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 & Close
- 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. Re-click 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.


Logging in for the 1st time
Enter User credentials provided by DCA

System will prompt you to change your Username & 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

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

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

**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.

Select Project Assignment from the left hand menu.

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

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

Click Update.
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](image)

**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](image)

Click 

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

![On-Site Manager Project Assignment](image)

**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.

User will see the following screen, then click Unlock Projects.

User will be asked the following. Click OK.
The following message will appear. Click OK.

**Projects Unlocked**
The projects for the selected on-site manager(s) has/have been successfully unlocked.

OK

**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.

Click Edit and change password
Change the password and click **Save** when done with the section to go to the next section or click **Save & New** to reset password for another manager. Clicking **Save & Close** will completely close the screen.

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

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

Answer the following system prompt:

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.

**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.)

Then click **Search**.

**Option 4:** Click on **Projects** at top of the LANDING PAGE.

**Option 5:**
Options 1, 2, 3 and 4 will take the user to the following screen:

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

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**

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**

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

Clicking **Close** 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

![Image](image1.png)

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

![Image](image2.png)

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 [Import All Building Data]

![Image](image3.png)
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 in the user’s browser and then 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 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**.

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.**
**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).

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Certification Type</th>
<th>Tenant</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/23/2012</td>
<td>Recertification</td>
<td>Shelton, Eric</td>
</tr>
<tr>
<td>03/23/2011</td>
<td>Move In</td>
<td>Shelton, Eric</td>
</tr>
<tr>
<td>09/18/2010</td>
<td>Move Out</td>
<td>Brown, Brenda</td>
</tr>
<tr>
<td>04/01/2010</td>
<td>Recertification</td>
<td>Brown, Brenda</td>
</tr>
<tr>
<td>04/01/2009</td>
<td>Recertification</td>
<td>Brown, Brenda</td>
</tr>
<tr>
<td>04/01/2008</td>
<td>Move In</td>
<td>Brown, Brenda</td>
</tr>
</tbody>
</table>

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

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

Change Report Period

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

Save.
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 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.

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 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.
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 \( \text{Save} \) when done with this section to go to then next section. Clicking \( \text{Save & Close} \) will completely close the tenant record.

After clicking \( \text{Save} \), 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 \( \text{New Member} \).

The user will be taken to the following screen. To enter additional household member data, click \( \text{New Member} \).

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

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 **Calculate**.
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.

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 then .

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.

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

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.
Next click \_\_Unit Rent\_\_ to enter rent data. The user will be taken to the following screen.

Click \_\_Edit\_\_ 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.
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](image)

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

![Proceed to Units](image)

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

![Change Report Period](image) located on the left of the screen.
The user will be taken to the following screen. Enter the ‘New Reporting Period’ for the transaction to be entered then click **Save**.

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** 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 **New Tenant Cert**. 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 **Save**. User will not be able to enter a New Cert Date pass the end of the Report Period nor a future date.

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

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

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

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

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**
The user will be taken to the following screen.
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.

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 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.

![Proceed to Buildings Image](image1)

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.

![Buildings Image](image2)

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.

![Proceed to Units Image](image3)
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.

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.
**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:

Click the ellipses \( \ldots \) 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 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.

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

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

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 3erts.
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. Readying 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.

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

1) **At the Building level:**

Click the search icon next to the Building

Select Units from left hand menu
Click **Ready All Units**. This will mark all the units in the building as **Ready to Submit**.

As shown below, units are **Ready to Submit**

2) **At Unit level:**

   a) The user can mark the unit individually:

   Click the **next to the Unit**
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.

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

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

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

**Tenant Certs Submission Not Allowed**
All units must be marked as “Ready To Submit” prior to executing this action.

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".

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

Reports will display and can be downloaded to Word or Excel.

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.
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?

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

1. **Error Log:** "No Records found in Upload File ... Please call Software Provider"
   **Explanation:** The XML File is empty. It was created without data.

2. **Error Log:** "Missing Project ID"
   **Explanation:** At least one record in the XML File has an empty Project ID field.

3. **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

4. **Error Log:** "Missing Unit ID"
   **Explanation:** At least one record in the XML File has an empty Unit ID field.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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)

<table>
<thead>
<tr>
<th>Error Log</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Error Log: &quot;Missing or Invalid Unit Square Footage&quot;</td>
<td>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.</td>
</tr>
<tr>
<td>11. Error Log: &quot;Invalid Unit Type&quot;</td>
<td>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.</td>
</tr>
<tr>
<td>12. Error Log: &quot;Unit Type Code Not Found in HFA Database&quot;</td>
<td>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.</td>
</tr>
<tr>
<td>13. Error Log: &quot;Invalid Y/N Response for Tax Credit Program Type&quot;</td>
<td>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: &quot;Y&quot; or &quot;N&quot; or &quot;y&quot; or &quot;n&quot;. The Unit ID with the invalid Y/N Response(s) is displayed on the error log.</td>
</tr>
<tr>
<td>14. Error Log: &quot;Missing or Invalid Move-In Date&quot;</td>
<td>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.</td>
</tr>
<tr>
<td>15. Error Log: &quot;Transferred FROM Unit and Unit ID fields must not be the same&quot;</td>
<td>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.</td>
</tr>
</tbody>
</table>
**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.
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”.

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XML Upload – Error Messages List
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.

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XML Upload – Error Messages List
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
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.

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End of Detailed Tenant Data Collection Section

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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:** 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.
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.
## Expected Category Code Values of the Emphasys/Col System

<table>
<thead>
<tr>
<th>Table Name</th>
<th>Code</th>
<th>Code Description</th>
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<tbody>
<tr>
<td><strong>UNIT TYPES</strong></td>
<td>0001</td>
<td>Apartment</td>
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<tr>
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<td>0002</td>
<td>Townhome</td>
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<tr>
<td></td>
<td>0003</td>
<td>Detached</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>Semi-detached/Twin/Duplex</td>
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<tr>
<td></td>
<td>0005</td>
<td>Manufactured Home</td>
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<tr>
<td></td>
<td>0006</td>
<td>SRO</td>
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<tr>
<td></td>
<td>0007</td>
<td>Highrise</td>
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<tr>
<td></td>
<td>0008</td>
<td>Special Needs</td>
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<td></td>
<td>0009</td>
<td>Single Family Home</td>
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<td></td>
<td>0099</td>
<td>Other</td>
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<tr>
<td><strong>SPECIAL POPULATION TYPES</strong></td>
<td>0001</td>
<td>Disabled</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>0003</td>
<td>Family</td>
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<td>0004</td>
<td>Handicapped</td>
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<td></td>
<td>0005</td>
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<td></td>
<td>0010</td>
<td>Brain Injury</td>
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<td>0011</td>
<td>Drug Dependency</td>
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<td></td>
<td>0012</td>
<td>Aids/HIV Related Illness</td>
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<td></td>
<td>0013</td>
<td>Mental Illness</td>
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<td></td>
<td>0014</td>
<td>Teen Pregnancy/Parenting</td>
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<td></td>
<td>0015</td>
<td>Victims of Domestic Violence</td>
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<td></td>
<td>0016</td>
<td>Single Room Occupancy</td>
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<td>0017</td>
<td>Holliman</td>
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<td>0018</td>
<td>Elderly Set Aside</td>
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<td></td>
<td>0019</td>
<td>Elderly Amenities</td>
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<td></td>
<td>0020</td>
<td>Assisted Living</td>
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<td>0030</td>
<td>Elderly 62 and Over</td>
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<tr>
<td></td>
<td>0031</td>
<td>Elderly 55 and Over</td>
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<tr>
<td><strong>UNIT RENTAL ASSISTANCE TYPES</strong></td>
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<td>Other</td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>No Assistance</td>
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### XML Upload Error Messages (continued)

**EXPECTED CATEGORY CODE VALUES OF THE EMPHASYS/COL SYSTEM**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>0005</td>
<td>Project-Based</td>
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<tr>
<td>0006</td>
<td>Tenant-Based</td>
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**RACE**

<table>
<thead>
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<th>Code</th>
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<tbody>
<tr>
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<td>White</td>
</tr>
<tr>
<td>0012</td>
<td>Black/African American</td>
</tr>
<tr>
<td>0013</td>
<td>Asian</td>
</tr>
<tr>
<td>0014</td>
<td>American Indian/Alaskan Native</td>
</tr>
<tr>
<td>0015</td>
<td>Native Hawaiian/Other Pacific Islander</td>
</tr>
<tr>
<td>0016</td>
<td>American Indian/Alaskan Native &amp; White</td>
</tr>
<tr>
<td>0017</td>
<td>Asian &amp; White</td>
</tr>
<tr>
<td>0018</td>
<td>Black/African American &amp; White</td>
</tr>
<tr>
<td>0019</td>
<td>A. Indian/Alaskan Native &amp; B./African A.</td>
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<tr>
<td>0020</td>
<td>Other Multi-Racial</td>
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**ETHNICITY**

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<tbody>
<tr>
<td>0001</td>
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<tr>
<td>0002</td>
<td>Non Hispanic or Latino</td>
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<tr>
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<td>Not Available</td>
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</table>

**MARITAL STATUS**

<table>
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<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>0001</td>
<td>Divorced</td>
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<tr>
<td>0002</td>
<td>Married</td>
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<tr>
<td>0003</td>
<td>Separated</td>
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<tr>
<td>0004</td>
<td>Single</td>
</tr>
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<td>0005</td>
<td>Unmarried</td>
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<tr>
<td>0006</td>
<td>Unmarried Couple</td>
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<tr>
<td>0007</td>
<td>Widowed</td>
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**SEX**

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<th>Description</th>
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<tbody>
<tr>
<td>0001</td>
<td>Female</td>
</tr>
<tr>
<td>0002</td>
<td>Male</td>
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</table>

**EMPLOYMENT TYPES**

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>0001</td>
<td>FT Student, Title IV Assisted</td>
</tr>
<tr>
<td>0002</td>
<td>FT Student, Job Training Program</td>
</tr>
<tr>
<td>0003</td>
<td>FT Student, Married/Joint Returns</td>
</tr>
<tr>
<td>0004</td>
<td>FT Student, Single Parent With Dependent</td>
</tr>
<tr>
<td>0005</td>
<td>FT Student, No Special Conditions</td>
</tr>
<tr>
<td>0006</td>
<td>Not Employed</td>
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<tr>
<td>0007</td>
<td>Retired</td>
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<tr>
<td>0008</td>
<td>Self Employed</td>
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<tr>
<td>0009</td>
<td>Agriculture</td>
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### Expected Category Code Values of the Emphasys/Col System

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010</td>
<td>Business/Office</td>
</tr>
<tr>
<td>0011</td>
<td>Technical/Professional</td>
</tr>
<tr>
<td>0012</td>
<td>Industrial/Manufacturing</td>
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<td>0013</td>
<td>Government/Public Service</td>
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<td>0014</td>
<td>Skilled/Specialized</td>
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<tr>
<td>0015</td>
<td>Not Skilled/Unskilled</td>
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<tr>
<td>0016</td>
<td>Homemaker</td>
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<tr>
<td>0099</td>
<td>Other, Not Full Time Student</td>
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### Relationship

<table>
<thead>
<tr>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>0001</td>
<td>Head of Household</td>
</tr>
<tr>
<td>0002</td>
<td>Spouse</td>
</tr>
<tr>
<td>0003</td>
<td>Child/Stepchild</td>
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<tr>
<td>0004</td>
<td>Foster Child</td>
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<tr>
<td>0005</td>
<td>Parent/Parent-In-Law</td>
</tr>
<tr>
<td>0006</td>
<td>Roommate</td>
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<tr>
<td>0007</td>
<td>Sibling/Sibling-In-Law</td>
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<tr>
<td>0008</td>
<td>Live-In Attendant</td>
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<tr>
<td>0009</td>
<td>Significant Other</td>
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<tr>
<td>0010</td>
<td>Grandparent/Grandparent-In-Law</td>
</tr>
<tr>
<td>0011</td>
<td>Grandchild</td>
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<tr>
<td>0012</td>
<td>Unborn Child</td>
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<tr>
<td>0098</td>
<td>Other Family Related</td>
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<tr>
<td>0099</td>
<td>Other</td>
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</tbody>
</table>

### Income Types

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>0001</td>
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</tr>
<tr>
<td>0002</td>
<td>Business Income</td>
</tr>
<tr>
<td>0003</td>
<td>Social Security/Pensions</td>
</tr>
<tr>
<td>0004</td>
<td>Public Assistance</td>
</tr>
<tr>
<td>0005</td>
<td>Interest/Dividends/Trusts</td>
</tr>
<tr>
<td>0006</td>
<td>Alimony/Child Support</td>
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<tr>
<td>0007</td>
<td>Annuities/Periodic Payments</td>
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<td>0008</td>
<td>Student Subsistence Allowance</td>
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<td>0009</td>
<td>Unemployment</td>
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<td>0010</td>
<td>Overtime</td>
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<tr>
<td>0011</td>
<td>Commission/Bonus</td>
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<tr>
<td>0012</td>
<td>Child Support</td>
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<td>Tip Income</td>
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### EXPECTED CATEGORY CODE VALUES OF THE EMPHASYS/COL SYSTEM

#### INCOME VERIFICATION SOURCES

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<thead>
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<th>Category Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>0001</td>
<td>Employer Verification</td>
</tr>
<tr>
<td>0002</td>
<td>Check Stubs/Earning Statement</td>
</tr>
<tr>
<td>0003</td>
<td>Tax Returns - Individuals</td>
</tr>
<tr>
<td>0004</td>
<td>Tax Returns - Business</td>
</tr>
<tr>
<td>0005</td>
<td>Accountant/CPA Statement</td>
</tr>
<tr>
<td>0006</td>
<td>Benefits Provider Verification</td>
</tr>
<tr>
<td>0007</td>
<td>Separation/Divorce Settlement</td>
</tr>
<tr>
<td>0008</td>
<td>Payer/Benefactor Affidavit</td>
</tr>
<tr>
<td>0009</td>
<td>Bank/Trustee Verification</td>
</tr>
<tr>
<td>0010</td>
<td>Attorney's Statement</td>
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<tr>
<td>0011</td>
<td>Copy of Benefits/Payment Check</td>
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<td>0012</td>
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<td>0099</td>
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#### ASSET TYPES

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<th>Category Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
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<td>Cash/Demand Deposit Accounts</td>
</tr>
<tr>
<td>0002</td>
<td>CDs/Time Deposits</td>
</tr>
<tr>
<td>0003</td>
<td>Marketable Securities</td>
</tr>
<tr>
<td>0004</td>
<td>IRA/Keogh Account</td>
</tr>
<tr>
<td>0005</td>
<td>Retirement/Pension Fund</td>
</tr>
<tr>
<td>0006</td>
<td>Real Estate, Equity</td>
</tr>
<tr>
<td>0007</td>
<td>Gems/Jewelry</td>
</tr>
<tr>
<td>0008</td>
<td>Coins/Stamp Collections</td>
</tr>
<tr>
<td>0009</td>
<td>Art/Antiques</td>
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<td>0010</td>
<td>Automobiles - Antique</td>
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<td>0011</td>
<td>Lump Sum Receipts (Not Income)</td>
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<tr>
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<td>Trust/Available Principal</td>
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#### ASSET VERIFICATION SOURCES

<table>
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<th>Category Code</th>
<th>Description</th>
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<tbody>
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<td>Account/Earnings Statement</td>
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<td>Bank/Tax Assessment</td>
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<td>Accountant’s Affidavit</td>
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<td>0005</td>
<td>Owners Affidavit</td>
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<td>Published Market Standards</td>
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<td>0008</td>
<td>Bank’s Affidavit</td>
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<tr>
<td>0099</td>
<td>Other</td>
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</tbody>
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