



# MTW Expansion

**User Training  
01/29/2021**

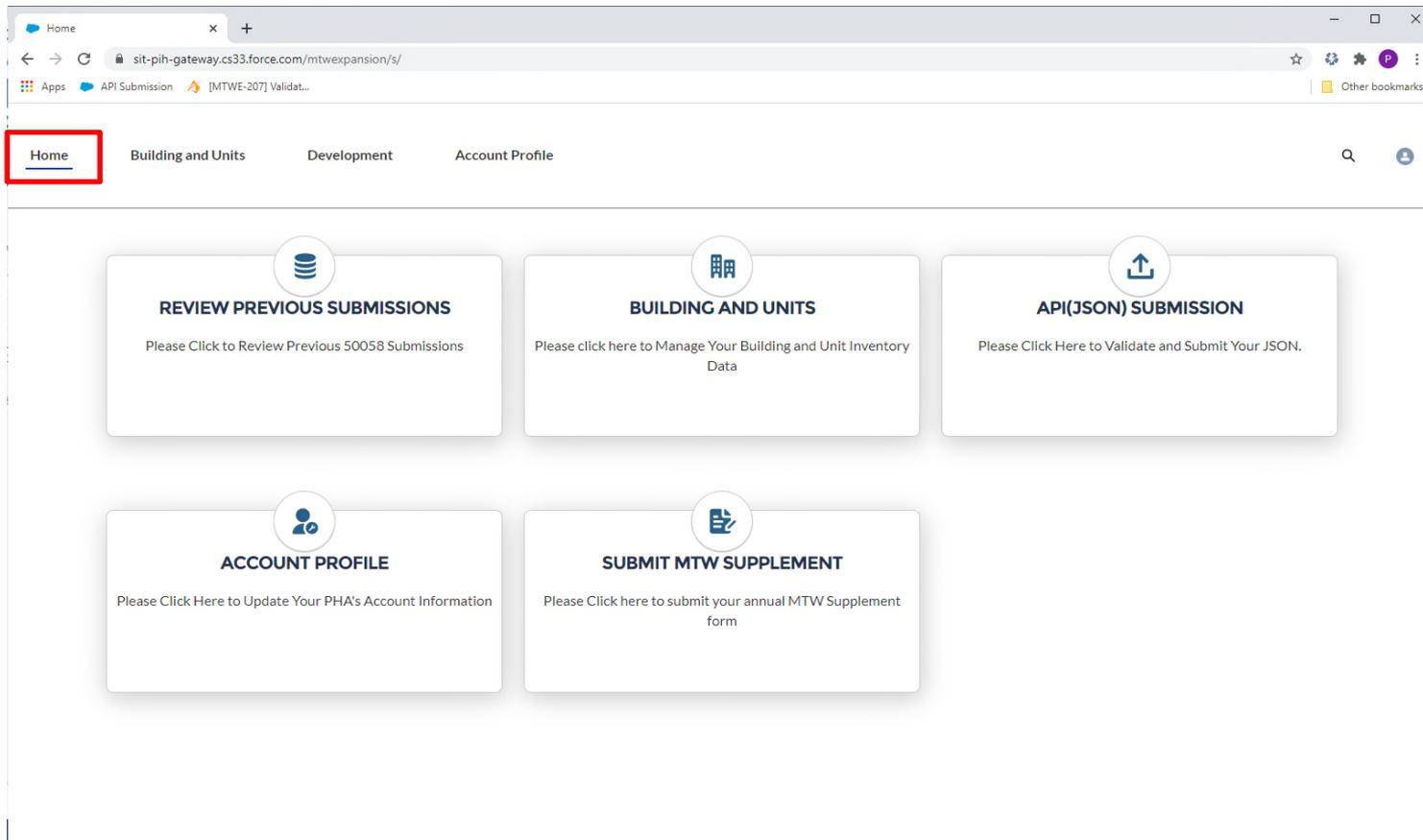


# Walk through of the Community Portal

1. Home Page
2. Building and Unit
  1. Clone Building and Unit
  2. Request Removal of Building and Unit
3. API(JSON) Submission
4. Review Previous Submissions
  1. Log Entries
  2. Household
  3. Income & Asset
  4. Voucher
  5. Addendum



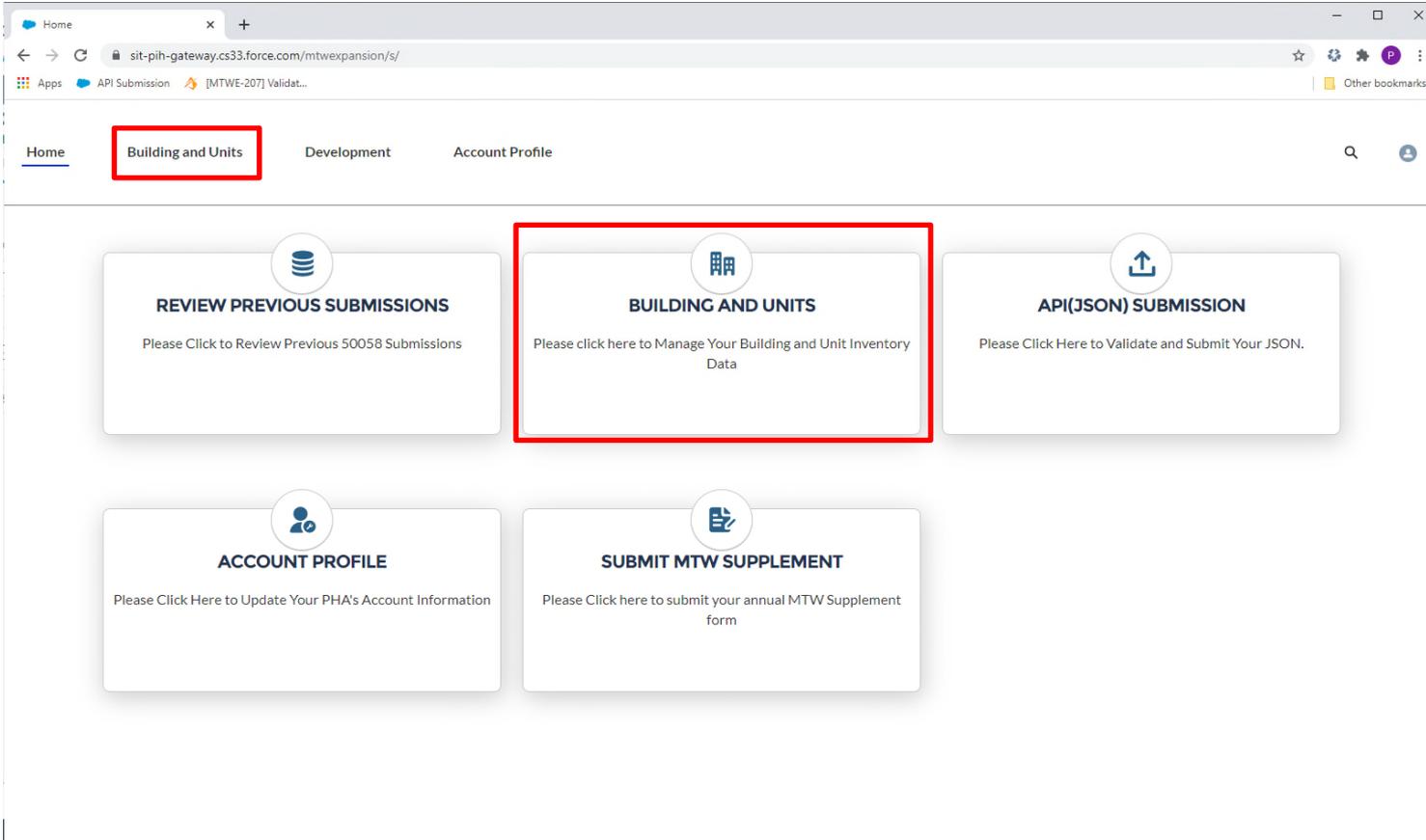
# Home Page



1. Home page of the Community Portal
2. The Home tab at the top enables you to always come back to this page



# Home Page → Building and Units



1. Home page of the Community Portal
2. The Home tab at the top enables you to always come back to this page

# Building and Units

PIH Plan

sit-pih-gateway.cs33.force.com/mtwexpansion/s/pih-plan

Home Building and Units Development Account Profile

Building and Unit Recently Viewed

LIST VIEWS

All

Building and Units - New

Building and Units - Occupied

Building and Units - Removed

Building and Units - Request for Removal

Building and Units - Vacant

✓ Recently Viewed (Pinned list)

You haven't viewed any building and unit recently.  
Try switching list views.

Entra... Unit Number Unit Real Esta... Unit Address... Unit Apartme... Unit City

1. To see all of the Building and Unit:
2. Click the down arrow and select All



# Building and Units

4 Items • Sorted by Development • Filtered by All building and unit • Updated a few seconds ago

	Development ↑	Building and Unit N...	Occupancy Status	Unit Status	Development ...	Building Num...	Building Entra...	Unit Number	Unit Real Estat...	
1	DEV-000431	BU-0014097	Vacant	New		444		4	CA393	▼
2	DEV-000431	BU-0014098	Vacant	New		686		5	DC4454	▼
3	DEV-000431	BU-0014100	Request for Removal	New		1000		11		▼
4	DEV-000431	BU-0014102	Vacant	New		900		901	DC0009	▼

1. You can pin this list view so that it will become the default view for this object
2. To see the details of a Building and Unit, click on the record ID



# Building and Units

Building and Unit: BU-0014102

Occupancy Status: Vacant

Development Number: [pencil icon]

Building Number: 9000

Building Entrance Number: [pencil icon]

Unit Number: 901

Unit Real Estate ID Number: DC0009

Building and Unit Name: BU-0014102

Unit Status: New

Occupancy Status: Vacant

Occupancy Date: [pencil icon]

Tenant Name: [pencil icon]

Building Details

Building Type: [pencil icon]

Structure type: [pencil icon]

Unit Count: [pencil icon]

Floor Count: [pencil icon]

Unit Details

Year Unit Was Built: [pencil icon]

Building Number: 9000

Building Entrance Number: [pencil icon]

Unit Real Estate ID Number: DC0009

Building and Unit History (2)

Date	Field	User	Original Val...	New Value
1/26/2021...	Created.	User16100...		
1/26/2021...	Building and...	User16100...		BU-0014102

1. This is the detail view of the record along with the related list
2. Editable fields will be indicated by a pencil icon on the right side of the field.
3. You can also edit this record by clicking on the "Edit" button.
4. Clicking the "Clone" button will replicate the record.



# Building and Units

The screenshot shows a web browser window displaying a 'New Building and Unit' form. The form is titled 'New Building and Unit' and contains several sections: 'Information', 'Building Details', and 'Unit Details'. A red box highlights an error message at the top of the form: 'You can't save this record because a duplicate record already exists. To save, use different information. [View Duplicates](#)'. The form fields include: 'Building and Unit Name' (BU-0014102), 'Development' (DEV-000431), 'Unit Status' (New), 'Occupancy Status' (Vacant), 'Building Type' (None), 'Structure type' (None), 'Year Unit Was Built', 'Building Number' (9000), 'Building Entrance Number', 'Unit Real Estate ID Number' (DC0009), 'Vacancy Date', and 'Occupancy Date'. The form also has 'Cancel', 'Save & New', and 'Save' buttons at the bottom.

1. After clicking “Clone” a pop-up window appears with the new record information replicated.
2. If you click “Save” without edits you will get a duplicate error message.
3. Make the edits and then click “Save”.



# Building and Units

Building and Unit: BU-0014103

Home Building and Units Development Account Profile

Building and Unit BU-0014103

Occupancy Status: Vacant

Development Number: [redacted]

Building Number: 9001

Building Entrance Number: [redacted]

Unit Number: 901

Unit Real Estate ID Number: DC0009

Buttons: Edit, Clone, Request for Removal

Building and Unit Name: BU-0014103

Development: DEV-000431

Development Number: [redacted]

Vacancy Date: [redacted]

Building Details

Building Type: [redacted]

Structure type: [redacted]

Unit Count: [redacted]

Floor Count: [redacted]

Unit Status: New

Occupancy Status: Vacant

Occupancy Date: [redacted]

Tenant Name: [redacted]

Year Unit Was Built: [redacted]

Building Number: 9001

Building Entrance Number: [redacted]

Unit Real Estate ID Number: DC0009

Building and Unit History (3)

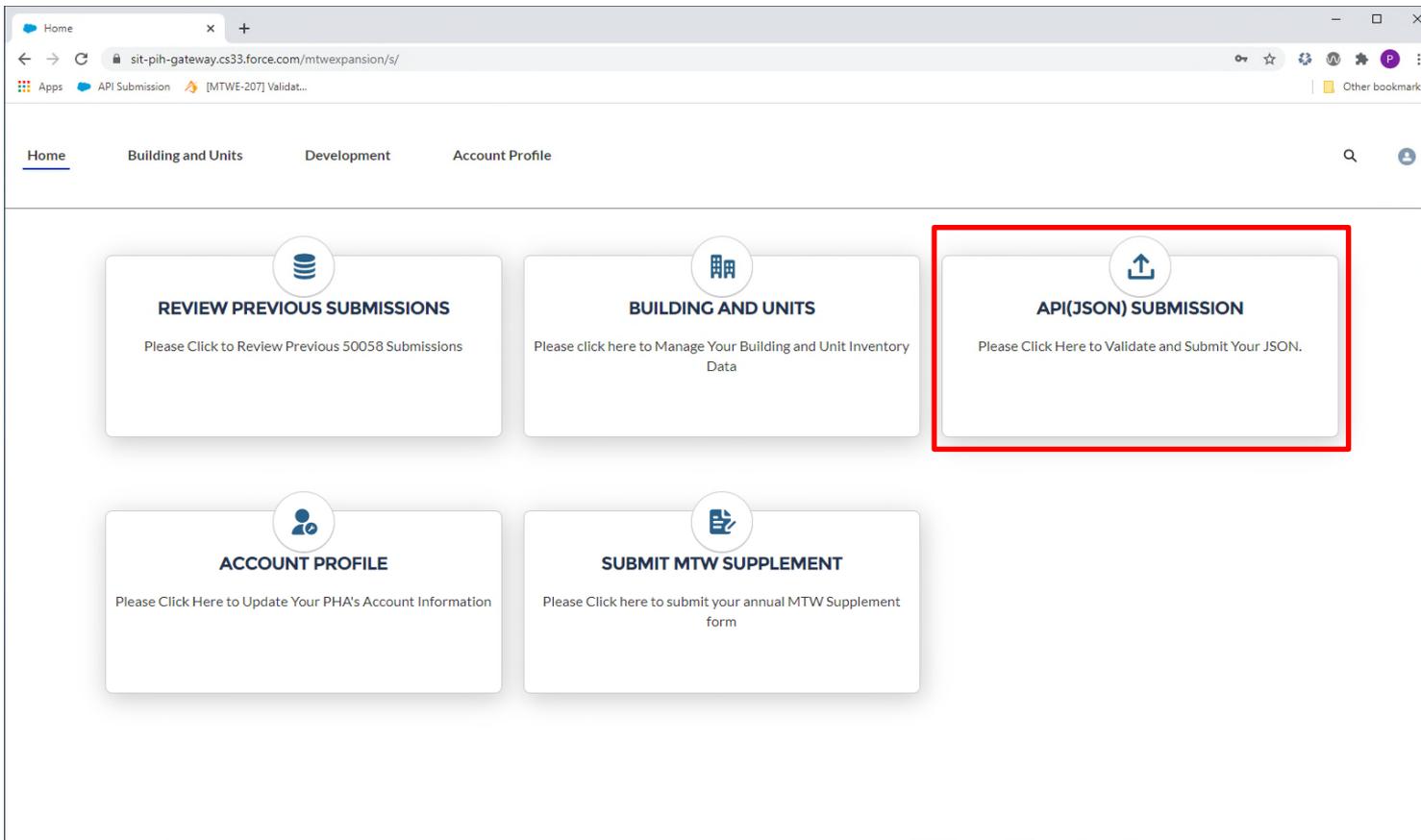
Date	Field	User	Original Val...	New Value
1/26/2021...	Created.	Paul Hee		
1/26/2021...	Account	Paul Hee		Test Account
1/26/2021...	Building and...	Paul Hee		BU-0014103

View All

1. To request the removal of a unit, click on the “Request for Removal” button.
2. A pop-up will ask for a reason.
3. The status will then be changed to “Request for Removal”.



# API(JSON) Submission



1. From the Home page, click on “API(JSON) Submission”

# API(JSON) Submission

Please Enter the 50058 JSON

```
{
  "ttpBasedOnAnnualIncome": "143",
  "adjustedMonthlyIncome": "1178",
  "adjustedMonthlyIncomePercent": "3000",
  "ttpBasedOnAdjustedAnnualIncome": "353",
  "welfareRentPerMonth": "0",
  "minimumRent": "50",
  "enhancedVoucherMinimumRent": "",
  "ttp": "353",
  "mostRecentTtp": "",
  "isHardshipExemption": "N"
},
{
  "rentCalculation": {
    "unitFlatRent": "1200",
    "lowerTtpOrFlatRent": "353",
    "utilityAllowance": "150",
    "tenantRent": "203",
    "publicHousingMaximumRent": "0",
    "familyMaximumSubsidy": "0",
    "totalEligible": "0",
    "totalFamily": "0",
    "eligibleSubsidy": "0",
    "mixedFamilyTtp": "0",
    "utilityAllowanceProrated": "0",
    "mixedFamilyTenantRent": "0",
    "rentType": "F",
    "overIncomeDate": "",
    "airTenantRent": ""
  }
}
```

Submit JSON

50058 JSON Submission Confirmation - Form-000040

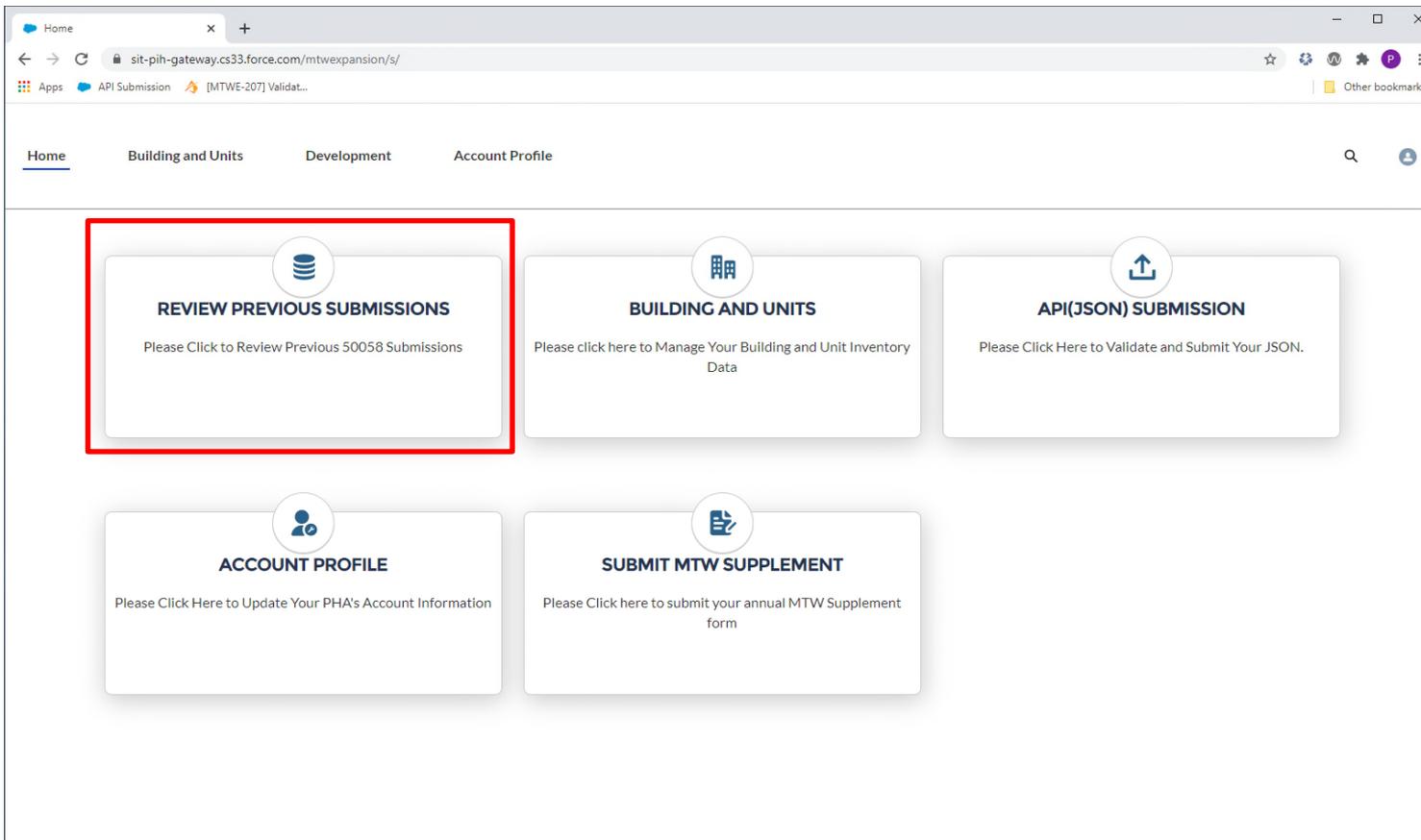
Your JSON submission has been successfully recieved. The system will notify you once the validation has been completed. Please visit the "Review Previous Submission" screen on the homepage to follow the progress and details of your submission.

OK

1. Paste your JSON file into the text area and click on the “Submit” button.
2. A pop-up confirmation window will appear with the form number of the submission.



# Review Previous Submissions



1. From the Home page click on “Review Previous Submissions”



# Review Previous Submissions

Previous 50058 Submissions

sit-pih-gateway.cs33.force.com/mtwexpansion/s/previous-submissions?Form\_Submission\_c-filterId=Recent

Home Building and Units Development Account Profile

Form Submissions Recently Viewed

1 item

LIST VIEWS

All

Form Submission - Submitted

Form Submission - Validation Error

✓ Recently Viewed

Search this list...

Head of Household Building and Unit

Household-0000147

1. On the Form Submissions list, you can click on the drop-down arrow and select “All” to view all records.



# Review Previous Submissions

Previous 50058 Submissions

Home Building and Units Development Account Profile

Form Submissions All

10 items • Sorted by Form Submission Name • Filtered by All form submissions • Updated a few seconds ago

	Form Submi...	1c. Program	2a. Type of Action	2b. Effectiv...	Building and...	Head of Househ...	Status	Submitted Date/Time	Created...	
1	Form-0000040	P - Public Housing	1 - New Admission	11302019		Zeroai Test	Validation Error	1/26/2021 2:00 PM	Paul Hee	
2	Form-0000039	P - Public Housing	1 - New Admission	02052019	BU-0014102	john doe	Validation Error	1/26/2021 7:23 AM	mbilla	
3	Form-0000038	P - Public Housing	1 - New Admission	02052019		john doe	Validation Error	1/26/2021 7:13 AM	mbilla	
4	Form-0000037	H - Homeownership	1 - New Admission	2020-04-01		James Nelson	Validation Error	1/25/2021 1:56 PM	mbilla	
5	Form-0000036	PR - Project-Based Assistance	1 - New Admission	2018-01-15		Anthony Heinrich	Validation Error	1/25/2021 1:54 PM	mbilla	
6	Form-0000035	T - Tenant-Based Assistance	1 - New Admission	2019-02-15		Joe Russo	Validation Error	1/25/2021 1:48 PM	mbilla	
7	Form-0000034	T - Tenant-Based Assistance	1 - New Admission	2019-03-07		Marvin Sturgis	Validation Error	1/25/2021 1:48 PM	mbilla	
8	Form-0000033	T - Tenant-Based Assistance	1 - New Admission	2018-02-15		Oren Mallette	Validation Error	1/25/2021 12:56 PM	mbilla	
9	Form-0000032	P - Public Housing	1 - New Admission	2019-02-15		Carlo Hoffman	Validation Error	1/25/2021 12:46 PM	mbilla	
10	Form-0000031	LN - Local, Non-Traditional Tenant-Based	1 - New Admission	2018-02-03		Wilma Oleary	Validation Error	1/25/2021 12:36 PM	mbilla	

1. You can click on the Header to change the sort order of the list.
2. To view the details of the record, click on the Form number.



# Review Previous Submissions

Form Submission: Form-0000040 x +

sit-pih-gateway.cs33.force.com/mtwexpansion/s/detail/a013500000000tcEAA

Home Building and Units Development Account Profile

Form Submission Form-0000040

Form Submission Name: Form-0000040

Submitted Date/Time: 1/26/2021 2:00 PM

Status: Validation Error

1. Agency: Test Authority

1a. Agency Name: Test Authority

1b. PHA code: DC123

Agency Account: Test Account

Building and Unit:

2a. Type of Action: 1 - New Admission

2b. Effective date of action: 11302019

2c. Correction?: No

2d. If correction:

1c. Program: P - Public Housing

1d. Project Number:

1e. Building Number:

1f. Building Entrance Number:

1g. Unit Number:

1h. Unit Real Estate ID Number:

Household (3)

Household Na...	Member Name	3a. Member Nu...	3h. Relation
<a href="#">Household-00...</a>	Zeroai Test	1	H - Head
<a href="#">Household-00...</a>	Zerobi Test	2	S - Spouse
<a href="#">Household-00...</a>	Zeroci Test	3	Y - Other youth ...

View All

Income & Asset (6+)

Income & Asse...	Record Type	Household	Family Member ...
<a href="#">INA-0000057</a>	Asset	Household-000...	Zeroai Test
<a href="#">INA-0000058</a>	Asset	Household-000...	Zeroai Test
<a href="#">INA-0000059</a>	Asset	Household-000...	Zerobi Test
<a href="#">INA-0000060</a>	Income	Household-000...	Zeroai Test
<a href="#">INA-0000061</a>	Income	Household-000...	Zeroai Test
<a href="#">INA-0000062</a>	Income	Household-000...	Zerobi Test

View All

Voucher (1)

Scroll down for Log Entries

1. Detailed view of the Form Submission record
2. Related items can be seen on the right side
3. For this record, Status is "Validation Error"
4. Will need to go to the related list for Log Entries



# Review Previous Submissions

The screenshot displays a web application interface for reviewing form submissions. The main content area is divided into two columns of form fields. The left column contains sections for '2. Action', '3. Household', and '4. Background at Admission'. The right column contains sections for '1h. Unit Real Estate ID Number', '2m. Special program', '2w. End of Participation reasons', '2x. Interim Reexamination reasons', '2n. Other special programs: Number 01', '2n. Other special programs: Number 02', 'Head of Household', '3v. Eligibility effective date', '3w. Former head of household's SSN', '3d. Qualify for very low income?', and '4e. Assisted under 1937 Household'. On the right side of the interface, there are three summary cards: 'Voucher (1)', 'Addendums (0)', and 'Log Entries (2)'. The 'Log Entries (2)' card is highlighted with a red box and contains a table with columns for Log Entry Name, Status Code, Error Message, and Field Reference. Below the table is a 'View All' link, also highlighted with a red box. At the bottom of the interface is a 'Form Submission History (6)' card with a table showing submission details like Date, Field, User, Original Value, and New Value.

Log Entry Name	Status Code	Error Message	Field Reference
I-000000787	4046	FATAL: The sub...	1h
I-000000788	4053	FATAL: The sub...	1h

Date	Field	User	Original Val...	New Value
1/26/2021...	Created.	Paul Hee		
1/26/2021...	Form Subml...	Paul Hee		Form-0000...
1/26/2021...	Head of Hou...	Paul Hee		Household-...
1/26/2021...	Status	Paul Hee		Submitted
1/26/2021...	Status	Paul Hee	Submitted	Validation E...
1/26/2021...	Submitted D...	Paul Hee		1/26/2021 ...

1. Click on "View All" to see all of the Log Entries for this Form Submission
2. You can also click on the "Log Entries" link



# Review Previous Submissions

The screenshot shows a web browser window with the URL `sit-pih-gateway.cs33.force.com/mtwexpansion/s/relatedlist/a013500000000tcEAA/Log_Entries_r`. The page title is "Log Entries" and it shows a list of 2 items. The first item is highlighted with a red box.

Log Entr...	St...	Error Message	Fi...	Re...	Created Date
1	I-000000787	4046	FATAL: The submitted combination of Building Number, Building Entrance Number & Unit Number does not exist for selected development number, and th...	1h	1/26/2021 2:00 PM
2	I-000000788	4053	FATAL: The submitted combination of Building Number, Building Entrance Number & Unit Number for selected development number is a different unit than...	1h	1/26/2021 2:00 PM

1. This view will display all of the errors and warnings for the Form Submission.
2. This list view shows the error code, error message and field that the error pertains to.
3. Click on a record to see the details.

# Review Previous Submissions

Log Entry: I-000000787

Home Building and Units Development Account Profile

Log Entry I-000000787

No related lists to display

Log Entry Name I-000000787	Status Code 4046
<b>Form Submissions</b> <a href="#">Form-0000040</a>	Error Message FATAL: The submitted combination of Building Number, Building Entrance Number & Unit Number does not exist for selected development number, and the submitted Real Estate ID does not exist, or this information has not been provided.
Entry Type	Field Reference 1h
Record Number	Error Log URL Record URL
Description	Field Value
Error Type	Field Content
Json Path	Json Name

1. This is the detailed view of the error.
2. In some cases the list view will not display the full message so you may need to go to the detailed view of the record.
3. To go back to the Form Submission, click on the link.

# Review Previous Submissions

Form Submission: Form-0000040

Home Building and Units Development Account Profile

Form Submission Form-0000040

Form Submission Name: Form-0000040

Submitted Date/Time: 1/26/2021 2:00 PM

Status: Validation Error

2a. Type of Action: 1 - New Admission

2b. Effective date of action: 11302019

2c. Correction?: No

2d. If correction

1. Agency

1a. Agency Name: Test Authority

1b. PHA code: DC123

Agency Account: Test Account

Building and Unit

1c. Program: P - Public Housing

1d. Project Number

1e. Building Number

1f. Building Entrance Number

1g. Unit Number

1h. Unit Real Estate ID Number

Household (3)

Household Na...	Member Name	3a. Member Nu...	3h. Relation
Household-00...	Zeroai Test	1	H - Head
Household-00...	Zerobi Test	2	S - Spouse
Household-00...	Zeroci Test	3	Y - Other youth ...

View All

Income & Asset (6+)

Income & Asse...	Record Type	Household	Family Member ...
INA-0000057	Asset	Household-000...	Zeroai Test
INA-0000058	Asset	Household-000...	Zeroai Test
INA-0000059	Asset	Household-000...	Zerobi Test
INA-0000060	Income	Household-000...	Zeroai Test
INA-0000061	Income	Household-000...	Zeroai Test
INA-0000062	Income	Household-000...	Zerobi Test

View All

Voucher (1)

1. Most of the section 3 information can be found in the Household related items.
2. Most of the information for sections 6, 7 & 8 will be on the Income & Assets related items.



# Review Previous Submissions

Form Submission: Form-0000040 x +

sit-pih-gateway.cs33.force.com/mtwexpansion/s/detail/a013500000000tcEAA

Apps API Submission [MTWE-207] Validat...

1h. Unit Real Estate ID Number

---

2. Action

2h. Date of admission to program  
11302019

2i. Effective date of next reexam  
11302019

2j. Date of next flat rent annual updt

2k. FSS participation now or in last yr  
No

2v. MTW sif-sufficiency prtcpnt nw/1st yr  
No

3. Household

3s. Work requirement compliance  
2 - Exempt

3t. Total number in household  
3

3u. Family subsidy status under Rule  
E - Eligible for full assistance

4. Background at Admission

4a. Date entered waiting list  
01202018

4b. ZIP code before admission  
11120

4c. Homeless at admission?  
No

2m. Special program

---

2w. End of Participation reasons

---

2x. Interim Reexamination reasons

---

2n Other special programs: Number 01

---

2n. Other special programs: Number 02

---

Head of Household  
[Household-0000147](#)

---

3v. Eligibility effective date

---

3w. Former head of household's SSN

---

4d. Qualify for very low income?  
No

---

4e. Assisted under 1937 Household  
No

Voucher (1)

Voucher Name	Record Type
Voucher-00036	Public Housing

Addendums (0)

Log Entries (2)

Log Entry Name	Status Code	Error Message	Field Reference
I-000000787	4046	FATAL: The sub...	1h
I-000000788	4053	FATAL: The sub...	1h

Form Submission History (6)

Date	Field	User	Original Val...	New Value
1/26/2021...	Created.	Paul Hee		
1/26/2021...	Form Submi...	Paul Hee		Form-0000...
1/26/2021...	Head of Hou...	Paul Hee		Household-...
1/26/2021...	Status	Paul Hee		Submitted
1/26/2021...	Status	Paul Hee	Submitted	Validation E...
1/26/2021...	Submitted D...	Paul Hee		1/26/2021 ...

1. Section 10, 11, 12 & 15 information will be found on the Vouchers related item.
2. Some of the information in section 17 will be on the Addendum related item.