USDA

Rural Development

Multi-Family

Housing - Direct

Industry Interface

September 2024

1. Revision History

Date	Author	Description
5/2/2013	Michael Avery	Re-issued vendor specifications. File transmission mode changed from EDIFACT to eXtensible Markup Language (XML).
7/17/2013	Michael Avery	Budget line item 01LINE23 comment required. Add requirement to enter a comment for Proposed budgets. Completion of comment field is optional for monthly, quarterly, and year end actual budgets.
7/17/2013	Michael Avery	Remove Tenant Application transaction (Type P).
8/7/2013	Michael Avery	Remove Background information.
8/8/2013	Michael Avery	Added replacement rules for data that have embedded "special" characters.
8/22/1203	Michael Avery	Added explanation of a common error that occurs when non-ASCII characters (e.g. text with word document formatting) are copied into XML narrative data fields.
10/24/2024	Alex McIntosh	Added New gender choices for Tenant Certifications as required by the HOTMA initiative. This is planned to be effective for certifications on or after 07/01/2025. See page 5- 3, E-3 Changed the way tenant Asset Income is calculated. See page 5-6, A-1, E-4 Updated Contact information page 7-1 Updated valid site list page C-2,4,6,7,8

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2. Introduction

The USDA Management Interactive Network Connection (MINC) is an interactive system that collects project budget and tenant residency status information from trusted partners. These Trusted Partners are Management Agencies and service bureaus that use software to generate electronic data interchange (EDI) files of project budgets and tenant transactions that are transmitted to USDA using this service. The current EDI process is being replaced by eXtensible Markup Language (XML), which is the current industry-standard method for user authentication and connectivity, making it easier and faster for developers to interface with agency applications. The EDI format will be temporarily supported by USDA for a limited time that has not yet been determined by USDA management.

XML is a standard, simple, self-describing way of encoding both text and data so that content can be processed with relatively little human intervention and exchanged across diverse hardware, operating systems, and applications without much human or machine intelligence. Information formatted in XML can be exchanged across platforms, languages, and applications, and can be used with a wide range of development tools and utilities.

This document provides detailed technical information about the USDA Management Interactive Network Connection (MINC), Multi-Family Housing - Direct Industry Interface web application, and the transactions submitted to USDA Rural Development via the Industry Interface web application to USDA MINC.

This document is intended for agency staff members, including managers, developers, and support staff, who are involved with connecting their applications to the Industry Interface web application.

3.   Overview

Data elements defined in this specification document are always referenced by their corresponding XML tag.

The USDA RD or USDA Servicing Office is referred to as the "Agency" in this document.

The head-of-household member is referred to as the "tenant" in this document.

The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.

The date format is always YYYYMMDD.

Data Requirements Structure

All transactions require the following data:

Site ID **<site_id>** to route the transaction to the appropriate Agency office

   a) (5) digit number consisting of (2) digit state and (3) digit district

   b) The Agency determines the proper site id to use for each project.

   c) A valid list of these can be found in Appendix C.

Borrower ID **<borrower_id>** and Project Number **<project_number>** to uniquely identify the project

   a) Borrower Id is the (9) digit agency-generated identification number (TIN) of the borrower (include leading zeros)

   b) Project Number is the (3) digit Agency assigned identification number for the project (no hyphens or spaces, include leading zeros)

Project Name **<project_name>** provided by the borrower

   Project Name cannot be longer than (57) characters.

Data Replacment Rules

The Agency requires XML files to be saved as UTF-8 (single byte encoding) and should contain only ASCII characters. A common error occurs when narrative text with word document formatting is copied into narrative data fields. The non ASCII characters contained in the text should be removed to avoid an error during Agency processing of the file. Also, there is a special set of ASCII characters (**&, <, >, ', "**) that will cause an error unless handled properly by the vendor. These characters can be Included in the XML file but must be properly "escaped" to avoid processing errors.

The following table outlines data replacement rules for data elements (data between the start and end tags) that have "special" embedded characters:

Character	Replace By	Reason
<	<	The less-than character (**<**) starts element markup (the first character of a start-tag or an end-tag).
>	>	The greater-than character (**>**) ends a start-tag or an end-tag.
&	&	The ampersand character (**&**) starts entity markup (the first character of a character entity reference).
"	"	The double-quote character (**"**) can be symbolized with this character entity reference when you need to embed a double-quote inside a string which is already double-quoted.
'	'	The apostrophe or single-quote character (**'**) can be symbolized with this character entity reference when you need to embed a single-quote or apostrophe inside a string which is already single-quoted.

4.   Forms

Description	Name	Authorization
Tenant Certification	Form RD 3560-8 (Rev. 08-11)	OMB NO. 0575-0189
Multiple Family Housing Project Budget	Form RD 3560-7 (Rev. 05-06)	OMB NO. 0575-0189
Multi-Family Housing Borrower Balance Sheet	Form RD 3560-10 (Rev. 02-05)	OMB NO. 0575-0189

5. Tenant Transactions

This interface supports (21) Tenant Transaction Action Codes **<action_code>**: To view examples of each tenant transaction type, view the USDA Rural Development Sample Tenant Transactions document.

Valid Codes	Definition
I	Initial Certification
R	Re-Certification
C	Cotenant to Tenant
M	Modify Certification
A	Assign Rental Assistance
T	Transfer
S	Swap
V	Vacate
L	Assign Start of Absence
B	Assign End of Absence
E	Eviction
X*	Undo Action (* can be I, R, A, T, V, L, B, S, C, E)

5.1 Tenant Certification transactions
I - Initial Certification
R – Re-Certification
C - Cotenant-to-Tenant Certification

The INITIAL CERTIFICATION (I) is used to "move" a tenant household into a project unit.

The annual RE-CERTIFICATION (R) documents the current tenant household member composition and financial status for each fiscal year.

The CO-TENANT-to-TENANT (C) is used instead of a Re-Certification when the existing tenant is being replaced with one of the currently defined cotenants.

Unit Id **<project_unit_id>** is mandatory and is the project unit in which the tenant household resides.

    a) Up to (6) character designation of the project apartment number (e.g. 645B, 2A, 02 …)

    b) This must be an exact match to the Agency's records.

Date of Original Entry **<date_of_orig_entry>** is mandatory and is for Initial Certifications only.

    a) This is the actual date the tenant household moved into the project.

    b) This does not have to be the 1st of a month and normally is in the month directly preceding the effective date of the initial certification. Initial certifications with HUD tenant subsidy codes of 2, 3 or 6 can have a "date of original entry" that is after the 1st but before the start of the next month.

Each tenant household member has a block of data which consists of Household Member Type, Name, SSN, Gender, Birth Date, Race, Ethnicity, Source and Personal Status Code.

    a) Household Member Type **<role>** P1 is for the Tenant and is mandatory. There can only be one tenant per household.

    b) Household Member Type **<role>** P2 is for the Co-Tenants and is optional. There can be zero, one or many co-tenants per household.

    c) Household Member Type **<role>** P3 is for Dependents and/or Non-Dependents and is optional. There can be zero, one or many Dependents or Non-Dependents per household. The Personal Status Code attribute determines whether the P3 household member is a Dependent or a Non-Dependent. This is important when calculating the net tenant contribution (NTC).

d) Name is comprised of **<first_name>**, **<middle_initial>**, **<last_name>**, and **<title>**. The last name element is mandatory. Other name parts are optional but strongly suggested. The first name cannot be longer than (15) characters. The middle initial is (1) character only. The last name cannot be longer than (19) characters. The title cannot be longer than (3) characters.

e) SSN **<social_security_number>** is the (9) digit social security number (no hyphens, include leading zeros). This is mandatory for all household members. It should be left blank or filled in with all zeros if not known. Do not use 999999999

f) Gender <**gender**> is mandatory with values M – Male, F – Female, N – Non-Binary, T – Transgender, I - Intersex, O - Other

g) Birth Date **<birth_date>** is mandatory.

h) Race **<race>** is mandatory. A household member can have more that (1) race code. This can be specified by concatenating codes together. Race codes can have a numeric or alpha format.

Valid Codes	Definition
1 or I	Indian/Alaskan
2 or A	Asian
3 or B	Black
4 or H	Hawaiian/Pacific Islander
5 or W	White

i) Ethnicity **<ethnicity>** is mandatory.

Valid Codes	Definition
A or H	Hispanic/Latino
B or N	Non-Hispanic/Latino

j) Source **<source>** is mandatory and represents who provided the Race data.

Valid Codes	Definition
C	Customer supplied
E	Employee observed

k) Personal Status Code **<personal_status_code>** is mandatory and further defines a household member's relevant characteristics. The Tenant (P1) and the Co-Tenants (P2) get a deduction if they have a personal status code of Elderly (age must be at least 62), Handicapped or Disabled. Dependents (P3) also get a deduction and are defined as household members with a personal status code of Handicapped, Disabled, Minor (under 18 years old) or Full-Time Student. Non-Dependents (P3) are defined as household members with a personal status code of "None". Non-Dependents do not get a deduction.

Personal Status Code allowed values	P1 and P2	P3
N = None	X	X
E = Elderly	X	
H = Handicapped	X	X
D = Disabled	X	X
M = Minor		X
F = Full-Time Student		X

Tenant Subsidy Code **<subsidy>** is mandatory and defines the type of assistance (if any) requested for this tenant household. This code is negotiated between the borrower and the Agency on an individual household basis. There are restrictions based on project type, availability and household financial eligibility.

Valid Codes	Definition
0	No Deep Tenant subsidy
1	Rental Assistance
2	Project Based Section 8
4	Other Public RA
5	Private Voucher
6	HUD Voucher
7	Other Types at Basic Rent
8	Voucher at HUD rate

Other Subsidy Indicator **<other_subsidy_indicator>** and Other Subsidy Amount **<other_subsidy_amount>** are not used at this time. If you choose to provide this data it is accepted by the Agency and retained for possible use in a future enhancement.

Other Subsidy Indicator	Other Subsidy Amount
N=None	0
P=Partial	Actual amount (must be > 0)
F=Full	0

Exempt Income Indicator **<exempt_income_indicator>** is used to indicate that a household has other income that is not required to be reported in this tenant certification. Certifications reporting zero income without this indicator set are subject to review. The indicator defaults to N if this tag is not included in the transaction.

Valid Codes	Definition
Y	Household has exempt income
N	Household does not have exempt income

Foster Children **<foster_children>** is optional. It is a numerical count of people living in the unit who are not defined as "household members" and do not require a member data block in the transaction.

Household Financial Information elements have the dollar format and are all mandatory.

Financial Information Data Elements
Net Family Assets **<net_family_assets>**
Imputed Income Assets Amount **<imputed_incm_assets>**
Earnings from Assets **<earnings_from_assets>**
Salary **<salary>**
Social Security Income **<social_security_income>**
Public Assistance **<public_assistance>**
Other Income **<other_income>**
Adjustments from Medical Costs **<medical_adjustments>**
Adjustments from Child Care Costs **<child_care_adjustments>**
Welfare Shelter Payments **<welfare_shelter_payments>**

Imputed Income Assets Amount <imputed_incm_assets> is a new data element used to determine the Total Net Family Asset Amount for changes defined by the Opportunity Through Modernization Act (HOTMA). The new rule is as follows:

- Income from Assets has been changed, it will be calculated as the amount reported in the <earnings_from_assets> data field plus the amount reported in the <imputed_incm_assets> data field.
- The <imputed_incm_assets> data field is a new element required by the HOTMA regulations.
- The amount reported in the new <imputed_incm_assets> data field will be calculated by the customer by determining the qualifying non-income portion of the total net family assets multiplied by the current USDA RD passbook savings rate.
- The amount reported in the new <imputed_incm_assets> data field will be zero if the total net family asset amount is less the current USDA RD threshold value for net family asset imputed income.
- The passbook savings rate and the total net family asset amount threshold values change annually. The values for 2025 are 0.45% for the passbook savings rate and $51600 for the total net family asset amount threshold.

Tenant Action Code **<action_code>** is mandatory.

Valid Codes	Definition
I	Initial Certification
R	Re-Certification
C	Co-Tenant-to-Tenant Certification

Effective date **<effective_date>** of the certification is mandatory.

a) Effective date must always be the first of the month.

b) For initial certifications, the tenant must have slept in the project unit on the first of a month to be considered as residing in the unit for that month. If the tenant did not sleep there on the 1st of a month then the effective date of the initial certification is the 1st of the next month.

Eligibility Indicator **<eligibility_indicator>** is mandatory.

Valid Codes	Definition
E	Eligible
I	Income Ineligible *Adjusted income above the moderate income limit for that state/district*
O	Occupancy Ineligible *Non-Elderly, non-handicapped and non-disabled tenant residing in property defined as "elderly only" without an Agency waiver*
B	Both Income and Occupancy Ineligible

5.2   Type M
Modify Certification transaction

The MODIFY CERTIFICATION (M) should only be used to change an existing certification that contains incorrect data. It cannot be used to change the effective date of a certification or to create a new certification. It overlays the household's latest certification if its effective date matches the effective date of the modify certification transaction. If the effective date of the latest household certification does not match the effective date of the Modify Certification transaction it is rejected. Note that the Modify Certification transaction could overlay an existing I, R or C transaction.
The Tenant Action Code **<action_code>** value is M.

5.3   Type A
Assign Rental Assistance transaction

This transaction is used to designate the start or end of a period of time that the household receives rental assistance from the Agency. This transaction type contains the always mandatory site Id, borrower Id and project number data along with:

Unit Id **<project_unit_id>** is mandatory and is the household's currently occupied unit.

The P1 Tenant Household Member Type **<role>** block containing SSN **<social_security_number>** and Name **<last_name>** of the tenant is mandatory (no other member or financial information needed)

The Tenant Subsidy **<subsidy>** is mandatory.

Valid Codes	Definition
1	Assign RA assistance
0	Remove RA assistance

The Tenant Action Code **<action_code>** value is A.

The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the effective date of this rental assistance status change. It must be the 1st of a month.

5.4 Type T
Transfer transaction

This transaction is used to relocate a household from their current unit to another vacant unit within the same project. This transaction type contains the always mandatory site Id, borrower Id and project number data along with:

Unit Id **<project_unit_id>** is mandatory and is where the tenant household is moving from.

New Unit Id **<project_new_unit_id>** is mandatory and is where the tenant household is moving to.

The P1 Tenant Household Member Type **<role>** block containing SSN **<social_security_number>** and Name **<last_name>** of the tenant is mandatory (no other member or financial information needed)

The Tenant Action Code **<action_code>** is mandatory and has the value T.

The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the effective date of this transfer. It must be the 1st of the month. If the transfer actually happens in the middle of a month then it should be the 1st of the next month.

5.5 Type S
Swap transaction

This transaction is used to relocate (2) households from their current unit to the other's unit within the same project and within the same month. This transaction type contains the always mandatory site Id, borrower Id and project number data along with:

Unit Id **<project_unit_id>** is mandatory and is the unit currently occupied by one of the households to be swapped.

New Unit Id **<project_new_unit_id>** is mandatory and is the other household's currently occupied unit.

The P1 tenant household member **<role>** block containing SSN **<social_security_number>** and Name **<last_name>** of the tenant is mandatory (no other member or financial information needed). This is the household that currently resides in the **<project_unit_id>** unit.

The Tenant Action Code **<action_code>** is mandatory and has the value S.

The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the effective date of this swap. It must be the 1st of the month. If the swap actually happens in the middle of a month then it should be the 1st of the next month.

5.6 Type V
Vacate transaction

This transaction is used to designate the "move-out" of a household from a project. This transaction type contains the always mandatory site Id, borrower Id and project number data along with:

Unit Id **<project_unit_id>** is mandatory and is the household's currently occupied unit.

The P1 Tenant Household Member Type **<role>** block containing SSN **<social_security_number>** and Name **<last_name>** of the tenant is mandatory (no other member or financial information needed).

The Tenant Action Code **<action_code>** is mandatory and has the value V.

The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the effective date of this vacate. This date is the actual vacate date but **cannot** be the 1st of the month. If the household moved out on the 1st of the month and did not sleep there that night then this date should be the prior day (last of the last month). If the tenant did sleep there on the 1st of the month then it should be the 2nd of the month.

5.7 Type L
Initiate Absence transaction

This transaction is used to designate the start of a period of time that the household is penalized for being absent from the residence for at least 60 days. This transaction type contains the always mandatory site Id, borrower Id and project number data along with:

Unit Id **<project_unit_id>** is mandatory and is the household's currently assigned unit.

The P1 Tenant Household Member Type **<role>** block containing SSN **<social_security_number>** and Name **<last_name>** of the tenant is mandatory (no other member or financial information needed).

The Tenant Action Code **<action_code>** is mandatory and has the value L.

The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the start date of the period of time that the tenant household incurs financial penalty for being absent. This happens after the tenant has been absent for a continuous 60 day period. The date must be the 1st of the month.

5.8 Type B
Terminate Absence transaction

This transaction is used to designate the end of a period of time that the household is penalized for being absent from the residence for at least 60 continuous days. This transaction type contains the always mandatory site Id, borrower Id and project number data along with:

Unit Id **<project_unit_id>** is mandatory and is the household's currently occupied unit.

The P1 Tenant Household Member Type **<role>** block containing SSN **<social_security_number>** and Name **<last_name>** of the tenant is mandatory (no other member or financial information needed).

The Tenant Action Code **<action_code>** is mandatory and has the value B.

The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the start date of the month that ends the penalty period. It must be the 1st of the month.

5.9 Type E
Eviction transaction

This transaction is used to designate a household as being in the process of eviction. This transaction suspends the penalties normally charged for expired certifications. The eviction process can only be ended by a V-Vacate, R-Recertification or XE-Undo Eviction transaction. This transaction type contains the always mandatory site Id, borrower Id and project number data along with:

Unit Id **<project_unit_id>** is mandatory and is the household's currently occupied unit.

The P1 Tenant Household Member Type **<role>** block containing SSN **<social_security_number>** and Name **<last_name>** of the tenant is mandatory (no other member or financial information needed).

The Tenant Action Code **<action_code>** is mandatory and has the value E.

The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the start date of the eviction process. It can be any day of the month.

5.10   Type X
Undo Previous transaction

This transaction is used to remove previously applied transactions. It reverses the effects of that transaction as if it had never been processed. This transaction type contains the always mandatory site Id, borrower Id and project number data along with:

Unit Id **<project_unit_id>** is mandatory for all transaction removal types. This is usually the currently occupied Unit Id of the household. For T–Transfer or S–Swap transactions it is the "originating" Unit Id of the P1 household.

New Unit Id **<project_new_unit_id>** is not needed.

The P1 Tenant Household Member Type **<role>** block containing SSN **<social_security_number>** and Name **<last_name>** of the tenant is mandatory (no other member or financial information needed).

The Tenant Action Code **<action_code>** is mandatory.

Valid Codes	Definition
XI	Undo Initial Certification
XR	Undo Recertification
XA	Undo Assign RA
XT	Undo Transfer
XV	Undo Vacate
XL	Undo Assign Start of Absence
XB	Undo Assign End of Absence
XS	Undo Swap
XC	Undo Cotenant to Tenant
XE	Undo Eviction

The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the original effective date of the transaction to be removed.

The action must be the last action to have occurred to that household. Modify Certification transactions cannot be undone. There are certain other transactions that may have occurred in the system that could invalidate this action (e.g. undo of a vacate transaction when another household has already moved into the vacated unit).

6.   Budget Transactions

The interface supports (10) Budget Type Codes **<budget_type>**. To view examples of each budget transaction type, refer to the USDA Rural Development Sample Budget Transactions document.

Valid Codes	Definition
P2	Proposed Budget
Y2	Year End Actuals
M2	Monthly Actuals
Q2	Quarterly Actuals
B2	Balance Sheet
X*	Undo Action (* can be P, Y, M, Q, B)

Fiscal Year **<fiscal_year>** is needed to define the effective year of the budget.

This has a four digit value with format YYYY.

6.1   P2 Proposed Budget

This transaction is used to submit the mandatory annual project proposed budget and optional rent schedule. A rent schedule only needs to be included if it has changed since that last proposed budget was accepted, otherwise, the last rent schedule in effect continues.

Rent schedules are always effective the same date as the proposed budget. A mid-year rent change requires a mid-year budget.

The first proposed budget for a fiscal year must have an effective date that is the start date of that fiscal year. Subsequent mid-year budgets must have effective dates of the first of subsequent months in ascending order. The Agency does not permit submission of a proposed budget with an earlier effective date than one already submitted.

To modify a budget you must re-transmit the entire budget for the same fiscal year and start date of the budget to be changed. Proposed budgets cannot be modified after they have been APPROVED by the Agency.

Budget line "total" fields that are calculated from "independent" budget lines are never included in the transaction. All budget lines can be positive or zero. There are a few lines that can have a negative value. These are coded with an "N" in Appendix E.

This transaction type contains the always mandatory site Id, borrower Id, project number and fiscal year data along with:

A budget header block to transmit the budget type and time period data.

   a) The Budget Type **<budget_type>** is mandatory and has the value P2.

   b) The Effective Date **<effective_date>** is mandatory and must be the 1st of a month.

Budget line blocks (similar to household member blocks) define the line Id and dollar amount for each line of the budget. A budget must have at least (1) line block specified in the transaction. Additional line blocks are optional if their dollar amount is zero. If a data element (such as amount) is declared to be "mandatory", that means that it must be included in any budget line blocks in the transaction in the transmitted file. Budget line blocks with a zero amount **<amount>** do not have to be included in the transaction.

a) Line Id **<line_id>** is mandatory. The required values are defined in a reference table at the end of this section.

b) Comment **<comment>** is a maximum (65) characters long and is optional for most budget lines. The comment should not include < or > symbols. Certain budget lines (with names such as "List" or "Other" that don't have a definitive title) must include a comment if they have a non-zero amount. These are coded with a "C" in the reference table at the end of this section.

c) Amount **<amount>** is mandatory for all budget lines with the exception of Part V Capital Budget lines. For the Part V Capital Budget lines amount is a combination of funds from the project reserve account **<reserve_amount>** and/or the project operating account **<operating_amount>** along with a count of how many units **<nbr_units>** are being bought or serviced by the funds declared on the line item. Part V Capital Budget lines that need this "count" data item are coded with a "U" in Appendix E. The (3) data elements used in place of **<amount>** for Part V Capital Budget lines are:

The portion of the line amount **<reserve_amount>** to be funded from the project reserve account for the Part V Capital Budget line item.

The portion of the line amount **<operating_amount>** to be funded from the project operating account for the Part V Capital Budget line item.

The number of units **<nbr_units>** in the project to be bought or serviced by this Part V Capital Budget line item.

Narrative Line Blocks are mandatory for proposed budgets and are used to provide supplemental free-form text data about the budget. Each narrative line block defines a single line of text. This interface is limited to 50 narrative line blocks each having a maximum of 80 characters for a maximum total of 4000 characters. Each comment line is re-assembled by simple concatenation and thus should be built in the transaction by simple truncation. You don't have to worry about splitting words between multiple narrative lines. An explanation of what type of data should be included in this narrative can be found in HB-2-3560 (handbook 2) section 4.22 exhibit 4-3.

a) The Line Number **<line_nbr>** is just a sequential number starting with 1 for the first narrative line block.

b) The Line Text **<line_text>** is the freeform text for that line. The text must follow the symbol replacement rules defined in the Data Replacement table on page 3-2.

A Rent Schedule should be included with a Proposed Budget when the rent amounts are changing. Rent schedules are defined by a set of rent line blocks (similar to budget line blocks). There are (5) types of rent line blocks that can be used to define the groups of units with the same rent. The customer should choose the most efficient way to define these groups to use the fewest number of rent line blocks possible. The most common type is R3 which defines rent by a concatenation of unit type (s-small, m-medium …), number of bedrooms (0-6) and handicap indicator (Y or N). Any two of the three parts of this definition can be wild-carded (*). If rent lines overlap unit groups the most specific rent line is used to define the rent for a particular unit. A rent schedule must cover all the revenue-producing units in the project or it is rejected. The line 1 budget amount should be calculated from the rent schedule assuming no vacancies. If this calculation fails to equal the line 1 budget amount the budget transaction is put into a "Pending" status and is subject to Agency review before acceptance. Most budget transactions with discrepancies in that calculation are rejected. Rejection of a rent schedule also rejects the budget (and vice versa). It is anticipated that most rent schedules will be created using the R3 rent line type.

a) The R1 Rent Line Block **<line_type>** is the default and does not define any specific unit criteria. It covers units not defined under any other rent line. This rent line type would be appropriate if all units in the project had the same rent. Otherwise, this rent line type should not be used. The Line Code **<line_code>** for an R1 rent line type is just a single asterisk.

b) The R2 Rent Line Block **<line_type>** defines units by revenue status. The Line Code **<line_code>** is one character with the value (F-Full or R-Reduced). This is very similar to the R1 rent line type in that it should only be used if all full revenue" or "partial revenue" units have the same rent. Otherwise, this line type should not be used.

c) The R3 Rent Line Block **<line_type>** defines units by a three character string consisting of unit type, number of bedrooms and handicap status in that order. For example, the line code **<line_code>** for a group of small, 2 bedroom handicap accessible units would be "S2Y". Any two of the three codes can be wild-carded with an asterisk. For example, a group of 2 bedroom units would be *2*. In most cases, this rent line type will be the straight-forward way to define unit rent groups for a project.

d) The R4 Rent Line Block **<line_type>** is just a combination of revenue status (R2) and unit descriptor (R3). For example, the Line Code **<line_code>** for a group of 2 bedroom full revenue units would be F*2*. Usually the revenue status portion of this code does not add any more to the group definition than the R3 code alone.

e) R5 Rent Line Block **<line_type>** defines rent for a specific unit with the project unit id as its Line Code **<line_code>**. For example, the line code <line_code> for project unit 56B is 56B. This R5 Rent Line Code would be appropriate if all units had a different rent or just a few units were different than most of the other units.

f) Each rent line block should include the following data elements to define the rent and utility allowance amounts for that rent line. All (3) Rent Line Elements **<base_amount>**, **<note_amount>**, and **<hud_amount>** are mandatory. For the Utility Allowance, If only the total allowance is known just put that amount in the **<electric_util_amount>**. The remaining utility allowance tags can be excluded from the transaction. All these amounts have the dollar format.

Rent Line Element	XML tag
BASE monthly rent	**<base_amount>**
NOTE monthly rent	**<note_amount>**
HUD monthly rent	**<hud_amount>**

Rent Line Utility Element	XML tag
electric utility allowance	**<electric_util_amount>**
gas utility allowance	**<gas_util_amount>**
water utility allowance	**<water_util_amount>**
sewer utility allowance	**<sewer_util_amount>**
trash collection utility allowance	**<trash_util_amount>**
other utility allowance	**<other_util_amount>**

6.2   Y2 Year-End Actual Budget

This transaction is used to submit the mandatory annual project year-end actual financial information.

This transaction type contains the always mandatory site Id, borrower Id, project number and fiscal year data and is very similar to the proposed budget with the following exceptions:

The Budget Type **<budget_type>** has the value **Y2**.

Effective Date is not required.

Budget Narrative is optional.

Rent Schedule is not required.

Line Ids differ in a few instances as outlined in the reference table at the end of this section.

The data values in the **<amount>**, **<reserve_amount>**, **<operating_amount>**, and **<nbr_units>** represent actual amounts instead of proposed/forecasted amounts.

6.3   M2 Monthly Actual Budget

This transaction is used to submit the project monthly actual financial information that is required of some projects.

This transaction type contains the always mandatory site Id, borrower Id, project number and fiscal year data and is similar to the proposed budget with the following exceptions:

The Budget Type **<budget_type>** has the value **M2**.

Effective Month **<month_actual>** is needed to define the month (JAN, FEB, MAR etc) of the year that the budget is effective.

Effective Date is not required.

Budget Narrative is optional.

Rent Schedule is not required.

Line Ids differ in a few instances as outlined in the table included at the end of this section.

The data values in **<amount>**, **<reserve_amount>**, **<operating_amount>**, and **<nbr_units>** represent actual amounts instead of proposed/forecasted amounts.

Each **non-Part V Capital Budget line** needs a Year-to-Date amount **<ytd_amount>** in addition to monthly amount **<amount>** to record the actual current year-to-date amount up to and including that reporting month.

Each **Part V Capital Budget** line needs a set of Year-to-Date amounts **<ytd_reserve_amount>**, **<ytd_operating_amount>**, and **<ytd_nbr_units>**, in conjunction with the monthly amounts **<reserve_amount>**, **<operating_amount>**, and **<nbr_units>** to record the actual current year-to-date amount up to and including that month.

a) **<ytd_reserve_amount>** records the year-to-date amount of the line item actually funded from the project reserve account up to and including that month

b) **<ytd_operating_amount>** records the year-to-date amount of the line item actually funded from the project operating account up to and including that month

c) **<ytd_nbr_units>** defines the quantity of units actually bought or serviced during the fiscal year up to and including that month and is applicable to a subset of the Part V Capital Budget Items coded with a "U" in Appendix E. This data element must be positive and non-zero if either the **<ytd_reserve_amount>** or **<ytd_operating_amount>** is non-zero. It must be zero if both of those amounts are zero.

6.4   Q2 Quarterly Actual Budget

This transaction is used to submit the project quarterly actual financial information that is required of some projects.

This transaction type contains the always mandatory site Id, borrower Id, project number and fiscal year data and is similar to the proposed budget with the following exceptions:

The Budget Type **<budget_type>** has the value **Q2**.

Effective Quarter **<quarter_actual>** is needed to define the quarter (1, 2, 3 or 4) of the year that the budget is effective.

Effective Date is not required.

Budget Narrative is optional.

Rent Schedule is not required.

Line Ids differ in a few instances as outlined in the reference table included at the end of this section.

The data values in **<amount>**, **<reserve_amount>**, **<operating_amount>**, and **<nbr_units>** represent actual amounts instead of proposed/forecasted amounts.

Each **non-Part V Capital Budget** line needs a Year-to-Date amount **<ytd_amount>** in addition to quarterly amount **<amount>** to record the actual current year-to-date amount up to and including that quarter.

Each **Part V Capital Budget** line needs a set of Year-to-Date amounts **<ytd_reserve_amount>**, **<ytd_operating_amount>**, and **<ytd_nbr_units>**, in addition to the quarterly amounts **<reserve_amount>**, **<operating_amount>**, and **<nbr_units>** to record the actual current year-to-date amount up to and including that quarter.

a) **<ytd_reserve_amount>** records the year-to-date amount of the line item actually funded from the project reserve account up to and including that quarter

b) **<ytd_operating_amount>** records the year-to-date amount of the line item actually funded from the project operating account up to and including that quarter

c) **<ytd_nbr_units>** defines the quantity of units actually bought or serviced during the fiscal year up to and including that quarter and is applicable to a subset of the **Part V Capital Budget** items coded with a "U" as defined in Appendix E. This data element must be positive and non-zero if either the **<ytd_reserve_amount>** or **<ytd_operating_amount>** is non-zero. It must be zero if both those amounts are zero.

6.5   B2 Balance Sheet

This transaction is used to submit the mandatory annual project balance sheet information.

This transaction type contains the always mandatory site Id, borrower Id, project number and fiscal year data and is very similar to the proposed budget with the following exceptions:

The Budget Type **<budget_type>** has the value B2.

Effective Date is not required.

Budget Narrative is not required.

Rent Schedule is not required.

Line Ids are outlined in the reference table included at the end of this section.

6.6   X Remove Budget

Transactions with a Budget Type **<budget_type>** beginning with an "X" are interpreted as a removal of that budget type.

This transaction type contains the always mandatory site Id, borrower Id, project number and fiscal year data along with:

- a)   Proposed budgets need their Effective Date **<effective_date>**.

- b)   Monthly budgets need their Effective Month of the year **<month_actual>**.

- c)   Quarterly budgets need their Effective Quarter of the year **<quarter_actual>**.

- d)   Year End Actual budgets and Balance Sheets do not need any other data elements.

The budget removal transaction must include the first budget line **<budget_line_item>** of the original transaction to be removed.

Valid Budget Type Codes	*Definition*
XP	Remove Proposed Budget
XY	Remove Year End Actual Budget
XM	Remove Monthly Budget
XQ	Remove Quarterly Budget
XB	Remove Balance Sheet

7.   Agency Contacts

Please direct all communications to:

Christine Wilder
Project Contracting Officer's representative (COR)
USDA RD MSTB
Ph: (314) 457-4943
Email: Christine.Wilder@usda.gov

Tim Muller
Project Lead ASRC
Consultant Ph:
(573) 637-0108
Email: Timothy.Muller@usda.gov

Alex McIntosh
Technical Lead
ASRC Consultant
Ph: (636) 288-6656
Email: Alexander.McIntosh@usda.gov

A.   XML Template

```
<?xml version="1.0" encoding="UTF-8" ?>
<Property_Info>
  <Site_Item>
    <Site_Header>
      <site_id>99999</site_id>
    </Site_Header>
    <Transaction_Item>
      <Transaction_Header>
        <borrower_id>999999999</borrower_id>
        <project_number>999</project_number>
        <project_name>XXXXXXXXXXXXXXXX…</project_name>
      </Transaction_Header>
      <Tenant_Household_Header>
        <action_code>XX</action_code>
        <effective_date>YYYYMMDD</effective_date>
        <project_unit_id>XXXXXX</project_unit_id>
        <project_new_unit_id>XXXXXX</project_new_unit_id>
        <subsidy>9</subsidy>
        <other_subsidy_indicator>X</other_subsidy_indicator>
        <other_subsidy_amount>999999999.99</other_subsidy_amount>
        <net_family_assets>999999999.99</net_family_assets>
        <imputed_incm_assets>999999999.99</imputed_incm_assets>
        <earnings_from_assets>999999999.99</earnings_from_assets>
        <salary>999999999.99</salary>
        <social_security_income>999999999.99</social_security_income>
        <public_assistance>999999999.99</public_assistance>
        <other_income>999999999.99</other_income>
        <medical_adjustments>999999999.99</medical_adjustments>
        <child_care_adjustments >999999999.99</child_care_adjustments>
        <welfare_shelter_payments>999999999.99</welfare_shelter_payments>
        <eligibility_indicator>X</eligibility_indicator>
        <exempt_income_indicator>X</exempt_income_indicator>
        <foster_children>99</foster_children>
        <date_of_orig_entry>YYYYMMDD</date_of_orig_entry>
      </Tenant_Household_Header>
      <Tenant_Household_Member>
        <role>XX</role>
        <first_name>XXXXXXXX…</first_name>
        <last_name>XXXXXXXXX…</last_name>
        <middle_initial>X</middle_initial>
        <title>X…</title>
        <social_security_number>X9999999</social_security_number>
        <gender>X</gender>
        <birth_date>YYYYMMDD</birth_date>
        <race>X…</race>
        <ethnicity>X</ethnicity>
```

```
            <source>X</source>
            <personal_status_code>X</personal_status_code>
        </Tenant_Household_Member>
        <Budget_Header>
            <budget_type>XX</budget_type>
            <fiscal_year>9999</fiscal_year>
            <effective_date>YYYYMMDD</effective_date>
            <month_actual>XXX</month_actual>
            <quarter_actual>9</quarter_actual>
        </Budget_Header>
        <Budget_Line_Item>
            <line_id>XXXXXXXX</line_id>
            <comment>XXXXXXXXXX…</comment>
            <amount>999999999.99</amount>
            <reserve_amount>999999999.99</reserve_amount>
            <operating_amount>999999999.99</operating_amount>
            <nbr_units>9…</nbr_units>
            <ytd_amount>999999999.99</ytd_amount>
            <ytd_reserve_amount>999999999.99</ytd_reserve_amount>
            <ytd_operating_amount>999999999.99</ytd_operating_amount>
            <ytd_nbr_units>9…</ytd_nbr_units>
        </Budget_Line_Item>
        <Narrative_Line_Item>
            <line_nbr>999</line_nbr>
            <line_text>XXXXXXXXXX…</line_text>
        </Narrative_Line_Item>
        <Rent_Line_Item>
            <line_type>XX</line_type>
            <line_code>X…</line_code>
            <base_amount>999999999.99</base_amount>
            <note_amount>999999999.99</note_amount>
            <hud_amount>999999999.99</hud_amount>
            <electric_util_amount>999999999.99</electric_util_amount>
            <gas_util_amount>999999999.99</gas_util_amount>
            <water_util_amount>999999999.99</water_util_amount>
            <sewer_util_amount>999999999.99</sewer_util_amount>
            <trash_util_amount>999999999.99</trash_util_amount>
            <other_util_amount>999999999.99</other_util_amount>
        </Rent_Line_Item>
      </Transaction_Item>
   </Site_Item>
</Property_Info
```

XML File Structure Rules

1. A file must have 1 and only 1 HEADER record "<?xml version="1.0" encoding="UTF-8" ?>" and it must be the first record in the file.

2. A file must have 1 and only 1 ROOT block "<Property _Info></Property_Info>" and be the second/last record in the file.

3. A file must have at least 1 SITE ITEM block "<Site_Item></Site_Item>" following sequentially inside the ROOT block. A separate SITE ITEM block is needed for each different site in the file.

4. Each SITE ITEM block must have 1 and only 1 SITE HEADER block "<Site_Header></Site_Header>" included as the first block in it.

5. Each SITE ITEM block must have at least 1 TRANSACTION ITEM block "<Transaction_Item></Transaction_Item>" following sequentially after the SITE HEADER block. A TRANSACTION ITEM block is needed for every individual transaction in the file.

6. Each TRANSACTION ITEM block needs 1 and only 1 TRANSACTION HEADER block "<Transaction_Header></Transaction_Header>" included as the first block in it.

   TENANT TRANSACTIONS ONLY

7. If the transaction is a TENANT type transaction then the TRANSACTION ITEM block needs 1 and only 1 TENANT HOUSEHOLD HEADER block "<Tenant_Household_Header></Tenant_Household_Header>" following sequentially after the TRANSACTION HEADER block .

8. Each TRANSACTION ITEM block must have at least 1 TRANSACTION HOUSEHOLD MEMBER block "<Transaction_Household_Member></Transaction_Household_Member>" following sequentially after the TENANT HOUSEHOLD HEADER block in it. Each household member needs a TRANSACTION HOUSEHOLD MEMBER block.

BUDGET TRANSACTIONS ONLY

9. If the transaction is a BUDGET type transaction then the TRANSACTION ITEM block needs 1 and only 1 BUDGET HEADER block "<Budget_Header></Budget_Header>" following sequentially after the TRANSACTION HEADER block .

10. Each TRANSACTION ITEM block must have at least 1 BUDGET LINE ITEM block "<Budget_Line_Item></Budget_Line_Item>" following sequentially after the BUDGET HEADER block. Each line item of the budget needs a BUDGET LINE ITEM block.

11. If the budget type is "Proposed" the TRANSACTION ITEM block may have 1 or more NARRATIVE LINE ITEM blocks following sequentially after the last BUDGET LINE ITEM block. Each line of the budget narrative needs a NARRATIVE LINE ITEM block.

12. If the budget type is "Proposed" the TRANSACTION ITEM block may have 1 or more RENT LINE ITEM blocks following sequentially after the last NARRATIVE LINE ITEM block. Each schedule line of the rent schedule needs a RENT LINE ITEM block.

B. EDIFACT to XML Conversion Guide

Attribute	Legacy EDIFACT Format	XML Format
Site Id	UNB~UNOA:3~121212121~12602~123112:1435~1	<site_id>12602</site_id>
Borrower ID	NAD~BW~121212121	<borrower_id>121212121</borrower_id>
Project Number	RFF~PNO:056	<project_number>056</project_number>
Project Name	RFF~PJN:ACME Housing Authority	<project_name> ACME Housing Authority</project_name>
Action Code	GIS~TAC:I	<action_code>I</action_code>
Effective Date	DTM~7:20130101:102	<effective_date>20130101</effective_date>
Project Unit Id	RFF~INO:25A	<project_unit_id>25A</project_unit_id>
New Project Unit Id	RFF~INN:01	<project_new_unit_id>01</project_new_unit_id>
Tenant Subsidy	RFF~ABJ:1	<subsidy>1</subsidy>
Other Subsidy Indicator	RFF~OSI:N	<other_subsidy_indicator> N</other_subsidy_indicator>
Other Subsidy Amount	EMP~1~OSA MOA~9:000	<other_subsidy_amount>0</other_subsidy_amount>
Net Family Assets	EMP~1~NET MOA~9:100000	<net_family_assets>1000.00</net_family_assets>
Earnings from Assets	EMP~1~AST MOA~9:10000	<earnings_from_assets>100.00</earnings_from_assets>
Salary	EMP~1~SAL MOA~9:1947400	<salary>19474.00</salary>
Social Security Income	EMP~1~SOC MOA~9:1300000	<social_security_income>13000.00</social_security_income>
Public Assistance	EMP~1~PUB MOA~9:120000	<public_assistance>1200.00</public_assistance>
Other Income	EMP~1~OTH MOA~9:500000	<other_income>5000.00</other_income>
Medical Adjustments	EMP~1~AMC MOA~9:450000	<medical_adjustments>4500.00</medical_adjustments >
Child Care Adjustments	EMP~1~ACC MOA~9:260000	<child_care_adjustments>2600.00</child_care_adjustments >

Attribute	Legacy EDIFACT Format	XML Format
Welfare Shelter Payments	EMP~1~WEL MOA~9:000	<welfare_shelter_payments>0</welfare_shelter_payments>
Eligibility Indicator	GIS~EI:E	<eligibility_indicator> E</eligibility_indicator>
Exempt Income	RFF~EXM:N	<exempt_income_indicator> N</exempt_income_indicator>
Foster Children	REL~1~FOS PCD~25:2	<foster_children>2</foster_children>
Date Of Original Entry	DTM~330:20121203:102	<date_of_orig_entry>20121203</date_of_orig_entry>
Tenant Household Role	NAD~P1~232323232~~WHITE:BETTY:A:MRS~1	<role> P1</role>
First Name	NAD~P1~232323232~~WHITE:BETTY:A:MRS~1	<first_name> BETTY</first_name>
Last Name	NAD~P1~232323232~~WHITE:BETTY:A:MRS~1	<last_name> WHITE</last_name>
Middle Initial	NAD~P1~232323232~~WHITE:BETTY:A:MRS~1	<middle_initial> A</middle_initial>
Title	NAD~P1~232323232~~WHITE:BETTY:A:MRS~1	<title> MRS</title>
Social Security Number	NAD~P1~232323232~~WHITE:BETTY:A:MRS~1	<social_security_number>232323232</social_security_number>
Gender	ATT~2~~SEX:F	<gender> F</gender>
Birth Date	DTM~329:19651220:102	<birth_date>19651220</birth_date>
Race	ATT~2~~RAC:W	<race> W</race>
Ethnicity	ATT~2~~ETH:N	<ethnicity> N</ethnicity>
Source	ATT~2~~SRC:C	<source> C</source>
Personal Status Code	ATT~2~~PSC:N	<personal_status_code> N</personal_status_code>
Fiscal Year	RFF~FYR:2013	<fiscal_year>2013</fiscal_year>
Budget Type	GIS~BAC:P2	<budget_type> P2</budget_type>
Effective Date	DTM~7:20130101:102	<effective_date>20130101</effective_date>
Effective Month	RFF~MON:DEC	<month_actual> DEC </month_actual>

Attribute	Legacy EDIFACT Format	XML Format
Effective Quarter	RFF~QTR:3	<quarter_actual>3</quarter_actual>
Line Id	NAD~B1~01LINE01	<line_id>01LINE01</line_id>
Comment	ATT~2~~CMT:Tax and Escrow	<comment> Tax and Escrow</comment>
Amount	EMP~1~AMT MOA~9:221400	<amount>2214.00</amount>
Reserve Amount	EMP~1~ARS MOA~9:6000	<reserve_amount>60</reserve_amount>
Operating Amount	EMP~1~AOP MOA~9:123456	<operating_amount>1234.56</operating_amount>
Number of Units	EMP~1~AUT MOA~9:5	<nbr_units>5</nbr_units>
Year to Date Amount	EMP~1~YTD MOA~9:12000	<ytd_amount>120</ytd_amount>
YTD Reserve Amount	EMP~1~YRS MOA~9:123850	<ytd_reserve_amount>1238.50</ytd_reserve_amount>
YTD Operating Amount	EMP~1~YOP MOA~9:120000	<ytd_operating_amount>1200.00</ytd_operating_amount>
YTD Number of Units	EMP~1~YUT MOA~9:10	<ytd_nbr_units>10</ytd_nbr_units>
Narrative Line Number	none	<line_nbr>1</line_nbr>
Narrative Comment Line	ATT~2~~CMT:Project Description and Status Grand Princess Manor Apartments is a 24 unit com	<line_text> Project Description and Status Grand Princess Manor Apartments is a 24 unit com</line_text>
Rent Line Type	NAD~R3~N1*	<line_type> R3</line_type>
Rent Line Code	NAD~R3~N1*	<line_code> N1*</line_code>
Base Rent Amount	EMP~1~BAS MOA~9:106000	<base_amount>106000</base_amount>
Note Rent Amount	EMP~1~NOT MOA~9:120000	<note_amount>1200.00 </note_amount>
HUD Rent Amount	EMP~1~HUD MOA~9:000	<hud_amount>0</hud_amount>

Attribute	Legacy EDIFACT Format	XML Format
Electric Utility Amount	EMP~1~ELE MOA~9:6900	<electric_util_amount>69.00</electric_util_amount>
Gas Utility Amount	EMP~1~GAS MOA~9:2000	<gas_util_amount>20.00</gas_util_amount>
Water Utility Amount	EMP~1~WAT MOA~9:1000	<water_util_amount>10.00</water_util_amount>
Sewer Utility Amount	EMP~1~SEW MOA~9:1500	<sewer_util_amount>15.00</sewer_util_amount>
Trash Utility Amount	EMP~1~TSH MOA~9:700	<trash_util_amount>7.00 </trash_util_amount>
Other Utility Amount	EMP~1~OTR MOA~9:1800	<other_util_amount>18.00</other_util_amount>

C.   Site ID List

Site ID	State
01601	Alabama
01602	
01603	
01604	
01605	
01606	
01607	
01608	
02601	Arizona
03601	Arkansas
03602	
03603	
03604	
03605	
03606	
04601	California
04602	
04603	
04604	
04605	
04606	
05605	Colorado
06605	Connecticut
06606	
07601	Delaware

Site ID	State
09601	Florida
09602	
09603	
09604	
09605	
09606	
11601	Georgia
11602	
11603	
11604	
11605	
11606	
12601	Idaho
12602	
12603	
12604	
14601	Illinois
14602	
14603	
14604	
14605	
14606	
14607	
14611	
14612	
14613	
15601	Indiana
15602	
15603	
15604	
15605	
15606	
15607	
15672	

Site ID	State
16601	Iowa
16602	
16603	
16604	
16605	
16606	
16607	
16608	
16609	
16610	
18601	Kansas
18602	
18603	
18604	
18605	
21601	Kentucky
21602	
21603	
21604	
21605	
22651	Louisiana
22652	
22653	
22654	
23601	Maine
23602	
23603	
23604	

Site ID	State
25602	Massachusetts
25603	
25604	
26601	Michigan
26602	
26603	
26604	
26605	
27602	Minnesota
27603	
27608	
27610	
27611	
27614	
28601	Mississippi
28602	
28603	
28604	
28605	
28606	
28607	
28608	
30601	Missouri
30602	
30603	
30604	
30605	
30606	
31601	Montana

Site ID	State
32601	Nebraska
32602	
32603	
32604	
32605	
33601	Nevada
33602	
33606	
34601	New Hampshire
35601	New Jersey
35602	
36601	New Mexico
36602	
36603	
37651	New York
37652	
37653	
38601	North Carolina
38602	
38603	
38604	
38605	
38606	
38607	
38608	
40601	North Dakota
40602	
40603	
40604	

Site ID	State
41601	Ohio
41602	
41603	
41604	
42000	Oklahoma
42601	
42602	
42603	
42604	
42618	
42624	
42638	
42641	
42651	
42653	
42660	
42661	
42662	
42664	
42669	
42677	
43601	Oregon
43602	
43603	
43604	
44610	Pennsylvania
44614	
44620	
44621	
44638	
44639	
44641	
44665	
44666	
44699	

Site ID	State
45601	Rhode Island
46601	South Carolina
46602	
46603	
46604	
46605	
47602	South Dakota
47603	
47651	
48601	Tennessee
48602	
48603	
48604	
48605	
48606	
48607	
48609	
49001	Texas
49002	
49003	

Site ID	State
52601	Utah
52602	
52603	
53602	Vermont
55601	Virginia
55602	
55603	
55604	
56601	Washington
57601	West Virginia
57602	
57603	
57604	
58603	Wisconsin
58651	
58652	
58653	
58654	
58655	
58656	
59601	Wyoming
59602	
59603	
59650	
60601	Alaska
61601	Hawaii
62602	Western Pacific
63601	Puerto Rico
63602	
63603	
64604	Virgin Islands

D.   Status Messages

Status Messages
Accepted – The transaction is accepted as is. No message is associated with this status.
Pending – This category is used when all the transmitted data on a transaction is correct, but if the transaction is applied it would: o Exceed MFIS Business Processing Rules and/or limits that are set to aid the servicing office in catching out of the ordinary changes in transaction information o Change MFIS information outside the current month. o Change tenant information which would cause a change to previous Project Worksheets already provided to the projects for payment. These transactions may be accepted by the servicing office after they review them to make sure that the data contained is correct and applicable to the project as of the date accepted.
Reject (System Reject) – This category is used when the data on a transaction is correct but the transaction cannot be posted against MFIS due to the current status of the item being changed. For example, an initial certification cannot be posted to a unit if the unit is not vacant when the initial certification is processed. This transaction COULD be applied if the servicing office resolves the conflict as indicated in the message. Using the above example; if a vacate transaction is processed through Industry Interface or by the servicing office in MFIS first, the System Rejected Transaction could be 'Re-applied'.
Heldup – This category is used to indicate that the transaction cannot be processed until another transaction currently in 'Pending' status is processed. For example, an Initial Certification with an effective date in January is pending because its effective date is more than 2 months old. This transaction is a 'Modify' transaction for that tenant. Until the Initial Certification is processed, the modify transaction cannot be processed. After the related transaction is processed, the transaction can be processed.
Error – These messages indicate that the combination of data in the transaction would break a major business rule or cause a problem with MFIS data integrity. It cannot be re-applied in MFIS. The data must be re-entered by the Management Agent with correct data and resent to USDA.
Staged – This category is used when all the transmitted data on a transaction is correct, but the transaction is not yet accepted. No message is associated with this status.

DATA Messages
Absence action date past cert expiration date
Absence date cannot be same as current absence effective date
Absence date prior to current cert effective date
Absence date prior to current swap effective date
Absence date prior to current transfer effective date
Absence delete not allowed due to subsequent action
Absence not allowed due to subsequent action
Action is not a cotenant-to-tenant
Action is not a recert
Action is not a Subsidy action
Action is not a swap
Action is not a vacancy
Action is not an absence
Action is not an init cert
Action is not an RA
All remove transactions require phone contact between CSC and management before acceptance.
Balance Sheet has already been approved
Budget effective day must be 1st of month
Budget effective day must be within fiscal year range
Budget FY not yet defined for project
Cannot change earlier Balance Sheet
Cannot change earlier Proposd Budget
Cannot delete - Household has pending Industry Interface transactions
Cannot determine unit id for R5 rent schedule line
Cannot find budget to remove
Cannot find cotenant initial certification
Cannot find financial instrument to be deleted
Cannot find tenant 1 certification
Cannot find tenant 2
Cannot find tenant 2 certification
Cannot find tenant certification

DATA Messages
Cannot find tenant initial certification
Cannot have Back-to-Back CoTenant Recerts on same day
Cannot locate action to be removed
Cannot perform back-to-back CoTenant Recerts on same day
Cannot perform recert before initial cert
Cannot report actuals before the end of the fiscal year
Cannot Swap 1 on same date as prior swap/transfer
Cannot transfer into your current unit
Certification is late
Certification is late; Verify reported income
Certification is late; Zero income tenant certification; Verify reported income
Childcare adjustment reported with no qualifying household members
COTENANT xxxxxxxxx already resides in a household. State: xx District: xxx Project Name: xxxxxxxxxxxxxx
COTENANT xxxxxxxxx has duplicate residency in (project).
COTENANT xxxxxxxxx has duplicate residency in this project.
Cotenant does not currently reside in unit
CoTenant Recert cannot have the same effective date as the previous Certification.
Cotenant to Tenant date prior to current cert effective date
Cotenant to Tenant date prior to current swap effective date
Cotenant to Tenant date prior to current transfer effective date
Cotenant to tenant is not the latest action
CURRENT Project Rent Schedule detail records not available
Database Retrieval error: BASIC rent must be greater than zero.
Database Retrieval error: NOTE rent must be greater than BASIC rent.
Database Retrieval error: NOTE rent must be greater than zero.
Date of project entry earlier than a month prior to cert
DEPENDENT xxxxxxxxx already resides in a household. State: xx District: xxx Borrower ID: xxxxxxxxx Project Nbr: xxx
DEPENDENT xxxxxxxxx has duplicate residency in (project)
DEPENDENT xxxxxxxxx has duplicate residency in this project.
Duplicate absence
Duplicate Project Rent Schedule Detail record
Duplicate RA
Duplicate recert
Duplicate residency in xx-xxx-(project name)
Duplicate swap
Duplicate swap 1
Duplicate transfer

DATA Messages
Duplicate vacate
Effective date does not match cotenant residency
Elderly cotenant not accounted for in transaction data
Elderly count not accurate for household
Elderly tenant not accounted for in transaction data
Elderly tenant not receiving available RA
Eviction not allowed due to prior action
Heldup pending approval of previous recert
Incomplete data due to invalid date in transmission file
Initial Cert is not the latest action
Input Error – ORA-01843: not a valid month
Inside Transfer action not allowed due to prior action
Inside Transfer date prior to current cert effective date
Inside Transfer date prior to current swap effective date
Inside Transfer date prior to current transfer effective date
Inside Transfer effective date past cert expiration date
Invalid absence information - effective or received date
Invalid borrower id and project number combination
Invalid budget line code: xxxxxxxx
Invalid budget transaction code
Invalid cert information - effective or received date
Invalid cert modify, effective date change with existing subsequent actions
Invalid cert modify, subsequent actions exist
Invalid co-tenant/dependent information - birth date or last name
Invalid effective date -- must be first of month
Invalid household member birthday
Invalid hshld member – Minor is older than 18 years
Invalid hshld member birth date -- more than 150 years
Invalid inside transfer information - effective or received date
Invalid late date – not same month as effective date
Invalid line code for R3 rent schedule unit size
Invalid line code for R3 rent schedule unit type
Invalid line code for R4 rent schedule unit size
Invalid line code for R4 rent schedule unit type
Invalid line code for R4 rev rent schedule
Invalid line code length for R3 rent schedule
Invalid line code size for R4 rent schedule line
Invalid line type

DATA Messages
Invalid non-tenant gender -- must be M or F
Invalid removal transaction type
Invalid ssn --- non-numeric characters
Invalid swap information - effective or received date
Invalid tenant birth date -- greater than current date
Invalid tenant birth date -- more than 150 years
Invalid tenant birthday
Invalid tenant gender -- must be M or F
Invalid tenant information - birth date or last name
Invalid tenant subsidy -- must be one of 0, 1, 2, 4, 5, 6, 7, or 8.
Invalid tenant subsidy 8, project subsidy is not 21
Invalid tenant subsidy code
Invalid tenant subsidy for project subsidy 02 -- must be one of 0, 4, 5, 6, 7
Invalid tenant subsidy for project subsidy 05 -- must be one of 0, 1, 4, 5, 6, or 7.
Invalid tenant subsidy for project subsidy 24 -- must be 2 or 6
Invalid tenant transaction code
Invalid transaction effective date
Invalid vacancy information - effective or received date
Invalid worksheet – negative overage amount
Invalid worksheet – negative RA amount
Medical adjustment reported with no qualifying household members
Missing type (M, F, D, H) for DEPENDENT household member
Mod cert must have same eff date as last cert, else should be recert
Monthly Actuals have already been approved
Monthly Actuals month not valid
NDEPENDENT xxxxxxxxx has duplicate residency in (project)
New Project Rent Schedule effective date must align with fiscal year start and end
New Project Rent Schedule effective date must be greater or equal to Project Proposed Budget effective date
No Financial items to update
Non-elderly tenant is marked as elderly
Non-reconcilable adjustments
Not enough RA available
Not enough RA available to give to tenant
Not enough RA available; Verify reported inome
Old project unit 1 not date effective
Old project unit 1 not occupiable
Old project unit 2 not date effective

DATA Messages
New Project Rent Schedule effective date must be greater or equal to Project Proposed Budget effective date
No Financial items to update
Non-elderly tenant is marked as elderly
Non-reconcilable adjustments
Not enough RA available
Not enough RA available to give to tenant
Not enough RA available; Verify reported inome
Old project unit 1 not date effective
Old project unit 1 not occupiable
Old project unit 2 not date effective
Old project unit 2 not occupiable
Old project unit not date effective
Old project unit not occupiable
Old project unit not vacant
OTHER budget line item has no supporting comment
Payment is too big to release (over 1 million)
PRJ2000_Tmp Unit NF
Problem finding associated project
Project 1 unit has been vacated
Project cannot be determined from borrower id and project number
Project is not active, paycode is: xxx
Project is not implemented for Phase 4 MFIS
Project has no rent schedule
Project has no units
Project needs RA review before it can be released.
Project Tenant 1 Household Unit Error
Project Tenant Data is corrupted
Project unit 1 not occupied
Project unit 2 not date effective
Project unit 2 not occupiable
Project unit has already been vacated
Project unit has been occupied subsequent to initial vacate
Project unit has been vacated
Project Unit NF
Project unit not date effective
Project unit not found
Project unit not occupiable

DATA Messages
Project unit not vacant
Proposed Budget has already been approved
Quarterly Actuals have already been approved
Quarterly Actuals qtr not valid
RA date cannot be same as current RA effective date
RA date prior to current cert effective date
RA date prior to current swap effective date
RA date prior to current transfer effective date
RA delete not allowed due to subsequent action
RA effective date past cert expiration date
RA not allowed due to subsequent action
RA units over-allocated to tenant households
Recert cannot have same effective day as cotenant recert
Recert cannot have same effective day as initial cert
Recert date cannot be same current cotenant to tenant effective date
Recert date cannot be same current init cert effective date
Recert date does not match tenant residency
Recert date prior to current cert effective date
Recert date prior to current swap effective date
Recert date prior to current transfer effective date
Recert is not the latest action
Recert prior to current cert effective date
Recert prior to current swap effective date
Rent Schedule does not support all project units
Release must be in ascending monthly order.
Subsidy change not allowed due to subsequent action
Subsidy date on or prior to current cert effective date
Subsidy effective date past cert expiration date
Subsidy not changed from current certification setting
Swap 1 date past cert expiration date
Swap 1 date prior to current swap effective date
Swap 1 date prior to current transfer effective date
Swap 1 delete not allowed due to subsequent action
Swap 2 action not allowed due to prior action
Swap 2 date past cert expiration date
Swap 2 date prior to current swap effective date
Swap 2 date prior to current swap effective date
Swap 2 date prior to current transfer effective date

DATA Messages
Swap 2 delete not allowed due to subsequent action
Swap 2nd household could not be determined
Swap action not allowed due to prior 1 action
Swap project unit id could not be determined
Tenant 1 does not reside in unit to be swapped from
Tenant 1 does not reside in unit to be vacated
Tenant 2 does not reside in unit to be swapped from
Tenant 2 does not reside in unit to be vacated
Tenant already resides in a project. State: xx District: xxx Borrower ID: xxxxxxxxx Project Nbr: xxx
Tenant already resides in this project
Tenant certification has ended
Tenant does not currently reside in unit
Tenant does not reside in unit to be transferred from
Tenant does not reside in unit to be vacated
Tenant has already vacated this project
Tenant has vacated this project
Tenant Household Member AE
Tenant Household Member NU
Tenant household not found
Tenant household record not found
Tenant income too big to release (over 1 million)
Tenant income too high for allotment of Rental Assistance
Tenant initial certification not found
Tenant is already a project resident
Tenant is already a resident of this project
Tenant transaction not found
This tenant certification qualifies as LATE.
Transaction could cause worksheet adjustment
Transaction effective date is over 1 month old
Transaction effective date is over 2 months old
Transaction project not found
Transfer not allowed on same date as previous transfer
Transfer not allowed on same date as previous transfer/swap
Transfer not allowed on same day as initial certification
Unapproved Proposed Budget already exists
USDA generated SSN --> xxxxxxxxx <-- for (NAME)

DATA Messages
Vacancy date prior to current cert effective date
Vacancy date prior to current swap effective date
Vacancy date prior to current transfer effective date
Vacancy delete not allowed due to subsequent action
Vacate not allowed due to prior action
Vacates not allowed on first of month
Verify a $xxx.xx project payment adjustment
Verify eligibility for non-elderly tenant
Verify eligibility for non-elderly tenant; Eligible tenant not receiving RA; Verify reported income
Verify eligibility for non-elderly tenant; Transaction effective date is over 1 month old
Verify eligibility for non-elderly tenant; Verify reported income
Verify reported income
Written notification to tenant and Agency, in accordance with 3560.208, is required for evictions due to tenant not recertifying.
Year End Actual has already been approved
Zero income tenant certification
Zero income tenant certification; Verify reported income
ERROR: (ATT MODIFIER: CNT) RECORD FORMAT IS INVALID. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.
ERROR: (ATT PSC: G) VALUE IS INVALID. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.
ERROR: (BIRTHDAY FOR (NAME),: (ASSIGNED ID)) VALUE IS INVALID. PLEASE CHANGE AND RESUBMIT.
ERROR: (DOLLAR AMOUNT: 151829.9-) VALUE IS INVALID ON BUDGET RECORD: 01LINE01. PLEASE CHANGE AND RESUBMIT.
ERROR: (DOLLAR AMOUNT: 56.999) VALUE IS INVALID ON BUDGET RECORD: 07LINE12. PLEASE CHANGE AND RESUBMIT.
ERROR: (GIS EI) RECORD FORMAT IS INVALID. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.
ERROR: (NAD MODIFIER: P) RECORD FORMAT IS INVALID. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.
ERROR: (NAD P2) COTENANT RECORD WAS FOUND IN A BUDGET TRANSACTION. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.
ERROR: (REL PCD: J) RECORD FORMAT IS INVALID. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.
ERROR: (SOCIAL SECURITY INCOME DOLLAR AMOUNT: 99,9) VALUE IS INVALID. PLEASE CHANGE AND RESUBMIT.

DATA Messages
ERROR: (TENANT LAST NAME) VALUE IS MISSING. PLEASE PROVIDE AND RESUBMIT.
ERROR: (NAD MODIFIER: P) RECORD FORMAT IS INVALID. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.
ERROR: (UNITS COUNT: Y) VALUE IS INVALID ON CAPITAL BUDGET RECORD: 07LINE01. PLEASE CHANGE AND RESUBMIT.
ERROR: (WELFARE SHELTER PAYMENT DOLLAR AMOUNT: 0.0.0) VALUE IS INVALID. PLEASE CHANGE AND RESUBMIT.
ERROR: HOUSEHOLD MEMBER GENDER VALUE IS MISSING. PLEASE PROVIDE AND RESUBMIT.
ERROR: INVALID BUDGET TYPE: Z2. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.
ERROR: INVALID TRANSACTION TYPE: NULL. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.
ERROR: INVALID TRANSACTION TYPE: W. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.
ERROR: MISSING HOUSEHOLD MEMBER BIRTH DATE. PLEASE PROVIDE AND RESUBMIT.
ERROR: MISSING HOUSEHOLD MEMBER ETHNICITY CODE. PLEASE PROVIDE AND RESUBMIT.
ERROR: MISSING HOUSEHOLD MEMBER RACE CODE. PLEASE PROVIDE AND RESUBMIT.
ERROR: MISSING PROJECT UNIT NUMBER. PLEASE PROVIDE AND RESUBMIT.
ERROR: TRANSACTION EFFECTIVE DATE IS MISSING. PLEASE PROVIDE AND RESUBMIT.
ERROR: TRANSMIT RECORDS INVALID. PLEASE CONTACT YOUR SOFTWARE VENDOR TO CORRECT.

E.   Data Elements

A. Tenant Transaction Data Elements

This interface supports (21) Transaction Action Codes **<action_code>**:

Data Element	Data Tag
Action Code	**<action_code>**
Mandatory. **I** = Initial Certification, **R** = Recertification, **C** = Co-Tenant-to-Tenant **M** = Modify Certification **A** = Assign Rental Assistance (RA) **T** = Transfer **S** = Swap **V** = Vacate **L** = Initiate Absence **B** = Terminate Absence **E** = Eviction **XI** = Undo Initial Certification **XR** = Undo Recertification **XA** = Undo Assign RA **XT** = Undo Transfer **XV** = Undo Vacate **XL** = Undo Initiate Absence **XB** = Undo Terminate Absence **XS** = Undo Swap **XC** = Undo Co-Tenant-to-Tenant **XE** = Undo Eviction	
Adjustments from Child Care Costs	**<child_care_adjustments>**
Mandatory. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	
Adjustments from Medical Costs	**<medical_adjustments>**
Mandatory. Enter in dollar amount format. The dollar amount format is always 999999.99 with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	

Data Element	Data Tag
Birth Date	**<birth_date>**
Mandatory	
Borrower ID	**<borrower_id>**
(9) digit agency-assigned identification number of the borrower (include leading zeros).	
Date of Original Entry	**<date_of_orig_entry>**
Mandatory and is for Initial Certifications only. This is the actual date the tenant household moved into the project. This does not have to be the 1st of a month and normally is in the month directly preceding the effective date of the initial certification. Initial certifications with HUD tenant subsidy codes of 2, 3 or 6 can have a "date of original entry" that is after the 1st but before the start of the next month.	
Earnings from Assets	**<earnings_from_assets>**
Mandatory. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	
Effective Date	**<effective_date>**
Effective date of the certification is mandatory. Effective date must always be the first of the month. **If Tenant Action Code is I (Initial Certification)**: The tenant must have slept in the project unit on the first of a month to be considered as residing in the unit for that month. If the tenant did not sleep there on the 1st of a month then the effective date of the initial certification is the 1st of the next month. **If Tenant Action Code is S (Swap)**: The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the effective date of this swap. It must be the 1st of the month. If the swap actually happens in the middle of a month then it should be the 1st of the next month. **If Tenant Action Code is V (Vacate)**: The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the effective date of this vacate. This date is the actual vacate date but **cannot** be the 1st of the month. If the household moved out on the 1st of the month and did not sleep there that night then this date should be the prior day (last of the last month). If the tenant did sleep there on the 1st of the month then it should be the 2nd of the month. **If Tenant Action Code is L (Initate Absence)**: The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the start date of the period of time that the tenant household incurs financial penalty for being absent. This happens after the tenant has been absent for a continuous 60 day period. The date must be the 1st of the month. **If Tenant Action Code is B (Terminate Absence)**: The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the start date of the month that ends the penalty period. It must be the 1st of the month. **If Tenant Action Code is E (Eviction)**: The Effective Date **<effective_date>** which follows the **<action_code>** is mandatory and is the start date of the eviction process. It can be any day of the month.	

Data Element	Data Tag
Eligibility Indicator	**<eligibility_indicator>**
Mandatory. Eligibility Indicator is mandatory. **E** = Eligible **I** = Income Ineligible **O** = Occupancy Ineligible **B** = Both Income and Occupancy Ineligible.	
Ethnicity	**<ethnicity>**
Mandatory. **A** or **H** = Hispanic/Latino **B** or **N** = Non-Hispanic.Latino	
Exempt Income Indicator	**<exempt_income_indicator>**
Used to indicate that a household has other income that is not required to be reported in this tenant certification. Certifications reporting zero income without this indicator set are subject to review. The indicator defaults to N if this tag is not included in the transaction. **Y** = Household has exempt income. **N** = Household does not have exempt income.	
Foster Children	**<foster_children>**
Optional. It is a numerical count of people living in the unit who are not defined as "household members" and do not require a member data block in the transaction.	
Gender	**<gender>**
Mandatory. **M** = Male **F** = Female **N** = Nonbinary **T** = Transgender **I** = Intersex **O** = Other	
Household Member Type <role> P1	**<role>**
Mandatory for the Tenant. There can only be one tenant per household. **If Tenant Action Code is V (Vacate), L (Initiate Absence), B (Terminate Absence)**, or **E (Eviction)**: Mandatory. No other member or financial information is needed. **For Undo Transactions**: **If Tenant Action Code is XI (Undo Initial Certification), XR (Undo Recertification), XA (Undo Assign Rental Assistance), XV (Undo Vacate), XL (Undo Initiate Absence), XB (Undo Terminate Absence), XT (Undo Transfer), XS (Undo Swap), XC (Undo Co-Tenant to Tenant)**, or **XE (Undo Eviction)**: (Action code is The P1 Tenant Household Member Type **<role>** block containing SSN **<social_security_number>** and Name **<last_name>** of the tenant is mandatory (no other member or financial information needed).	

Data Element	Data Tag
Household Member Type <role> P2	**<role>**
Optional for the Co-Tenant. There can be zero, one or many co-tenants per household.	
Household Member Type <role> P3	**<role>**
Optional for Dependents and/or Non-Dependents. There can be zero, one or many Dependents or Non-Dependents per household. The Personal Status Code attribute determines whether the P3 household member is a Dependent or a Non-Dependent. This is important when calculating the net tenant contribution (NTC).	
Name	**<first_name>,** **<middle_initial>,** **<last_name>, and** **<title>.**
The last name element is mandatory. Other name parts are optional but strongly suggested. The first name cannot be longer than (15) characters. The middle initial is (1) character only. The last name cannot be longer than (19) characters. The title cannot be longer than (3) characters.	
Net Family Assets	**<net_family_assets>**
Mandatory. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	
Earnings from Assets	**<earnings_from_assets>**
Mandatory. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	
Imputed Income Assets	**<imputed_incm_assets>**
Mandatory. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	
New Unit Id	**<project_new_unit_id>**
If Tenant Action Code is T (Transfer): Mandatory, and is the unit to which the tenant household is moving. **If Tenant Action Code is S (Swap)**: Mandatory, and is the other household's currently occupied unit.	

Data Element	Data Tag
Other Income	**<other_income>**
Mandatory. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	
Other Subsidy Amount	**<other_subsidy_amount>**
Not used at this time.	
Other Subsidy Indicator	**<other_subsidy_indicator>**
Not used at this time.	
Personal Status Code	**<personal_status_code>**
Mandatory. Further defines a household member's relevant characteristics. The Tenant (P1) and the Co-Tenants (P2) get a deduction if they have a personal status code of Elderly (age must be at least 62), Handicapped, or Disabled. Dependents (P3) also get a deduction and are defined as household members with a personal status code of Handicapped, Disabled, Minor (under 18 years old), or Full-Time Student. Non-Dependents (P3) are defined as household members with a personal status code of "None". Non-Dependents do not get a deduction.	
Project Name	**<project_name>**
Project Name **<project_name>** provided by the borrower. Cannot be longer than (57) characters.	
Project Number	**<project_number>**
Project Number is the (3) digit Agency assigned identification number for the project (no hyphens or spaces, include leading zeros).	
Public Assistance	**<public_assistance>**
Mandatory. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	

Data Element	Data Tag
Race	**<race>**
Mandatory. A household member can have more than (1) race code. This can be specified by concatenating codes together. Race codes can have a numeric or alpha format. **1** or **I** = Indian/Alaskan **2** or **A** = Asian **3** or **B** = Black **4** or **H** = Hawaiian/Pacific Islander **5** or **W** = White	
Salary	**<salary>**
Mandatory. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	
Site ID	**<site_id>**
(5) digit number consisting of (2) digit state and (3) digit district .	
Social Security Income	**<social_security_income>**
Mandatory. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	
Source	**<source>**
Mandatory. Represents who provided the Race data. **C** = Customer supplied **E** = Employee observed	
SSN	**<social_security_number>**
The (9) digit social security number (no hyphens, include leading zeros). This is mandatory for all household members. It should be left blank or filled in with all zeros if not known. Do not use 999999999.	

Data Element	Data Tag
Tenant Subsidy Code	**<subsidy>**

Mandatory. Defines the type of assistance (if any) requested for this tenant household. This code is negotiated between the borrower and the Agency on an individual household basis. There are restrictions based on project type, availability and household financial eligibility.
0 = No Deep Tenant Subsidy
1 = Rental Assistance
2 = Project Based Section 8
4 = Other Public Subsidy
5 = Private Voucher
6 = HUD Voucher
7 = Other Types at Basic Rent
8 = Voucher at HUD Rate
Must be 0 or 1 if Tenant Action Code is A (Assign Subsidy).

Data Element	Data Tag
Unit Id	**<project_unit_id>**

If Tenant Action Code is T (Transfer): Mandatory and is the unit from which the tenant is moving.
If Tenant Action Code is S (Swap): Mandatory and is the unit currently occupied by one of the households to be swapped.
If Tenant Action Code is V (Vacate), L (Initiate Absence), B (Terminate Absence), or **E (Eviction)**: Mandatory, and is the household's currently occupied unit.
For Undo Transactions:
If Tenant Action Code is XT (Undo Transfer) or **XS (Undo Swap)**: This is the "originating" Unit Id of the P1 household.

If Tenant Action Code is XI (Undo Initial Certification), XR (Undo Recertification), XA (Undo Assign Rental Assistance), XV (Undo Vacate), XL (Undo initiate Absence), XB (Undo Terminate Absence) , XC (Undo Co-Tenant to Tenant), or **XE (Undo Eviction)**: Mandatory. This is usually the currently occupied Unit Id of the household.

B. Budget Transaction Data Elements

Data Element	Data Tag
Amount	**<amount>**

Mandatory for all budget lines with the exception of Part V Capital Budget lines. For the Part V Capital Budget lines, amount is a combination of funds from the project reserve account **<reserve_amount>** and/or the project operating account **<operating_amount>**, along with a count of how many units **<nbr_units>** are being bought or serviced by the funds declared on the line item. Part V Capital Budget lines that need this "count" data item are coded with a "U." The (3) data elements used in place of **<amount>** for Part V Capital Budget lines are:

a.   The portion of the line amount **<reserve_amount>** to be funded from the project reserve account for the Part V Capital Budget line item.

b.   Portion of the line amount **<operating_amount>** to be funded from the project operating account for the Part V Capital Budget line item.

c.   Number of units **<nbr_units>** in the project to be bought or serviced by this Part V Capital Budget line item.

For **P2** the data amount represents a proposed amount for the year.

For **Y2**, **M2,** and **Q2**, the data amount represents an actual amount for the period.

BASE monthly rent	**<base_amount>**

Mandatory for the Rent Schedule if Budget Type is **P2**. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.

Budget Type	**<budget_type>**

Mandatory .

P2 = Proposed
Y2 = Year End Actual
M2 = Monthly Actual
Q2 = Quarterly Actual
B2 = Balance Sheet
X* = Undo Action
(* can be **P**, **Y**, **M**, **Q**, or **B**)

Comment	**<comment>**

Maximum (65) characters long and is optional for most budget lines.

The comment should follow the data replacement rules defined on page 3-2. Certain budget lines (with names such as "List" or "Other" that don't have a definitive title) must include a comment if they have a non-zero amount. These are coded with a "C" in Appendix F.

Data Element	Data Tag
Effective Month	**<month_actual>**
Effective Month **<month_actual>** is needed to define the month (JAN, FEB, MAR etc) of the year that the budget is effective.	
Effective Quarter	**<quarter_actual>**
Defines the quarter (1, 2, 3 or 4) of the year that the budget is effective.	
Electric Utility Allowance	**<electric_util_amount>**
If BudgetType is P2, and only the total allowance is known for the Utility Allowance, put that amount in the Electric Utility Allowance.	
Fiscal Year	**<fiscal_year>**
Four digit value with format YYYY.	
Gas Utility Allowance	**<gas_util_amount>**
Monthly gas utility amount unless included with electric utility amount.	
HUD Monthly Rent	**<hud_amount>**
Mandatory for the Rent Schedule if Budget Type is **P2**. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	
Line Id	**<line_id>**
Line Id **<line_id>** is mandatory. The required values are defined in a reference table at the end of this section.	
Line Number	**<line_nbr>**
A sequential number starting with 1 for the first narrative line block.	
Line Text	**<line_text>**
The freeform text for that line. The line text should follow the data replacement rules defined on page 3-2.	

Data Element	Data Tag
Note Monthly Rent	**<note_amount>**
Mandatory for the Rent Schedule if Budget Type is **P2**. Enter in dollar amount format. The dollar amount format is always 999999.99, with NO implied decimal. Include the decimal if there is a cents amount. Leading zeros should not be included unless the amount is less than 1. If the dollar amount is zero put a 0 in the field.	
Number of Units	**<nbr_units>**
If Budget Type is Y2, M2, or Q2 the data value represents an actual amount instead of a proposed/forecasted amount.	
Other utility amount	**<other_util_amount>**
Monthly other utility amount unless included with electric utility amount.	
Project Name	**<project_name>**
Project Name **<project_name>** provided by the borrower. Cannot be longer than (57) characters.	
Project Operating Amount	**<operating_amount>**
Portion of the line amount to be funded from the project operating account. **If Budget Type is M2**, the monthly amount of the line item actually funded from the project operating account. **If Budget Type is Q2**, the quarterly amount of the line item actually funded from the project operating account.	
Project Reserve Amount	**<reserve_amount>**
Portion of the line amount to be funded from the project reserve account. **If Budget Type is M2**, the monthly amount of the line item actually funded from the project reserve account. **If Budget Type is Q2**, the quarterly amount of the line item actually funded from the project reserve account.	

Data Element	Data Tag
R1 Rent Line Block	**<line_type>**
This is the default rent defined for all units that do not fall into the category of any other rent line block. If all units have the same rent it would be the only rent line block needed. Usually this rent line block is not used.	
R2 Rent Line Block	**<line_type>**
Defines units by revenue status. The Line Code **<line_code>** is one character with the value (F-Full or R-Reduced). This is very similar to the R1 rent line type in that it should only be used if all "full revenue" or "partial revenue" units have the same rent. Otherwise, this line type should not be used.	
R3 Rent Line Block	**<line_type>**
Defines units by a three character string consisting of unit type, number of bedrooms and handicapped status, in that order. For example, the line code **<line_code>** for a group of small, 2 bedroom handicapped accessible units would be "S2Y". Any two of the three codes can be wild-carded with an asterisk. For example, a group of 2 bedroom units would be *2*. In most cases, this rent line type is the straight-forward way to define unit rent groups for a project.	
R4 Rent Line Block	**<line_type>**
A combination of revenue status (R2) and unit descriptor (R3). For example, the Line Code **<line_code>** for a group of 2 bedroom full revenue units would be F*2*. Usually the revenue status portion of this code does not add any more to the group definition than the R3 code alone.	
R5 Rent Line Block	**<line_type>**
Defines rent for a specific unit with the project unit id as its Line Code **<line_code>**. For example, the line code **<line_code>** for project unit 56B is 56B. This R5 Rent Line Code would be appropriate if all units had a different rent or just a few units were different than most of the other units.	
Sewer Utility Allowance	**<sewer_util_amount>**
Monthly sewer utility amount unless included with electric utility amount.	
Trash Utility Allowance	**<trash_util_amount>**
Monthly trash utility amount unless included with electric utility amount.	
Water Utility Allowance	**<water_util_amount>**
Monthly water utility amount unless included with electric utility amount.	

Data Element	Data Tag
Year-to-Date Amount	**<ytd_amount>**

This element is mandatory and is only used on the M2 and Q2 budget transactions. For the Part V Capital Budget lines, **<ytd_amount>** is replaced by a combination of funds from the project reserve account **<ytd_reserve_amount>** and/or the project operating account **<ytd_operating_amount>**, along with a count of how many units **<ytd_nbr_units>** are being bought or serviced by the funds declared on the line item. Part V Capital Budget lines that need this "count" data item are coded with a "U." The (3) data elements used in place of **<ytd_amount>** for Part V Capital Budget lines are:

a. The portion of the line amount **<ytd_reserve_amount>** to be funded from the project reserve account for the Part V Capital Budget line item.
b. Portion of the line amount **<ytd_operating_amount>** to be funded from the project operating account for the Part V Capital Budget line item.
c. Number of units **<ytd_nbr_units>** in the project to be bought or serviced by this Part V Capital Budget line item.

The data represents the actual year-to-date amount up to and including that period.

Data Element	Data Tag
Year-to-Date Number of Units	**<ytd_nbr_units>**

This element is mandatory and is only used on the M2 and Q2 budget transactions. Defines the quantity of units actually bought or serviced during the fiscal year up to and including that month and is applicable to a subset of the Part V Capital Budget Items coded with a "U." This data element must be positive and non-zero if either the **<ytd_reserve_amount>** or **<ytd_operating_amount>** is non-zero. It must be zero if both of those amounts are zero.

Data Element	Data Tag
Year-to-Date Operating Amount	**<ytd_operating_amount>**

This element is mandatory and is only used on the M2 and Q2 budget transactions. The year-to-date amount of the line item actually funded from the project operating account up to and including that period.

Data Element	Data Tag
Year-to-Date Reserve Amount	**<ytd_reserve_amount>**

This element is mandatory and is only used on the M2 and Q2 budget transactions. The year-to-date amount of the line item actually funded from the project reserve account up to and including that period.

F.   Budget Line Item Chart

Budget Line Item Chart

P2 -- Proposed

M2 -- Monthly

Q2 -- Quarterly

Y2 -- Yearly

Code	Description
C	Items that must have a comment if they have a non-zero dollar amount for their budget line.
U	Capital Budget Items that must have a unit/item count if they have a non-zero dollar amount for their budget line.
N	Can have a negative dollar amount and always represents a subtracted budget quantity regardless of its sign.

Line ID	Code1	Code2	Description	Code 3	P2	M2	Q2	Y2
01LINE01			1. Rental Income		X	X	X	X
01LINE02			2. RHS Rental Assist. Received			X	X	X
01LINE03			3. Application Fee Received			X	X	X
01LINE04			4. Laundry and Vending		X	X	X	X
01LINE05			5. Interest Income		X	X	X	X
01LINE06			6. Tenant Charges		X	X	X	X
01LINE07	C		7. Other – Project Sources		X	X	X	X
01LINE08			8. Less – (Vcncy & Cntgncy Allw)	N	X			
01LINE09			9. Less – (Agncy Aprvd Incentv)	N	X			
01LINE11			11. Cash – Non Project		X	X	X	X
01LINE12			12. Authorized Loan (Non-RHS)		X	X	X	X
01LINE17			17. RHS Debt Payment		X	X	X	X
01LINE18			18. RHS Payment (Overage)			X	X	X
01LINE19			19. RHS Payment (Late Fee)			X	X	X
01LINE20			20. Reductn in Prior Yr Pybles			X	X	X
01LINE21			21. Tenant Utility Payments			X	X	X
01LINE23	C		23. Rtn Ownr/NP Asset Mgmt Fee		X	X	X	X
01LINE25			25. Authzd Debt Pymnt (Non-RHS)		X	X	X	X
01LINE27			27. Miscellaneous		X	X	X	X
01LINE31			31. Beginning Cash Balance		X	X	X	X
01LINE32			32. Accrual To Cash Adjustment			X	X	X

Line ID	Code1	Code2	Description	Code 3	P2	M2	Q2	Y2
02LINE01			1. Maint. & Repairs Payroll		X	X	X	X
02LINE02			2. Maint. & Repairs Supply		X	X	X	X
02LINE03			3. Maint & Repairs Contract		X	X	X	X
02LINE04			4. Painting		X	X	X	X
02LINE05			5. Snow Removal		X	X	X	X
02LINE06			6. Elevator Maint./Contract		X	X	X	X
02LINE07			7. Grounds		X	X	X	X
02LINE08			8. Services		X	X	X	X
02LINE10	C		10. Other Operating Expenses		X	X	X	X
02LINE12			12. Electricity		X	X	X	X
02LINE13			13. Water		X	X	X	X
02LINE14			14. Sewer		X	X	X	X
02LINE15			15. Fuel (Oil, Coal, Gas)		X	X	X	X
02LINE16			16. Garbage and Trash Removal		X	X	X	X
02LINE17	C		17. Other Utilities		X	X	X	X
02LINE19			19. Site Management Payroll		X	X	X	X
02LINE20			20. Management Fee		X	X	X	X
02LINE21			21. Project Auditing Expense		X	X	X	X
02LINE22			22. Proj. Bookkeeping/Accnting		X	X	X	X
02LINE23			23. Legal Expenses		X	X	X	X
02LINE24			24. Advertising		X	X	X	X
02LINE25			25. Phone & Answering Service		X	X	X	X
02LINE26			26. Office Supplies		X	X	X	X
02LINE27			27. Office Furniture & Equip.		X	X	X	X
02LINE28			28. Training Expense		X	X	X	X
02LINE29			29. Hlth Ins. & Other Benefits		X	X	X	X
02LINE30			30. Payroll Taxes		X	X	X	X
02LINE31			31. Workman's Compensation		X	X	X	X
02LINE32	C		32. Other Admin. Expenses		X	X	X	X
02LINE34			34. Real Estate Taxes		X	X	X	X
02LINE35			35. Special Assessments		X	X	X	X
02LINE36	C		36. Othr Taxes, Lcnses, Permts		X	X	X	X
02LINE37			37. Property & Liability Ins.		X	X	X	X
02LINE38			38. Fidelity Coverage Ins.		X	X	X	X
02LINE39	C		39. Other Insurance		X	X	X	X

Line ID	Code1	Code2	Description	Code 3	P2	M2	Q2	Y2
03LINE01			1. Beginning Balance		X	X	X	X
03LINE02			2. Transfer to Reserve		X	X	X	X
03LINE03			3. Operating Deficit		X	X	X	X
03LINE05			5. Building & Equip. Repair		X	X	X	X
03LINE06	C		6. Othr Non-Operating Expenses		X	X	X	X
3ALINE01			Gen Op Acct - Beginning Balance			X	X	X
3ALINE02			Gen Op Acct - Ending Balance			X	X	X
3ALINE03			Tax & Escrow – Beginning Balance			X	X	X
3ALINE04			Tax & Escrow – Ending Balance			X	X	X
3ALINE05			Security & Dep -- Beginning Balance			X	X	X
3ALINE06			Security & Dep -- Ending Balance			X	X	X

Line ID	Code1	Code2	Description	Code 3	P2	M2	Q2	Y2
07LINE01		U	Appliances – Range		X	X	X	X
07LINE02		U	Appliances – Refrigerator		X	X	X	X
07LINE03		U	Appliances – Range Hood		X	X	X	X
07LINE04		U	Appliances – Washers and Dryers		X	X	X	X
07LIN04A	C	U	Appliances – Other		X	X	X	X
07LINE05		U	Carpet & Vinyl – 1 Br.		X	X	X	X
07LINE06		U	Carpet & Vinyl – 2 Br.		X	X	X	X
07LINE07		U	Carpet & Vinyl – 3 Br.		X	X	X	X
07LINE08		U	Carpet & Vinyl – 4 Br.		X	X	X	X
07LIN08A	C	U	Carpet & Vinyl – Other		X	X	X	X
07LINE09		U	Cabinets - Kitchens		X	X	X	X
07LINE10		U	Cabinets - Bathrooms		X	X	X	X
07LIN10A	C	U	Cabinets – Other		X	X	X	X
07LINE11		U	Doors - Exterior		X	X	X	X
07LINE12		U	Doors - Interior		X	X	X	X
07LIN12A	C	U	Doors – Other		X	X	X	X
07LINE13		U	Window Coverings - Detail		X	X	X	X
07LIN13A	C	U	Window Coverings – Other		X	X	X	X
07LINE14		U	Heating		X	X	X	X
07LINE15		U	Air Conditioning		X	X	X	X
07LIN15A	C	U	Heating & Air Conditioning – Other		X	X	X	X
07LINE16		U	Plumbing – Water Heater		X	X	X	X
07LINE17		U	Plumbing – Bath Sinks		X	X	X	X
07LINE18		U	Plumbing – Kitchen Sinks		X	X	X	X
07LINE19		U	Plumbing – Faucets		X	X	X	X
07LINE20		U	Plumbing – Toilets		X	X	X	X
07LIN20A	C	U	Plumbing – Other		X	X	X	X

Line ID	Code1	Code2	Description	Code 3	P2	M2	Q2	Y2
07LINE21			Major Electrical – Detail		X	X	X	X
07LIN21A	C		Major Electrical – Other		X	X	X	X
07LINE22		U	Structures – Windows		X	X	X	X
07LINE23		U	Structures – Screens		X	X	X	X
07LINE24			Structures – Walls		X	X	X	X
07LINE25			Structures – Roofing		X	X	X	X
07LINE26			Structures – Siding		X	X	X	X
07LINE27			Structures – Exterior Painting		X	X	X	X
07LIN27A	C		Structures – Other		X	X	X	X
07LINE28			Paving - Asphalt		X	X	X	X
07LINE29			Paving - Concrete		X	X	X	X
07LINE30			Paving – Seal and Stripe		X	X	X	X
07LIN30A	C		Paving – Other		X	X	X	X
07LINE31			Lndscp&Grnds - Landscaping		X	X	X	X
07LINE32			Lndscp&Grnds – Lawn Equipment		X	X	X	X
07LINE33			Lndscp&Grnds - Fencing		X	X	X	X
07LINE35			Lndscp&Grnds – Recreation Area		X	X	X	X
07LINE36			Lndscp&Grnds – Signs		X	X	X	X
07LIN36A	C		Lndscp&Grnds – Other		X	X	X	X
07LINE37			Accessibility Features - Detail		X	X	X	X
07LIN37A	C		Accessibility Features – Other		X	X	X	X
07LINE38			Automation Equip. – Site Mngt.		X	X	X	X
07LINE39			Automation Equip. – Common Area		X	X	X	X
07LIN39A	C		Automation Equip. – Other		X	X	X	X
07LINE40	C		List: ?		X	X	X	X
07LINE41	C		List: ?		X	X	X	X
07LIN41A	C		List: ?		X	X	X	X

G.   Balance Sheet Line Item Chart

Balance Sheet Line Item Chart

Items coded with a C must have a comment if they have a non-zero dollar amount for their budget line

Line ID	Code	Description	B2
LINE01		1. General Operating Account	X
LINE02		2. R.E. Tax & Insurance Accnt	X
LINE03		3. Reserve Account	X
LINE04		4. Security Deposit Account	X
LINE05	C	5. Other Cash (Identify)	X
LINE06	C	6. Other (Identify)	X
LINE7A		7A. Accounts Receivable 0 - 30	X
LINE7B		7B. Accounts Receivable 30 -60	X
LINE7C		7C. Accounts Receivable 60 - 90	X
LINE7D		7D. Accounts Receivable Over 90	X
LINE08		8. Less: Doubtful Accts Allwnce	X
LINE09		9. Inventories (Supplies)	X
LINE10		10. Prepayments	X
LINE11	C	11	X
LINE13		13. Land	X
LINE14		14. Buildings	X
LINE15		15. Less: Accum. Depreciation	X
LINE16		16. Furniture & Equipment	X
LINE17		17. Less: Accum Depreciation	X
LINE18	C	18	X
LINE20	C	20	X
LINE22A		22A. Accounts Payable 0 - 30	X
LINE22B		22B. Accounts Payable 30 - 60	X
LINE22C		22C. Accounts Payable 60 - 90	X
LINE22D		22D. Accounts Payable Over 90	X
LINE23		23. Notes Payable	X
LINE24		24. Security Deposits	X
LINE26		26. Notes Payable Rurl Dvlpmnt	X
LINE27	C	27. Other (Identify)	X