Data', 'Upload Files', 'Annual Owner Certification', and 'Proceed to Buildings'. A table below lists project records. A red arrow points to the 'Proceed to Buildings' button.

Project ID	Project Name	2020 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325	Submitted	04/13/2021	3	

- 2) If using Option 5 to select the project, click on the project to highlight. The user will be taken to the following screen, then click **Buildings**.

The screenshot shows the 'General Information' page for Project: 2021-TEST - OPM Apartments. The address is 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325. Below the address, there are three cards: 'Electronic Documents' (0), '2020 Annual Owner Cert' (Submitted, Last Submitted: 4/13/2021), and 'Buildings' (3). A red arrow points to the 'Buildings (3)' link in the left sidebar.

- The user will be taken to the following screen when using either option after clicking “Proceed to Buildings” or “Buildings”. Click building that contains transfer units to highlight, then click **Proceed to Units**.

The screenshot shows the 'Buildings' page for Project: 2021-TEST - OPM Apartments. The address is 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325. Below the address, there are buttons for 'Import Building Data', 'View Details', 'Change Report Period', 'Submit Tenant Certs', 'Proceed to Units', 'Reports', and 'Close'. A table below lists building records. A red arrow points to the 'Proceed to Units' button.

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Submitted	04/13/2021	3
GA-21-00102			01/01/2021 - 12/31/2021	Not Tested	Not Tested	Not Tested	Not Ready		3
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3

The user will be taken to the following screen. Click the unit of which the tenant will be moving out of to highlight, then click **Unit Transfer**.

Emphasys Certification Portal | Georgia Department Of Community Affairs | Projects | Templates | On-Site Managers | DCA Management Co

Building ID: GA-21-00102 » Units
Project: 2021-TEST - OPM Apartments

Buttons: New Unit, Unit Definition, Income & Rent Test, New Tenant Cert, Delete Tenant Certs, Move Out, **Unit Transfer**, Ready All Units, Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		
201	3	1800	Occupied by Tenant	Georgia Peach		—	04/01/2021	
202	3	1800	Vacant			—		

The user will be taken to the following screen. Make sure the 'Current Unit' and 'Current Building' numbers are correct.

Click the down arrow in New Unit field to reveal the available vacant units and select the unit of which the household will be transferring into. If there are no vacant units listed, check your property's rent roll for any missing move-out transactions. After all fields are completed, click **Transfer**.

Emphasys Certification Portal - Unit Transfer Configuration - Work - Microsoft Edge
https://ghfacp.emphasys-hft.com/UnitTransferConfig.aspx?unitdatakey=1340

Unit ID: 201 » Unit Transfer

Project: 2021-TEST - OPM Apartments | Building: GA-21-00102

Unit Transfer Data

Current Unit: **201**
Current Building: **GA-21-00102**

*New Unit:
*Transfer Effective Date:
Tenant Paid Rent:
Mandatory Charges:
Rental Subsidy:
Utility Allowance:
Gross Rent:

Maximum Section 42 Rent:
Maximum HOME Rent:

Transfer Cancel

****The “Transfer Effective Date” cannot be prior to the move-out date of the vacant unit the household is moving into.**

TRANSFER BETWEEN BUILDINGS (if allowed)

Follow the same steps as above for “Transfer Within the Same Building”. If transfers are allowed between buildings, the user will get the following “Unit Transfer” screen with the ability to select the building and unit household is transferring to:

The screenshot shows a web interface titled "Unit ID: 201 » Unit Transfer". Below the title, it says "Project: 2021-TEST - OPM Apartments | Building: GA-21-00102". The main content area is titled "Unit Transfer Data" and contains the following fields:

- Current Unit: **201**
- Current Building: **GA-21-00102**
- New Building ID: [] - [] - [] [...] (with a red arrow pointing to the ellipsis)
- *New Unit: [v] (with a red arrow pointing to the dropdown arrow)
- *Transfer Effective Date: [] [calendar icon]
- Tenant Paid Rent: [] \$0.00
- Mandatory Charges: [] \$0.00
- Rental Subsidy: [] \$0.00
- Utility Allowance: [] \$0
- Gross Rent: \$0.00

Below these fields is a section with two rows:

Maximum Section 42 Rent:	\$0.00
Maximum HOME Rent:	\$0.00

At the bottom of the form are two buttons: "Transfer" (in a blue box) and "Cancel". A red arrow points from the "Transfer" button to the "Maximum HOME Rent" field.

Click the ellipses [...] to select the new building. Click the down arrow in New Unit field to reveal the available vacant units and select the unit of which the household will be transferring into. If there are no vacant units listed, check your property’s rent roll for any missing move-out transactions. After all fields are completed, click

Transfer

The following screen shows where the transfer information will be located. The transfer unit information will never go away.

Unit: 201, Tenant: Georgia Peach » General Information

Bed	Sq Ft	System Designation	Report Period	Building	Project
3	1800	Low Income	01/01/2021 - 12/31/2021	GA-21-00102	2021-TEST - OPM Apartments

Edit **Close** **Tenant Certification Form** **Income & Rent Test**

Head of Household Information

Member Name: **Georgia Peach** Social Security Number: _____
Birth Date: **01/01/1975** Age: **46** Occupation: _____
Sex: _____ Marital Status: _____
Ethnicity: _____ Race: _____
Special Population: _____ Disabled: _____

Household Data

Move-In Date: **05/01/2020** Household Annual Income: **\$12,000.00** Unit Assistance Type: **No Assistance**
Last Cert Date: **04/01/2021** Non Qualified Students: _____ Owner's Designation: **LIHTC**
Initial Certification: _____ Family Size: **1** Restriction: _____
Ready to Submit: _____

Contact Information

Home Phone: _____ Work Phone: _____
Email: _____

Transfer Information

Transferred From Building: _____
Old Unit ID: _____ Old Unit Move-In: _____

Unit Transfer Error

If a unit transfer was completed in error and needs to be deleted, please send the request to hfdemphasys@dca.ga.gov for further instructions.

Section 7. Manual Entry – Move Out

This section is used for manual entry of a move-out transactions.

Select the project by using the steps in Section 2. Click on the project to highlight, then click

Proceed to Buildings

Georgia Department Of Community Affairs
Helping to build strong, vibrant communities.

Projects Templates On-Site Managers

Projects
Showing 1 - 1 of 1 records

Import All Building Data Upload Files Annual Owner Certification Proceed to Buildings

Project ID	Project Name	2020 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2021-TEST	OPM Apartments 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325	Submitted	04/13/2021	3	

Select the building to input the recertification data by clicking on the building to highlight. Then click

Proceed to Units

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Projects Templates On-Site Managers

Project: 2021-TEST - OPM Apartments » Buildings
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Import Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Submitted	04/13/2021	3
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		3

The user will be taken to the following screen. Select the unit of which the move-out will occur, then click

Move Out

. Do not click the magnifying glass (which is for editing).

Georgia Department Of Community Affairs
Helping to build strong, vibrant communities.

Projects Templates On-Site Managers

Building ID: GA-21-00102 » Units
Project: 2021-TEST - OPM Apartments

New Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		X
201	3	1800	Occupied by Tenant	Georgia Peach		✓	05/01/2020	X
202	3	1800	Vacant			—		X

The user will be taken to the following screen. Enter the Move Out Date then click

Move Out


Unit ID: 201 » Unit Move Out

Project: 2021-TEST - OPM Apartments | Building: GA-21-00102

Building ID: GA-21-00102

Unit ID: 201

Head of Household: Georgia Peach

*Move Out Date:  ←

Eviction

Reason for Eviction:

↓

Move Out Cancel

Deleting Move-Out

If the move-out was entered incorrectly the transaction can be deleted.

Click the unit that contains the move-out to be deleted then click **Delete Tenant Certs**.

Georgia Department Of Community Affairs
Certification Portal

Projects Templates On-Site Managers

Building ID: GA-21-00102 » Units

Project: 2021-TEST - OPM Apartments

New Unit Unit Definition Income & Rent Test New Tenant Cert **Delete Tenant Certs** Move Out Unit Transfer Ready All Units Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
200	3	1800	Vacant			—		
Q 201	3	1800	Occupied by Tenant	Georgia Peach		—	04/01/2021	
202	3	1800	Vacant			—		

Unit ID: 201 » Tenant Certifications

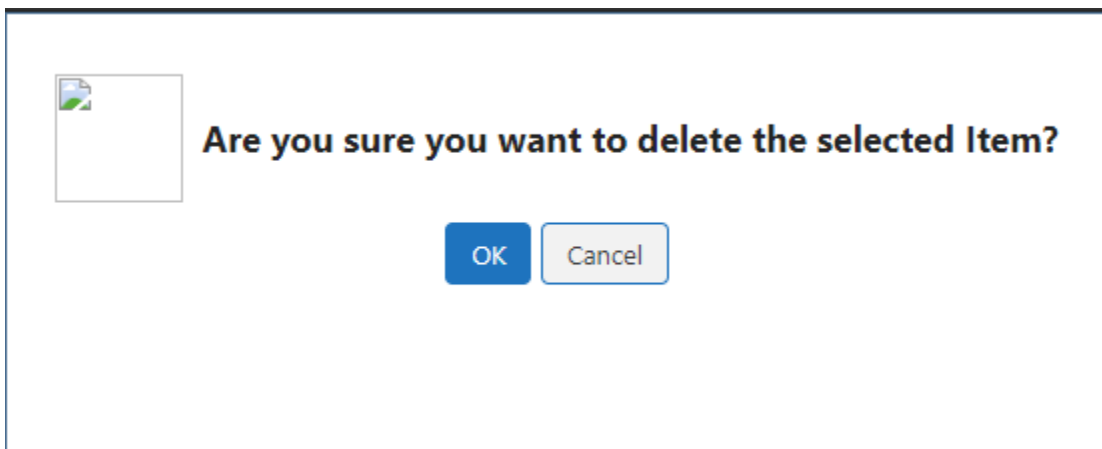


Project: 2021-TEST - OPM Apartments | Building: GA-21-00102

Close

Move/Transfer In Date	Head of Household	Last Certification Date	Rent Change Date	Move/Transfer Out Date	
05/01/2020	Georgia Peach	04/01/2021			✘
05/01/2020	Georgia Peach	08/02/2020			✘
05/01/2020	Georgia Peach	05/01/2020			✘
	Vacant				✘

Only entries with an ✘ can be deleted. User cannot delete transactions/certifications that have been processed. If there are more than one entry with a ✘, deletion must be completed starting from the most recent entry then downward. Before the deletion is completed, the user will receive the following warning message:



Section 8. Ready Units for Submission

This section gives the steps on how to submit the monthly final submission to DCA. User will not be able to move to the next reporting period until the submission(s) have been completed. Marking units as **Ready to Submit** lets DCA Compliance know that the property has completed entering data for the current reporting period.

Navigate to property by using 1 of the 5 search options to bring up the list of buildings.

The screenshot shows the Georgia Department of Community Affairs Certification Portal. The header includes the logo and navigation links for Projects, Templates, and On-Site Managers. Below the header is a 'Snapshot' section with two main areas:

- Projects Status & Search:** Includes a 'Projects' icon, a status indicator for '1 Project', and a 'View All' button. Search fields are provided for Project ID, Project Name, Grantee Number, and IDIS Activity Number, with a 'Search' button.
- Annual Owner Certifications Submission Status:** A donut chart showing 100% completion (indicated by a red square with the number 1).




Below the snapshot is a 'Recently Viewed Projects' section, which is circled in red. It shows a search for '2021-TEST OPM Apartments' resulting in '3 Buildings'.

There are two ways to mark a unit **Ready to Submit**.

1) At the Building level:

Click the  next to the Building

The screenshot shows the 'Project: 2021-TEST - OPM Apartments » Buildings' page. The address is '99 DeKalb Avenue, Atlanta (DeKalb), GA 30325'. The page includes buttons for 'Import Building Data', 'View Details', 'Change Report Period', 'Submit Tenant Certs', 'Proceed to Units', 'Reports', and 'Close'. Below the buttons is a table of buildings:

	Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status
	GA-21-00101				Not Tested	Not Tested
	GA-21-00102				Not Tested	Not Tested
	GA-21-00103				Not Tested	Not Tested

Select **Units** from left hand menu

The screenshot shows the 'Building ID: GA-21-00101 » General Information' page. The left-hand menu is expanded, and the 'Units' item is highlighted with a red arrow. The main content area shows the building address: '99 DeKalb Avenue, Atlanta (DeKalb), GA 30325-0000, DeKalb'. Below the address is a table for 'Building Compliance Status':

	Last Tested On	Last Report Ending Da
IRS		
Agency		
HOME		

Ready All Units

Click **Ready All Units**. This will mark all the units in the building as **Ready to Submit**.

The screenshot shows the Georgia Department of Community Affairs Certification Portal. The page title is "Building ID: GA-21-00101 » Units" for Project "2021-TEST - OPM Apartments". A navigation bar contains buttons for "New Unit", "Unit Definition", "Income & Rent Test", "New Tenant Cert", "Delete Tenant Certs", "Move Out", "Unit Transfer", "Ready All Units", "Close", and a dropdown arrow. A red arrow points to the "Ready All Units" button. Below the navigation bar is a table with columns: Unit ID, No. of Bedrooms, Square Footage, Status, Head of Household, SSN, Ready to Submit, and Last Certification Date. The table contains three rows of data for units 100, 101, and 102, all with a status of "Vacant".

As shown below, units are Ready to Submit

This screenshot shows the same interface as the previous one, but for Building ID "GA-21-00101". The "Ready All Units" button has been clicked, and the "Ready to Submit" column in the table now contains green checkmarks for all three units (100, 101, and 102). A red circle highlights the "Ready to Submit" column.

2) At Unit level:

a) The user can mark the unit individually:

Click the  next to the Unit

This screenshot shows the Certification Portal for Building ID "GA-17-04401 » Units" for Project "2016-044 - Lakeview Senior Gardens". The "Ready All Units" button is present. The table below has columns: Unit ID, No. of Bedrooms, Square Footage, Status, Head of Household, SSN, Ready to Submit, Last Certification Date, and Re-Certification Due Date. The table lists four units (101, 102, 103, 104) with status "Occupied by Tenant". A red arrow points to a magnifying glass icon in the left sidebar, which is used to select individual units.

Unit: 101, Tenant: Maienza, Peter » General Information

Bed 2, Sq Ft 1038, System Designation Market Rate, Report Period 01/01/2020 - 12/31/2020, Building GA-17-04401, Project 2016-044 - Lakeview Senior Gardens

Buttons: Edit, Close, Tenant Certification Form, Income & Rent Test

Head of Household Information

Member Name: **Maienza, Peter** Social Security Number: **000-00-9735**

Birth Date: **07/09/1953** Age: **67** Occupation: _____

Sex: _____ Marital Status: _____

Ethnicity: _____ Race: **Black/African American**

Special Population: **Battered Women** Disabled: _____

Household Data

Move-In Date: **02/22/2019** Household Annual Income: **\$40,239.00** Unit Assistance Type: **No Assistance**

Last Cert Date: **08/01/2020** Non Qualified Students: _____ Owner's Designation: **LIHTC**

Initial Certification: _____ Family Size: **3** Restriction: _____

Ready to Submit:

Contact Information: Home Phone: _____ Work Phone: _____ Email: _____

Transfer Information: Transferred From Building: _____ Old Unit ID: _____ Old Unit Move-In: _____

Click **Edit**, then check the **Ready to Submit:** box.

b) If user knows all activity has been entered for the current open period and **Ready to Submit**, click

Ready All Units

Building ID: GA-17-04401 » Units

Project: 2016-044 - Lakeview Senior Gardens

Buttons: New Unit, Unit Definition, Income & Rent Test, New Tenant Cert, Delete Tenant Certs, Move Out, Unit Transfer, Ready All Units, Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
101	2	1038	Occupied by Tenant	Maienza, Peter	###-##-9735	<input type="checkbox"/>	08/01/2020	
102	2	1038	Occupied by Tenant	Simpson, Vivian	###-##-1737	<input type="checkbox"/>	02/15/2020	
103	2	1038	Occupied by Tenant	Causey, Jerry	###-##-1311	<input type="checkbox"/>	02/15/2020	
104	2	1038	Occupied by Tenant	Witherspoon, Wanda	###-##-0602	<input type="checkbox"/>	02/15/2020	

All units will be checked as **Ready to Submit**.

Building ID: GA-17-04401 » Units

Project: 2016-044 - Lakeview Senior Gardens

Buttons: New Unit, Unit Definition, Income & Rent Test, New Tenant Cert, Delete Tenant Certs, Move Out, Unit Transfer, Ready All Units, Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
101	2	1038	Occupied by Tenant	Maienza, Peter	###-##-9735	<input checked="" type="checkbox"/>	08/01/2020	
102	2	1038	Occupied by Tenant	Simpson, Vivian	###-##-1737	<input checked="" type="checkbox"/>	02/15/2020	
103	2	1038	Occupied by Tenant	Causey, Jerry	###-##-1311	<input checked="" type="checkbox"/>	02/15/2020	
104	2	1038	Occupied by Tenant	Witherspoon, Wanda	###-##-0602	<input checked="" type="checkbox"/>	02/15/2020	

When all units in the buildings are checked **Ready to Submit**, the **Recert Status** will change to **Ready** for that building.

Project: 2021-TEST - OPM Apartments » Buildings
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Buttons: Import Building Data, View Details, Change Report Period, Submit Tenant Certs, Proceed to Units, Reports, Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Ready	
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready	
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready	

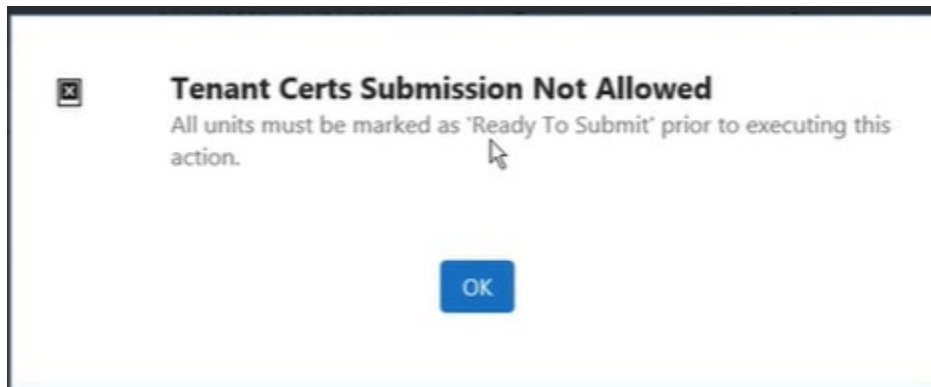
Highlight the **'Ready'** building and Click **Submit Tenant Certs**. The data is then sent to DCA Compliance.

Project: 2021-TEST - OPM Apartments » Buildings
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

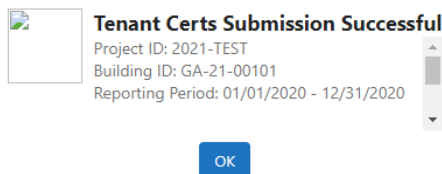
Buttons: Import Building Data, View Details, Change Report Period, Submit Tenant Certs, Proceed to Units, Reports, Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Ready	
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready	
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready	

If the user tries to submit building data without submitting the units as ready, the following message will appear:



Successful submission message will appear to show that the transaction was submitted to DCA.



***An error message will display if a non-compliance issue was identified**

Section 9. Reports

From the Building main screen highlight the building and click

Reports

Georgia Department Of Community Affairs
Helping to build strong, vibrant communities.

Project: 2021-TEST - OPM Apartments » Buildings
Address: 99 DeKalb Avenue, Atlanta (DeKalb), GA 30325

Import Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status
GA-21-00101			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested
GA-21-00102			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested
GA-21-00103			01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested

User will be taken to the Reports screen. User will click the report from options listed.

Georgia Department Of Community Affairs
Helping to build strong, vibrant communities.

Building ID: GA-21-00101 » Reports
Project: 2021-TEST - OPM Apartments

LIHTC/HOME Annual Occupancy
 Include units without recent activity
 Run Report for all Buildings

Household Income & Rent Limits Status

Show only last 4 digits of SSN in reports

Reports will display and can be downloaded to Word or Excel

Detail Report

Georgia Department Of Community Affairs

LIHTC/HOME Annual Occupancy Report

STUDENT EXPLANATION
1 - TANF assistance.
2 - Job Training Program.
3 - Single parent/dependent child.
4 - Married/joint return.
5 - Previous Foster Care.
6 - Extended-Use Period.

Unit ID	Unit Sq Ft	BR	Move-In Date	Move-Out Date	Head of Household SSN	Head of Household Name	Effective Date/Last Certification Date	Rent Change Date	Initial Cert Y/N	Age Head of Hshld	Gross Annual Income at Recert	Monthly Tenant Paid Rent	R/S Rent Overage	Mandatory Charges	Amount of Rental Subsidy	Util Allow	# in Hshld at Recrt	Non-qual Stndt Y/N	Qual Stndt Expln Code	Mkt Unit Y/N
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Generated on 4/13/2021 by DCA Management Co Page 1 of 1

The **LIHTC/HOME Annual Occupancy Report** will only print activity that has occurred within the reporting period that is currently open. If you would like to include all activity in addition to the reporting period, the user will need to check **Include units without recent activity** If you would like to run the report for “all” buildings and units in the entire project, the user will need to check **Run Report for all Buildings**.

Clicking **Show only last 4 digits of SSN in reports** will only show the last 4 digits of tenant’s social security number.

Household Income & Rent Limits Status Report

Unit ID	Bed Size	Head of Household Full Name	Household Size	Move-In Date	Last Certification Date	Last Rent Change Date	Total Annual Household Income	Income Limit	Effective Date	Income Limit Status	Monthly Gross Rent	Rent Limit	Effective Date	Rent Limit Status
---------	----------	-----------------------------	----------------	--------------	-------------------------	-----------------------	-------------------------------	--------------	----------------	---------------------	--------------------	------------	----------------	-------------------

The **Household Income & Rent Limits Status Report** gives information on how the household compares against the income and rent limits that are applicable to each unit based on the recerts effective dates and type of unit. Cannot run this report for all buildings, just on a per building basis.

APPENDIX A

Multifamily XML Upload Error Messages



Multifamily

XML Upload Error Messages

A White Paper for Multifamily Users

» Introduction

How can you find an explanation of the error message?

A guide for finding
the meaning of the
XML upload error
messages

Below you will find a list of the error messages generated by the XML file upload process and their explanation.

» XML Upload Error Messages

- Error Log:** "No Records found in Upload File ... Please call Software Provider"
Explanation: The XML File is empty. It was created without data.
- Error Log:** "Missing Project ID"
Explanation: At least one record in the XML File has an empty Project ID field.
- Error Log:** "Missing or Invalid Building ID"
Explanation: At least one record in the XML File has an empty or an invalid value in the Building ID field. The correct format is: 2-digit State (string), 2-digit Year (numeric) and 5-digit building number (numeric). Example: TN9900011
- Error Log:** "Missing Unit ID"
Explanation: At least one record in the XML File has an empty Unit ID field.
- Error Log:** "Project ID Not Found in HFA Database"
Explanation: At least one record in the XML File has a Project ID value which does not match the existing Project IDs in the COL System for that Property Manager. The incorrect Project ID value is displayed on the error log.
- Error Log:** "Building ID Not Found in HFA Database"
Explanation: At least one record in the XML File has a Building ID value which does not match the existing Building IDs in the COL System for that Property Manager. The incorrect Building ID value is displayed on the error log.
- Error Log:** "Unit ID Not Found in HFA Database"
Explanation: At least one record in the XML File has a Unit ID value which does not match any of the existing Unit IDs in the COL System for that building. The incorrect Unit ID value is displayed on the error log.
- Error Log:** "Missing or Invalid Report Period Starting Date"
"Missing or Invalid Report Period Ending Date"
Explanation: The building's Reporting Period Starting Date and/or Reporting Period Ending date is either empty or contain non-numeric or invalid characters.
- Error Log:** "Invalid Unit Bedroom Size"
Explanation: At least one unit record in the XML File has an empty or non-numeric bedroom size value. The Unit ID with the invalid bedroom size is displayed on the error log.

» XML Upload Error Messages (continued)

10. **Error Log:** "Missing or Invalid Unit Square Footage"
Explanation: At least one unit record in the XML File has an empty or non-numeric unit square footage value.
The Unit ID with the invalid square footage is displayed on the error log.
11. **Error Log:** "Invalid Unit Type"
Explanation: At least one unit record in the XML File has an empty or non-numeric unit type value. The Unit ID with the invalid unit type is displayed on the error log.
12. **Error Log:** "Unit Type Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Unit Type code which does not exist in the COL System.
The Unit ID with the invalid unit type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
13. **Error Log:** "Invalid Y/N Response for Tax Credit Program Type"
"Invalid Y/N Response for HOME Program Type"
"Invalid Y/N Response for HOME Fixed Unit Type"
"Invalid Y/N Response for HOME Floating Unit Type"
"Invalid Y/N Response for Tax Exempt Program Type"
"Invalid Y/N Response for AHDP Program Type"
"Invalid Y/N Response for Other Program Type"
Explanation: These flags are located in the Unit Definition screen in COL. At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response(s) is displayed on the error log.
14. **Error Log:** "Missing or Invalid Move-In Date"
Explanation: At least one unit record in the XML File has a Move-in Date which is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid Move-in Date is displayed on the error log.
15. **Error Log:** "Transferred FROM Unit and Unit ID fields must not be the same"
"Transferred TO Unit and Unit ID fields must not be the same"
Explanation: The XML File contains a Unit Transfer record in which the "FROM" and "TO" units have the same Unit ID.
The "TO" Unit ID is displayed on the error log.

» XML Upload Error Messages (continued)

16. **Error Log:** "Transferred FROM Unit ID Not Found in HFA Database"
"Transferred TO Unit ID Not Found in HFA Database"
Explanation: The XML File contains a Unit Transfer record in which the "FROM" and/or "TO" Unit ID do not exist in the COL System.
The "FROM" and/ or "TO" Unit IDs are displayed on the error log.
17. **Error Log:** "Missing or Invalid Old Unit Move-In Date"
Explanation: The XML File contains a Unit Transfer record in which the Move-in Date of the Old unit ("FROM" unit) is either empty or contains non-numeric or invalid characters.
18. **Error Log:** "Missing or Invalid Move-Out Date of Unit Transfer"
Explanation: The XML File contains a Unit Transfer record in which the Move-out Date of the Old unit ("FROM" unit) is either empty or contains non-numeric or invalid characters.
19. **Error Log:** "Invalid Move-Out Date"
Explanation: The XML File contains a Move-out record in which the Move-out Date field is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid Move-Out Date is displayed on the error log.
20. **Error Log:** "Move-Out Date must be greater than Move-In Date"
Explanation: The XML File contains a Move-out record in which the Move-out Date of the tenant is prior to the Move-in Date.
The Unit ID with the invalid Move-out Date is displayed on the error log.
21. **Error Log:** "Transfer Date must be greater than Move-In Date"
Explanation: The XML File contains a Unit Transfer record in which the Transfer/Move-out Date of the tenant is prior to the Move-in Date. The Unit ID with the invalid Transfer/Move-out Date is displayed on the error log.
22. **Error Log:** "Missing or Invalid Last Certification Date"
Explanation: At least one occupied unit record in the XML File has a Certification Date which is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid Certification Date is displayed on the error log.

» XML Upload Error Messages (continued)

23. **Error Log:** "Invalid Y/N Response for Initial Certification"
Explanation: At least one unit record in the XML File was found to have an invalid value for the "Tenant Initial Certification" flag. The only valid values are: "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response is displayed on the error log.
24. **Error Log:** "Invalid Y/N Response for Non-Qualified Student"
Explanation: At least one unit record in the XML File was found to have an invalid value for the "Non-Qualified Student Household" flag. The only valid values are: "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response is displayed on the error log.
25. **Error Log:** "Missing or Invalid Family size"
Explanation: The XML File contains a unit record in which the Family Size field is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid Family Size is displayed on the error log.
- NOTE:** This error message is only given on projects which are submitting their tenant data in "Summary" format (only head of household data). The system calculates the family size when "Detail" format.
26. **Error Log:** "Invalid Number of FT Students"
Explanation: The XML File contains a unit record in which the Number of Full-Time Students field contains non-numeric or invalid characters. The Unit ID with the invalid Number of Full-Time Students is displayed on the error log.
- NOTE:** This error message is only given on projects which are submitting their tenant data in "Summary" format (only head of household data). The system calculates the family size when "Detail" format.
27. **Error Log:** "Invalid Total Family Income Amount"
Explanation: The XML File contains a unit record in which the Total Family Income Amount field contains non-numeric or invalid characters. The Unit ID with the invalid Total Family Income Amount is displayed on the error log.
- NOTE:** This error message is only given on projects which are submitting their tenant data in "Summary" format (only head of household data). The system calculates the Total Family Income Amount when "Detail" format.

» XML Upload Error Messages (continued)

28. **Error Log:** "Invalid Total Family Asset Income Amount"
Explanation: The XML File contains a unit record in which the Total Family Asset Income Amount field contains non-numeric or invalid characters. The Unit ID with the invalid Total Family Asset Income Amount is displayed on the error log.
- NOTE:** This error message is only given on projects which are submitting their tenant data in "Summary" format (only head of household data). The system calculates the Total Family Asset Income Amount when "Detail" format.
29. **Error Log:** "Invalid Targeted/Special Population Type"
Explanation: The XML File contains a unit record in which the Household's Population Type field contains non-numeric or invalid characters. The Unit ID with the invalid Targeted/Special Population Type is displayed on the error log.
30. **Error Log:** "Targeted/Special Population Type Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Household's Population Type code which does not exist in the COL System.
The Unit ID with the invalid population type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
31. **Error Log:** "Invalid Unit Assistance Type"
Explanation: The XML File contains a unit record in which the Unit Assistance Type field contains non-numeric or invalid characters.
The Unit ID with the invalid Unit Assistance Type is displayed on the error log.
32. **Error Log:** "Unit Assistance Type Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Unit Assistance Type code which does not exist in the COL System. The Unit ID with the invalid unit assistance type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
33. **Error Log:** "Invalid Owner-Designated Restriction Type"
Explanation: The XML File contains at least one unit record in which the Owner-Designated Restriction Type code field contains non-numeric or invalid characters.
The expected values are **1** = "Low Income" or **2** = "Market Rate".

» XML Upload Error Messages (continued)

The Unit ID with the invalid Owner-Designated Restriction Type is displayed on the error log.

34. **Error Log:** "Invalid Y/N Response for LIHTC Income Restriction Met at 60%"
"Invalid Y/N Response for LIHTC Income Restriction Met at 50%"
"Invalid Y/N Response for LIHTC Income Restriction Met at 40%"
"Invalid Y/N Response for LIHTC Income Restriction Met at 30%"
"Invalid Y/N Response for LIHTC Income Restriction Met at Other %"
- Explanation:** At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response(s) is displayed on the error log.
- NOTE:** These flags are located in the "PART V. DETERMINATION OF INCOME ELIGIBILITY" section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL's database and for that reason the upload process does NOT require a value to be provided; however, if a value is provided, the process will make sure that they contain the correct format.
35. **Error Log:** "Invalid Y/N Response for Household Income Over 140%"
- Explanation:** At least one unit record in the XML File was found to have an invalid value for the "Household Income Over 140%" flag. The only valid values are: "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response is displayed on the error log.
36. **Error Log:** "Invalid Y/N Response for HOME Income Restriction Met at 50%"
"Invalid Y/N Response for HOME Income Restriction Met at 60%"
"Invalid Y/N Response for HOME Income Restriction Met at 80%"
"Invalid Y/N Response for HOME Over Income"
"Invalid Y/N Response for Tax Exempt Income Restriction Met at 50%"
"Invalid Y/N Response for Tax Exempt Income Restriction Met at 60%"
"Invalid Y/N Response for Tax Exempt Over Income"
"Invalid Y/N Response for AHDP Income Restriction Met at 50%"
"Invalid Y/N Response for AHDP Income Restriction Met at 80%"
"Invalid Y/N Response for AHDP Over Income"
"Invalid Y/N Response for Other Program Income Restriction % (1)"
"Invalid Y/N Response for Other Program Income Restriction % (2)"
"Invalid Y/N Response for Other Program Over Income"

» XML Upload Error Messages (continued)

- Explanation:** At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response(s) is displayed on the error log.
- NOTE:** These flags are located in the "PART VIII. PROGRAM TYPE" section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL's database and for that reason the upload process does NOT require a value to be provided; however, if a value is provided, the process will make sure that they contain the correct format.
37. **Error Log:** "Invalid Household Phone Number"
Explanation: The XML File contains a unit record in which the Household Phone Number field contains non-numeric or invalid characters.
The Unit ID with the invalid Phone Number is displayed on the error log.
38. **Error Log:** "Invalid Head of Household Work Phone Number"
Explanation: The XML File contains a unit record in which the Head of Household Work Phone Number field contains non-numeric or invalid characters.
The Unit ID with the invalid Work Phone Number is displayed on the error log.
39. **Error Log:** "Invalid Household Race Code"
Explanation: The XML File contains a unit record in which the Household Race Code contains non-numeric or invalid characters.
The Unit ID with the invalid Household Race Code is displayed on the error log.
40. **Error Log:** "Household Race Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Household Race code which does not exist in the COL System. The Unit ID with the invalid race code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
41. **Error Log:** "Invalid Household Ethnicity Code"
Explanation: The XML File contains a unit record in which the Household Ethnicity Code contains non-numeric or invalid characters. The Unit ID with the invalid Household Ethnicity Code is displayed on the error log.

» XML Upload Error Messages (continued)

42. **Error Log:** "Household Ethnicity Code Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Household Ethnicity code which does not exist in the COL System.
The Unit ID with the invalid ethnicity code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
43. **Error Log:** "Invalid SSN of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Social Security Number field contains non-numeric or invalid characters.
The correct format is: 9 numeric digits. Example: 608012245.
The Unit ID with the invalid SSN is displayed on the error log.
44. **Error Log:** "Missing Name of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Name field is empty. The Unit ID with the missing head of household name is displayed on the error log.
45. **Error Log:** "Missing or Invalid Birthdate of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Birthdate field is either empty or contains non-numeric or invalid characters.
The Unit ID with the missing/invalid head of household birth date is displayed on the error log.
46. **Error Log:** "Invalid Marital Status Code of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Marital Status Code field contains non-numeric characters.
The Unit ID with the invalid head of household marital status code is displayed on the error log.
47. **Error Log:** "Marital Status Code of Head of Household Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Head of Household Marital Status code which does not exist in the COL System.
The Unit ID with the invalid marital status code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.

» XML Upload Error Messages (continued)

48. **Error Log:** "Invalid Sex Code of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Sex Code field contains non-numeric characters. The Unit ID with the invalid head of household sex code is displayed on the error log.
49. **Error Log:** "Sex Code of Head of Household Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Head of Household Sex code which does not exist in the COL System.
The Unit ID with the invalid sex code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
50. **Error Log:** "Invalid Employment Type Code of Head of Household"
Explanation: The XML File contains at least one unit record in which the Head of Household Employment Type Code field contains non-numeric characters.
The Unit ID with the invalid head of household employment type code is displayed on the error log.
51. **Error Log:** "Employment Type Code of Head of Household Not Found in HFA Database"
Explanation: At least one unit record in the XML File has a Head of Household Employment Type code which does not exist in the COL System. The Unit ID with the invalid employment type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.

Section for Detailed Tenant Data Collection (Information for all household members is collected)

52. **Error Log:** "Invalid SSN of Household Member XX"
Explanation: The XML File contains at least one unit record in which the Social Security Number field, of the specified household member, contains non-numeric or invalid characters.
The correct format is: 9 numeric digits. Example: 608012245.
The Unit ID with the invalid SSN is displayed on the error log.

» XML Upload Error Messages (continued)

The Unit ID with the invalid SSN is displayed on the error log.

53. **Error Log:** "Missing or Invalid Relationship of Household Member XX"
Explanation: The XML File contains at least one unit record in which the Relationship Code field, of the specified household member, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid relationship code is displayed on the error log.
54. **Error Log:** "Missing Birthdate of Household Member XX"
Explanation: The XML File contains at least one unit record in which the Birthdate field, of the specified household member, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid birth date is displayed on the error log.
- NOTE:** "Unborn Child" Relationship is excluded from this validation.
55. **Error Log:** "Relationship Code of Household Member XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains a Household Member Relationship code which does not exist in the COL System.
The Unit ID with the invalid relationship code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
56. **Error Log:** "Invalid Marital Status Code of Household Member XX"
Explanation: The XML File contains at least one unit record in which the Marital Status Code field, of the specified household member, contains non-numeric or invalid characters.
The Unit ID with the invalid marital status code is displayed on the error log.
57. **Error Log:** "Marital Status Code of Household Member XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains a Household Member Marital Status code which does not exist in the COL System.
The Unit ID with the invalid marital status code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
58. **Error Log:** "Invalid Sex Code of Household Member XX"
Explanation: The XML File contains at least one unit record in which the Sex Code field of

» XML Upload Error Messages (continued)

the specified household member contains non-numeric or invalid characters. The Unit ID with the invalid SSN is displayed on the error log.

59. **Error Log:** "Sex Code of Household Member XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains a Household Member Sex code which does not exist in the COL System. The Unit ID with the invalid sex code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
60. **Error Log:** "Invalid Employment Type Code of Household Member XX"
Explanation: The XML File contains at least one unit record in which the Employment Type Code field, of the specified household member, contains non-numeric or invalid characters. The Unit ID with the invalid employment type code is displayed on the error log.
61. **Error Log:** "Employment Type Code of Household Member XX Not Found in HFA Database".
Explanation: At least one unit record in the XML File contains a Household Member Employment Type code which does not exist in the COL System. The Unit ID with the invalid employment type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
62. **Error Log:** "Missing or Invalid Income Source XX Member#"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified income source, is either empty or contains non-numeric or invalid characters. The only valid values for the family member# field are: **1, 2, 3, 4, 5, 6, 7, 8 and 9.** The Unit ID with the invalid family member# is displayed on the error log.
63. **Error Log:** "Income Source XX Member# greater than the Family Size"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified income source, is greater than the family size of that household. Example: A household composed of 4 family members is submitting an income source belonging to family member #6. This will be invalid. The Unit ID with the invalid family member# is displayed on the error log.

» XML Upload Error Messages (continued)

64. **Error Log:** "Missing or Invalid Income Type XX"
Explanation: The XML File contains at least one unit record in which the Income Type Code, of the specified income source, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid income type code is displayed on the error log.
65. **Error Log:** "Income Type Code for Income Source XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Income Type code which does not exist in the COL System.
The Unit ID with the invalid income type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
66. **Error Log:** "Invalid Income Source Amount XX"
Explanation: The XML File contains at least one unit record in which the Income Source Amount field, of the specified income source, contains non-numeric or invalid characters. The Unit ID with the invalid income source amount is displayed on the error log.
67. **Error Log:** "Missing or Invalid Income Verification Type XX"
Explanation: The XML File contains at least one unit record in which the Income Verification Type Code, of the specified income source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid income verification type code is displayed on the error log.
68. **Error Log:** "Income Verification Type Code for Income Source XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Income Verification Type code which does not exist in the COL System. The Unit ID with the invalid income verification type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
69. **Error Log:** "Missing or Invalid Income Verification Date XX"
Explanation: The XML File contains at least one unit record in which the Income Verification Date field, of the specified income source, is either empty or contains non-numeric or invalid characters.

» XML Upload Error Messages (continued)

The Unit ID with the invalid income verification date is displayed on the error log.

70. **Error Log:** "Missing or Invalid Asset Source XX Member#"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified asset source, is either empty or contains non-numeric or invalid characters. The only valid values for the family member# field are: **1, 2, 3, 4, 5, 6, 7, 8** and **9**.
The Unit ID with the invalid family member# is displayed on the error log.
71. **Error Log:** "Asset Source XX Member# greater than the Family Size"
Explanation: The XML File contains at least one unit record in which the Family Member# field, of the specified asset source, is greater than the family size of that household. Example: A household composed of 4 family members is submitting an asset source belonging to family member #6. This will be invalid.
The Unit ID with the invalid family member# is displayed on the error log.
72. **Error Log:** "Missing or Invalid Asset Type XX"
Explanation: The XML File contains at least one unit record in which the Asset Type Code, of the specified asset source, is either empty or contains non-numeric or invalid characters.
The Unit ID with the invalid asset type code is displayed on the error log.
73. **Error Log:** "Asset Type Code for Asset Source XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Asset Type code which does not exist in the COL System.
The Unit ID with the invalid asset type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
74. **Error Log:** "Invalid Asset Source Interest Rate XX"
Explanation: The XML File contains at least one unit record in which the Asset Source Interest Rate field, of the specified asset source, contains non-numeric or invalid characters.
The correct format is: 3 numeric digits plus 4 decimals. Example: **999.9999**.
The Unit ID with the invalid asset source interest rate is displayed on the error log.

» XML Upload Error Messages (continued)

75. **Error Log:** "Invalid Asset Source Amount XX"
Explanation: The XML File contains at least one unit record in which the Asset Source Amount field, of the specified asset source, contains non-numeric or invalid characters.
The Unit ID with the invalid asset source amount is displayed on the error log.
76. **Error Log:** "Missing or Invalid Asset Cash Value Amount XX"
Explanation: The XML File contains at least one unit record in which the Asset Cash Value Amount field, of the specified asset source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid asset cash value amount is displayed on the error log.
77. **Error Log:** "Missing or Invalid Asset Verification Type XX"
Explanation: The XML File contains at least one unit record in which the Asset Verification Type Code, of the specified asset source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid asset verification type code is displayed on the error log.
78. **Error Log:** "Asset Verification Type Code for Asset Source XX Not Found in HFA Database"
Explanation: At least one unit record in the XML File contains an Asset Verification Type code which does not exist in the COL System. The Unit ID with the invalid asset verification type code is displayed on the error log.
Please refer to the attached list of valid category codes expected by the COL System.
79. **Error Log:** "Missing or Invalid Asset Verification Date XX"
Explanation: The XML File contains at least one unit record in which the Asset Verification Date field, of the specified asset source, is either empty or contains non-numeric or invalid characters. The Unit ID with the invalid asset verification date is displayed on the error log.

End of Detailed Tenant Data Collection Section

» XML Upload Error Messages (continued)

80. **Error Log:** "Invalid Rent Change Date"
Explanation: The XML File contains at least one unit record in which the Rent Change Date field contains non-numeric or invalid characters.
The Unit ID with the invalid rent change date is displayed on the error log.
81. **Error Log:** "Invalid Tenant Paid Rent Amount"
Explanation: The XML File contains at least one unit record in which the Tenant Paid Rent Amount field contains non-numeric or invalid characters. The Unit ID with the invalid tenant paid rent amount is displayed on the error log.
82. **Error Log:** "Invalid Mandatory Charge Amount"
Explanation: The XML File contains at least one unit record in which the Mandatory Charge Amount field contains non-numeric or invalid characters. The Unit ID with the invalid mandatory charge amount is displayed on the error log.
83. **Error Log:** "Invalid Subsidy Amount"
Explanation: The XML File contains at least one unit record in which the Subsidy Amount field contains non-numeric or invalid characters.
The Unit ID with the invalid subsidy amount is displayed on the error log.
84. **Error Log:** "Invalid Utility Allowance Amount"
Explanation: The XML File contains at least one unit record in which the Utility Allowance Amount field contains non-numeric or invalid characters. The Unit ID with the invalid utility allowance amount is displayed on the error log.
85. **Error Log:** "Invalid Y/N Response for Rent Restriction Met at 60%"
"Invalid Y/N Response for Rent Restriction Met at 50%"
"Invalid Y/N Response for Rent Restriction Met at 40%"
"Invalid Y/N Response for Rent Restriction Met at 30%"
"Invalid Y/N Response for Rent Restriction Met at Other %"
Explanation: At least one unit record in the XML File was found to have an invalid value for the flag(s). The only valid values are: Null or "Y" or "N" or "y" or "n".
The Unit ID with the invalid Y/N Response(s) is displayed on the error log.
- NOTE:** These flags are located in the "PART VI. RENT" section of the Tenant Income Certification Form (TIC). These fields are not being stored in COL's database and for that reason the upload process does NOT require a value to be

» XML Upload Error Messages (continued)

provided; however, if a value is provided, the process will make sure that they contain the correct format.

86. **Error Log:** "Invalid Percentage for Rent Restriction Met at Other %"
"Invalid Percentage figure for Rent Restriction Met at Other %"
Explanation: At least one unit record in the XML File was found to have an invalid Percentage value for the "Rent Restriction Met at Other %" field (*PART VI. RENT section of the TIC Form*). Field was found to contain non-numeric or invalid characters or a percentage figure > 100.
The Unit ID with the invalid percentage is displayed on the error log.
87. **Error Log:** "Missing Unit Transfer Move-in record in Unit XXXXX"
Explanation: The XML File contains a Unit "Transfer OUT" record; however, the new unit's "Transfer IN" record is missing in the XML File.
The Unit ID with the missing transfer-in record is displayed on the error log.
88. **Error Log:** "Unit Transfer Move-in record in Unit XXXXX has an invalid Old Unit ID"
"Unit Transfer Move-in record in Unit XXXXX has an invalid Old Unit Move-in Date"
Explanation: A The XML File contains a Unit "Transfer IN" record in which the OLD Unit ID and/or old unit's Move-in Date does not match the values in the Unit "Transfer OUT" record.
The Unit ID with the invalid information is displayed on the error log.
89. **Error Log:** "Reporting Period does not match current Reporting Period at HFA"
Explanation: The Building's Report Period in the XML File does not match the current Reporting Period in the AOD/COL System for that same building.
90. **Error Log:** "Report End Date must be greater than Report Start Date"
Explanation: The XML File contains an invalid Reporting Period date range. The Start Date of the reporting period is greater than the End Date. This will be invalid.
91. **Error Log:** "Report Start Date must be greater than Last Report End Date" or
"Report End Date must be greater than Last Report End Date"
Explanation: The XML File contains an invalid Reporting Period date range. Both the Start and End dates of the reporting period must be greater than the Last Report

» XML Upload Error Messages (continued)

End Date processed by the HFA. Example: If the Last Report End Date processed by the HFA is 12/31/2004, then the new Reporting period must begin on 01/01/2005 or after.

92. **Error Log:** "No Compliance Reporting Frequency found... Please contact Agency"
Explanation: This is NOT a problem in the XML File. The Project is missing the Compliance Reporting Frequency in the HFA's backend system. The XML Upload cannot proceed any further until the HFA user has defined the frequency for Owner Reports (in the Project's Compliance Monitoring Guidelines screen).
93. **Error Log:** "Report End Date must be 12/31"
"Report End Date must be 3/31 or 6/30 or 9/30 or 12/31"
"Report End Date must be 6/30 or 12/31"
Explanation: The XML File contains a Reporting Period End Date format which does not match the compliance reporting frequency defined by the HFA for that Project.
Compliance Report frequencies are: "Bi-Annually", "Annually", "Semi-Annually", "Quarterly" and "Monthly". Reporting Period Ending Date must meet the pre-defined MM\DD format.
94. **Error Log:** "Move-in Date cannot be older than prior Move-in Date"
Explanation: The XML File contains at least one unit record in which the Move-in Date is older than (overlaps with) the current tenant's Move-in Date.
The Unit ID with the incorrect move-in date is displayed on the error log.

NOTE: If the Move-in Date in the XML File is correct, then you can eliminate this message simply by checking the "Overwrite existing Unit Activity" checkbox on the XML Upload HTML page of the AOD/COL System.
95. **Error Log:** "Prior Tenant Move-out record is Missing ... Cannot process new Move-in"
Explanation: The XML File contains at least one unit record in which there is a new "Move-in" record; however, the "Move-out" record of the previous tenant is missing in the XML File. A Move-out record containing the previous tenant's move-out date must be provided before a new Move-in can be processed.
The Unit ID with the missing move-out date is displayed on the error log.
96. **Error Log:** "(Re)Cert Date cannot be older than the Last Cert processed by the Agency"
Explanation: The XML File contains at least one unit record in which the tenant's

» XML Upload Error Messages (continued)

(Re)Certification Date is older (overlaps) than the last certification tested for compliance and posted by the HFA on the previous Owner's Report submitted. The Unit ID with the incorrect re-certification date is displayed on the error log.

97. **Error Log:** "(Re)Certification Date cannot be older than Last Cert Date"
Explanation: The XML File contains at least one unit record in which the (Re)Certification Date is older than (overlaps with) the most current tenant's Certification Date. The Unit ID with the incorrect re-certification date is displayed on the error log.
- NOTE:** If the (Re)Certification Date in the XML File is correct, then you can eliminate this message simply by checking the "Overwrite existing Unit Activity" checkbox on the XML Upload HTML page of the AOD/COL System.
98. **Error Log:** "Rent Change Date cannot be older than prior Rent Change Date"
Explanation: The XML File contains at least one unit record in which the Rent Change Date is older than (overlaps with) the current unit's Rent Change Date. The Unit ID with the incorrect rent change date is displayed on the error log.
99. **Error Log:** "Moveout Date must fall within the Reporting Period"
Explanation: The XML File contains at least one Move-out record in which the Move-out Date falls outside (before or after) the current Reporting Period. In other words, the Move-out event is either incorrect or it belongs to a different Reporting Period. The Unit ID with the incorrect move-out date is displayed on the error log.
100. **Error Log:** "Transfer Date must fall within the Reporting Period"
Explanation: The XML File contains at least one "Transfer-out" record in which the Move-out/Transfer Date falls outside (before or after) the current Reporting Period. In other words, the Unit Transfer event is either incorrect or it belongs to a different Reporting Period. The Unit ID with the incorrect move-out/transfer date is displayed on the error log.
101. **Error Log:** "Transfer Date must be greater than Move-in Date"
Explanation: The XML File contains a "Transfer-out" record in which the Move-out/Transfer Date of the tenant is prior to the Move-in Date.

» XML Upload Error Messages (continued)

The Unit ID with the invalid Transfer Date is displayed on the error log.

102. **Error Log:** "Missing Matching Transfer-IN Record for Building XX-99-9999, Unit XXXXX"
Explanation: The XML File contains a "Transfer-out" record in which the Move-out/Transfer Date and/or the tenant Certification Date are missing or do not match the Move-in/Transfer-IN and Tenant Certification record.
The Building ID and Unit ID of the Transfer-out record are displayed on the error log.
103. **Error Log:** "Missing Matching Transfer-OUT Record for Building XX-99-9999, Unit XXXXX"
Explanation: The XML File contains a "Transfer-in" record in which the Move-in/Transfer Date and/or the tenant Certification Date are missing or do not match the Move-out/Transfer-OUT and Tenant Certification record.
The Building ID and Unit ID of the Transfer-in record are displayed on the error log.
104. **Error Log:** "This is a 100% LI Building, Owner's Designation must not be 'Market Rate'"
Explanation: The XML File contains at least one unit in a 100% Low-Income Building that has been marked as having a "Market Rate" owner's designation.
The Building ID and Unit ID of the "Market Rate" Unit are displayed on the error log.

» XML Upload Error Messages (continued)

EXPECTED CATEGORY CODE VALUES OF THE EMPHASYS/COL SYSTEM

Table Name	Code	Code Description
UNIT TYPES	0001	Apartment
	0002	Townhome
	0003	Detached
	0004	Semi-detached/Twin/Duplex
	0005	Manufactured Home
	0006	SRO
	0007	Highrise
	0008	Special Needs
	0009	Single Family Home
	0099	Other
SPECIAL POPULATION TYPES	0001	Disabled
	0002	Elderly
	0003	Family
	0004	Handicapped
	0005	Homeless
	0006	Undesignated
	0007	Battered Women
	0008	Developmental Disabled
	0009	Other
	0010	Brain Injury
	0011	Drug Dependency
	0012	Aids/HIV Related Illness
	0013	Mental Illness
	0014	Teen Pregnancy/Parenting
	0015	Victims of Domestic Violence
	0016	Single Room Occupancy
	0017	Hollman
	0018	Elderly Set Aside
	0019	Elderly Amenities
	0020	Assisted Living
	0030	Elderly 62 and Over
	0031	Elderly 55 and Over
UNIT RENTAL ASSISTANCE TYPES	0003	Other
	0004	No Assistance

» XML Upload Error Messages (continued)

EXPECTED CATEGORY CODE VALUES OF THE EMPHASYS/COL SYSTEM

	0005	Project-Based
	0006	Tenant-Based
RACE	0011	White
	0012	Black/African American
	0013	Asian
	0014	American Indian/Alaskan Native
	0015	Native Hawaiian/Other Pacific Islander
	0016	American Indian/Alaskan Native & White
	0017	Asian & White
	0018	Black/African American & White
	0019	A. Indian/Alaskan Native & B./African A.
	0020	Other Multi-Racial
	0099	Not Available
ETHNICITY	0001	Hispanic or Latino
	0002	Non Hispanic or Latino
	0099	Not Available
MARITAL STATUS	0001	Divorced
	0002	Married
	0003	Separated
	0004	Single
	0005	Unmarried
	0006	Unmarried Couple
	0007	Widowed
SEX	0001	Female
	0002	Male
EMPLOYMENT TYPES	0001	FT Student, Title IV Assisted
	0002	FT Student, Job Training Program
	0003	FT Student, Married/Joint Returns
	0004	FT Student, Single Parent With Dependent
	0005	FT Student, No Special Conditions
	0006	Not Employed
	0007	Retired
	0008	Self Employed
	0009	Agriculture

» XML Upload Error Messages (continued)

EXPECTED CATEGORY CODE VALUES OF THE EMPHASYS/COL SYSTEM

	0010	Business/Office
	0011	Technical/Professional
	0012	Industrial/Manufacturing
	0013	Government/Public Service
	0014	Skilled/Specialized
	0015	Not Skilled/Unskilled
	0016	Homemaker
	0099	Other, Not Full Time Student
RELATIONSHIP	0001	Head of Household
	0002	Spouse
	0003	Child/Stepchild
	0004	Foster Child
	0005	Parent/Parent-In-Law
	0006	Roommate
	0007	Sibling/Sibling-In-Law
	0008	Live-In Attendant
	0009	Significant Other
	0010	Grandparent/Grandparent-In-Law
	0011	Grandchild
	0012	Unborn Child
	0098	Other Family Related
	0099	Other
INCOME TYPES	0001	Wages
	0002	Business Income
	0003	Social Security/Pensions
	0004	Public Assistance
	0005	Interest/Dividends/Trusts
	0006	Alimony/Child Support
	0007	Annuities/Periodic Payments
	0008	Student Subsistence Allowance
	0009	Unemployment
	0010	Overtime
	0011	Commission/Bonus
	0012	Child Support
	0013	Tip Income
	0099	Other

» XML Upload Error Messages (continued)

EXPECTED CATEGORY CODE VALUES OF THE EMPHASYS/COL SYSTEM

INCOME VERIFICATION SOURCES	0001	Employer Verification
	0002	Check Stubs/Earning Statement
	0003	Tax Returns - Individuals
	0004	Tax Returns - Business
	0005	Accountant/CPA Statement
	0006	Benefits Provider Verification
	0007	Separation/Divorce Settlement
	0008	Payer/Benefactor Affidavit
	0009	Bank/Trustee Verification
	0010	Attorney's Statement
	0011	Copy of Benefits/Payment Check
	0012	Not Verified
	0099	Other
ASSET TYPES	0001	Cash/Demand Deposit Accounts
	0002	CDs/Time Deposits
	0003	Marketable Securities
	0004	IRA/Keogh Account
	0005	Retirement/Pension Fund
	0006	Real Estate, Equity
	0007	Gems/Jewelry
	0008	Coins/Stamp Collections
	0009	Art/Antiques
	0010	Automobiles - Antique
	0011	Lump Sum Receipts (Not Income)
	0012	Trust/Available Principal
	0099	Other
ASSET VERIFICATION SOURCES	0001	Account/Earnings Statement
	0002	Bank/Tax Assessment
	0003	Qualified Appraisal
	0004	Accountant's Affidavit
	0005	Owners Affidavit
	0006	Published Market Standards
	0007	Not Verified
	0008	Bank's Affidavit
	0099	Other