

As of November 15, 2007, VHDA will begin accepting compliance data submissions generated from OneSite into the WCMS system. This document outlines the process you will need to follow to use this functionality.

The state housing agencies, property management, software vendors, and related industry trade groups have created an XML open data transfer standard. This standard is used for compliance reporting for properties involved in the Low Income Housing Tax Credit (LIHTC) program. The development of one set of industry standards enables the exchange of information more efficiently and economically.

Managed by the National Affordable Housing Management Association (NAHMA), the XML standard has undergone a change from Version 1.0 to Version 1.1. VHDA will only accept Version 1.1. Below are the technical requirements for you to generate this report from OneSite:

- Operating System must be Microsoft® Windows® 2000 or higher
- Minimum of Microsoft® Office Professional Excel® 2003 or Microsoft Office Professional Excel 2007 is required
- Minimum of .NET Framework 1.1

VHDA must validate your report file generated from OneSite before you can begin to submit your files to the WCMS production environment. Beginning on November 15, 2007, you will need to generate a test file from the OneSite electronic reporting system with a month's worth of data and send the file by e-mail to Brenda.Hawkins@VHDA.com. Once this file has passed testing, VHDA will activate your site to allow you to submit your reports from OneSite.

There are a few setup items that you should validate prior to submitting your test file. Please follow the checklist below to ensure a successful submission.

### Checklist of Items to Successfully Submit Tax Credit Data to WCMS

Task
Verify that the <b>BIN #</b> field in OneSite matches WCMS.
Verify <b>Building #</b> field in OneSite matches WCMS.
Verify the <b>Unit #</b> field in OneSite matches WCMS.
Verify that the <b>Property ID</b> in OneSite matches WCMS.
Generate the test file from OneSite with a month's worth of data.
Send the test file to Brenda.Hawkins@VHDA.com
Receive approval from VHDA that your test file has passed.
Generate the report for the specified date range that you need to submit to VHDA.
Go to your WCMS system.
Verify that the correct property is going to be uploaded to the right URL.