WSHFC HomeBase Overview

Table of Contents

Permission sets

Introduction

HomeBase is a custom-built application for managing WSHFC's various financing and education programs. Built on the Salesforce platform, HomeBase is customized to manage core business processes for each of the Commission's four divisions, Multi-Family Housing, Asset Management and Compliance, Homeownership, and Administration. This document describes how users from each division will use HomeBase to manage their daily work.

Because of the underlying Salesforce platform, HomeBase is an inherently flexible system that can be easily maintained and updated using agile methodologies. Most enhancements to HomeBase are configurable by the System Administrator. Salesforce includes point-and-click tools like Process Builder, Flows, Approval Processes and Workflows that allow an administrator to create customizations without writing any code. The Salesforce App Exchange contains hundreds of useful add-on products, many of them free of charge. This ecosystem will ensure that the HomeBase application is never out of date. On the contrary, HomeBase will be constantly evolving.

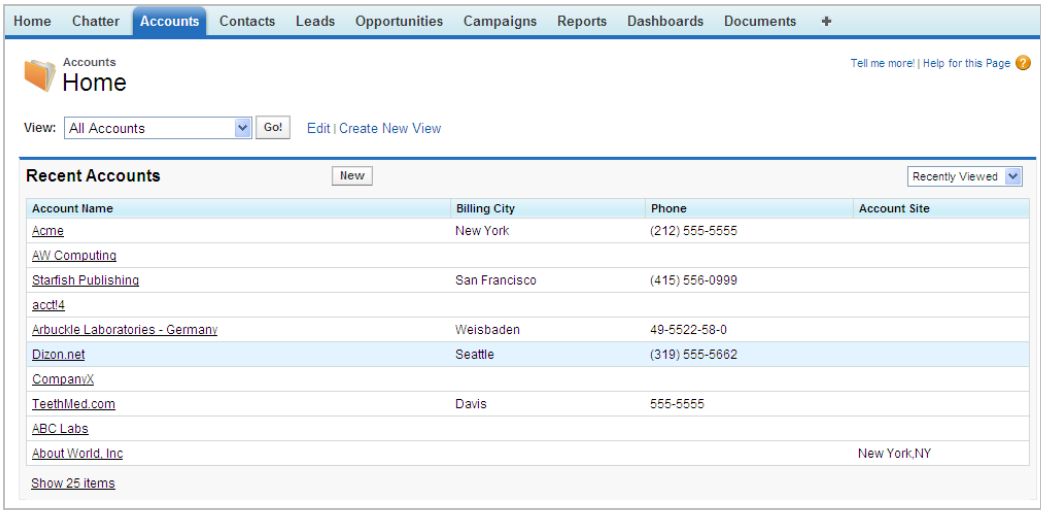
Salesforce Platform

HomeBase is built on the Salesforce platform, the industry leading platform as a service (PAAS) provider. Because everything about the platform is managed by Salesforce, the Commission can retire certain legacy IT systems which were reliant on locally managed hardware and software. For a monthly fee, the Commission's data is now stored in Salesforce's secured cloud, protected by world-class security systems and available to every Commission employee from any device, including mobile phones. No need for data rooms, server racks, cooling systems, backup power supplies, off-site data backups, on-call staff, or software updates. The Salesforce platform includes robust security, including audit trail functionality and data security controls. All of this can be effectively managed by a single System Administrator. Most Salesforce functionality is point-and-click configurable by the Administrator. This greatly shortens development timeframes and costs, enabling the ongoing agility of HomeBase as the Commission's programs evolve over time.

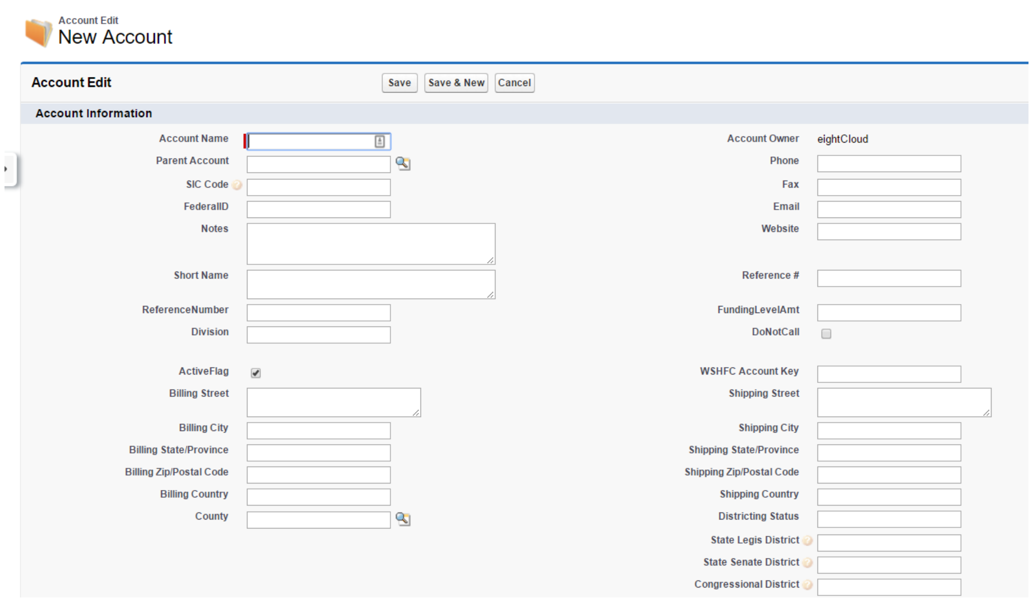
Salesforce Accounts & Contacts

Accounts and Contacts are the core objects of a CRM system and therefore, of any system built on the Salesforce platform. An Account in HomeBase can be used to represent any business, agency, or other entity that interacts with the Commission in any way. Accounts can include law firms, lenders, project management companies, low income housing providers, builders, etc. Contacts represent a person associated with one of the Accounts and are all children of Accounts. Every Contact must have an associated parent Account.

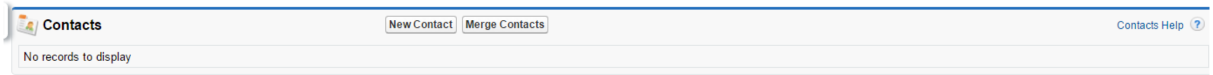
To view Accounts in Salesforce, click on the Accounts tab. Use the View menu to select a custom list of Accounts in the system. The options on the View menu are customizable. Either select a list view that you'd like to see and click Go!, or look at the Recent Accounts list, it will show the last 10 Accounts that you've viewed.



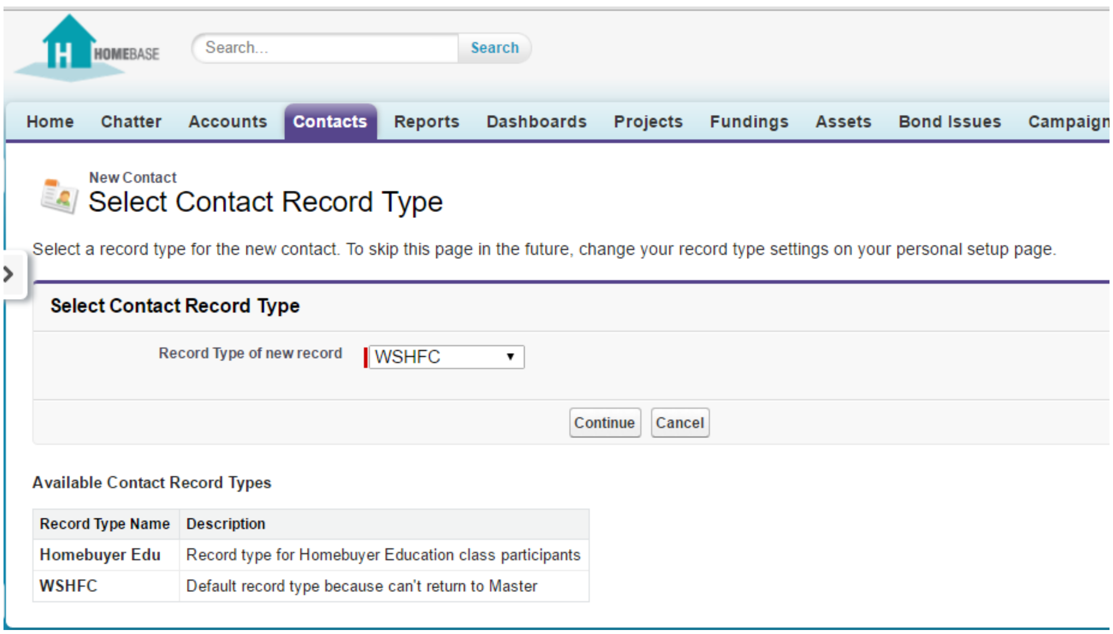
Click the "New" button to create a new Account. Before you do that, first search for the Account name to see if it already exists in HomeBase. The only required fields on an Account is the Account Name and the Type of Account. If the Account is a branch or subsidiary of a larger Account, use the Parent Account to indicate that. Add contact information for the Account, including a website URL, a Billing Address and a Shipping Address if applicable. An optional Description field allows free-form text describing the nature of the Account.



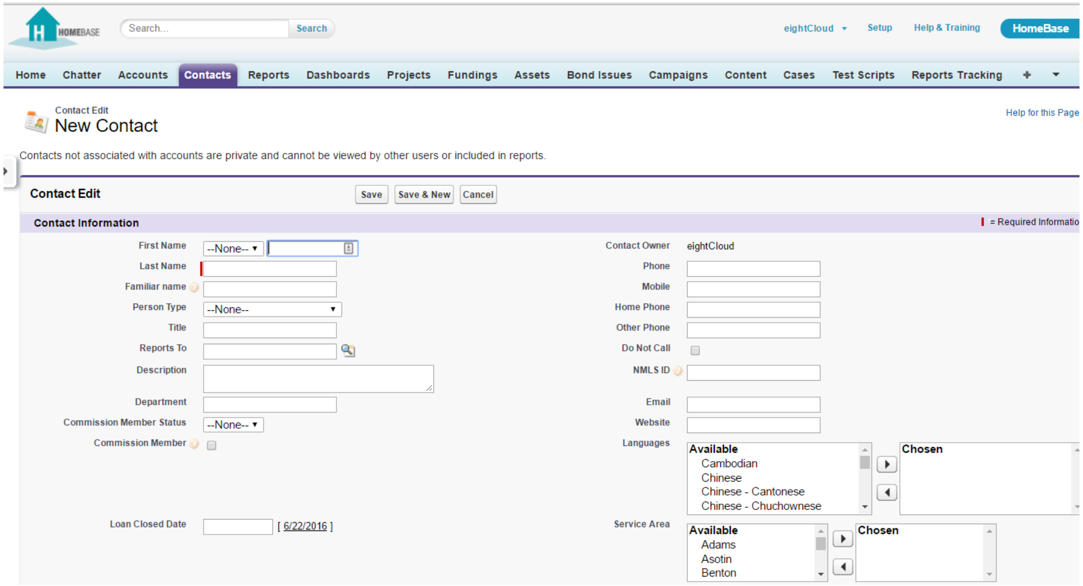
To create a new Contact, first navigate to the Account that represents the entity that the person is related to, for example, Seattle Department of Housing. Scroll down to the Contacts related list and click on the “New Contact” button.



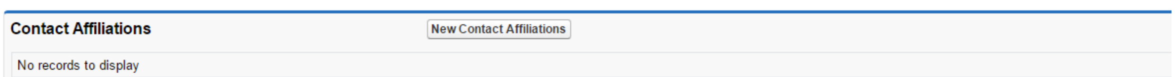
The user is then prompted to select a Contact Record Type. HomeBase separates housing program contacts from the Homebuyer Education class teachers and attendees. Select either WSHFC or Homebuyer Education for the Contact Type and click Continue.



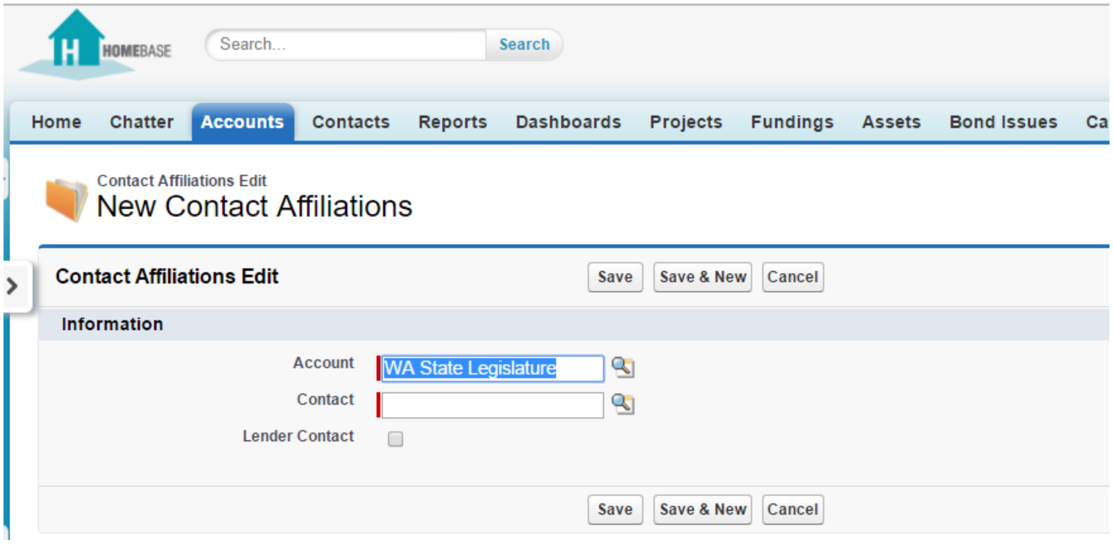
Fill in the First and Last Name fields and all other Contact information that you have on this person. Custom fields on the Contact object allow the user to indicate which additional languages the Contact speaks and which Service Area they’re from. Click Save to save the Contact.



If the Contact you've added is affiliated with other Accounts in HomeBase, navigate to the associated Account and scroll down to the Contact Affiliations related list and click "New Contact Affiliations" button.



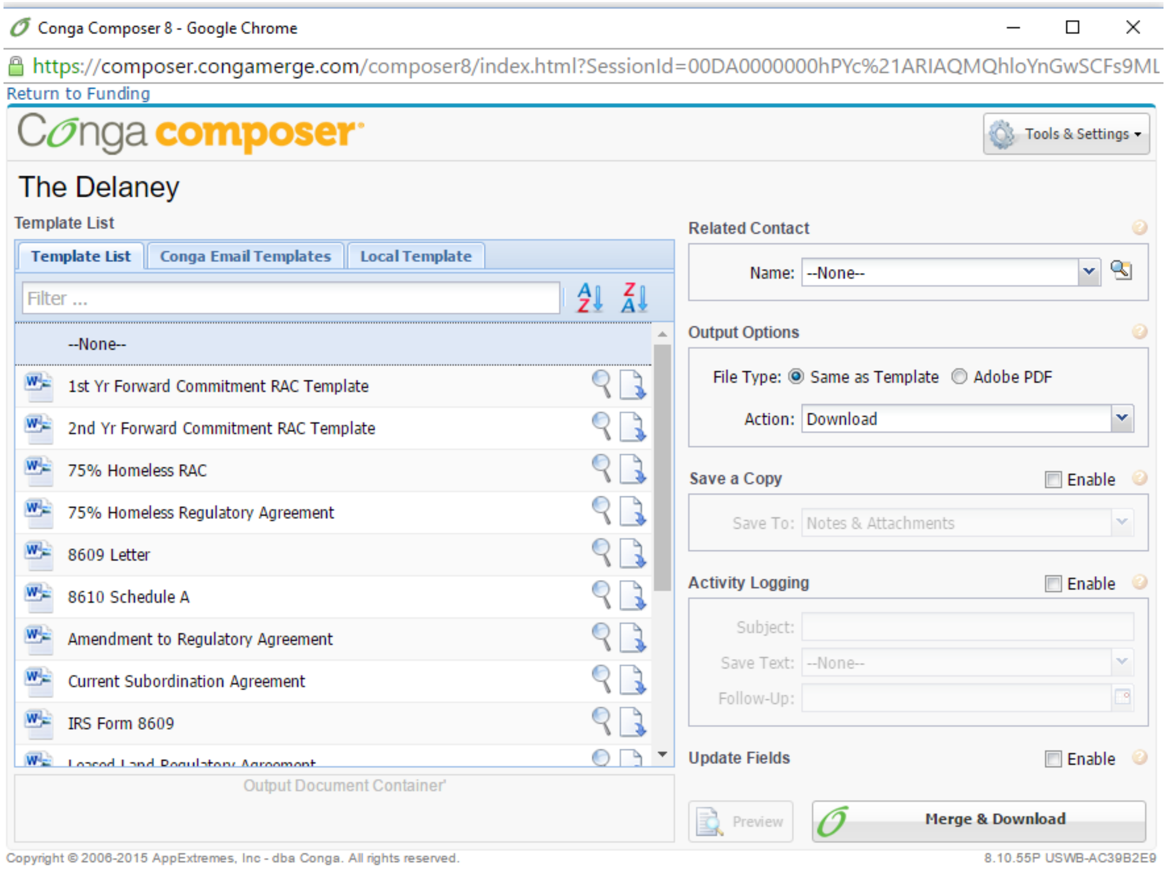
Use the magnifying to search for the Contact name, select the correct Contact. Check the Lender Contact box if this is a Lender Contact. Then click Save.



Conga Document Management

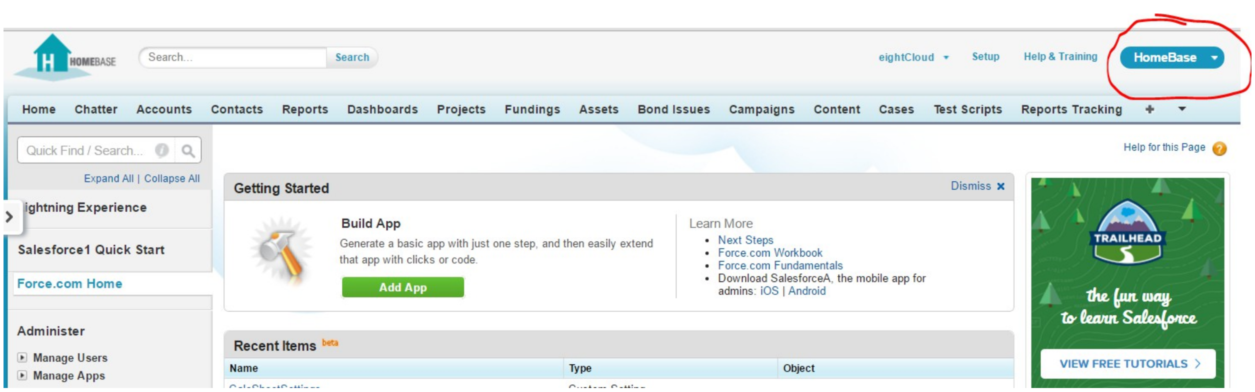
To comply with regulatory and legal requirements, the Commission frequently needs to produce official documents from templates. To do this, HomeBase leverages an AppExchange application called Conga Composer. Conga Composer creates customized printable electronic documents from any object with merge fields containing data from that object (Project, Funding, Building, etc.) Conga can create and populate official government agency forms such as IRS 8823s and IRS 8609s. Conga also includes the ability to make custom buttons for composing documents. Conga documents can then be sent directly from HomeBase. All the documents are saved in a related list on the object itself, giving the Commission digital confirmation and auditability.

The screen capture shows the Conga reports composer for 9% Tax Credit Projects that a user sees when they click on the custom button “MHCF 9% Conga Merge” from any 9% Tax Credit Funding record. Similar custom buttons with their own custom lists of reports are found on other HomeBase object pages.

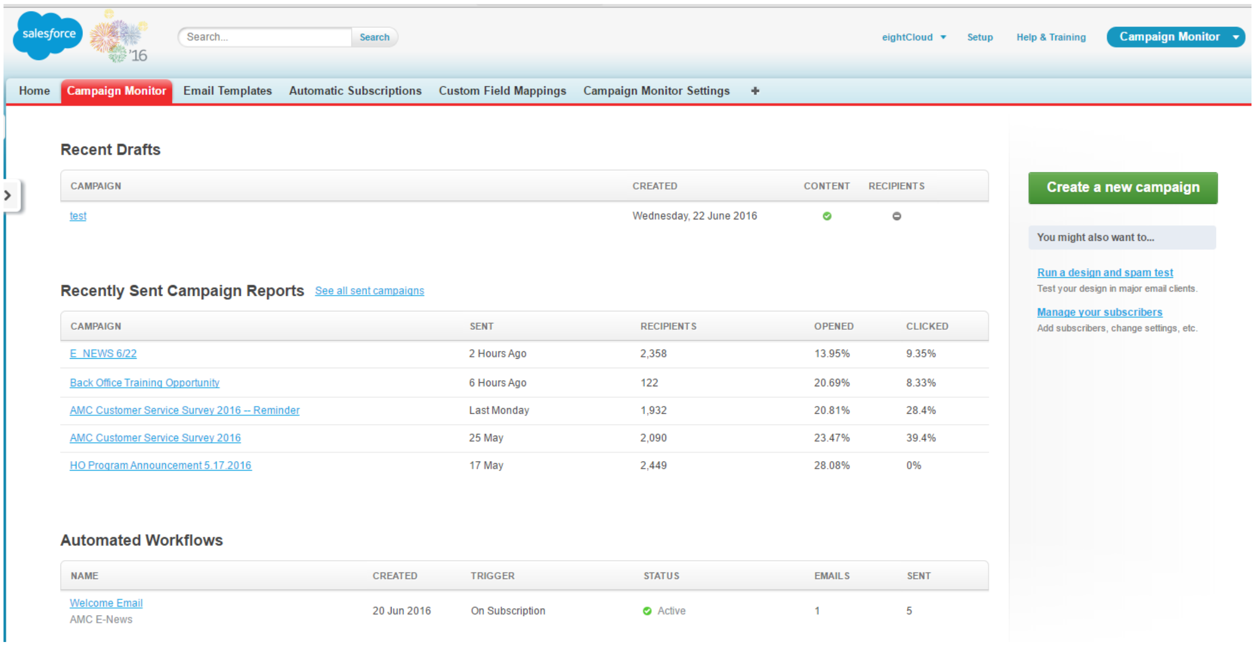


Campaign Monitor

Campaign Monitor is an app from the Salesforce App Exchange for creating and managing mass mailings. To use Campaign Monitor, the user selects "Campaign Monitor" from the App selector at the top of any page in HomeBase. Note that the default App is "HomeBase".

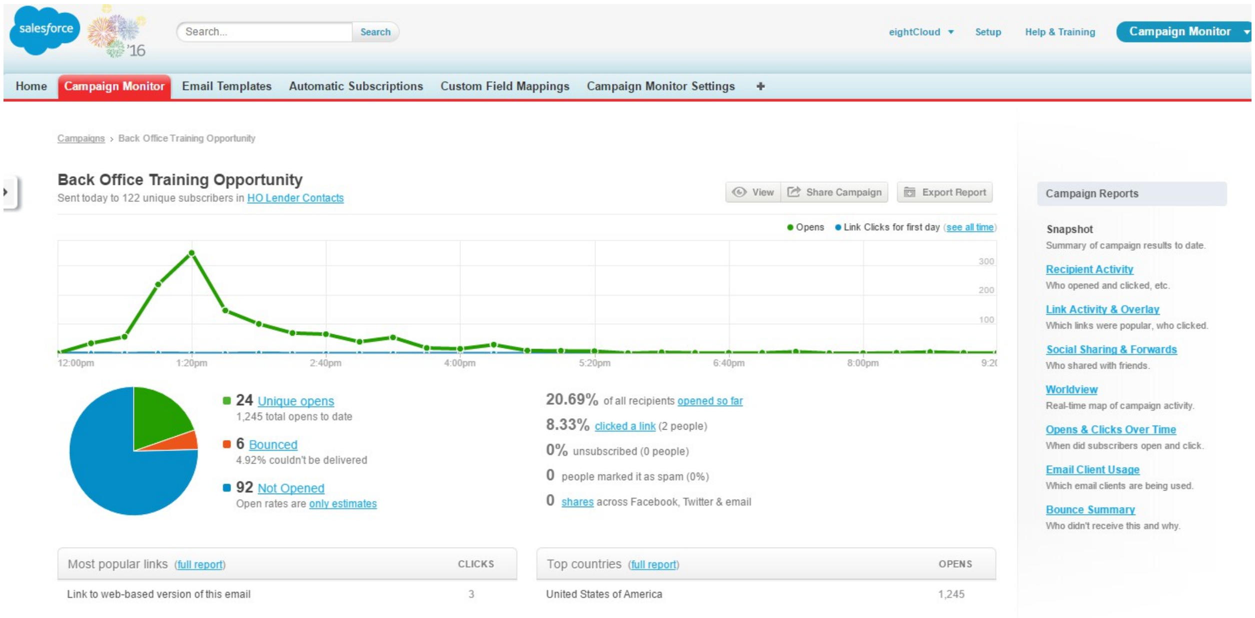


Below is a screenshot of the main user page in Campaign Monitor. Two links on the right side of the page control the functionality of creating new campaigns and managing your subscribers.



Leveraging Campaign Monitor, the Commission now has tools to easily create feedback-enabled communications with partners, users, government agencies, property managers, prospective borrowers, etc. This functionality includes the ability to create subscriptions to regular Commission communications.

Senders can now see how many emails were sent, how many were opened and how many were clicked on. Below is an example of the summary results page for a recent Homebuyer Education email campaign. Note the wide variety of reports available that describe results from this Campaign. Opens & Clicks over time, Social Sharing & Friends (Facebook etc.), Recipient Activity (who opened it and who clicked on one of the links), link popularity, and a summary of which emails were undeliverable and why.



We encourage each Commission Division to explore how they could leverage this tool to enhance their internal and external communications.

Below screen capture shows an example email template in Campaign Monitor. Note that it is branded with a WSHFC divisional logo, it includes links to social media, to a communication preferences page and an Unsubscribe link that conforms with anti-spamming laws. The Preferences link can be configured to allow recipients to select which types of communications they would like to receive from WSHFC.

Templates like these can be used for sending out announcements, newsletters, invitations, etc.

Washington State Housing Finance Commission

Asset Management & Compliance

Your title goes here

This is just sample content. You can add your content when you create a campaign using this template. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore.

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

You are receiving this email as a valued partner of the Washington State Housing Finance Commission.

Like

Tweet

Forward

Preferences | Unsubscribe

HomeBase Data Design Overview

The core data model for HomeBase includes objects that were not present in the Commission's legacy system. In HomeBase, a Project is a container or umbrella grouping together two things: what was financed (a Site) and how it was financed (a Funding). This allows us to more accurately model the Commission's business, including the relationships between multiple financing applications and a group of low income housing or other facilities. By separating out what was financed from the actual financings, HomeBase can represent the entire history of a housing project through multiple financing events without double-counting the Assets and giving the analysts a complete at a glance history of the financing history of any particular Project.

Because of this design change, there are now dozens of former "Projects" from the legacy system that are united as multiple Fundings under one Project record in HomeBase HomeBase because they represent repeat applications for funding for the same housing project.

The objects in this model are all master-detail relationships, with the Project object as the grandparent of all. Fundings and Sites are children of a Project. Assets are children of Sites and grandchildren of Projects. These orderly and defined relationships allow us to roll up summary information onto the parent objects and ensure the integrity of the data in the system.

The data model includes another new object that describes a cluster of buildings or other Assets called a Site. The Site object allows us to describe geographic or organizational groupings of physical Assets, including IRS "scattered sites". It also allows us to report financial numbers for one Project to multiple Counties. Sites are each children of one and only one Project.

A Site is a collection of Assets. Each Asset is a child of one and only one Site. No Asset can exist without a parent Site. This strict data relationship enforces order and integrity in the Commission's portfolio of Assets. Attributes of the Asset object allow HomeBase to accurately describe any kind of Asset that is financed by one of the Commission's programs. An Asset record can describe a Residential Building (with child Units), Equipment, a Facility, Agricultural Land, an Energy Efficiency Program, Land, a Common Area Building or a Manufactured Housing Community.

This basic data structure provides the building blocks for describing all of the financing and compliance operations of the Commission.

The Homeownership division of WSHFC has a mission that is entirely separate from the Commission's Tax Credit and Bond financing Projects and therefore not included in this data structure. The Homeownership division manages programs for promoting home ownership in the State of Washington. Key to those programs are home buyer education classes that are administered by the Commission but taught by third parties. The Homeownership Division also administers a program for teacher education for the home ownership classes. Finally, the Division administers an IRS program granting tax credits to first-time home buyers.

Multi-Family Housing Group (MFH)

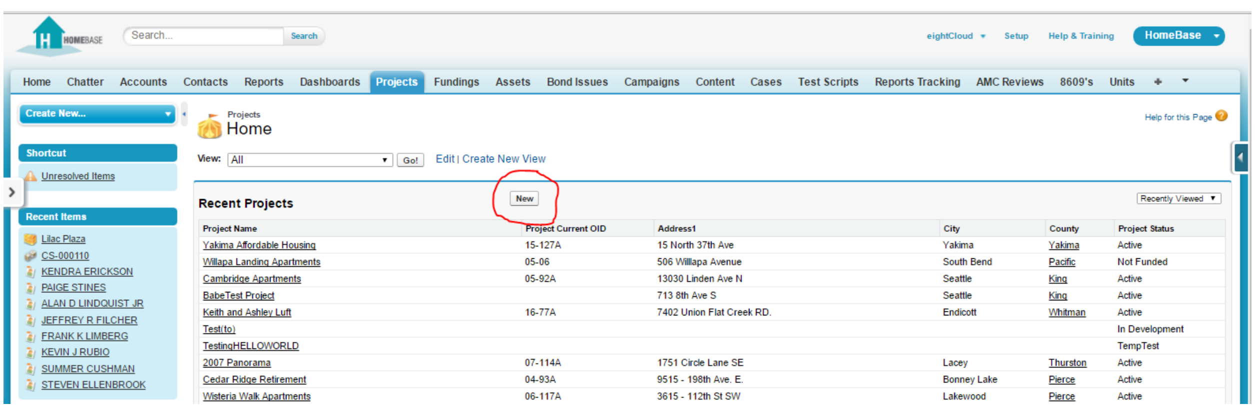
The Multi-Family Housing Group evaluates applications for Funding for low-income housing projects and shepherds those applications to their final outcome, rejection or to final approval and financing. HomeBase provides tools for assessing the utility and the financial liability of proposed Projects being considered for Funding.

Creating a new Project

A Project record shows a summary of the Commission's relationship to an Entity that is receiving funds from one of the Commission's programs. A Project can have multiple Funding records associated with it. The Fundings and all of the Assets involved in that Project are all clearly summarized on the Project object. It is a one-screen place to see all details about a Project in the Commission's portfolio.

To process a new application for Funding from the Commission, the first step is to create a Project. A Project should be thought of as an umbrella that unites the Fundings and the Assets together in an organized unit. If the Funding application is to rehabilitate or acquire existing housing facilities, or if there has already been a failed application for Funding for the same property, then the user should first determine if the application should be considered to be a new Funding for an already existing facility.

If the application is for a facility that is not already represented in HomeBase, the user will create a new Project by navigating to the Project tab and clicking on the "New" button.



Projects are the core object all of the Commission's financing programs. It is the Master object to several different related objects in addition to the main Funding and Site objects. This diagram documents the Detail (child) objects of a Project, excluding the Funding and Site objects.

Though Projects are created by the Multi-Family group as they process a new application, eventually all Projects become part of the Commission's portfolio under the management of the Asset Management and Compliance group. In the case of Projects which include Fundings with regulatory agreements, the AMC group will use the Project object to manage all compliance activities and interaction with the Project's management.

Project Detail

The Project Detail page section contains key attributes of the Project. The Project Current OID is a user populated field showing the OID of the currently Active Funding for this Project. The Project Status, the Compliance Type, and key information about the number of Sites, Buildings, and housing Units contained in the Project.

This section contains some key lookup relationships for the Project, including the Portfolio Analyst (User), the Ownership Entity (Account), the Property Manager (Contact), the Property Management Company, the Onsite Manager and the Authorized Signer. These lookups are used for reporting and for special documents.

Projects in HomeBase all will have one of six Project Statuses:

- **Pre-Development** (for application pre-approval processing)
- **In Development** (the Project is being developed by MFH group)
- **Financing Closed** (the Project funding mechanism has closed)
- **Active** (the Project is now managed by the AMC group and has an active Regulatory Agmt
- **Released** (the Project has completed the term of its Regulatory Agreement, no longer under AMC compliance monitoring)
- **Not Funded** (the Project was rejected and not funded)

Diligent maintenance of these Project Statuses will facilitate the orderly management and reporting of the Commission's portfolio of housing projects.

Location

The Location section is where we put the address of the main Project entity. The County populates automatically based on the ZIP Code provided. There is a large text field here for recording Project Notes.

▼ Location

Address1	2010 S. Jackson St	County	King
City	Seattle	Districting Status	[6/1/2015] Success
State	WA	State Legis District	37
Zip	98144	State Senate District	37
Project Notes		Congressional District	9

Document Link

This section is used for displaying a link to the Project Folder in the Commission's document archival system.

▼ Document Link

Project Folder Path		Project Folder Link	View

Compliance

This section details information vital to the AMC group for ongoing compliance monitoring purposes. Formulas and automation on the Project object bring key data over from related objects. The First Building PIS Date and the Last Building PIS Date are populated automatically from the Assets related to the Project interacting with the Active Funding record. The First Credit Year comes from the Active Funding.

▼ Compliance

Bond Closing Date		First Building PIS Date	1/2/2013
Bond Maturity Date		Last Building PIS Date	1/2/2013
Acquisition Rehab 8 Month Date		First Credit Year	2013
Final Construction Complete Date		First Year 8609's Received	
Bond Reg Agreement Exp Date		8609 Multi-Building Project Election	
Compliance Release Date		Gross Rent Floor Election Date	
		Year 15	2027
Approved for Post 15 Monitoring		Additional Years	22
Recert Waiver Flag		Option Year	2049
Limit Upfront Fees Flag		TC Reg Agreement Exp Date	12/31/2052
ARRA			
ARRA Type		Monitoring Agencies	SOH
WA Works Flag		Loan/IDIS #	
WA Works Amount		Compliance Monitoring Fee Type	PIS Post-April 1, 2001 $45 per LI Unit
Elderly		DB Additional Years	22
Elderly Type		DB Option Year	2049
Service Provider		DB TC RegAgmtExpDate	12/31/2052

Utility Allowance Tracking

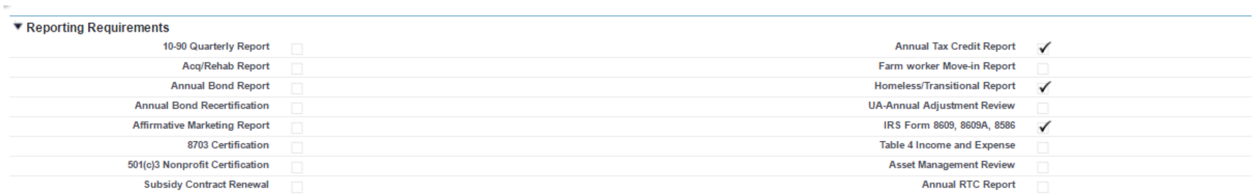
This section is used by the AMC group to track Utility Allowances for certain HUD projects.

▼ Utility Allowance Tracking

UA Type	
Alternate UA Approval Date	
Last AAR Effective Date	
UA Comments	

Reporting Requirements

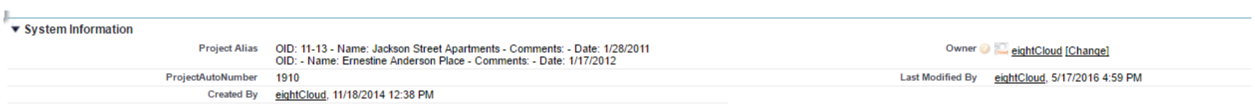
This section is used for requesting compliance and monitoring reports for the AMC group as part of the Annual Review process. It is described more fully below under the AMC group section of this document.



System Information

This section contains basic auditing data from Salesforce, the Owner, the Created By and the Last Modified By. Note that these fields are not editable by anyone, including the System Administrator. The same logic is applied to Salesforce history records, they each are an indelible archive.

This section also includes the Project Aliases. Project Aliases are former names of the Project. They're displayed here in a text field so that they are easily found using Search. Any future new aliases should be added to the end of the existing list of aliases.



Custom Links

This section is used for Custom Links, mostly to reports specifically filtered on to show data for the current Project. This section should be used for other callouts to web services, third-party data providers, etc.

Project Related Lists

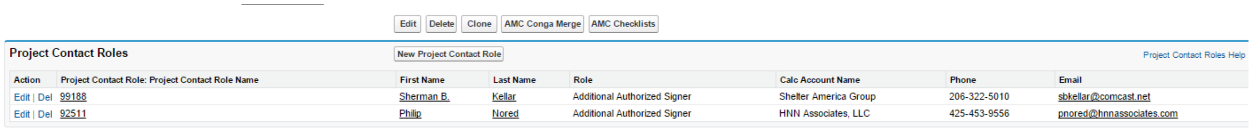
All objects in HomeBase can have related lists. A related list appears at the bottom of the main page for the object and they show records from another object that are related in some way to the Project.

Project Contact Roles

Project Contact Roles is a child object to a Project. Like other related objects, records for Project Contact Roles are summarized on the Project page in the Project Contact Roles related list. A Project Contact Role represents the relationship between the Project and a person or Contact in HomeBase.

To create a new Project Contact Role, first be sure that the desired Contact exists in HomeBase. Then click on “New Project Contact Role”, then use the lookup magnifying glass to find the Contact, select it, then select a Role using the dropdown menu and add any text notes regarding the Responsibilities of this Contact to the Project.

To deactivate a Project Contact Role, click Edit next to a record, then uncheck the Active checkbox and record the date in the Deactivated Date field.


Edit | Delete | Clone | AMC Conga Merge | AMC Checklists

Project Contact Roles — New Project Contact Role — Project Contact Roles Help

Action	Project Contact Role: Project Contact Role Name	First Name	Last Name	Role	Calc Account Name	Phone	Email
Edit | Del	99188	Sherman B.	Kellar	Additional Authorized Signer	Shelter America Group	206-322-5010	sbkellar@comcast.net
Edit | Del	92511	Philip	Nored	Additional Authorized Signer	HNN Associates, LLC	425-453-9556	pnored@hnnassociates.com

Sites and Fundings

Sites and Fundings are the core child objects of a Project. Details on these objects are spelled out in separate sections below. There is a related list for each on the Project page, providing a quick glance view of the financing history of the Project (Fundings) and the Assets that were financed (Sites).

Compliance Monitoring

The Compliance Monitoring child object is used by the AMC group to indicate a summary of the regulatory specifications that are being enforced on the Project. They are derived from information on the Active Funding and can be adjusted by the AMC group as regulations change or as new Fundings become active and old ones inactive.

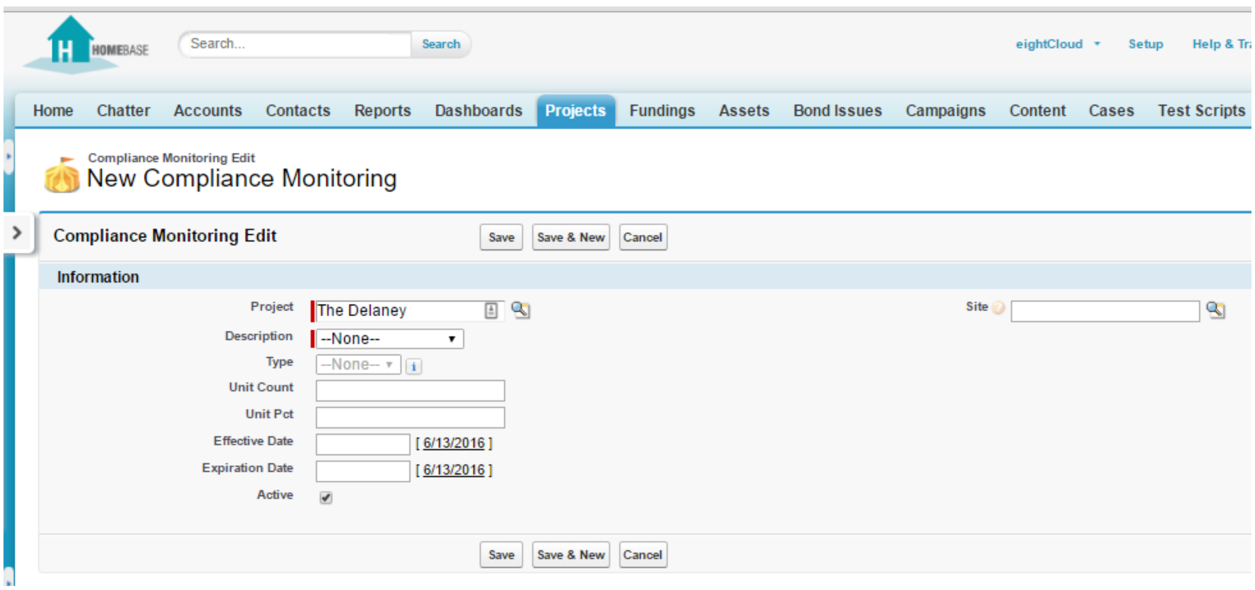
The snapshot below of a Compliance Monitoring related list shows that AMC is monitoring that the Project contains 470 units reserved for people and families making 60% of the local median family income, it does not allow for any Market Rate units but does allow for 6 Common Area units. 94 Units are reserved for Disabled people, 94 for Large Households and 25 are set aside for federal PBRA rental assistance.

Compliance Monitoring — New Compliance Monitoring — Compliance Monitoring Help

Action	Compliance Monitoring Name	Site Description	Description	Type	Unit Count	Effective Date	Expiration Date	Active
Edit | Del	CM-023727		LIH 60%	LIH	470			✓
Edit | Del	CM-023728		Market Rate	Non LIH	0			✓
Edit | Del	CM-023729		Common Area	Non LIH	6			✓
Edit | Del	CM-027372		Disabled	Special Needs	94			✓
Edit | Del	CM-027373		Large Household	Special Needs	94			✓
Edit | Del	CM-028263		PBRA	Special Needs	25			✓

Click on the “New Compliance Monitoring” button to add a new record. The Project name is populated automatically because the record was created from its parent, a Project record. Select a Description value, a Unit Count and a Unit Pct, if applicable. Note that the Description dropdown menu can be customized by the HomeBase System Administrator.

To accommodate sometimes complicated Compliance regimes for certain Projects, there are now three new attributes of a Compliance Monitoring record, the Effective Date, the Expiration Date and a field for indicating which Site this record applies to. The last field, Site, allows the AMC group to group certain Assets together to record different regulations on Sites within the same Project.



AMC Reviews

The AMC Reviews related list shows a summary of all annual reviews for the Project. It includes both paper reviews and On-site physical inspections. Custom functionality to generate inspection records is described in a separate section below. From this related list, a User can see the history of all reviews for this Project, with links for drilling in to the details.

AMC Reviews New AMC Review | Generate AMC Review AMC Reviews Help

Action	AMC Review Name	Review Type	Funding	Review Year	Inspector	Date Inspected	Review Completed Date	In Compliance	Units Reviewed
Edit | Del	AMC-055838	On-Site Tax Credit Inspection	Ernestine Anderson Place	12/31/2015		3/3/2016			12
Edit | Del	AMC-016016	Annual Paper Review	Ernestine Anderson Place	1/1/2014			7/1/2015	YES	5
Edit | Del	CR-007373	Annual Paper Review	Ernestine Anderson Place	1/1/2013			6/3/2014	YES	5
Edit | Del	AMC-011487	On-Site Physical	Ernestine Anderson Place	1/2/2012	Jason Karpen	4/26/2013			13

Non-Compliance Events

The Non-Compliance Events related list shows a summary of all Non-Compliance Events for this Project. Instructions for creating a new Non-Compliance Event, including IRS 8823 submissions are detailed in the Asset Management and Compliance section of this document.

Non-Compliance Events New Non-Compliance Event Non-Compliance Events Help

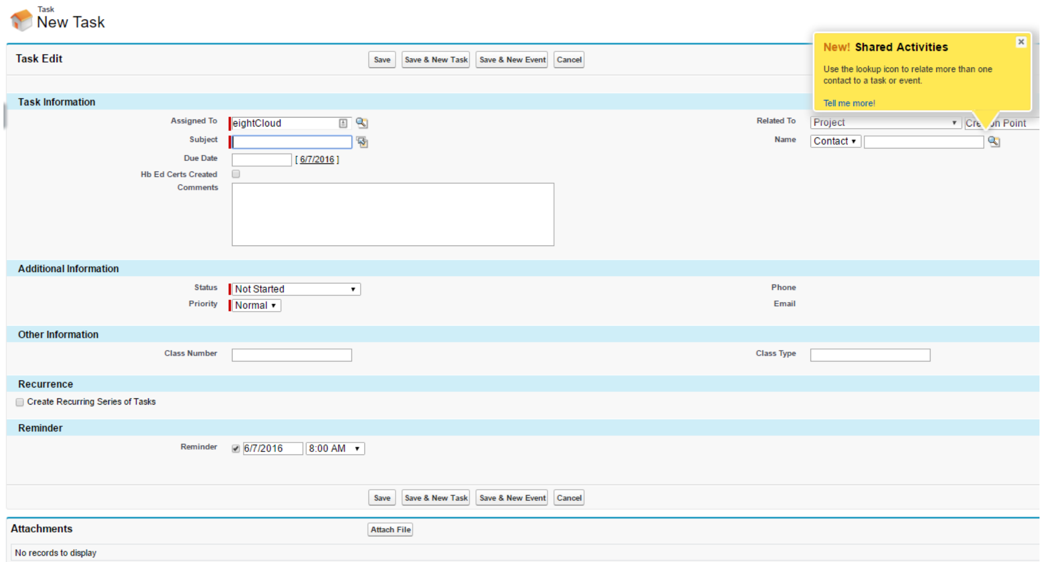
Action	Compliance Event Name	BIN	Event Year	Date Sent	Status	Legacy Status	Record Type
Edit | Del	NC-023946	WA-06-00397	2014	3/29/2016	Corrected	Corrected	IRS 8823
Edit | Del	NC-023947	WA-06-00398	2014	3/29/2016	Corrected	Corrected	IRS 8823

Notes & Attachments

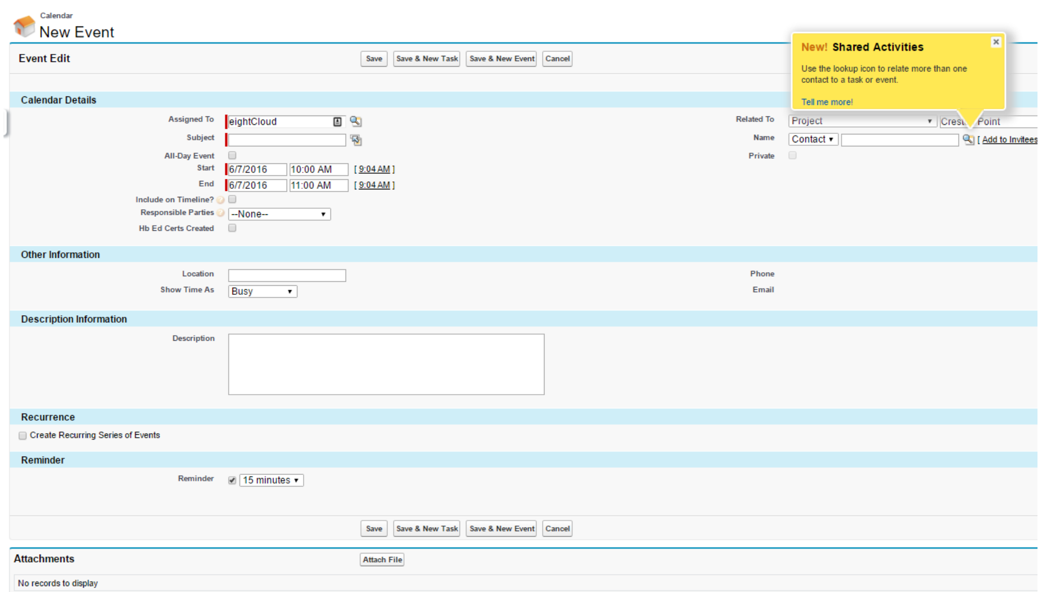
The Notes and Attachments section is available for all Salesforce objects and is used for creating Notes and for adding file Attachments to the Project.

Open Activities

The Open Activities related list is available for any Salesforce object and is used for creating Tasks with follow-up functionality and records of Events. Clicking on New Task, the user is presented with a screen for configuring the Task, it requires a person who is responsible for completing the Task, and the Subject or description of the Task. It has a Due Date, a Status, a Priority, and a reference to the relevant Project. Tasks can be customized to fit special workflow and processes. The Assigned To User will receive automatic reminders to complete the Task.



Clicking on New Event creates a new Event record:



Activity History

The Activity History related list is where a User will go to send email relevant to the Project or to log the details of a phone call. Click on “Send an Email” to create a new email with a reference to the Project coded in.

Billing Events

The Billing Events related list shows details about invoices being sent to the Project's management. Examples include Application Fees, Bond Issuance Fees, Compliance Fees, etc. Detailed instructions on creating Billing Events is included under the Finance Division section of this document.

Billing Events New Billing Event Billing Events Help

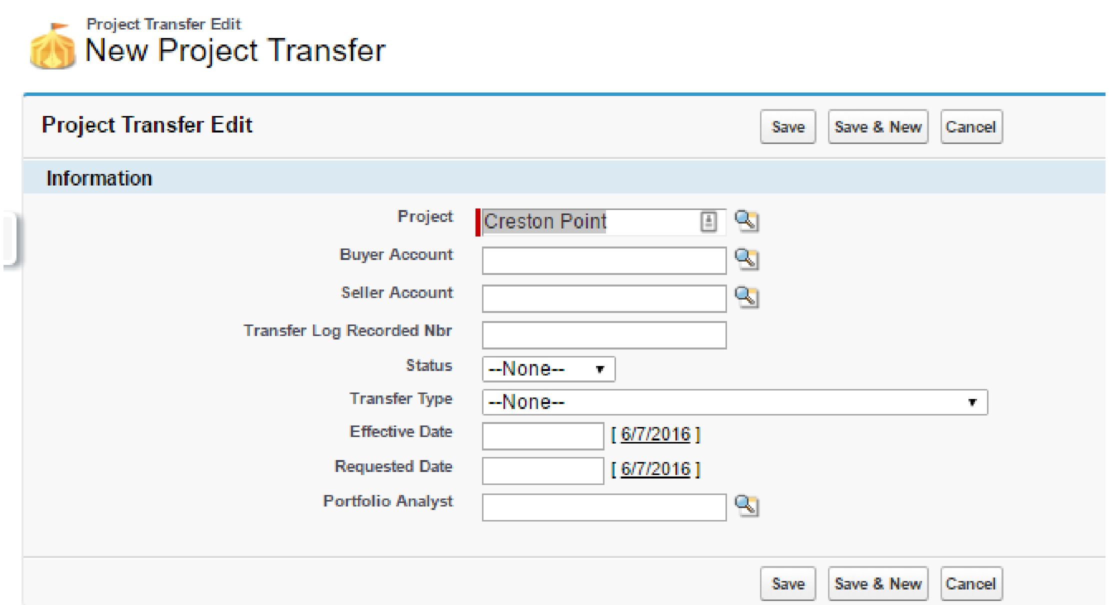
Action	Billing Event Name	Fee Type	Billing Date	Billing Amount	RAC Fee - 1st/2nd	Description
Edit | Del	BE-5074	Bond Issuance Fee; For-profit Housing 4260-03	12/15/2015			
Edit | Del	BE-5009	Bond Issuance Fee; For-profit Housing 4260-03	10/2/2015	$873.16		Cost of Publication
Edit | Del	BE-5004	Bond Issuance Fee; For-profit Housing 4260-03	9/22/2015	$150,000.00		Good Faith Deposit/Cost of Issuance Deposit
Edit | Del	BE-4986	Application Fee; For-profit Housing 4280-03	8/18/2015	$6,750.00		Submitted an OID application prior to the full application which is why the application fee amount is lower than the $7,500.
Edit | Del	BE-5005	Other Miscellanceouse (Explain in Comments) 4999-xx	9/30/2014	$750.00		OID Application Fee

Billing Docs

The Billing Docs related list shows documents from the NAV financial system. Invoices resulting from HomeBase Billing Events are sync'd back to HomeBase nightly, giving analysts visibility to the status of invoices. Users do not create Billing Docs, they come from NAV and they're only here for information.

Project Transfers

The Project Transfers object tracks changes of ownership of a Project that is under Compliance with the Commission. To create a new Project Transfer record, click "New Project Transfer". Indicate the Buyer and the Seller (be sure that we have an Account set up for each in HomeBase first), the Transfer Log Recorded Number, the Status of the transfer, they type of transfer and the Effective and Requested Dates as well as the Portfolio Manager.



Project History

The Project History related list is an indelible audit of key transactions on each Project record. Rows in this object are created by background processes in Salesforce and they cannot be deleted by anyone, not even a System Administrator or an engineer at Salesforce. Though recorded in the background, the Commission's System Administrator can configure which fields get this audit functionality by selecting checkboxes. Up to 20 fields on any object can be tracked in this manner. Note that all Salesforce objects can have a similar History tab.

Creating a New Funding

A new Funding record represents an application for financing from one of the Commission's programs. There are four types of Funding records (Record Types), 9% Tax Credits, 4% Tax Credits, Bonds, and PIF. Each of these four Funding Types has a page layout that is used to display only information relevant to that Funding Type. For instance, Bond Funding fields are not shown on the page for 9% Tax Credit Fundings, and Tax Credit information is not shown on Bond Fundings, etc.

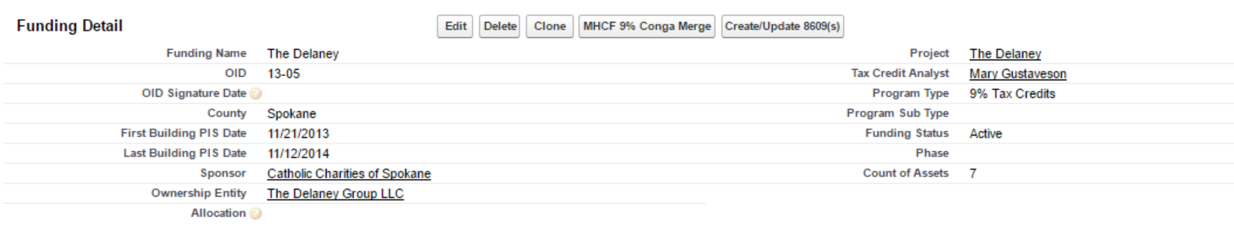
The Funding Status of a new Funding starts as either "Pre Development", or "In Development". Pre Development status is used to track pre-approvals. As a Funding progresses through the Commission's approval process, the Funding Status is updated to reflect where it is at. From “In Development”, a Funding is either set to “Not Funded”, or to “Financing Closed”, depending upon the outcome of the Commission’s approval process for that Funding. After the Funding has reached “Financing Closed” Status, the next Status is either “Active”, if the Project is subject to a regulatory agreement that will be monitored by the AMC group, or “Inactive” if there is no compliance/regulatory agreement. This high-level Status hierarchy is intended to neatly categorize the current state of every Funding in the Commission’s portfolio, giving clear ownership and responsibility to the division charged with managing that portion of the portfolio. A more detailed Funding Status Detail field is used to organizing the processing details of the Funding.

Funding Page Layouts

There are four distinct page layouts for the Funding object, 9% Tax Credits, 4% Tax Credits, Bonds and PIF. These page layouts correspond to similarly named Record Types. By separating out the different Funding types, we can make the page layout and the user experience more tailored and slightly different for each.

Funding Detail

This section describes core attributes of this Funding, including, in the case of Bond and Tax Credit projects, the OID of the Funding, the Program Type, the Funding Status and the parent Project. Tax Credit Fundings have a Tax Credit Analyst and a Development Analyst. The purpose of this section is to be a quick glance summary of the Funding.



Funding Detail Edit | Delete | Clone | MHCF 9% Conga Merge | Create/Update 8609(s)

Funding Name	The Delaney	Project	The Delaney
OID	13-05	Tax Credit Analyst	Mary Gustaveson
OID Signature Date		Program Type	9% Tax Credits
County	Spokane	Program Sub Type	
First Building PIS Date	11/21/2013	Funding Status	Active
Last Building PIS Date	11/12/2014	Phase	
Sponsor	Catholic Charities of Spokane	Count of Assets	7
Ownership Entity	The Delaney Group LLC		
Allocation			

Development Milestones

The Development Milestones section is a long set of dates relevant to the development of the Funding.

▼ Development Milestones

Application Date	1/10/2013	RAC Approved Date	
Application Year	2013	RAC Emailed to Contact	
Scoping Meeting Date		RAC Due Date	
Public Hearing Date		RAC Signature Date	
Resolution Date		RAC Process Complete	
Key Run		Equity Commitment Deadline	
Key Approved		Equity Closing Date	
Requested RAC Date		Gross Rent Floor Election Date	
RAC Run Date		PIS Packet Received	
Carryover Met By Date		Reg Agreement Recording Date	
Carryover Complete	☐	Reg Agr Amendment Recording Date	

Post-Development Milestones

The Post-Development Milestones section is intended to provide a quick view of key dates for this Funding after it has been funded, including the Comp Release Date, the Bond Payoff Date, etc.

▼ Post-Development Milestones

First Credit Year	2,004	Final 8609 Issued	
Additional Years	13	Comp Release Date	
MHCF Handoff Date	9/30/2004	Bond Payoff Date	
		Bond Maturity Date	4/1/2036

Bond Project Info

Both Bond and 4% Tax Credit Funding records contain a section for recording the relevant Bond Funding information.

▼ Bond Project Info

Bond Issue Name			
Bond Issuer Type	HFC Bonds	Non-HFC Bond Issuer	
Public Hearing Notice Amt		Non-Profit Type	
Estimated Total Cost	$16,807,716.00	Non-Profit Affiliate	
Total Bond Requested Amt	$12,950,000	501c3 Quest. Approved by Bond Counsel	☐
Tax-Exempt Bond Amount	$13,050,000.00	School with Religious Affiliation	☐
Taxable Bond Amount	$800,000.00	Financing Type	

Financial Detail

The Financial Detail section contains financial information about this Funding. This section contains different fields depending on the page layout/record type. The Total Development Cost and Total Project Cost fields are populated automatically from the latest version of the Calc Sheet for this Funding.

▼ Financial Detail

Final Credit Amount	$0.00	Total Development Cost	$71,169,439.00
Estimated Credit Amount	$2,248,008.00	Total Project Cost	$78,587,289.00
Equity Amount	$22,480,080.00	TDC Limit Waiver	☐
Tax Credit Factor		Per Unit Expenses	
Credit Requested Per Unit		Per Unit Reserves	
Credit Reservation Fee Pct	6.020%	Donation Amount	
Credit Reservation Fee	$135,330.08	Aggregate Basis Pct	
		Applicable Fraction	100.00%
		Max Credit	$0.00
		Final Basis Amt	$0.00

Tax Credits

The Tax Credits page layout section contains data specific to IRS Tax Credits, it appears on the page layout for 9% and 4% projects, but not on the Bond or PIF page layouts.

▼ Tax Credits

Applicant Type	Limited Liability Company	Allocation Date	7/11/2013
Applicant State of Incorporation		1st Year Forward Commitment	
RAC Type		2nd Year Forward Commitment	
Federal Election	40% at 60% AMI	Geographic Pool	Metro
Qualified Nonprofit Organization	✓	Tribal Deal Flag	☐
Locked In at RAC	☐	DDA Flag	☐
Reasonably Expected Basis	$7,217,553.00	QCT Flag	✓
Allocation Type	Rehabilitation without Federal Subsidies	Discretionary Basis Boost Flag	☐
MIN LIH AMGI	60%	Rural Basis Boost	☐
MIN LIH Pct Units	40%	1st Yr Fwd Commit RAC	☐
Federal Subsidies	without Federal Subsidies	2nd Yr Fwd Commit RAC	☐

Custom Links

The Custom Links section of the page is where the System Administrator can expose links to reports or to outside web services or to custom reports specific to the Project. The HomeBase System Administrator can edit and add to the links in this section.

Custom Links

PIS Date Confirmation Report
8609 Upload template

Continuing Care Facility Information

The Continuing Care Facility Information section contains data specific to continuing care facilities. Data points include the number of Skilled Nursing Beds, the Nbr of Units Assisted Living, the Nbr of Units Independent Living and the name of any Service Provider.

Continuing Care Facility Information			
Skilled Nursing Beds		Nbr of Units_Assisted Living	
Service Provider		Nbr of Units Independent Living	

Bedroom Breakdown

The Bedroom Breakdown section contains information about the unit breakdown for this Project. The Total By Unit Type field is a formula summing the number of housing units financed.

Bedroom Breakdown			
Studios	12	Four Bdrms	
One Bdrms	78	Five Bdrms	
Two Bdrms	60	Skilled Nursing	
Three Bdrms		SRO	
Total By Unit Type	150		

Compliance

The Compliance section contains key data points needed for the AMC group to add this Funding to the Commission's portfolio of monitored Projects.

Compliance			
Needs Compliance	✓	Elects Addl Fee Waiver Flag	☐
Archive Box Number		Falls Under Fed Tax Code Flag	✓
Elderly	✓	ARRA Flag	☐
Elderly Type	55	WA Works Flag	☐
Release Recording Nbr		WA Works Amount	
Areas not in Basis		Bond Maturity Date	
Areas not in Basis Notes		Bond Payoff Date	
		Comp Release Date	
Created By	eightCloud, 12/3/2014 2:28 PM	Last Modified By	eightCloud, 5/24/2016 3:47 PM

Points Calculation Summary

The Points Calculation Summary section shows the total low income housing "points" selected by the applicant and approved by the Commission. The details of Points calculation have already undergone some changes and going forward, new Points data will be added to a related object on the Project.

Points Calculation Summary			
Total Points Awarded New		Total Points Selected by Applicant	
Points Calculation Notes			
Created By	eightCloud, 12/3/2014 2:28 PM	Last Modified By	eightCloud, 5/24/2016 3:47 PM

Edit | Delete | Clone | MHCF 9% Conga Merge | Create/Update 8609(s)

Category

The Category page section only appears on the Bond Funding page layout. It includes six checkboxes characterizing the purpose of the Bond. A single Funding record could have more than one Category field checked.

Category

New Construction Flag	✓	Refinancing Flag	
Acquisition Flag		Rehab Flag	
Addition Flag		Preservation Flag	

Funding Related Lists

Related lists on the Funding page show child records of the Funding object.

LIH Set Asides

The LIH Set Asides object documents low-income housing regulations that are included in the Funding's regulatory agreement. Examples of an LIH Set Aside are 50% of units are reserved for families making less than 40% of the area median household income, etc.

LIH Set Asides New LIH Set Aside LIH Set Asid

Action	LIH Set Aside Name	Site Description	Set Aside Type	Description	Unit Count	Unit Pct	Effective Date	Expiration Date
Edit | Del	SA-029643		Capital Projects	LIH 50%	30	0		
Edit | Del	SA-029645		Capital Projects	Market Rate	120	0		
Edit | Del	SA-029646		Compliance	LIH 50%	30	0		
Edit | Del	SA-029647		Compliance	Market Rate	120	0		
Edit | Del	SA-032070		Capital Projects	Common Area	0	0		

Special Populations

The Special Populations object documents regulatory agreement requirements for the Funding. Examples of Special Populations records are 50% of Units reserved for families with disabilities, or 100% of units to be for Elderly persons, etc.

Special Populations New Special Populations Special Populations Help ?

Action	SP Name	Site Description	Description	Unit Count	Unit Percent
Edit | Del	SP-003027		Disabled	30	0
Edit | Del	SP-003028		Elderly	150	0

In the Commission's legacy system this table was used by the AMC group to document what they were monitoring. Because of the new HomeBase data model, the Funding information is now separate from the overall Project so the AMC group tracks the regulatory requirements that it is monitoring on a similar object (Compliance Monitoring) that is a child of the Project. So the regulations are summarized on the Funding, and then they're interpreted into monitoring requirements on the Project level. By separating the two, we give the AMC group the ability to accurately monitor a Project as it transitions from one regulatory agreement to another in the event of a refinancing.

Points

Tax Credit projects are reviewed using a point-scoring system. There are two separate point calculations, one for 9% Tax Credit Projects, the other for 4% Tax Credit Projects. The Points related object contains details about Low Income Housing points claimed to qualify this Funding application. The totals are summarized on the main Project page section called Points Calculation Summary, see description above.

Points New Points Points Help

Action	Points Name	Site	Total Points Awarded	Total Points Selected by Applicant	Question Text	Points Value
Edit | Del	PP-036264				Additional Low Income Set-Aside	60
Edit | Del	PP-036265				Additional Low-Income Use Period	44
Edit | Del	PP-036266				Homeless	0
Edit | Del	PP-036267				Farm Worker	0
Edit | Del	PP-036268				Large Household	0
Edit | Del	PP-036269				Disabled	10
Edit | Del	PP-036270				Elderly	10
Edit | Del	PP-036271				Local Funding Commitment	5
Edit | Del	PP-036272				Federal Leverage Capital Funds	0
Edit | Del	PP-036273				Federal Leverage Rental Assistance	0

Show 10 more » | Go to list (26) »

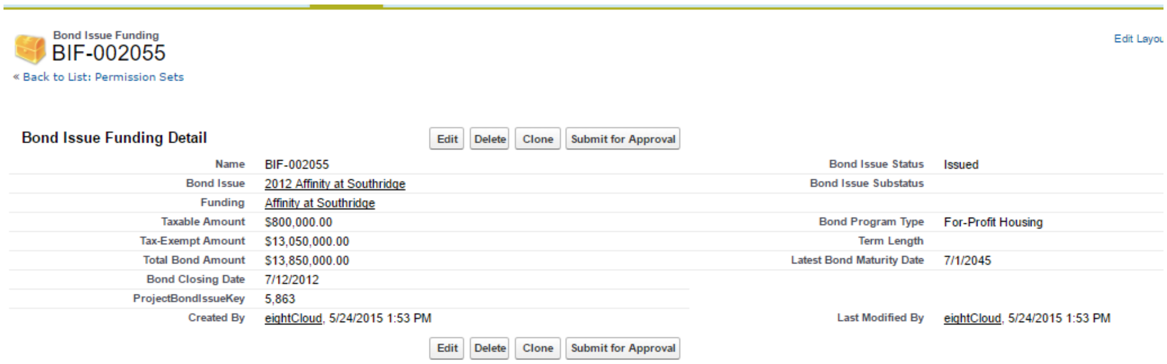
Bond Issue Fundings

A Bond Issue Funding record describes the relationship between a Bond and a Funding. The fields on this object all point to fields from either the Bond Issue or the Funding. The related list shows a summary of the Bond Issues which have funded this Project.

Bond Issue Fundings New Bond Issue Funding Bond Issue Fundings Help

Action	Bond Issue Name	Bond Reference Nbr	Status	Tax-Exempt Amount	Taxable Amount	Term Length	Bond Issue Funding: Name
Edit | Del	2012 Affinity at Southridge	541	Issued	$13,050,000.00	$800,000.00		BIF-002055

To create a new Bond Issue Funding, first create the Bond Issue and the related Funding object. Then, from either of those objects, click on New Bond Issue Funding. Fill in the lookup field with the linked Bond Issue or Funding and you're done, the Bond Issue and the Funding now have a record that describes the relationship.



Bond Issue Funding
BIF-002055
« Back to List: Permission Sets

Edit Layout

Bond Issue Funding Detail

Edit | Delete | Clone | Submit for Approval

Name	BIF-002055	Bond Issue Status	Issued
Bond Issue	2012 Affinity at Southridge	Bond Issue Substatus	
Funding	Affinity at Southridge		
Taxable Amount	$800,000.00	Bond Program Type	For-Profit Housing
Tax-Exempt Amount	$13,050,000.00	Term Length	
Total Bond Amount	$13,850,000.00	Latest Bond Maturity Date	7/1/2045
Bond Closing Date	7/12/2012		
ProjectBondIssueKey	5,863		
Created By	eightCloud, 5/24/2015 1:53 PM	Last Modified By	eightCloud, 5/24/2015 1:53 PM

Edit | Delete | Clone | Submit for Approval

Funding Contact Roles

Use Funding Contact Roles to record relationships with outside people. Each Funding Contact role is a bridge to a Contact record in HomeBase. To Add a new Funding Contact Role, first create an Account and Contact if one does not already exist. Once you have located or created the Contact record, click on "New Funding Contact Role" from the Funding page.

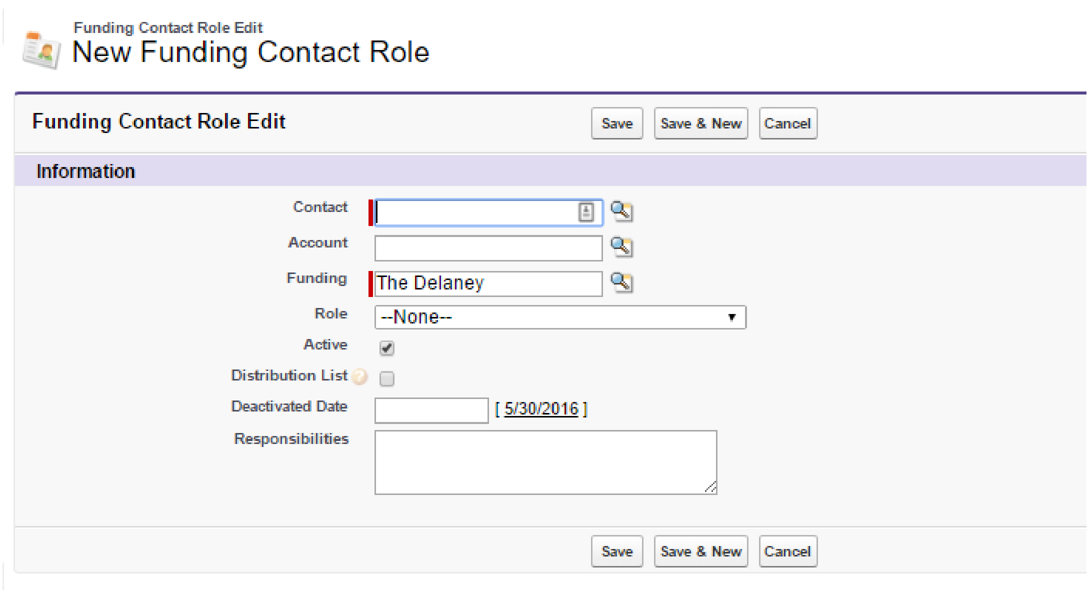
Funding Contact Roles | New Funding Contact Role | Funding Contact Roles Help

Action	First Name	Last Name	Role	Account	Phone	Email	Active
Edit | Del	Coco	Vasquez	Authorized Signer	Hearthstone Housing Foundation	949-553-9447 x200	coco@hearthstonehousing.org	✓
Edit | Del	Jason	Karpen	Compliance Officer	Washington State Housing	206-287-4451	jason.karpen@wshfc.org	✓
Edit | Del	Maureen	Picarella	Property Manager	FPI Management, Inc.	916-357-5312, Ext. 228	maureen.picarella@fpimgt.com	✓
Edit | Del	Carl	Dominguez	Other	Hearthstone Housing Foundation	949-553-9447 x203	carl@hearthstonehousing.org	✓
Edit | Del	Nina	Schaefer	Property Manager	FPI Management, Inc.	916-215-6827	nina.schaefer@fpimgt.com	✓
Edit | Del	Darin	Davidson	Bond Project Developer	Inland Group	509-321-3222	darind@inlandconstruction.com	
Edit | Del	Mark	Kantor	Borrower's Counsel	Kantor Taylor Nelson Evatt & Decina PC	206-812-2500	mkantor@kantortaylor.com	
Edit | Del	Mark	Dean	Bond Underwriter	Citi Community Capital	206-346-2838	mark.w.dean@citi.com	
Edit | Del	Faith	Pettis	Bond Counsel	Pacifica Law Group LLP	206-245-1715	faith.pettis@pacificalawgroup.com	
Edit | Del	David	Clifton	Capital Projects Manager	Washington State Housing Finance Commission	206-287-4407	david.clifton@wshfc.org	

Show 4 more » | Go to list (14) »

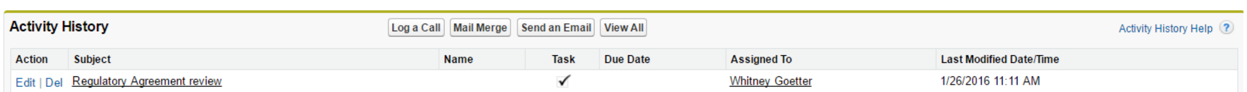
In the Contact field, type in the first name and first letter or two of the Contact's last name, add a *, then click on the magnifying glass. The system will return the results of a search of the HomeBase Contacts database using those letters. If the correct Contact appears, click on their name to attach that Contact to this Funding Contact Role. If you do not find the intended Contact, refine your search and search again.

Select a Role description for this Contact. There are about 2 dozen options, more can be added to the list, but it is best to generalize than to create too many detailed roles. The HomeBase System Administrator can update the list of available Roles. The Responsibilities field supports adding a comment about this Contact's role on this Funding. A checkbox for Active defaults to TRUE and can be unchecked when a Contact is no longer active in this Role. This allows the Commission to retain history of this Contact Role while differentiating it from currently active roles. There is a date field, Deactivated Date for recording the date that this Contact Role is deactivated.



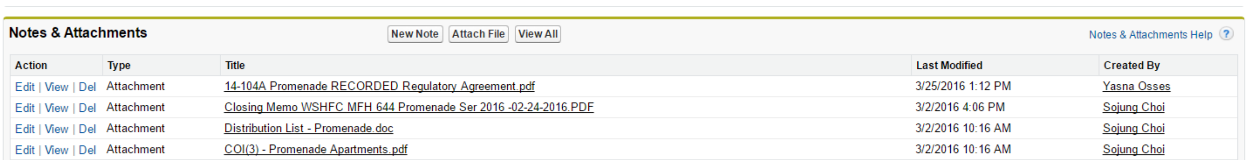
Activity History

The Activity History related list section appears on any object that we want. It is used to send Emails and document phone calls etc. relevant to the Funding.



Notes & Attachments

Use this section to create Notes or to attach files to the Funding record. Notes and Attachments can be added directly to any Salesforce object, making the information they contain available to authenticated users interested in this Funding wherever they are working from. By making documents easier to use, and securely available from any device, Salesforce makes links to local disk drives obsolete and candidates for retirement.



Funding Documents

Funding Documents are records containing links to documents that are stored on the Commission's local area network (LAN). This object was built to accommodate existing file storage systems in place at the Commission. New documents that belong stored as part of this Funding can be attached to the Funding object using the "Attach File" button under the Notes & Attachments section of this page, see description above.

Funding Documents New Funding Document Funding Documents Help

Action	Funding Document Name	Document Type	Document Title	Document Date	Document Path	Document Link
Edit | Del	FDN-0007475		final calc sheet--the delaney	4/3/2015	\\SOCRATES\taxcred\PROJECTS\2013\13-05 The Delaney\Final Calc Sheet--The Delaney 13-05.xlsx	View
Edit | Del	FDN-0000381	Project Calc Spreadsheet	equity close calc sheet	9/20/2013	\\TINOS\taxcred\PROJECTS\2013\13-05 The Delaney\Equity Close Updated Project Calc Sheet--The Delaney--2013.xlsx	View
Edit | Del	FDN-0000380	Project Calc Spreadsheet	initial calc sheet	4/4/2013	\\TINOS\taxcred\PROJECTS\2013\13-05 The Delaney\Project Calc Sheet--The Delaney 13-05.xlsx	View

Billing Events

The Billing Events related list shows billing activities for this Funding. Create a new Billing Event by clicking on the "New Billing Event" button. Details on creating new Billing Events is documented in the Finance section of this document.

Billing Events New Billing Event Billing Events Help

Action	Billing Event Name	Fee Type	Billing Date	Billing Amount	RAC Fee - 1st/2nd	Description
Edit | Del	BE-4251	Good Faith Deposit	6/29/2012	$64,750.00		Check # 72380 from Inland Washington for Affinity at Southridge project OID # 11-102A.

Funding Sources

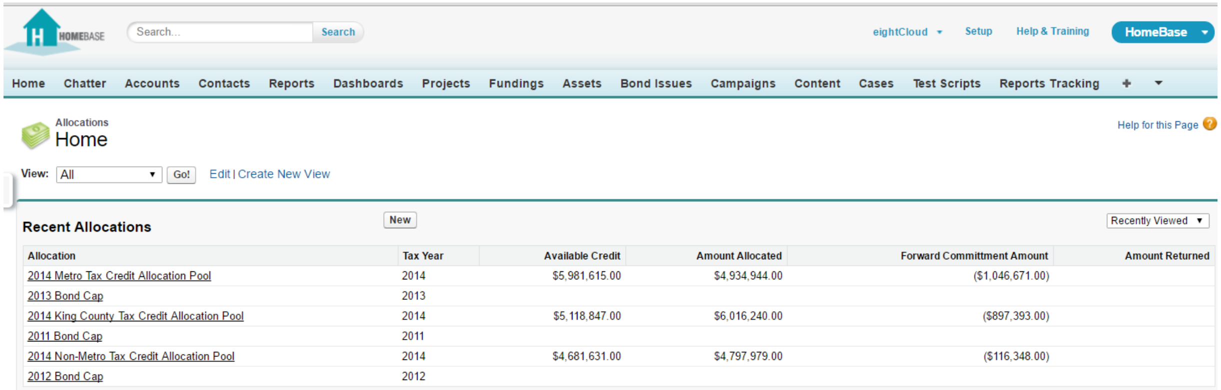
The Funding Sources object is used to document all third-party funding sources for this Project. Click the "New Funding Source" button to add details about another third-party funding source.

Funding Sources New Funding Source Funding Sources Help

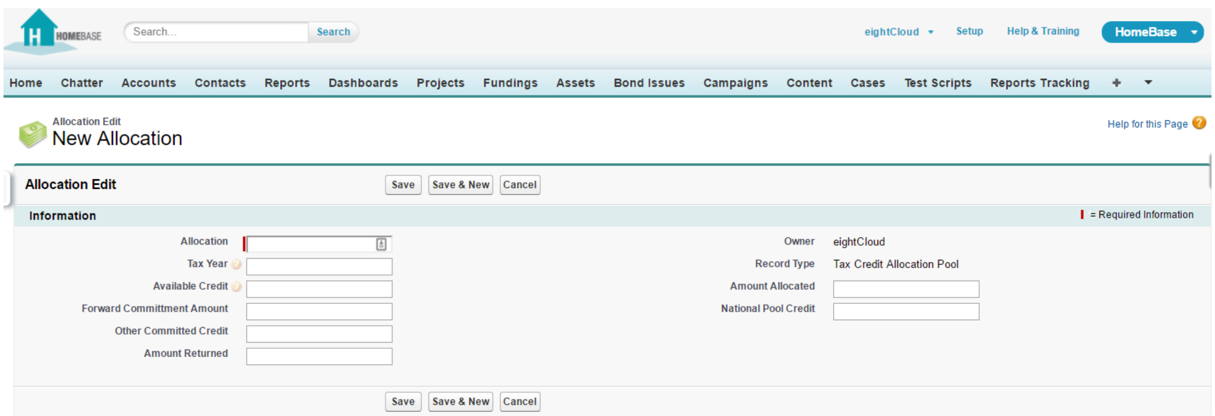
Action	Funding Source Name	Funding Source	Fund Detail	Agency	Source Type	Source Name	Fund Type	Amount
Edit | Del	FS-004216					HOME		$300,000.00
Edit | Del	FS-004217					Historic Rehab Tax Credit Equity		$997,629.00
Edit | Del	FS-004218					Seller Financing		$1,080,612.00
Edit | Del	FS-004219					Deferred Developer Fee		$41,655.00

Creating Allocations

HomeBase includes functionality for tracking and reporting on the allocation of various sources of money. The Allocation object is editable only by users with the "Manage Allocations" Permission Set. To create a new Allocation, click on the + sign on the right end of the Tab bar, then click on Allocations. Click on the "New" button.



There are two types of Allocations in HomeBase, Tax Credit Allocation Pools and Bond Caps. Select the appropriate type and click Continue. Give the Allocation a name and fill in the remaining fields, then click Save.

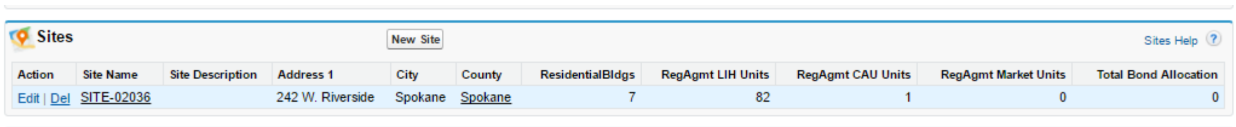


Funding records are then related to an Allocation using the Allocation lookup field. By relating the Fundings to the source of funds from an Allocation, users can report on and track the remaining balance of each Allocation.

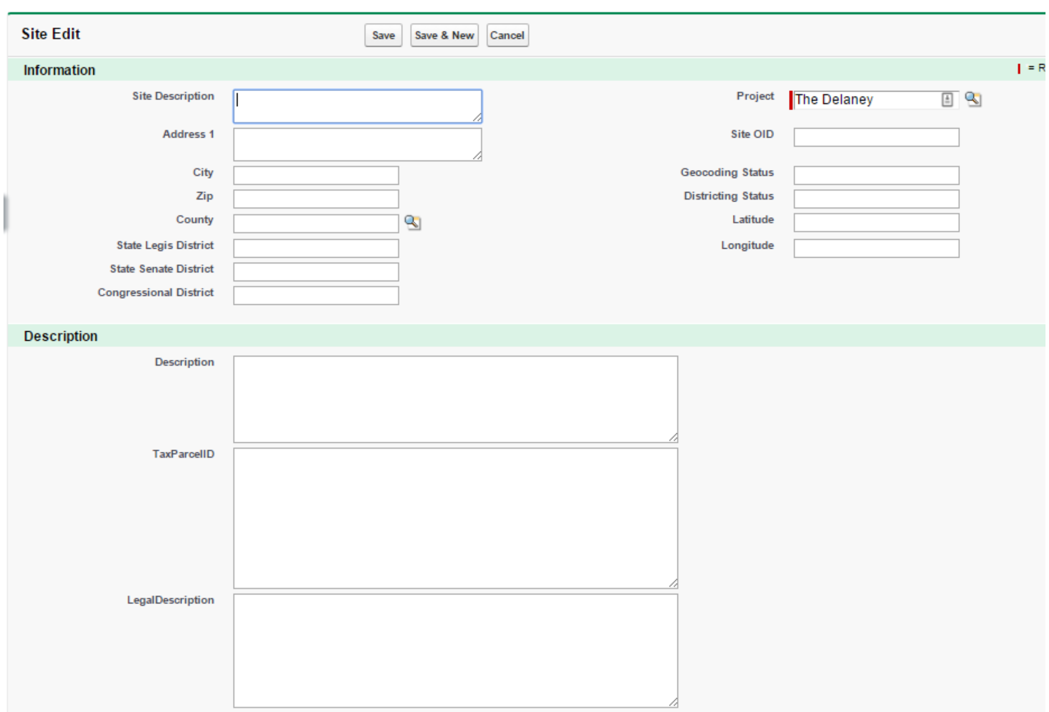
Creating a New Site

A Site in HomeBase is a collection of Assets that are related. Assets are generally used to describe low income housing buildings, but an Asset can describe anything that is financed by the Commission and a Site can contain one or more of any of these Assets. This concept of a Site was incorporated to accommodate several different regulatory situations, including IRS Scattered Sites. It is also used to describe Projects that have Assets in different counties and to allocate Bond funding. Note that you can create a Site with no Assets, but you cannot create an Asset without a parent Site.

To create a new Site, click on the “New Site” button on the related list.



The user then sees the Site Edit menu where you enter basic information about this Site, including a Site Description, a Tax Parcel ID and a Legal Description. Note that the Project is pre-populated because you created this Site from its parent Project. If this Site is part of a bond Funding with multiple OIDs, enter this Site’s Site OID. The Geocoding Status and Districting Status and the Latitude and Longitude fields populate automatically in a custom background process. Click Save to save this Site.



After clicking Save, the user sees the regular object page as opposed to the edit object page. Note that as long as you’ve added a valid address, it will automatically populate a Latitude and a Longitude value for the Site as well as the State Legislative District, and the Congressional District. The Geocoding Status field and the Districting field will update with a date and a status. A successful Geocoding will give us a latitude and longitude and a County value. A successful Districting gives us the state Legislative and U.S. Congressional district numbers for this Site.

Note the page section labeled "Housing Units". It is not visible in the above screenshot, the edit screen. That is because none of these fields are editable on this object. The RegAgmt Unit numbers and the Unit counts are values summarized from the Assets under this Site. The RegAgmt numbers being from the Regulatory Agreement and the Units counts are counts of each Unit associated to an Asset that is associated to this Site.

Note that HomeBase automatically adds an embedded Google Map showing the location of the Site and its surrounding community. Click on the map and zoom in or out. Drag the yellow person onto the street in front of the Site to see what it looks like from the street.

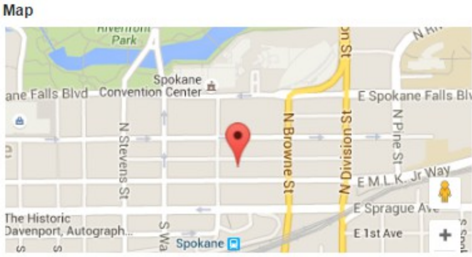
Site Detail Edit | Delete | Clone | MHCF Conga Merge

Site Name	SITE-02036	Project	The Delaney
Site Description		Project Current OID	13-05
Address 1	242 W. Riverside	Site OID	
City	Spokane	First Building PIS Date	11/21/2013
Zip	99201	Last Building PIS Date	11/12/2014
County	Spokane	Geocoding Status	[11/3/2015] Success
State Legis District	3	Districting Status	[11/3/2015] Success
State Senate District	3	Latitude	47.657948
Congressional District	5	Longitude	-117.414446
Total Bond Allocation	0		

Housing Units

RegAgmt CAU Units	1	Restricted Units	83
RegAgmt LIH Units	82	Common Area Units	0
RegAgmt Market Units	0	Market Units	0
ResidentialBldgs	7	Total Units	83
Total Number of Assets	7		

Map



Description

Description	
TaxParcelID	35184.0912, 35184.0913, 35184.0914
LegalDescription	Lot 16, Lot 17, and Lot 18, Block 5, Havermale's Addition, according to the plat thereof recorded in Volume "A" of Plats, Page 22, records of Spokane County, Washington. Situate in the City of Spokane, County of Spokane, State of Washington.

Creating a new Asset

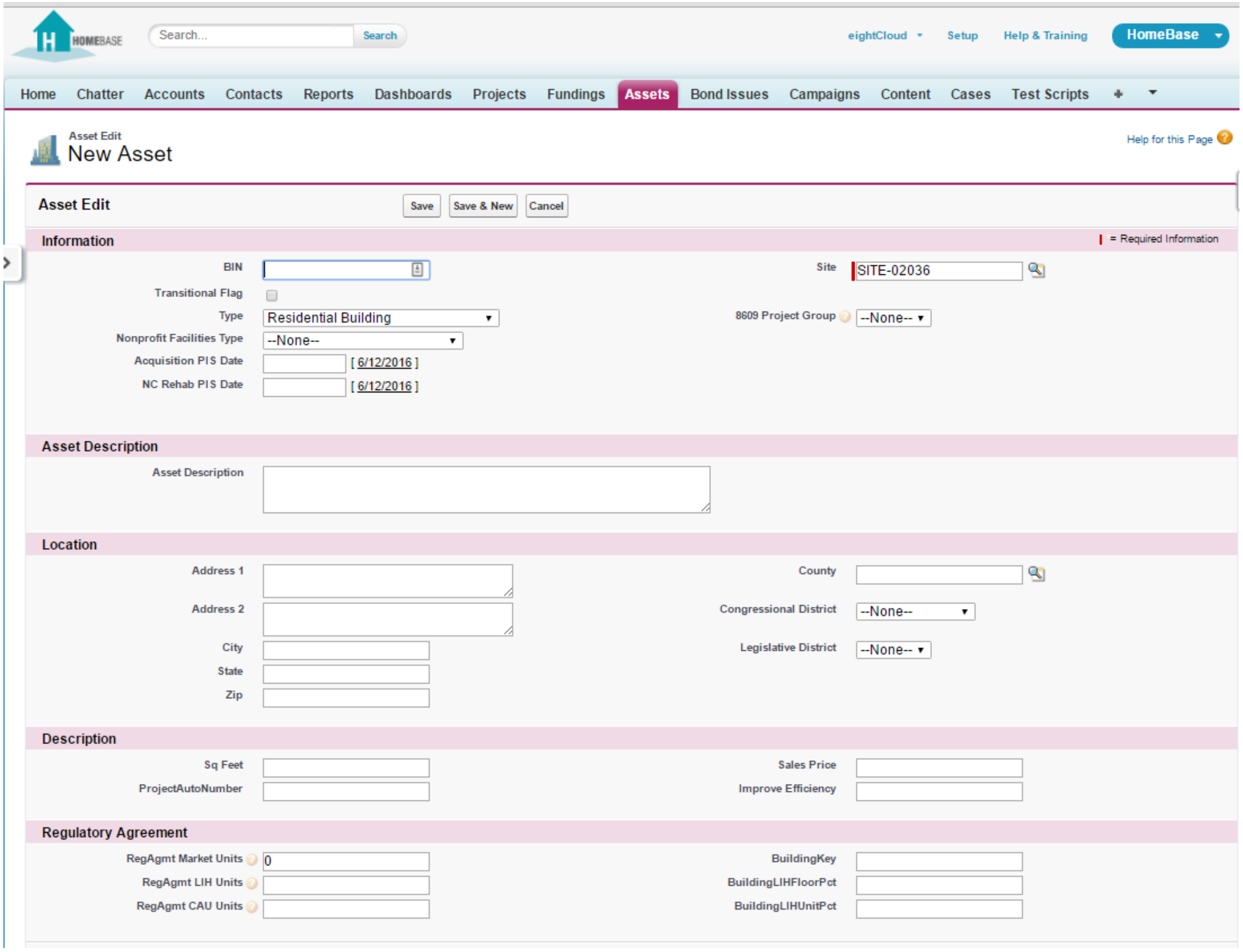
An Asset is usually a low income housing building, but Assets in HomeBase are used to describe anything that is funded by one of the Commission's programs. Create new Assets by navigating to the Site record where you would like this Asset to be represented. Note that you cannot create an Asset without an existing parent Site. Scroll down below the map to the “Assets” related list and click on “New Asset”.

Assets New Asset Assets Help

Action	Asset Name	Type	BIN	Address 1	Address 2	City	RegAgmt LIH Units	RegAgmt CAU Units	RegAgmt Market Units	Total Units
Edit | Del	A-8200	Residential Building	WA-13-00188	242 W. Riverside	Floor 8	Spokane	10	1	0	11
Edit | Del	A-8201	Residential Building	WA-13-00339	242 W. Riverside	Floor 7	Spokane	12	0	0	12
Edit | Del	A-8202	Residential Building	WA-13-00340	242 W. Riverside	Floor 6	Spokane	12	0	0	12
Edit | Del	A-8203	Residential Building	WA-13-00341	242 W. Riverside	Floor 5	Spokane	12	0	0	12
Edit | Del	A-8204	Residential Building	WA-13-00342	242 W. Riverside	Floor 4	Spokane	12	0	0	12
Edit | Del	A-8205	Residential Building	WA-13-00343	242 W. Riverside	Floor 3	Spokane	12	0	0	12
Edit | Del	A-8206	Residential Building	WA-13-00344	242 W. Riverside	Floor 2	Spokane	12	0	0	12

If this is a Tax Credit Project, indicate the BIN, select the appropriate Type. If it is not a Residential Building, indicate details in the Asset Description field. Fill in the Address 1, City, State and Zip fields, click Save. When you create a new Asset and add or edit the Location information, automation in the background will update the County, the Congressional District and the Legislative District for the Asset. You can click on the County field, it is a hyperlink to a page for that County with lists of Accounts and Projects that are in that County.

Enter the square footage if you have it, select a Type, indicate the Regulatory Agreement unit set-asides in the Regulatory Agreement section. HomeBase Asset Type choices are: Residential Building, Equipment, Facility, Agricultural Land, Energy Efficiency Program, Land, Common Area Building, Manufactured Housing Community.



Click on Save to save this Asset. Note that the Asset page view shows more information than the edit screen, the edit screen only shows user-editable fields:

Washington State Housing Finance Commission

Units [10+] | Asset Fundings [1] | 8609's [2] | Non-Compliance Events [0] | Open Activities [0] | Activity History [0] | Notes & Attachments [0]

Asset Detail Edit Delete Clone

Asset Name	A-8201	Project	The Delaney
BIN	WA-13-00339	Project Current OID	13-05
Transitional Flag		Site	SITE-02036
Type	Residential Building	Site Description	
Nonprofit Facilities Type		Restricted Units	12
Acquisition PIS Date	8/8/2013	Market Units	0
NC Rehab PIS Date	12/23/2013	Common Area Units	0
		Total Units	12
AssetAutoNumber	8272		
		8609 Project Group	

Financial Information

Bond Amount Rollup	0	First Building PIS Date	12/23/2013
Tax Crdt Amount Rollup	$89,404.00	Last Building PIS Date	12/23/2013

Asset Description

Asset Description	

Location

Address 1	242 W. Riverside	County	Spokane
Address 2	Floor 7	Congressional District	5
City	Spokane	Legislative District	3
State	WA		
Zip	99201		

Map

Description

Sq Feet		Sales Price	
ProjectAutoNumber	2,025	Improve Efficiency	

Regulatory Agreement

RegAgmt Market Units	0	BuildingLIHFloorPct	1.0%
RegAgmt LIH Units	12	BuildingLIHUnitPct	1.0%

Data in the Financial Information section are formulas that roll up values from the related Bonds and Tax Credits. The First Building and Last Building PIS Dates are rolled up automatically from the Asset Funding record that is associated to a Funding with a Funding Status of Active.

Adding Units

A User can add new Units to an Asset by scrolling to the Units related list and clicking on the “New Unit” button.

Units New Unit Units Help

Action	Unit Name	Unit Nbr	# BDRMS	Square Feet	Unit Type	Unit Comments
Edit | Del	UNIT-066696	701			Restricted	
Edit | Del	UNIT-066697	702			Restricted	
Edit | Del	UNIT-066698	703			Restricted	
Edit | Del	UNIT-066699	704			Restricted	
Edit | Del	UNIT-066700	705			Restricted	
Edit | Del	UNIT-066701	706			Restricted	
Edit | Del	UNIT-066702	707			Restricted	
Edit | Del	UNIT-066703	708			Restricted	
Edit | Del	UNIT-066704	709			Restricted	
Edit | Del	UNIT-066705	710			Restricted	

Show 2 more » | Go to list (12) »

More likely however, the Project Management team will send an Excel file of Unit numbers and configurations for the Project. A Unit record requires a Unit Type, “Market”, “Common Area”, and “Restricted” are the choices. If the number of Bedrooms/unit configuration is known, include it with “Studio” for a studio unit and a 1, a 2, 3, 4 or a 5 for the number of bedrooms. On the Asset page, use either the AssetAutoNumber attribute or the AssetID18 attribute to refer to the parent Asset in your upsert of Units. The HomeBase System Administrator can take this Excel file of the Units for each Asset and import them.

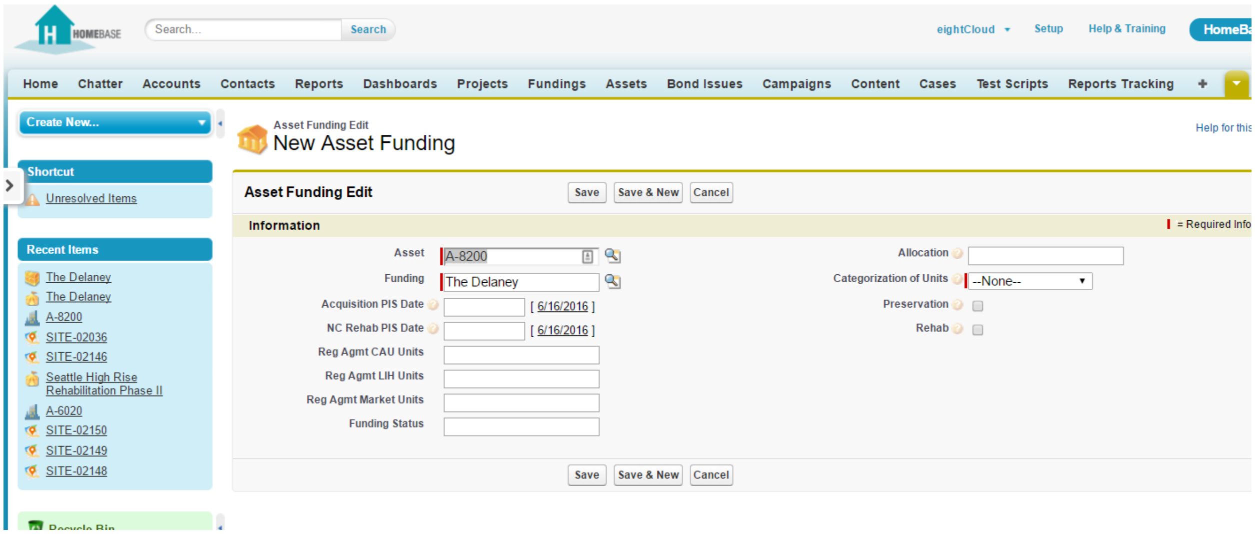
Associating an Asset to a Funding

An Asset Funding describes the details of a financing event related to an Asset. To create a new Asset Funding, click on the “New Asset Funding” button on the related list on the Funding page. First navigate over to the Project’s Site or Sites and make a note of the Asset number(s). Then navigate to the Funding record, scroll down to the Asset Funding related list and click on “New Asset Funding”.

Asset Fundings New Asset Funding Asset Fundings Help

Action	Asset Name	BIN Number	Categorization of Units	Acquisition PIS Date	NC Rehab PIS Date	Address 1	Address 2
Edit | Del	A-21571					SWC of Southridge Blvd & Hildebrand Rd	

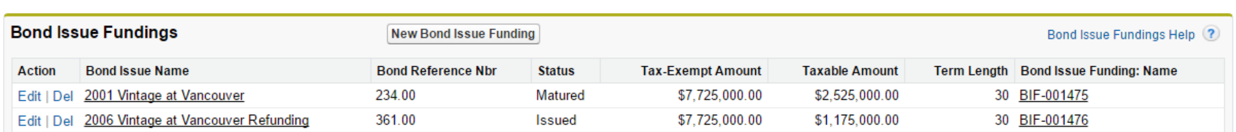
Type in the name of one of the Assets, click on the magnifying glass and select the record. The Categorization of Units field is required, other fields include PIS date fields, one for Acquisitions and another for New Construction/Rehab. Also, include the regulatory requirement set-asides here, Reg Agmt CAU Units, Reg Agmt LIH Units, Reg Agmt Market Units. Include the Allocation amount if applicable, and check the boxes for Preservation and Rehab if relevant.



The Asset Funding object is very important to the Commission. It represents the Funding of an Asset. This is the core activity engaged in by the Multi-Family Housing and AMC Divisions. Everything else around it describes the details. This object describes what the Commission does, finance low-income housing in Washington State and can be used to report on funding activities.

Associating a Bond Issue to a Funding

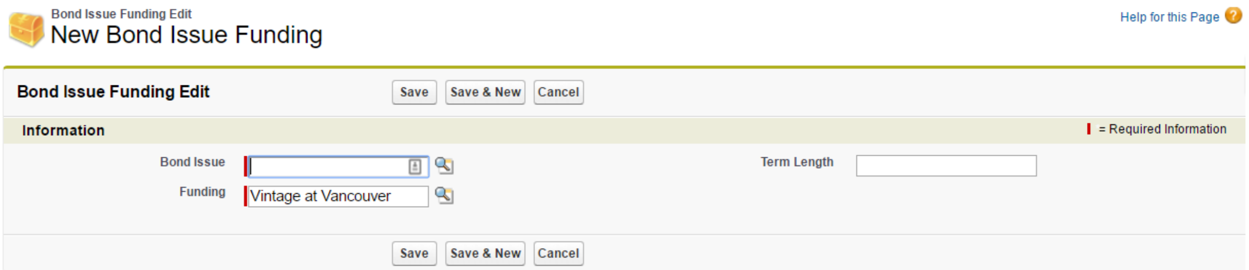
On Projects that have Bonds associated with them, there is a related list for showing the relationship between a Funding and a Bond Issue. To create a new Bond Issue Funding record, from a Bond Project (or a 4% Tax Credit Project), scroll down to the Bond Issue Funding related list and click “New Bond Issue Funding”.



Bond Issue Fundings — New Bond Issue Funding — Bond Issue Fundings Help

Action	Bond Issue Name	Bond Reference Nbr	Status	Tax-Exempt Amount	Taxable Amount	Term Length	Bond Issue Funding: Name
Edit | Del	2001 Vintage at Vancouver	234.00	Matured	$7,725,000.00	$2,525,000.00	30	BIF-001475
Edit | Del	2006 Vintage at Vancouver Refunding	361.00	Issued	$7,725,000.00	$1,175,000.00	30	BIF-001476

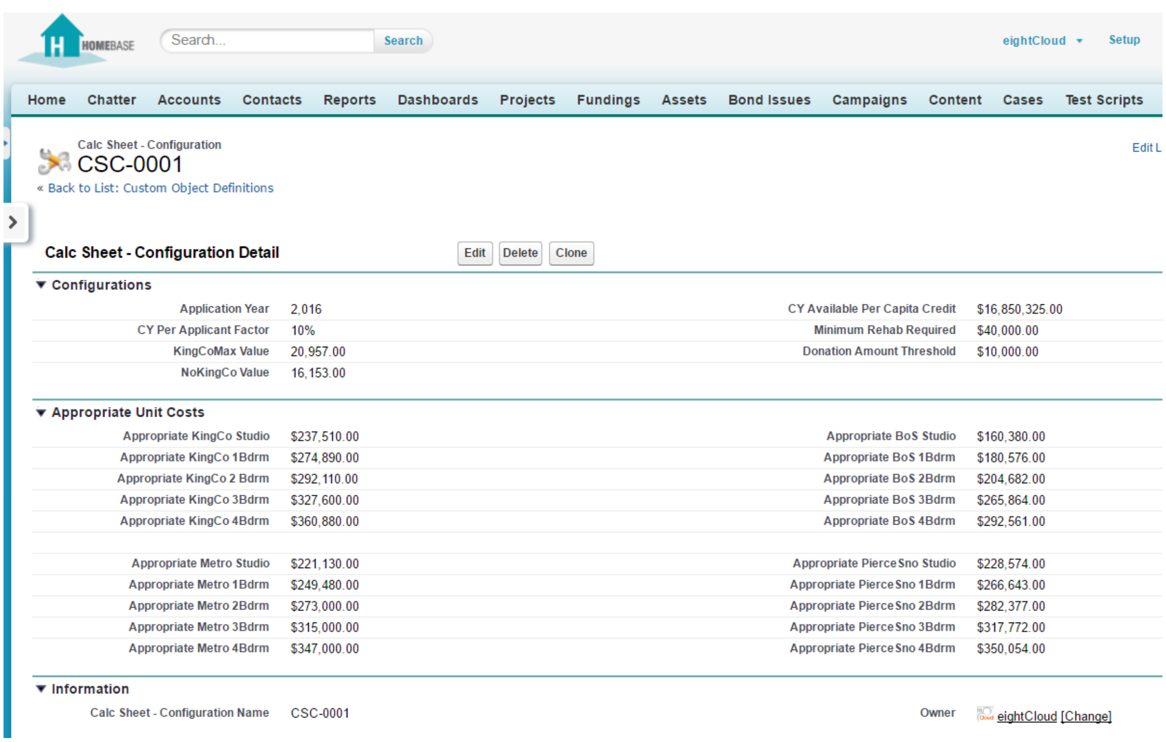
Type the name of the Bond Issue in the field and click on the magnifying glass to find the relevant Bond Issue. Indicate the Term Length if available, then click Save.



Creating a new Calc Sheet

A Calc Sheet is a custom application built in to HomeBase that is used for stack ranking applications for IRS Low Income Housing Tax Credits. The Calc Sheet also models the long-term financial viability of the proposed Project and is used to allocate Tax Credit amounts to a Project's buildings and issuing the IRS Form 8609 for each allocation.

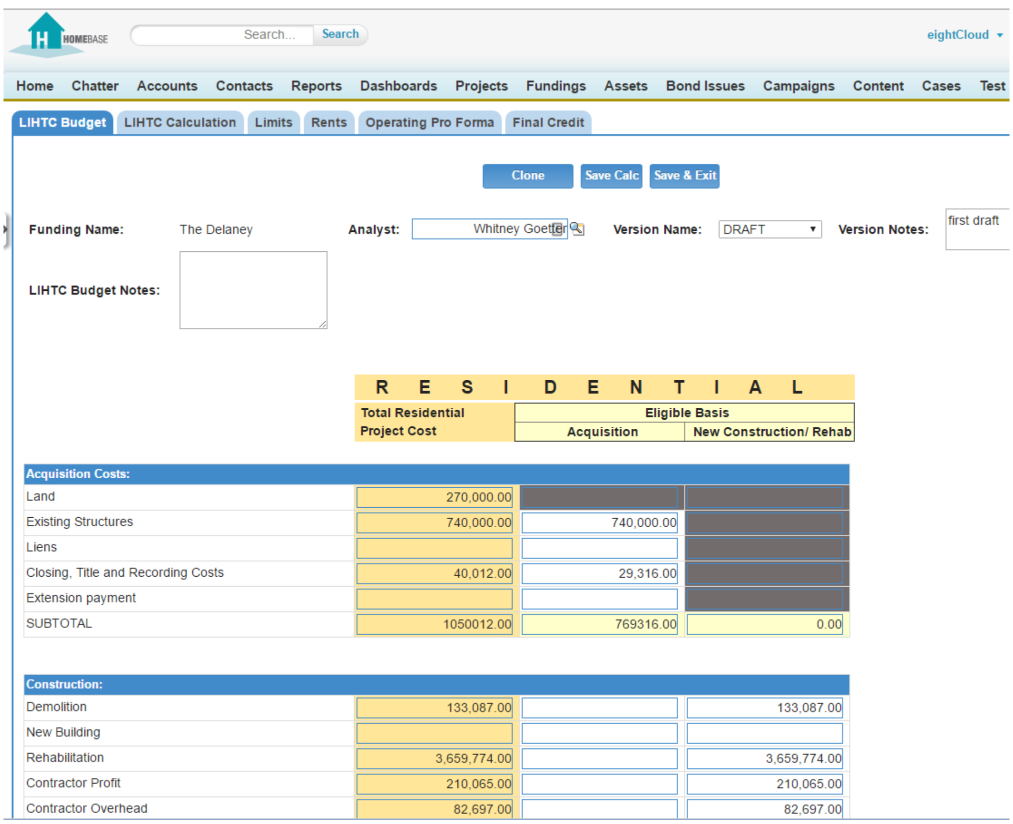
Each year, there are updates to several variables that are key to all Calc Sheets for the funding year. HomeBase stores these attributes in a custom object called Calc Sheet - Configurations. The HomeBase System Administrator will update these values once the Commission is ready to begin processing Tax Credit applications for the new year. This screenshot shows the Calc Sheet Configurations page. Note that this is an object with one record. To update the values, edit the object and click Save. New Calc Sheets all will reference these attributes when they're created.



To create a new Calc Sheet, either clone an existing Calc Sheet version by first opening that Calc Sheet and then clicking on the Clone button from within the Calc Sheet, or click on the New Calc Sheet button on the Calc Sheet related list on any Tax Credit Funding page. If you create the new Calc Sheet by cloning a previous version, be sure to update the Version Name field on the first page of the Calc Sheet. A validation rule prevents the User from creating more than one of any Version Name except for Drafts. A User can create as many Draft Versions as they want, but only one Final Credit Version and only one MTR Version.

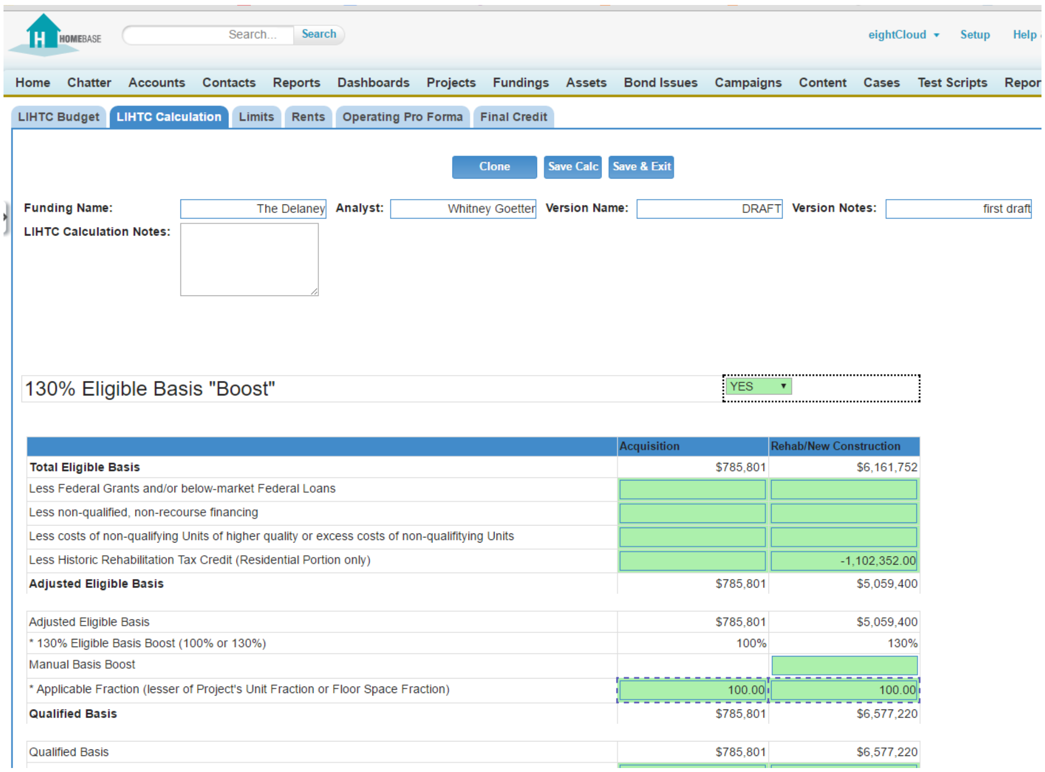
LIHTC Budget

The LIHTC Budget page shows eligible basis details for the Project broken out by Acquisition costs and New Construction/Rehab costs. Details from this page are then used in calculations and validations on the LIHTC Calculation and the Limits pages of the Calc Sheet.



LIHTC Calculation

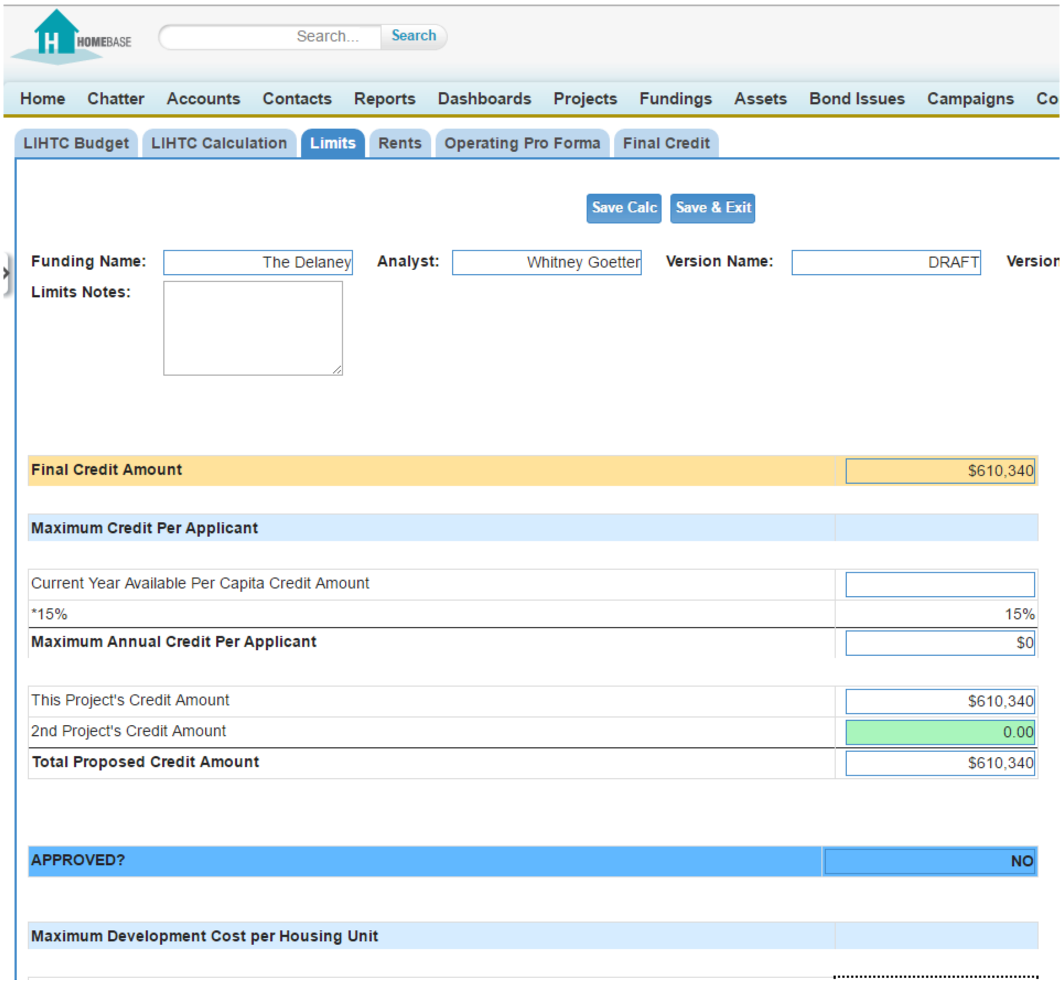
The LIHTC Calculation page uses the eligible basis numbers from the LIHTC Budget page to calculate various key numbers, the end result being a Final Credit Amount and the Qualified Basis. Note that user entry fields are shaded green on this page. The Final Credit Amount is the lesser of four different calculations: Total Maximum Annual Credit Amount Allowable based on Qualified Basis (Acquisition plus New Construction/Rehab), Maximum Annual Credit Amount based on Equity Gap, Maximum Annual Credit based on Credit Per Low-Income Housing Unit, and the RAC or Comfort Letter Credit Amount. 9% Tax Credit Projects are subject to a fifth calculation, Maximum Annual Credit Per Project.



Limits

The Limits page ensures that various funding limits are not exceeded. Tests calculated are: Maximum Credit Per Applicant, Maximum Development Cost per Housing Unit, Maximum Developer Fee, Maximum Contractor's Profit and Overhead, Maximum Contingency, Tax-Exempt Bond 50% Test, Donation Amount Calculation, Project Age (for Rehabs), Minimum Rehab Threshold, and Related Party Rehab Developer Fee. Note that user entry fields are shaded green on this page.

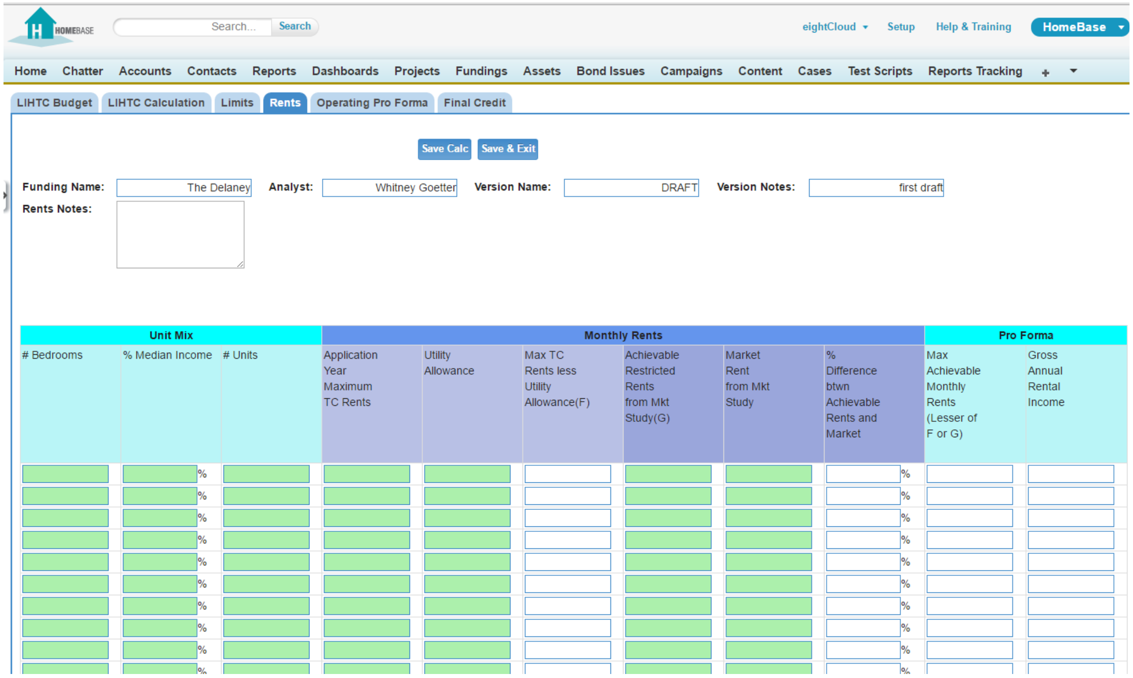
For the Maximum Development Cost per Housing Unit calculation, the analyst enters the number of units for each bedroom configuration and selects the appropriate state limit using the "Which limit is this project subject to?" dropdown menu. Choices are King/Seattle, Pierce/Snohomish, Metro, and Balance of State. Appropriate Cost/Unit Limits for the entire Project are then calculated using these limits and the number of each type of Unit.



Rents

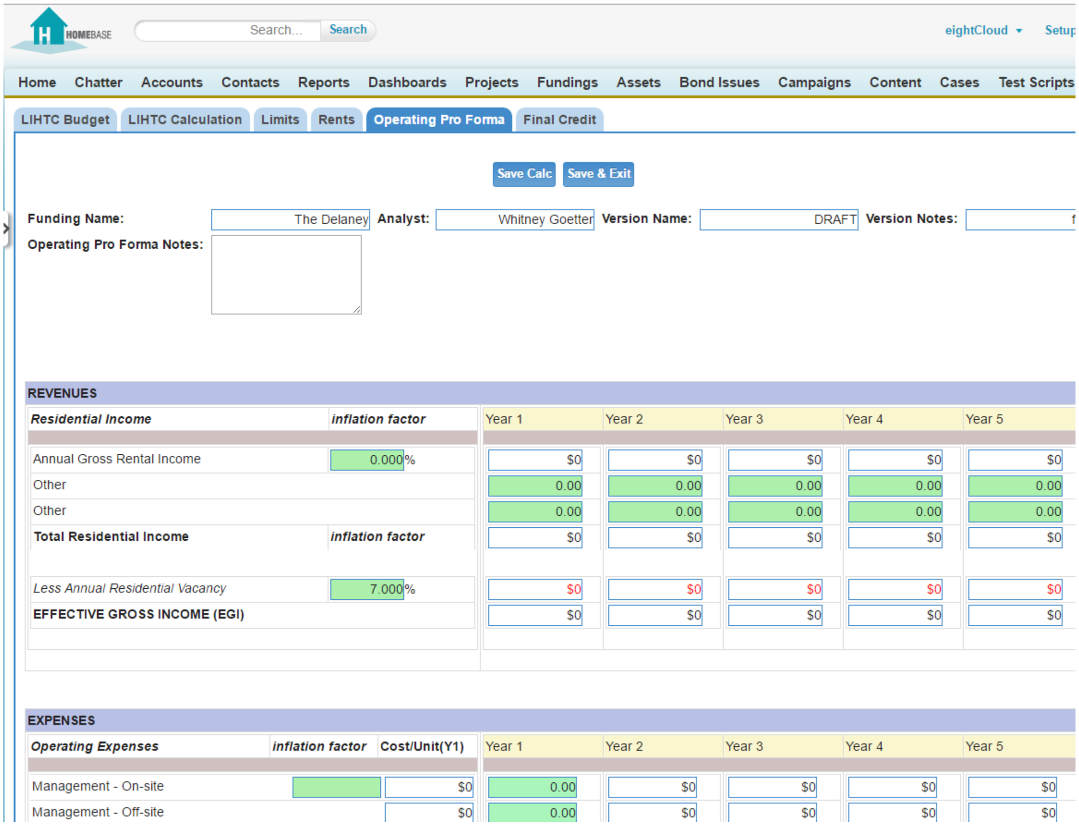
The Rents page shows rental income potential for the Project broken out by unit size and income levels served. The Gross Rental Income broken out and totaled here is automatically populated in the Rents section of the Operating ProForma page. Note that user entry fields are shaded green on this page.

The analyst fills in one row for each unit configuration and low-income set-aside included in the proposed Project.



Operating ProForma

The Operating Proforma page details annual rents and other income sources vs expenses, including debt service and is used to model the financial viability of the Project over 15 years. The Annual Gross Rental Income number comes over automatically from the Rents page. For each Expense item, the user enters numbers in the left column, indicating the current year values. The page automatically projects these numbers out 15 years using a user-entry inflation rate selector. The inflation rate selector can be used to model different economic scenarios to ensure long-term project financial viability. There are two inflation rate selectors, one for Rents, another for Expenses. There is also a selector that allows the user to enter an assumed vacancy rate that automatically adjusts the Total Residential Income to calculate the Effective Gross Income amount. The sum of all Revenue, minus the sum of all Expenses and Debt Service results in a Net Cash Flow number for each year.



Under Debt Service, there are two rows with special functionality. For debt service with a fixed payment for 15+ years, enter the Year 1 number into the blue cell and it will automatically copy that value out for the full 15 years. For shorter-term loans and for variable rate loans, enter the Debt expense manually for each year in one of the rows with green cells.

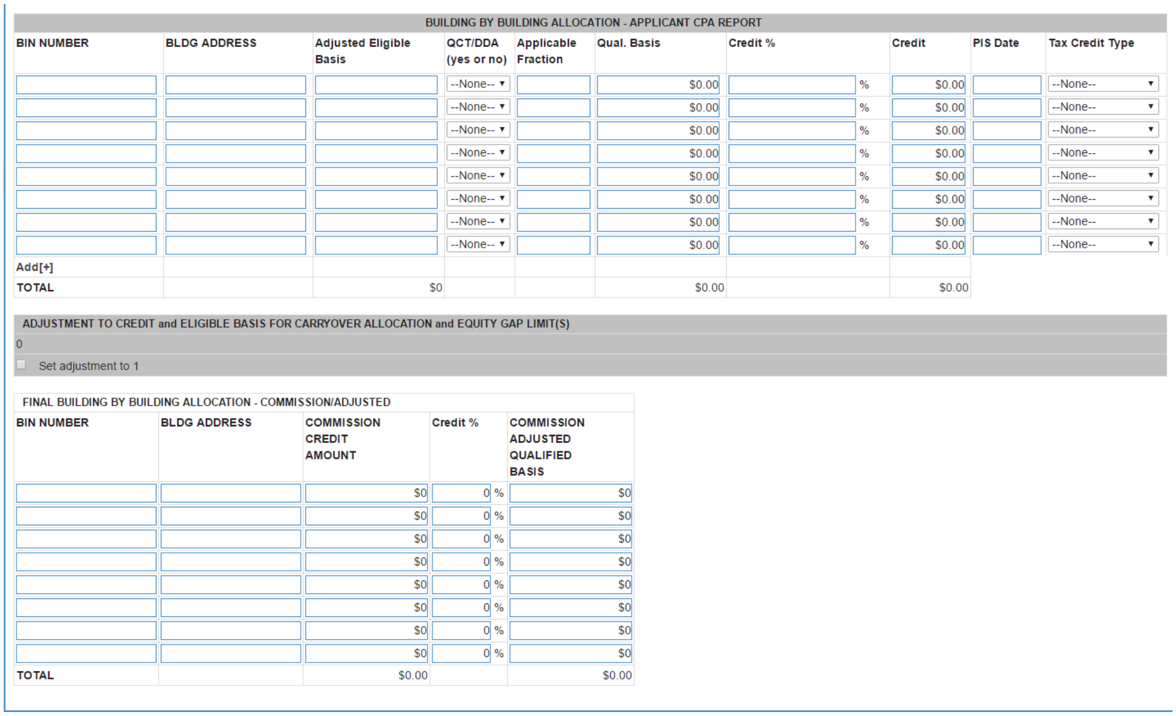
DEBT SERVICE

HARD DEBT	Loan Amount	Year 1	Year 2	Year 3	Year 4
	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0
TOTAL HARD DEBT SERVICE		$0	$0	$0	$0
Gross Cash Flow		$0	$0	$0	$0
Debt Coverage Ratio (Hard Debt)		0	0	0	0

SOFT DEBT	Loan Amount	Year 1	Year 2	Year 3	Year 4
	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0
	$0	$0	$0	$0	$0
TOTAL SOFT DEBT SERVICE		$0	$0	$0	$0
Overall Debt Coverage Ratio		0	0	0	0
Net Cash Flow		$0	$0	$0	$0

Final Credit

The Final Credit page summarizes the calculations from the previous pages. It also has cells for allocating Tax Credit dollars to individual buildings or Assets. The dollars are allocated to each building and an adjustment factor (the Adjustment to Credit and Eligible Basis) is used to ensure that every dollar of the Final Credit Amount is dispersed to the buildings. A special checkbox has been added to easily override this adjustment. The numbers in the Final Building by Building Allocation section are then used to generate IRS Form 8609s.



BUILDING BY BUILDING ALLOCATION - APPLICANT CPA REPORT

BIN NUMBER	BLDG ADDRESS	Adjusted Eligible Basis	QCT/DDA (yes or no)	Applicable Fraction	Qual. Basis	Credit %	Credit	PIS Date	Tax Credit Type
			--None--		$0.00	%	$0.00		--None--
			--None--		$0.00	%	$0.00		--None--
			--None--		$0.00	%	$0.00		--None--
			--None--		$0.00	%	$0.00		--None--
			--None--		$0.00	%	$0.00		--None--
			--None--		$0.00	%	$0.00		--None--
			--None--		$0.00	%	$0.00		--None--
			--None--		$0.00	%	$0.00		--None--
Add[+]									
TOTAL		$0			$0.00		$0.00		

ADJUSTMENT TO CREDIT and ELIGIBLE BASIS FOR CARRYOVER ALLOCATION and EQUITY GAP LIMIT(S)

0

Set adjustment to 1

FINAL BUILDING BY BUILDING ALLOCATION - COMMISSION/ADJUSTED

BIN NUMBER	BLDG ADDRESS	COMMISSION CREDIT AMOUNT	Credit %	COMMISSION ADJUSTED QUALIFIED BASIS
		$0	0 %	$0
		$0	0 %	$0
		$0	0 %	$0
		$0	0 %	$0
		$0	0 %	$0
		$0	0 %	$0
		$0	0 %	$0
		$0	0 %	$0
TOTAL		$0.00		$0.00

Creating 8609s

IRS Form 8609s can be generated for Tax Credit Fundings by updating the Building by Building funding details on the Final Credit page of a FINAL Version Calc Sheet and then navigating to the Funding object and clicking on the “Create/Update 8609(s)” custom button. This button is visible and clickable by other Commission employees, but it will display an error to any User who is not from the Multi-Family Housing group (has MFHC user profile) or a System Administrator. The custom button triggers functionality that automatically updates and/or creates 8609 records for the current Funding to match what appears in the Building by Building section of the Final Credit sheet of the FINAL Version Calc Sheet. This functionality is restricted only to users from the Multi-Family group. The user is prompted with an Are you sure dialog box that they must agree to before the existing 8609 records will be updated. The IRS 8609 forms are then printed out using Conga.

« Back to List: Custom Object Definitions

LIH Set Asides [9] | Special Populations [2] | Points [10+] | Asset Fundings [7] | Funding Contact Roles [10+] | Open Activities [0] | Activity History [0] | Notes & Attachments [1] | Funding Documents [3] | Billing Events [3] | Calc Sheets [6] | 8609's [10+] | Funding Sources [4] | Funding History [2]

Funding Detail Edit | Delete | Clone | MHCF 9% Congo Merge | Create/Update 8609(s)

Funding Name	The Delaney	Project	The Delaney
OID	13-05	Tax Credit Analyst	Mary Gustaveson
OID Signature Date		Program Type	9% Tax Credits
County	Spokane	Program Sub Type	
First Building PIS Date	11/21/2013	Funding Status	Active
Last Building PIS Date	11/12/2014	Phase	
Sponsor	Catholic Charities of Spokane	Count of Assets	7
Ownership Entity	The Delaney Group LLC		
Allocation			

▼ Development Milestones

Application Date	1/10/2013	RAC Approved Date	
Application Year	2013	RAC Emailed to Contact	

The 8609 object itself is a bridge or junction between an Asset and a Funding. It represents a funding event for Tax Credit funds to a Project. Note that each Asset in a Project can have two 8609s, one for Acquisition and another for New Construction/Rehabilitation.

8609's New 8609

Action	8609: 8609 Name	BIN	Tax Credit Type	Max Basis	Max Credit Amt	Max Credit Percent	Address 1
Edit | Del	8609-08220	WA-13-00188	Acquisition	$94,075.00	$3,048.00	3.24	242 W. Riverside
Edit | Del	8609-08221	WA-13-00339	Acquisition	$113,788.00	$3,687.00	3.24	242 W. Riverside
Edit | Del	8609-08222	WA-13-00340	Acquisition	$113,788.00	$3,687.00	3.24	242 W. Riverside
Edit | Del	8609-08223	WA-13-00341	Acquisition	$113,788.00	$3,687.00	3.24	242 W. Riverside
Edit | Del	8609-08224	WA-13-00342	Acquisition	$113,788.00	$3,687.00	3.24	242 W. Riverside
Edit | Del	8609-08225	WA-13-00343	Acquisition	$113,788.00	$3,687.00	3.24	242 W. Riverside
Edit | Del	8609-08226	WA-13-00344	Acquisition	$113,788.00	$3,687.00	3.24	242 W. Riverside
Edit | Del	8609-08227	WA-13-00188	Rehabilitation - w/o Federal Subsidies	$787,425.00	$70,868.00	9.00	242 W. Riverside
Edit | Del	8609-08228	WA-13-00339	Rehabilitation - w/o Federal Subsidies	$952,413.00	$85,717.00	9.00	242 W. Riverside
Edit | Del	8609-08229	WA-13-00340	Rehabilitation - w/o Federal Subsidies	$952,413.00	$85,717.00	9.00	242 W. Riverside

Show 4 more » | Go to list (14) »

The screenshot above shows the related list for 8609s on the Project page.

Creating a new Serial Number

WSHFC Financing projects (Fundings) and board resolutions each require a serialized number for indelibly recording an identifier for that Funding or Resolution. There are two major types of Serial Numbers, BINs and OIDs. HomeBase provides a convenient way for certain users to create and modify these Serial Numbers. Access to this functionality is granted to an individual, not to any role or profile using the "Manage Serial Numbers" custom Permission Set. This Permission Set grants Read, Create, Edit and View All permissions to Serial Numbers. Note that it DOES NOT grant anyone privileges to delete a Serial Number. A second Permission Set is required to delete a Serial Number from HomeBase.

Serial Number
WSHFC-0014007 Edit Layou

Serial Number Detail Edit Delete Clone

Serial Number Name	WSHFC-0014007	Owner	eightCloud [Change]
Type	BIN	Funding	
Date Issued	5/22/2015	Program	
Year	2015	Program Sub-Type	
Number	WA-15-00237	Record Type	BIN [Change]
Description	15-17		
Comments	Site (1) Alderwood Manor / Alder Hill - Warden		
Created By	eightCloud, 5/22/2015 3:52 PM	Last Modified By	eightCloud, 5/22/2015 3:52 PM

Edit Delete Clone

To create a new Serial Number, a user with the Manage Serial Numbers permission will navigate to the Serial Numbers tab (click on the "+" sign at the top right side of any Salesforce page), then click "New". The user is prompted to select which type of Serial Number they want to create, a BIN or an OID. Board Resolutions are created as OIDs.

Because Serial Numbers are intended to be indelible, access to the object and its records is tightly restricted and no one can delete a Serial Number record except the System Administrator.

Handoff a Project to AMC

As a Funding progresses through the Financing Closed Status, clear communication is required with the AMC division so they can set up the appropriate Compliance regime for the Project based on the Funding details and the details contained in the regulatory agreement and/or in any previous regulatory agreement.

Managing Multi-Family Reports

There is a reports folder reserved for reports for the Multi-Family group, "Multifamily Reports". Any user from the Multi-Family group can view and edit all reports in this folder. Additionally, there is a folder for "Multifamily Report Templates". Users from the Multi-family group can view the templates in this folder. The purpose of the templates folder is to eliminate some of the confusion with the multitude of report types.

Asset Management and Compliance Group (AMC)

The Asset Management and Compliance Group is focused on monitoring low-income housing facilities that have been financed by one of the Commission's Funding programs and are subject to a regulatory agreement.

Adding a Project to AMC Compliance

If a Project is completely new to the Commission, the Multi-Family Housing group MFH will create a new Project as the parent of the Funding application. Projects progress from In Development Status to Financing Closed Status. Once a Project enters Financing Closed Status, the AMC group must evaluate any regulatory agreements and set up a monitoring program for the Project.

If a new Funding application is being processed by the Commission for a Project that is already subject to Regulatory monitoring by the Commission, the AMC group must manage the transition from one Regulatory Agreement to the new one. Compliance with any lingering regulations must also be monitored. The HomeBase design gives the AMC group tools for managing these transitions.

Post 15-Year Tax Credit Compliance

When Tax Credit Projects reach the milestone of 15 years after the Funding date, they become eligible for reduced compliance regimens. HomeBase functionality automatically adjusts the on-site inspection requirements for Projects with an approved Post 15 Year status.

Refinancing

When a Project applies for additional funds from the Commission, a new Funding record is created to represent the new application. Compliance Monitoring on the Project must continue from one Regulatory Agreement to the new one. The HomeBase data model accommodates this situation by allowing both Fundings to be associated to the same Assets and housing Units.

Project Released – end of Regulatory Agreement

When all requirements of all Regulatory Agreements are completed, a Project can be set to a Status of "Released". A validation rule on the Project object prevents edits to the Project once it is set to Released. This rule can only be overridden by the System Administrator.

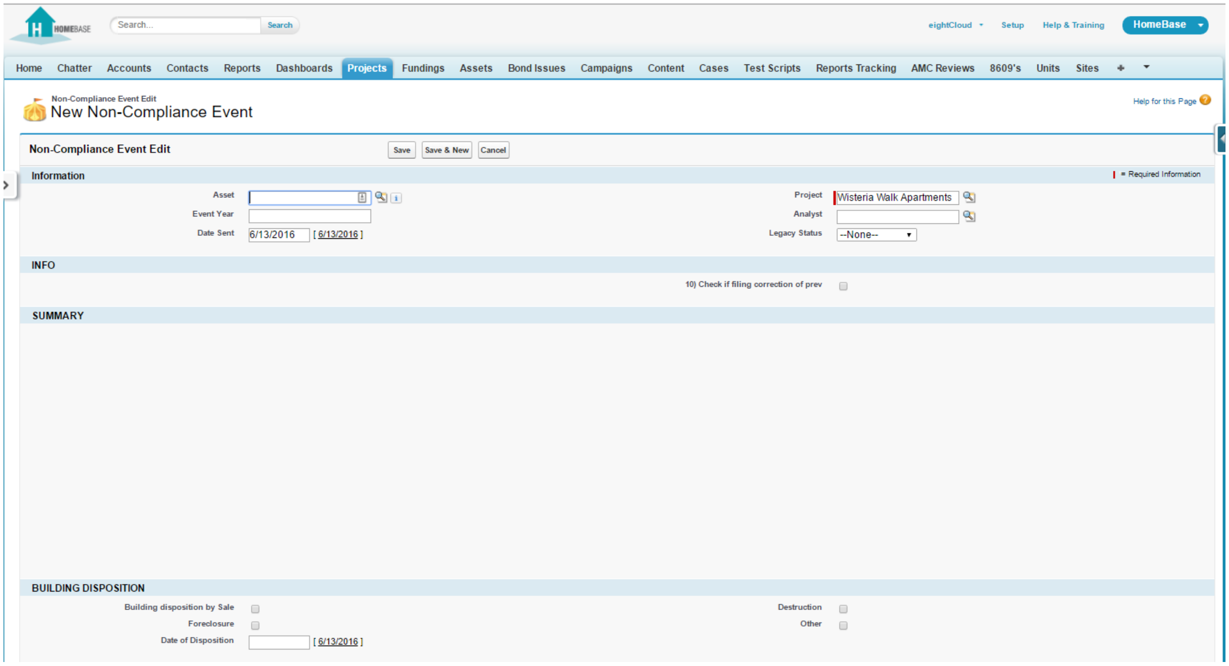
Reporting 8823 events to the IRS

To report an 8823 Non-Compliance to the IRS, create a new Non-Compliance Event record with the type IRS 8823. First, on the Project page, scroll down to the Non-Compliance Event related list. Click on the "New Non-Compliance Event" button. If you want to create a Non-Compliance Event for the State of WA, choose "WA State" in the dropdown menu.

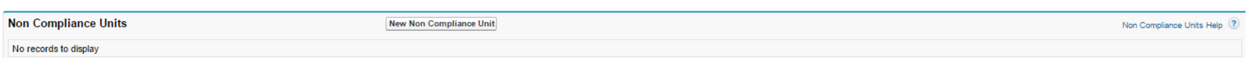
Non-Compliance Events [New Non-Compliance Event] Non-Compliance Events Help

Action	Compliance Event Name	BIN	Event Year	Date Sent	Status	Legacy Status	Record Type
Edit | Del	NC-023946	WA-06-00397	2014	3/29/2016	Corrected	Corrected	IRS 8823
Edit | Del	NC-023947	WA-06-00398	2014	3/29/2016	Corrected	Corrected	IRS 8823

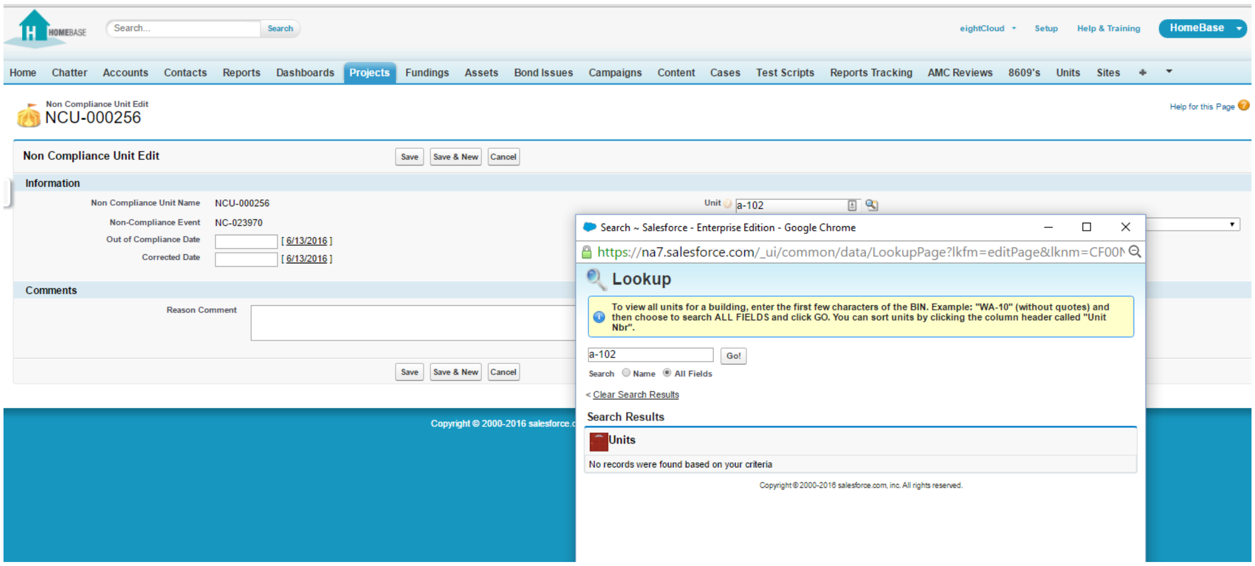
The Date Sent field defaults to the current date. Complete the Event Year field by entering "1/1/20xx" indicating January 1 of the current year. Enter the first several letters of the Portfolio Analyst who is filing this report. Click Save. After you save the Event, it is easier to add the Asset or building that you are filing the report for. Click Edit, then click on the magnifying glass next to the Asset field and you will see a list of Assets that are attached to this Project. Select the relevant Asset and click Save.



To complete the IRS Form, you must add Non-Compliance Units indicating the violation(s) applicable to each. You can include any number of Non-Compliance Units to a Non-Compliance Event. Click on the "New Non-Compliance Unit" button.



Enter the Out of Compliance Date, select a Unit by searching for the Unit Number, clicking on the magnifying glass, click on "All Fields" and it will search all fields on the Unit for the Unit Number text that you typed. Then select from the picklist menu the correct Code Description.



Click Save and then click on the Non-Compliance Event link at the top of the page to return to the Non-Compliance Event page. Note that the corresponding checkbox is now checked under the Summary section. The box on the left will remain checked if there are any Non-Compliance Units attached to the Event that cite that Code Description. When the last Non-Compliance Unit with that Code Description is listed with a Compliance Date, the corresponding checkbox on the right side of the Summary section is checked to indicate Non-Compliance Correction.

▼ SUMMARY

11a - OOC Household Income above	✓	11a NCC	
11b - OOC Owner faild tenant income cert		11b NCC	
11c - OOC Violations of UPCS		11c NCC	
11d - OOC Owner failed annual certs		11d NCC	
11e - OOC Changes in EB or AP		11e NCC	
11f - OOC Project failed min setaside		11f NCC	
11g - OOC Gross rents exceed		11g NCC	
11h - OOC Project not available		11h NCC	
11i - OOC Violation Available Unit Rule		11i NCC	
11j - OOC Violation Vacant Unit Rule		11k NCC	
11k - OOC Owner failed ext use agmt		11j NCC	
11l - OOC LIH Unit Occupied by Students		11l NCC	
11m - OOC Utility Allowance		11m NCC	
11n - OOC Monitoring Reviews		11n NCC	
11o - OOC LIH Units used as Transient		11o NCC	
11p - OOC Building no longer Section 42			
11q - OOC Other Noncompliance Issues		11q NCC	

Requesting Reports

HomeBase custom-built functionality facilitates requesting annual reports from Project Owners. A section of the Project page layout entitled "Reporting Requirements" contains a series of 16 checkboxes that are used for indicating which reports to request/require.

▼ Reporting Requirements

10-90 Quarterly Report		Annual Tax Credit Report	✓
Acq/Rehab Report		Farm worker Move-in Report	
Annual Bond Report		Homeless/Transitional Report	
Annual Bond Recertification		UA-Annual Adjustment Review	
Affirmative Marketing Report		IRS Form 8609, 8609A, 8586	✓
8703 Certification		Table 4 Income and Expense	✓
501(c)3 Nonprofit Certification		Asset Management Review	
Subsidy Contract Renewal		Annual RTC Report	

▼ System Information

Project Alias	OID: 95-24R - Name: Catherine Johnson Court - Comments: From converted data. - Date: 3/7/2002	Owner	Michael Soper [Change]
ProjectAutoNumber	257	Last Modified By	eightCloud, 5/17/2016 4:58 PM
Created By	eightCloud, 11/18/2014 12:38 PM		

When a new AMC Review cycle is created using the AMC Review Generation tool, a record for each trackable report is created as part of the resulting AMC Review record.

AMC Review
AMC-011892
« Back to List: Projects

Customize Page | Edit Layout | Printable V

Reports Tracking [1] | AMC Review Units [5] | Open Activities [0] | Activity History [0] | Notes & Attachments [0] | AMC Review History [10+]

AMC Review Detail Edit | Delete | Clone | AMC Review Letters

AMC Review Name	AMC-011892	Inspector	
Project	Catherine Johnson Court	Inspection Agency	
Funding	Catherine Johnson Court	Units Reviewed	5
Project Current OID	95-24R	Scheduled Visit	5/7/2014
Review Type	Post 15 Year On-Site	Date Inspected	5/7/2014
Review Year	1/1/2013	Deficiency Letter Sent	
In Compliance	YES	Response Received	
Review Completed By		On-Site Issues Resolved	
Review Completed Date	10/16/2014	ARRA Review Completed	

On-Site Comments

On-Site Comments	COM did early		
Created By	eightCloud, 1/24/2015 8:45 PM	Last Modified By	eightCloud, 6/23/2015 3:07 PM

Edit | Delete | Clone | AMC Review Letters

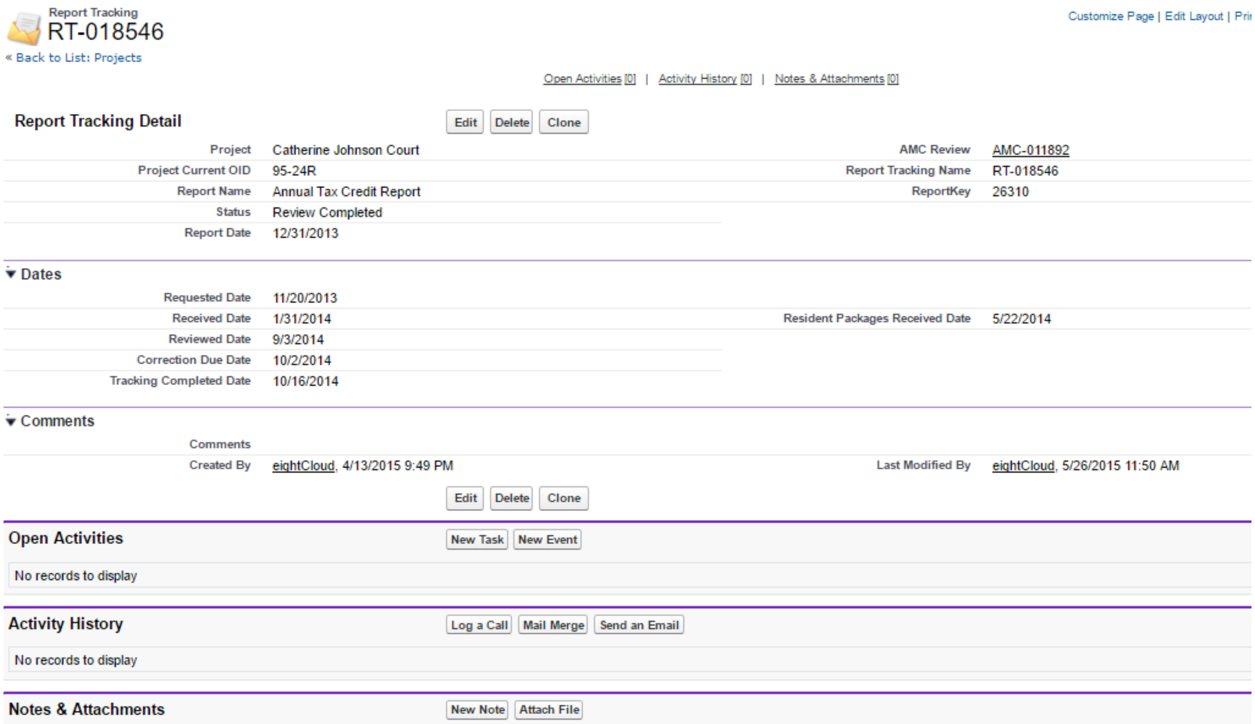
Reports Tracking New Report Tracking

Action	Report Tracking Name	Report Name	Report Date	Status	Tracking Completed Date
Edit | Del	RT-018546	Annual Tax Credit Report	12/31/2013	Review Completed	10/16/2014

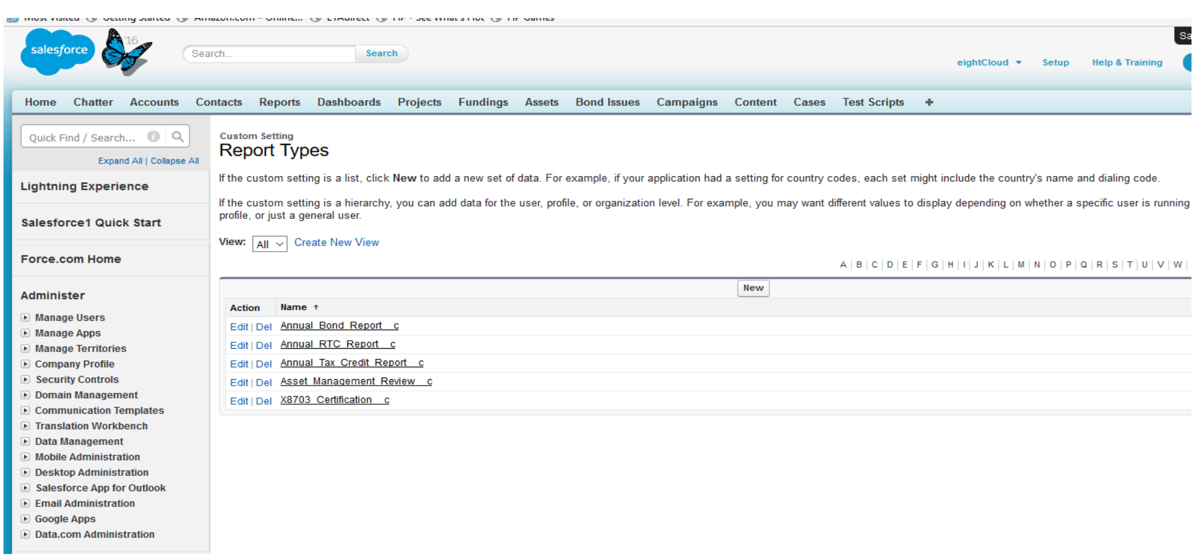
AMC Review Units New AMC Review Unit

Action	Review Unit Name	BIN	Building Address	Building Address 2	Unit Nbr	Compliance Review Unit Comment
Edit | Del	RU-113818	WA-95-00162	6321 E 4th Avenue		25	
Edit | Del	RU-113819	WA-95-00162	6321 E 4th Avenue		27	
Edit | Del	RU-113822	WA-95-00162	6321 E 4th Avenue		29	
Edit | Del	RU-113820	WA-95-00163	6321 E. 4th Avenue		11	

Report Tracking records can then be used to track the progress of each request. The screen shot below shows a request for an Annual Tax Credit Report for a Tax Credit Project. The record has a Status field that is updated automatically when the tracking dates below are filled out. Tracking dates include Requested Date, Received Date, Reviewed Date, Correction Due Date, Tracking Completed Date and Resident Packages Received Date. There is also a field for any Comments generated by the interaction with the Project Owner. Activities such as Tasks and Events can be used to track and follow up on any special efforts required to complete this Report and another section allows the addition of documents or detailed Notes.



Report requests that generate a “trackable” report are determined by a Custom Setting accessible by the System Administrator. Any report name on the list can be added to this Custom Setting to trigger a Report Tracking record when the AMC Review is generated.



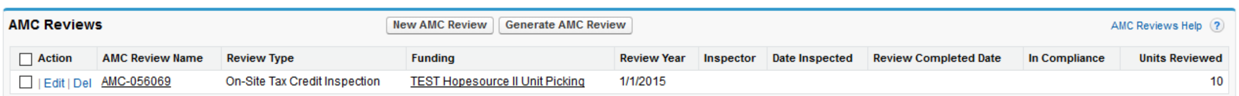
Generating Annual Reviews

HomeBase includes functionality for generating annual Project compliance reviews, including report tracking records, annual paper reviews and on-site physical inspections. This functionality includes random selection of Units using the IRS guidelines for Project inspections.

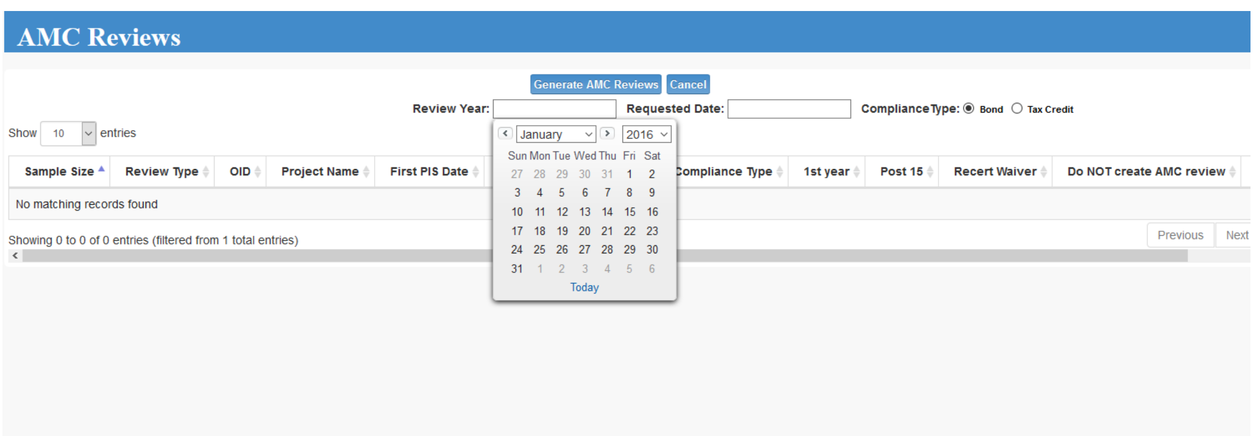
To generate reviews for the Commission's entire portfolio, users can go to this URL.

https://c.na7.visual.force.com/apex/WSHFC_AMCReviewsPage

Users can also generate an Annual Review on a one-off basis by navigating to the AMC Reviews related list on the Project page and clicking on "Generate AMC Review". There is another button there for "New AMC Review", that should be used only in rare cases where you need to create something custom.

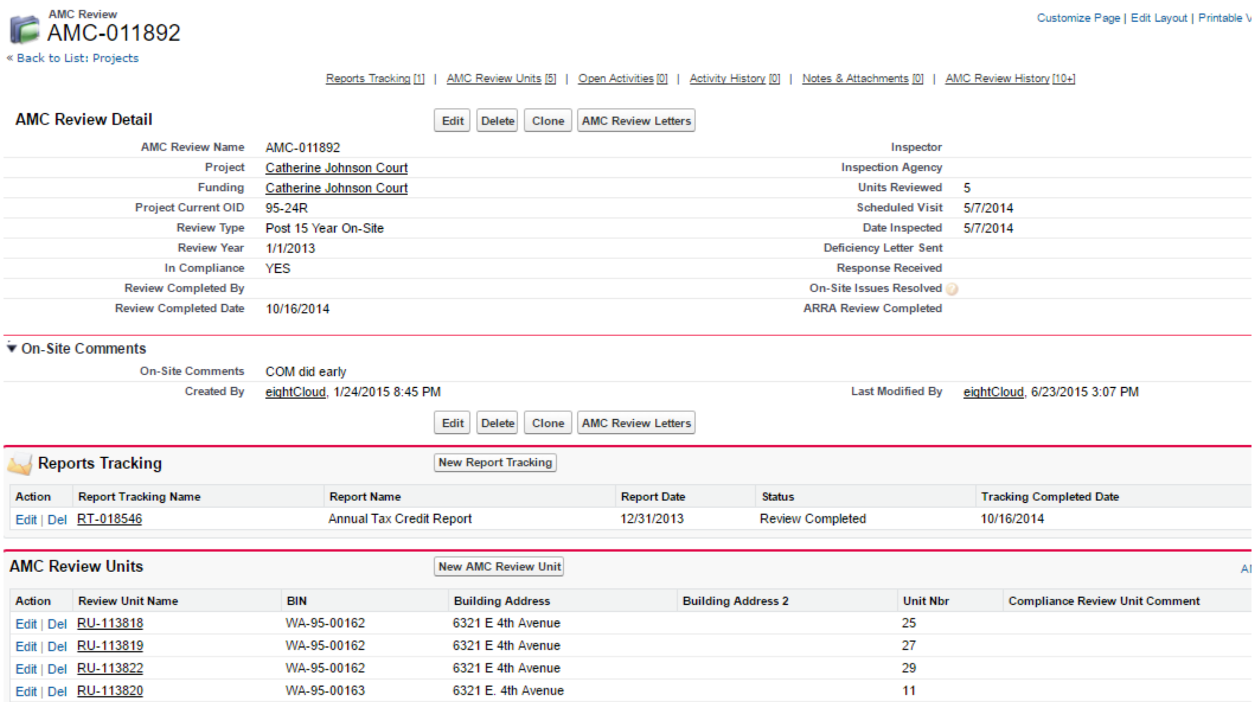


Click on the "Generate AMC Review" button and you will see a new custom page. Enter the Review Year and the Requested Date for your review, click on the correct radio button for either Bond or Tax Credit, then click on the "Generate AMC Review" button.



HomeBase will automatically create the appropriate review type based on the last time the Project had an On-Site Physical inspection and whether it is eligible for Post 15 Year Inspection rules. It will also select Units from the Project's Assets using the IRS guidelines.

Finally, the automation will create a Report Tracking record for each Report Type that is checked on the Project page and configured in the "Report Types" Custom Setting to generate Report Tracking records.


AMC Review
AMC-011892
« Back to List: Projects

Customize Page | Edit Layout | Printable V

Reports Tracking [1] | AMC Review Units [5] | Open Activities [0] | Activity History [0] | Notes & Attachments [0] | AMC Review History [10+]

AMC Review Detail

Edit | Delete | Clone | AMC Review Letters

AMC Review Name	AMC-011892	Inspector	
Project	Catherine Johnson Court	Inspection Agency	
Funding	Catherine Johnson Court	Units Reviewed	5
Project Current OID	95-24R	Scheduled Visit	5/7/2014
Review Type	Post 15 Year On-Site	Date Inspected	5/7/2014
Review Year	1/1/2013	Deficiency Letter Sent	
In Compliance	YES	Response Received	
Review Completed By		On-Site Issues Resolved	
Review Completed Date	10/16/2014	ARRA Review Completed	

On-Site Comments

On-Site Comments	COM did early		
Created By	eightCloud, 1/24/2015 8:45 PM	Last Modified By	eightCloud, 6/23/2015 3:07 PM

Edit | Delete | Clone | AMC Review Letters

Reports Tracking

New Report Tracking

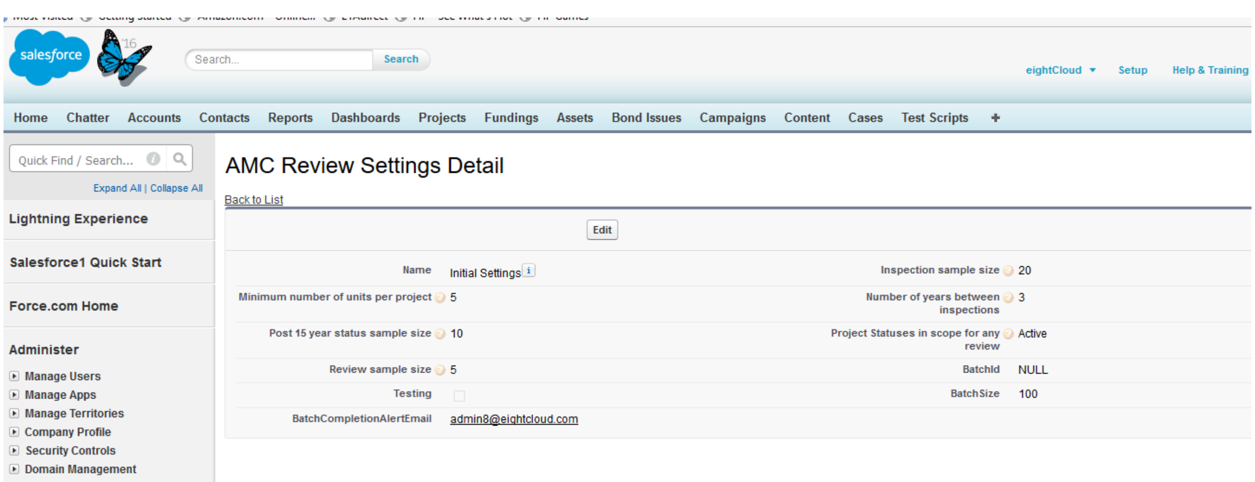
Action	Report Tracking Name	Report Name	Report Date	Status	Tracking Completed Date
Edit | Del	RT-018546	Annual Tax Credit Report	12/31/2013	Review Completed	10/16/2014

AMC Review Units

New AMC Review Unit

Action	Review Unit Name	BIN	Building Address	Building Address 2	Unit Nbr	Compliance Review Unit Comment
Edit | Del	RU-113818	WA-95-00162	6321 E 4th Avenue		25	
Edit | Del	RU-113819	WA-95-00162	6321 E 4th Avenue		27	
Edit | Del	RU-113822	WA-95-00162	6321 E 4th Avenue		29	
Edit | Del	RU-113820	WA-95-00163	6321 E. 4th Avenue		11	

There is a Salesforce Custom Setting for the System Administrator to change certain variables regarding the functionality of AMC Review creation call "AMC Review Settings". Below is a screenshot of the System Admin-configurable page.



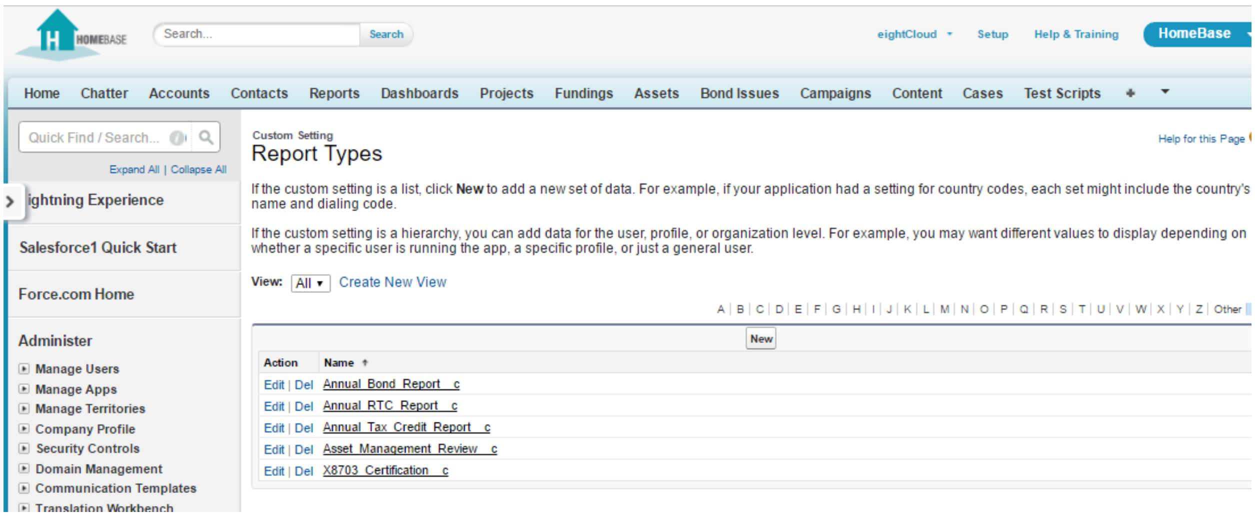
AMC Review Settings Detail

Back to List

Edit

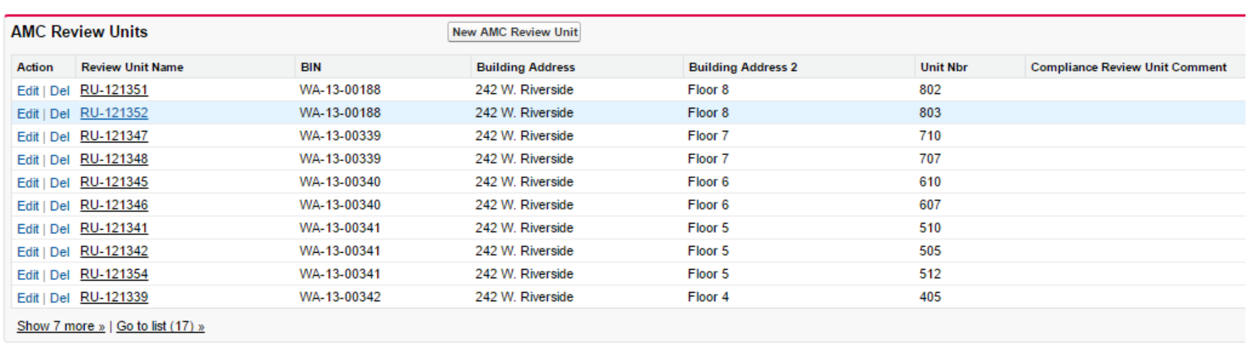
Name	Initial Settings	Inspection sample size	20
Minimum number of units per project	5	Number of years between inspections	3
Post 15 year status sample size	10	Project Statuses in scope for any review	Active
Review sample size	5	BatchId	NULL
Testing		BatchSize	100
BatchCompletionAlertEmail	admin8@eightcloud.com		

A second Custom Setting, “Report Types” is used to indicate which Report Types will generate a Report Tracking Record. To update the list, navigate to Custom Settings under Develop from the Setup page. Then click on Custom Settings, select “Report Types”, then click “Manage”.



Recording Physical Inspection Results

AMC Reviews that include an on-site inspection will include multiple child records called “AMC Review Units”. The records in this object represent the randomly selected Units from this Project that are marked for inspection this year. The list of Units to be inspected appears as a related list on the AMC Review object:



AMC Review Units — New AMC Review Unit

Action	Review Unit Name	BIN	Building Address	Building Address 2	Unit Nbr	Compliance Review Unit Comment
Edit | Del	RU-121351	WA-13-00188	242 W. Riverside	Floor 8	802	
Edit | Del	RU-121352	WA-13-00188	242 W. Riverside	Floor 8	803	
Edit | Del	RU-121347	WA-13-00339	242 W. Riverside	Floor 7	710	
Edit | Del	RU-121348	WA-13-00339	242 W. Riverside	Floor 7	707	
Edit | Del	RU-121345	WA-13-00340	242 W. Riverside	Floor 6	610	
Edit | Del	RU-121346	WA-13-00340	242 W. Riverside	Floor 6	607	
Edit | Del	RU-121341	WA-13-00341	242 W. Riverside	Floor 5	510	
Edit | Del	RU-121342	WA-13-00341	242 W. Riverside	Floor 5	505	
Edit | Del	RU-121354	WA-13-00341	242 W. Riverside	Floor 5	512	
Edit | Del	RU-121339	WA-13-00342	242 W. Riverside	Floor 4	405	

Show 7 more » | Go to list (17) »

Each record represents a work order, a unit that requires a physical inspection. In HomeBase, a Unit inspection results can be recorded on this object. A field for Compliance Review Unit Comments and the Open Activities related list give the inspector a place to record results as well as to create new Tasks to be followed up on regarding the specific Unit.

Managing AMC Reports

There is a reports folder reserved for reports for the AMC group, “AMC Reports”. Any user from the AMC group can create, view and edit all reports in this folder. Additionally, there is a folder for “AMC Report Templates”. Users from the AMC group can view the templates in this folder but they can only be edited by the System Administrator. The purpose of the templates folder is to eliminate some of the confusion with the multitude of report types. Users wanting to create a new report can click on one of the templates and do a Save As (it won’t allow them to save over the existing template report).

Home Ownership Division

The Homeownership Division runs programs that assist first-time low and moderate-low income home buyers across the state of Washington. The Division trains instructors, including loan originators, real estate professionals and non-profit partners to teach free home buyer education seminars. The Commission facilitates about 8,000 class attendees per year. First-time home buyers who attend the class become eligible for the Division’s down payment and other assistance programs.

Accounts and Contacts

Salesforce Accounts and Contacts are the core objects in HomeBase relevant to the Home Ownership Division. Most of the HomeBuyer Division’s work in HomeBase will be with Accounts and Contacts. See the section at the top of this document for more details about managing Accounts and Contacts in HomeBase.

EventBrite

Timba Surveys

Homebuyer Education Class Registration

When a home buyer registers for a Commission class, their information is recorded as a Contact record with a record type of Homebuyer. The Contact is then added to the Campaign for that class as a Campaign Member with a default status of “Registered”. Instructor lists are used to update Campaign Members status to “Attended” or “Not Attended”. Contacts with a Campaign Member related list showing status of Attended are eligible for the Commission's home buyer programs. This list will be used to:

- Provide certificates to attendees
- Email the attendees (target list)
- Survey the attendees
- Gather demographic data for reporting
- Produce reports

To qualify as an Instructor, a real estate professional has to attend two classes, the AM session (Home Advantage Training) and the PM session (Instruct Homebuyer Ed and Originate when a Lender) and also have closed a Commission loan in the past 12 months. Note that Realtors have to stay all day in order to instruct at all and Lenders have an option to originate only or originate and instruct. A calculated field on the Contact object uses the latest related loan close date to calculate the Instructor Qualification Expiration Date. The Instructor's Contact record is automatically updated to Not Qualified on the Instructor Qualification Expiration Date.

MITAS Integration

Each day at 9:00PM Pacific time, a process is run that synchronizes data from MITAS to Home Base. This process inserts the Borrower and Co-Borrower information into HomeBase. The actual fields are:

- First / Last Name
- Address
- City
- State
- Zip
- Loan Closed Date
- Loan Number
- Class Number

Contact Detail

Edit | Delete | Clone | Request Update | Conga Composer - Homeownership | Send Survey

Name	VALERIE POLEVOI	Contact Owner	eightCloud [Change]
Familiar name		Phone	
Person Type		Mobile	
Title		Home Phone	
Reports To	[View Org Chart]	Other Phone	
Description		Do Not Call	
Department		NMLS ID	
Commission Member Status		Email	
Commission Member		Website	
Loan Closed Date	11/24/2014	Languages	
Loan Number	3141470	Service Area	

Address Information

Account Name		Other Address	
Mailing Address	408 HARRISON LN NOOKSACK, WA 9137		
County			

Homeownership

Organization ID from Parent		Instructor	
Branch ID from Parent		Last Loan Close Date	
Approve Bank Branches		Passcode	0479
Lender Contact		MITAS User Name	VALERIEPOLEVOI
Assistant1		Class Date 1	
Assistant email		Class Date 2	
Email 2		Class Number	100670800018432567
Email 3		Class # Import	

In addition to the Borrower and Co-Borrower data, the originator is included in the sync. For the originator, the loan closed date gets put in their "Last Loan Closed Date" field. If a new loan happens in the future that data will get updated, and so on.

Homeownership

Organization ID from Parent	306	Instructor	
Branch ID from Parent	1562	Last Loan Close Date	10/1/2015
Approve Bank Branches		Passcode	5-0203
Lender Contact		MITAS User Name	ERICAASNESS
Assistant1		Class Date 1	3/23/2012
Assistant email		Class Date 2	
Email 2		Class Number	
Email 3		Class # Import	

Managing Homeownership Reports

There is a reports folder reserved for reports for the Homeownership group, “Homeownership Reports”. Any user from the Homeownership group can view and edit all reports in this folder. Additionally, there is a folder for “Homeownership Report Templates”. Users from the Homeownership group can view the templates in this folder. The purpose of the templates folder is to eliminate some of the confusion with the multitude of report types.

Finance Group

WSHFC’s Finance group manages the accounting for the Commission’s various financing activities. Although HomeBase is NOT THE SYSTEM OF RECORD for any of the Commission’s financial data, there are several key areas in HomeBase with data integrating to and from other financial management systems.

Bond Issues

A Bond Issue describes a Bond Issue from the Commission or from a third party. The Name, current Status, Bond Reference Nbr, the Financing Resolution Nbr, the total Amount and the Closing Dates are examples of key information stored on the Bond Issue record.

Bond Issues are the parent of Bonds and Bonds are the parent of any Bond Credit Enhancements. A Bond Issue Funding record is used to associate the Bonds in a Bond Issue to a Commission financing Project or Funding.

Bond Issue
2012 Affinity at Southridge

Customize Page | Edit Layout | Printabl

Bonds [2] | Bond Issue Fundings [1] | Bond Issue Documents [8] | Notes & Attachments [0] | Billing Events [0] | Bond Issues [0]

Bond Issue Detail Edit Delete Clone

Bond Issue Name	2012 Affinity at Southridge	Bond Reference Nbr	541
Status	Issued	Bond Analyst	Angel Galgana
Bond Issue Status	Issued	Program Type	For-Profit Housing
Bond Issue Substatus		Private Activity Flag	✓
Refunding Bond Issue		Government Flag	
Financing Resolution Nbr	12-70	4% TC Flag	
Final Closing Date	7/12/2012	Total Taxable Amount	$800,000.00
Final Bond Maturity Date	7/1/2045	Total Tax-Exempt Amount	$13,050,000.00
Bond Payoff Date		Total Bond Amount	$13,850,000.00
CUSIP Number	93978RFN8		

Purpose

Bond Issue Complete Name	Washington State Housing Finance Commission Variable Rate Demand Multifamily Housing Revenue Bonds (Affinity at Southridge Apartments Project) Series 2012A and Washington State Housing Finance Commission Taxable Variable Rate Demand Multifamily Housing Revenue Bonds (Affinity at Southridge Apartments Project) Series 2012B
BondIssueKey	3244
Purpose	150 units of senior housing in Kennewick, WA Benton County
Bond Issue Comment	

Cost of Issuance

Commission Fee	$34,625.00	COI Financial Advisor Expenses	$0.00
Donation Amount	$13.00	COI Financial Advisor Fees	$0.00
Trustee Costs	$2,000.00	COI Number of Days	169
Bond Cap Fee	$3,614.85	COI Prepaid Commission Fee	$16,254.51
COI Bond Counsel Expenses	$2,500.00	COI Note Semi-annual Period	1/1/2013
COI Bond Counsel Fees	$40,966.00	COI Last Import Date	7/5/2012
COI Closing Date	7/12/2012	COI Prepaid Trustee Fee	
COI Commission Fee Rate	25	COI STEP Flag	
COI Deposit Amount		COI STEP Program Amount	$0.00
COI Deposit Check Nbr		COI Total Bond Amount	$13,850,000.00
COI Deposit Date		COI Total Prepaid Fees	$17,193.40
COI Due Diligence Fee		COI Total COI Fees	$83,705.85
Created By	eightCloud, 12/7/2014 6:02 PM	Last Modified By	Matthew Vickery, 4/1/2016 12:32 PM

Edit Delete Clone

Bonds

Bonds are a child object of a Bond Issue. To create a new Bond record, click on the "New Bond" button from the appropriate Bond Issue page.

Bonds New Bond Bonds Help

Action	Bond Name	Bond_Name	Interest Rate	CUSIP Number	Bond Amount	Bond Maturity Date	Taxable/Tax-Exempt	Refunding Amount
Edit | Del	Bond-00199	Affinity at Southridge			$13,050,000.00	7/1/2045	Tax-Exempt	
Edit | Del	Bond-00200	Affinity of Southridge - Taxable			$800,000.00	7/1/2045	Taxable	

Bond
Bond-00199

Customize Page | Edit Layout | Printable View | Help for this Page

Bond Credit Enhancements [1]

Bond Detail Edit Delete Clone

Bond Name	Bond-00199	Bond Amount	$13,050,000.00
Bond Issue	2012 Affinity at Southridge	Bond Maturity Date	7/1/2045
Bond Type		Interest Rate	
Taxable/Tax-Exempt	Tax-Exempt	CUSIP Number	
Bond Cap Paid Date		Variable Interest Rate	
Bond Cap Paid Down Flag		Bond Cap Anticipated Amt Paid	
LC Expiration Date		Bond Cap Anticipated Paid Date	
Private Placement Flag		Bond Cap Amt Paid	
Private Placement Type		Refunding Flag	
Bond_Name	Affinity at Southridge	Refunding Amount	
		Multi-Project Bond	

Comments

Bond Comment			
Created By	eightCloud, 12/7/2014 6:26 PM	Last Modified By	eightCloud, 6/17/2015 1:19 PM

Edit Delete Clone

Bond Credit Enhancements New Bond Credit Enhancement — Bond Credit Enhancements Help

Action	Bond Credit Enhancement Name	Credit Enhancement Type	Account	Effective Date	Expiration Date
Edit | Del	BCE-0732	Letter of Credit	Citigroup Corporate and Investment Banking		

Back To Top — Always show me fewer / more records per related list

Bond Credit Enhancements

Bond Credit Enhancements are child records of a Bond that describe credit enhancements from third parties.

Bond Credit Enhancements New Bond Credit Enhancement — Bond Credit Enhancements Help

Action	Bond Credit Enhancement Name	Credit Enhancement Type	Account	Effective Date	Expiration Date
Edit | Del	BCE-0732	Letter of Credit	Citigroup Corporate and Investment Banking		

Bond Credit Enhancements have a Credit Enhancement Type, an Amount, an Effective Date and an Expiration Date.

Bond Credit Enhancement
BCE-0732

Edit Layout | Printable View

Bond Credit Enhancement Detail Edit Delete Clone

Bond Credit Enhancement Name	BCE-0732	Account	Citigroup Corporate and Investment Banking
Bond	Bond-00199	Expiration Date	
Credit Enhancement Type	Letter of Credit	Effective Date	
Created By	eightCloud, 12/7/2014 6:34 PM	Last Modified By	eightCloud, 5/25/2015 11:25 PM

Edit Delete Clone

Bond Issue Fundings

A Bond Issue Funding is a bridge between a Bond Issue and the associated Funding representing the relationship between them.

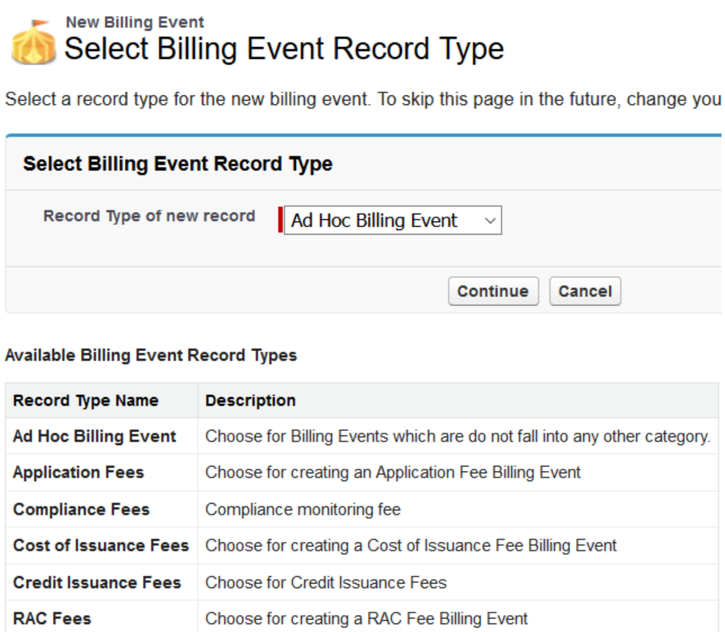
Fees, Billing Events

The Billing Event custom object in HomeBase is the Detail record in a Master-Detail relationship with Project. This means that a Billing Event record cannot be created without an association to a Project record.

There are six different Billing Event record types. When a Billing Event record is being created, the user must select one of these record types. The record type selection will control the page layout, the picklist options, and the calculations specific to each type.

The choices are:

- Ad Hoc Billing Event - Choose for Billing Events which do not fall into any other category. [default]
- Application Fees – Choose for creating an Application Fee Billing Event
- Compliance Fees – Compliance monitoring fee
- Cost of Issuance Fees – Choose for creating a Cost of Issuance Fee Billing Event
- Credit Issuance Fees – Choose for Credit Issuance Fees
- RAC Fees – Choose for creating a RAC Fee Billing Event



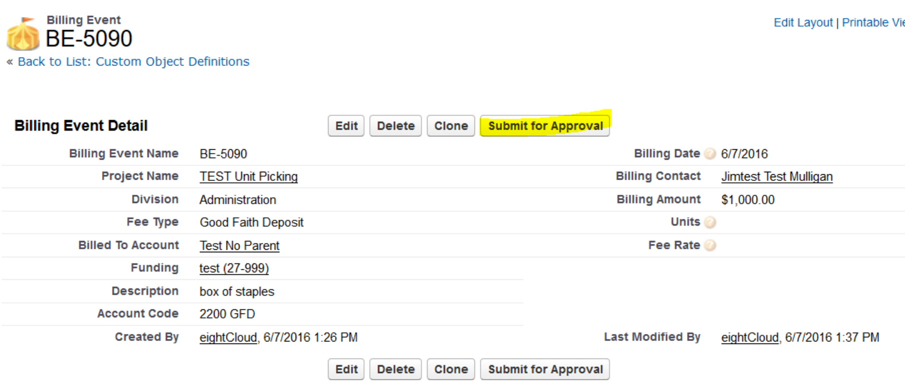
Invoicing a Billing Event

A Billing Event record may be created in HomeBase and updated as a draft as often as required. It should not be sent to NAV for Invoice creation until the HomeBase user affirmatively decides that it is ready.

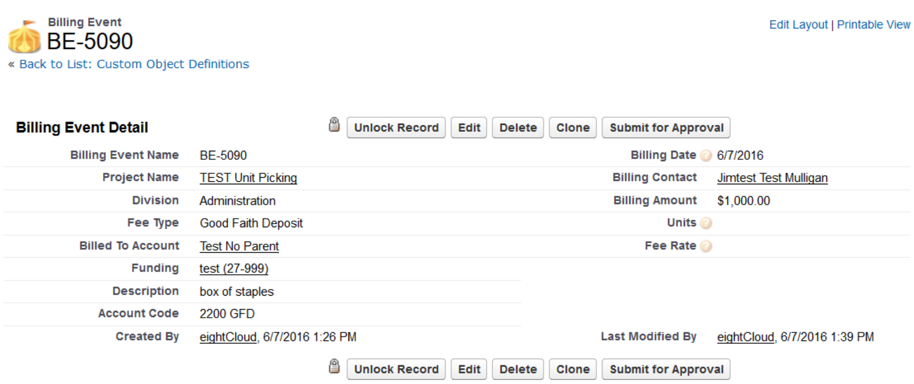
When an invoice needs to be produced based on a Billing Event, the HomeBase user must click the "Submit for Approval" button on the Billing Event record. By clicking this button the following actions will automatically be performed:

- **Set the Billing Date to "Today"** – When a Billing Event is created it defaults the Billing Date field to the day it was created but when Invoiced, it updates to the day it was Invoiced.
- **Lock the Record** (HomeBase users will no longer be able to make changes of any kind to the Billing Event record – essentially it becomes read only)
- **Time-Stamp the Record** (Record the date/time that the user clicked the Invoice button in a custom field called "Submitted Date & Time" – to be used for batch integration)

Before:



After:



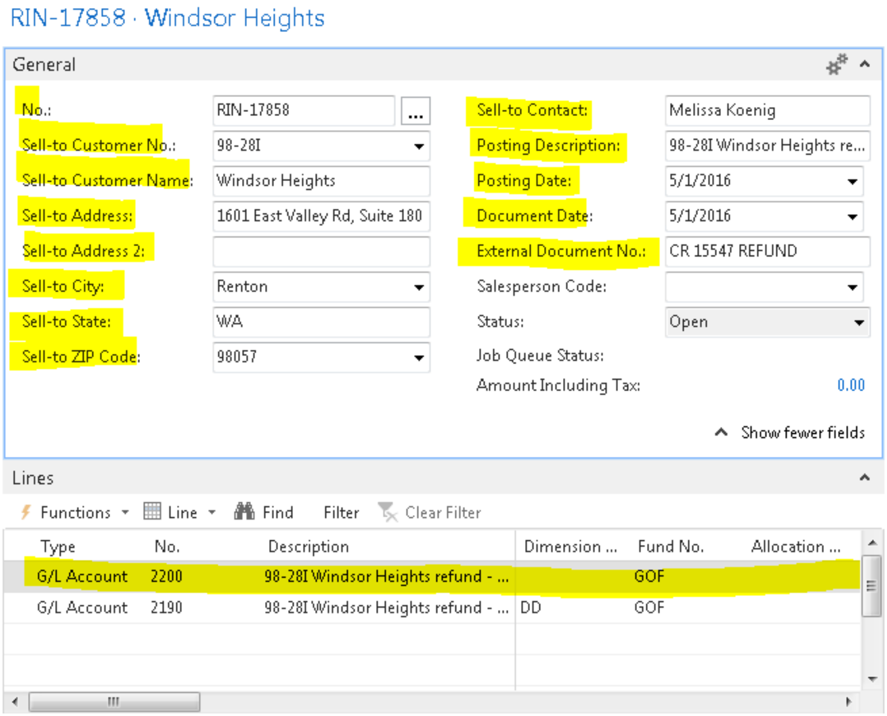
Batching Invoices from HomeBase to NAV

One time per day, at a set time (i.e. 12:00AM) a Boomi process will run and query HomeBase for all Billing Event records that set to be invoiced in that last 24-hour period. For example, on 4/15/16 at 12:00AM (midnight) the query would select all Billing Event records with a submitted timestamp of 4/14/16. The process does not have to be executed at midnight, but would make for a good delineation of the data and chances are no Billing Event records will be updated by users at that time.

Mapping – Billing Events

Data Type	HomeBase Field Label	Notes	Navision Fieldname
Auto-Number	Billing Event Name		External Document No.
Lookup(User)	Created By		
Lookup(User)	Last Modified By		
SFDCID	Record Type		
Formula	Account Code	4 digit account code, driven by user selection in Fee Type picklist	
Picklist	Add'l Amount for Drawdown		
Picklist	Add'l Annual Amount Fees		
Formula	Annual Trustee/Fiscal Agent Fee		
Currency	Annual Trustee Fee		
Formula	Application Fee		
Lookup(Account)	Billed To Account		
Currency	Billing Amount		Invoice Line: Amount
Lookup(Contact)	Billing Contact	Sell-to Contact	
Date	Billing Date		Posting Date Document Date
Text	BillingEventKey	n/a – legacy migration	
Currency	Bond Amount (Taxable)		
Currency	Bond Amount (Tax-Exempt)		
Formula	Bond Cap Fee		
Currency	Bond Counsel Expenses		
Formula	Bond Counsel Fees		
Currency	Bond Counsel Fee (Negotiated)		
Picklist	Bond Counsel Fee Type		
Lookup (Bond Issue)	Bond Issue		
Formula	Bond Reference Number	Ref number from Bond Issue record	
Formula	Bond Taxable Amount	Total Taxable Amount from Bond Issue record	
Formula	Bond Tax-Exempt Amount	Total Tax-Exempt Amount from Bond Issue record	
Date	Closing Date		
Formula	Commission Issuance Fee		

Example Screenshots:



RIN-17858 · Windsor Heights

General

No.:	RIN-17858	Sell-to Contact:	Melissa Koenig
Sell-to Customer No.:	98-28I	Posting Description:	98-28I Windsor Heights re...
Sell-to Customer Name:	Windsor Heights	Posting Date:	5/1/2016
Sell-to Address:	1601 East Valley Rd, Suite 180	Document Date:	5/1/2016
Sell-to Address 2:		External Document No.:	CR 15547 REFUND
Sell-to City:	Renton	Salesperson Code:	
Sell-to State:	WA	Status:	Open
Sell-to ZIP Code:	98057	Job Queue Status:	
		Amount Including Tax:	0.00

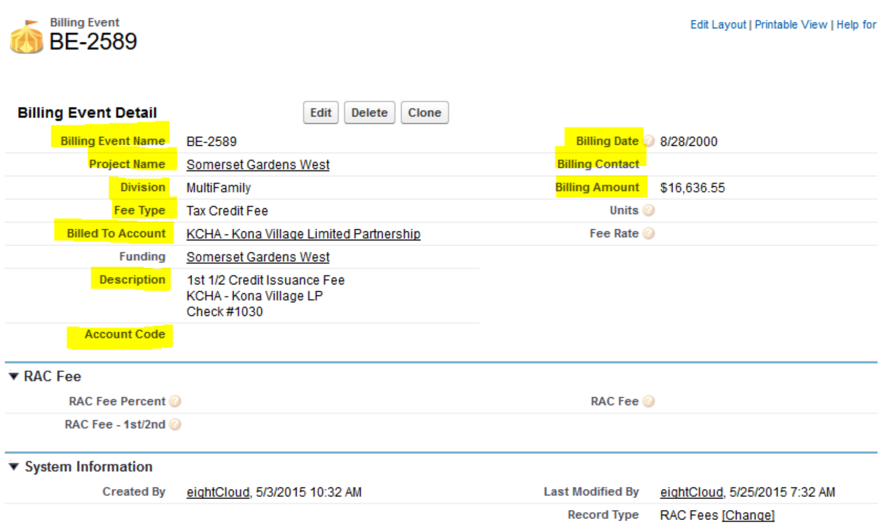
Show fewer fields

Lines

Functions · Line · Find · Filter · Clear Filter

Type	No.	Description	Dimension ...	Fund No.	Allocation ...
G/L Account	2200	98-28I Windsor Heights refund - ...		GOF	
G/L Account	2190	98-28I Windsor Heights refund - ...	DD	GOF	

Figure - Example Invoice in NAV



Billing Event

BE-2589

Edit Layout | Printable View | Help for

Billing Event Detail — Edit · Delete · Clone

Billing Event Name	BE-2589	Billing Date	8/28/2000
Project Name	Somerset Gardens West	Billing Contact	
Division	MultiFamily	Billing Amount	$16,636.55
Fee Type	Tax Credit Fee	Units	
Billed To Account	KCHA - Kona Village Limited Partnership	Fee Rate	
Funding	Somerset Gardens West		
Description	1st 1/2 Credit Issuance Fee KCHA - Kona Village LP Check #1030		
Account Code			

RAC Fee

RAC Fee Percent		RAC Fee	
RAC Fee - 1st/2nd			

System Information

Created By	eightCloud, 5/3/2015 10:32 AM	Last Modified By	eightCloud, 5/25/2015 7:32 AM
		Record Type	RAC Fees [Change]

Figure - Example Billing Event in HomeBase

Batching Billing Docs from NAV to HomeBase

Billing Documents is an object in HomeBase that is designed to accept all A/R document types from NAV. One time per day, at a set time (i.e. 12:00AM) a Boomi process will run and query NAV for all Billing Documents that were created or updated in the last 24-hour period. For example, on 4/15/16 at 12:00AM (midnight) the query would select all Billing Document records with a last modified date of 4/14/16. The process does not have to be executed at midnight, but would make for a good delineation

Mapping – Billing Docs

Data Type	HomeBase Field Label	Notes	Navision Fieldname
Auto Number	Billing Doc ID	SFDC generated	
Lookup(User)	Created By	SFDC generated	
Lookup(User)	Last Modified By		
Currency	Amount		Amount Including Tax
Currency	Applied Amount		
Date	Date		Posting Date Document Date
Text (Ext ID)	Doc Number	Key from NAV	No.
M-D(Project)	Project Name		Sell-to Customer Name
Picklist	Status		Status
Picklist	Type	Invoice, Credit Memo, Debit Memo, Adjustment	?

of the data and chances are no Billing Document records will be updated by users at that time.

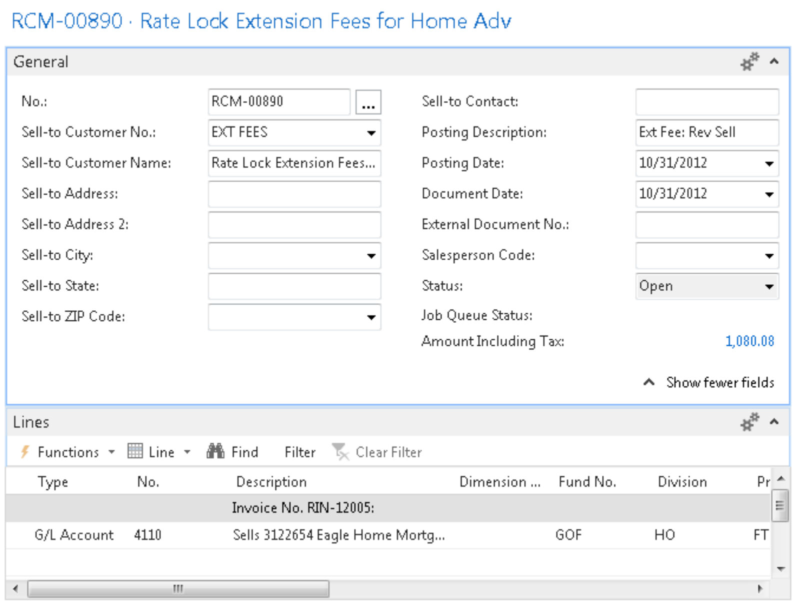


Figure - Example Credit Memo in NAV

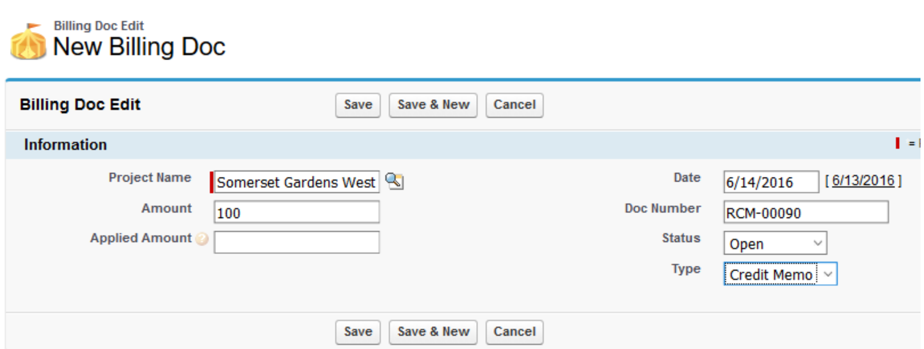


Figure - Example Billing Doc in HomeBase

Managing Finance Reports

There is a reports folder reserved for reports for the Finance group, “Finance Reports”. Any user from the Finance group can view and edit all reports in this folder. Additionally, there is a folder for “Finance Report Templates”. Users from the Finance group can view the templates in this folder. The purpose of the templates folder is to eliminate some of the confusion with the multitude of report types.

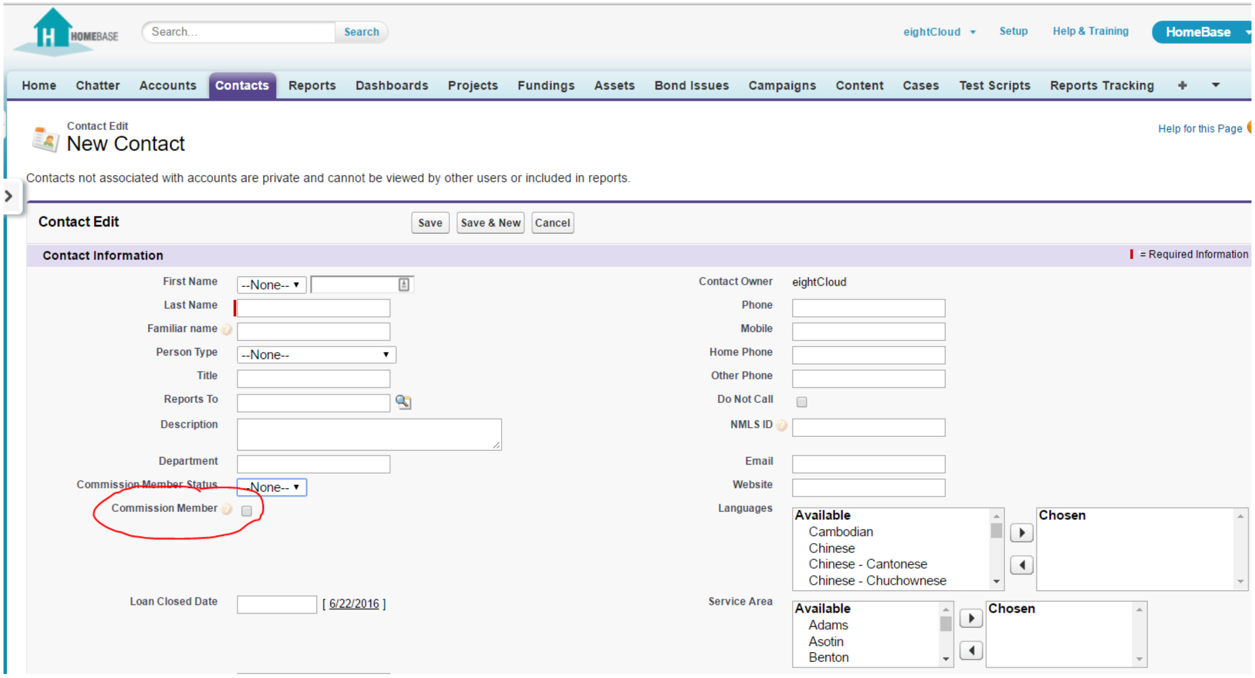
Administration Division

The Administration Division oversees all of the Commission’s programs and is tasked with key external communications. HomeBase gives managers visibility to all of the Commission’s activities and includes various tools for managing communications.

Accounts and Contacts

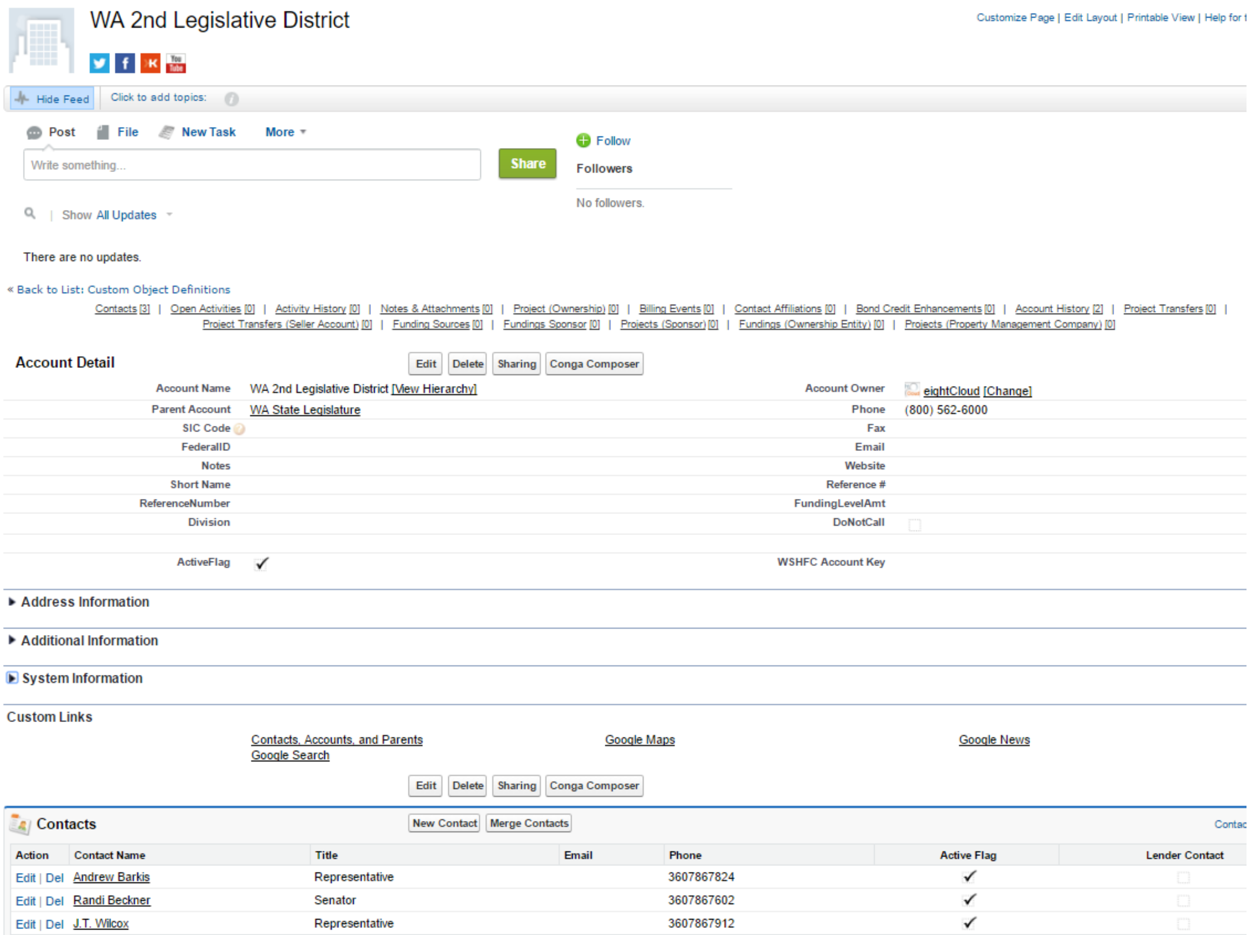
HomeBase Accounts and Contacts are key to the Administration Division’s mission. A prior section of this document provides more details about Salesforce Accounts and Contacts.

HomeBase includes a custom feature for hiding certain Contacts from most users. To make a Contact private, check the “Commission Member” checkbox when creating the Contact. You can also check this box after you create the Contact. By checking the box, you’re indicating that this is a private Contact to be seen only by users who have been granted the “Manage Commission Members” Permission Set.



State Legislature

Each Legislative District in the State has an Account, WA 2nd Legislative District, etc. Under each of these District Accounts are Contact records for three legislators, two representatives plus one Senator for each District. These Accounts and Contacts can be used for communications with the individual Representatives and Senators. Two custom list views on the Contacts page, “State Representatives” and “State Senators” can be used to add members to a Campaign.



Using County Summary Data

HomeBase includes references to the County on each Project, Site, and Asset. This allows the Commission to accurately report on low income housing and other financings by County. To see a list of Projects in any County, just search for the County name, or click on a hyperlinked County name field on the Project, Site, or Asset objects. There is a summary page for each County in the State.

County
Benton
« Back to List: Custom Object Definitions

Customize Page | Edit Layout | Printable View | Help for this Page

Projects [10+] | ZIP Codes [10] | Accounts [10+] | Campaigns [10+] | Open Activities [0] | Activity History [0]

County Detail

Edit | Delete | Clone

County Name	Benton	Current MHI Year	
Region		MHI	
Map Link	View Map	US Census Data Link	http://quickfacts.census.gov/qfd/states/53/5300...

Edit | Delete | Clone

Projects

New Project

Projects Help

Action	Project Name	Address1	City	Project Status	Unit Count	Ownership Entity
Edit | Del	Desert Rose Terrace	510 14th St	Benton City	Active	26	Desert Rose Terrace Limited Partnership
Edit | Del	Heatherstone	1114 W. 10th Ave.	Kennewick	Active	225	Heatherstone ICG Apartment Portfolio V LLC
Edit | Del	Quail Ridge Apartments	1026 West 10th Ave.	Kennewick	Active	53	GP Quail Ridge LLC
Edit | Del	Kent Manor	1001 West 5th	Kennewick	Active	51	GFTWC, LLC
Edit | Del	Parkview Apartments	1138 W. 10th, Bldg A-K	Kennewick	Active	110	Heatherstone ICG Apartment Portfolio V LLC
Edit | Del	Sandstone Apartments	1212 W 10th Ave	Kennewick	Active	121	Heatherstone ICG Apartment Portfolio V LLC
Edit | Del	Vincent Village	402 E 10th	Kennewick	Released	46	James McClain
Edit | Del	Chenoweth House	1108 West Fifth Avenue	Kennewick	Released	0	LTC Properties, Inc.
Edit | Del	Manor at Canyon Lakes II	2802 West 35th Street	Kennewick	Released	0	MGP XXXIX, LLC
Edit | Del	Manor at Canyon Lakes I	2802 West 35th	Kennewick	Released	0	MGP XXXIX, LLC

Show 10 more » | Go to list (55+) »

ZIP Codes

New ZIP Code

ZIP Codes Help

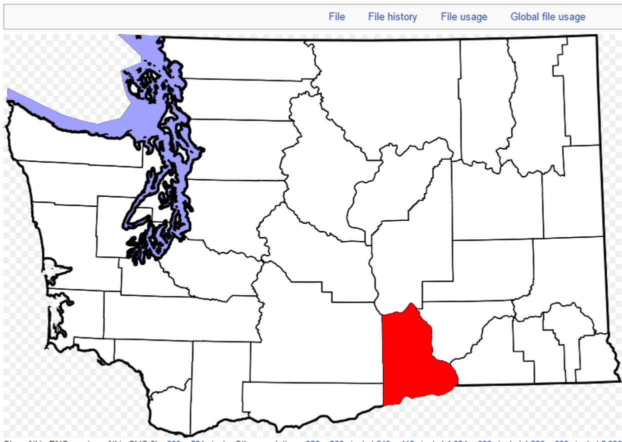
Action	ZIP Code Name	Primary City
Edit | Del	99320	Benton City
Edit | Del	99336	Kennewick
Edit | Del	99337	Kennewick
Edit | Del	99338	Kennewick
Edit | Del	99345	Paterson
Edit | Del	99346	Plymouth
Edit | Del	99350	Prosser
Edit | Del	99352	Richland

The Map Link field displays a clickable hyperlink to a Wikipedia map of WA State with the county highlighted in red. Click on the View Map link. Below is the County map for Benton County.

File:Map of Washington highlighting Benton County.svg

From Wikipedia, the free encyclopedia

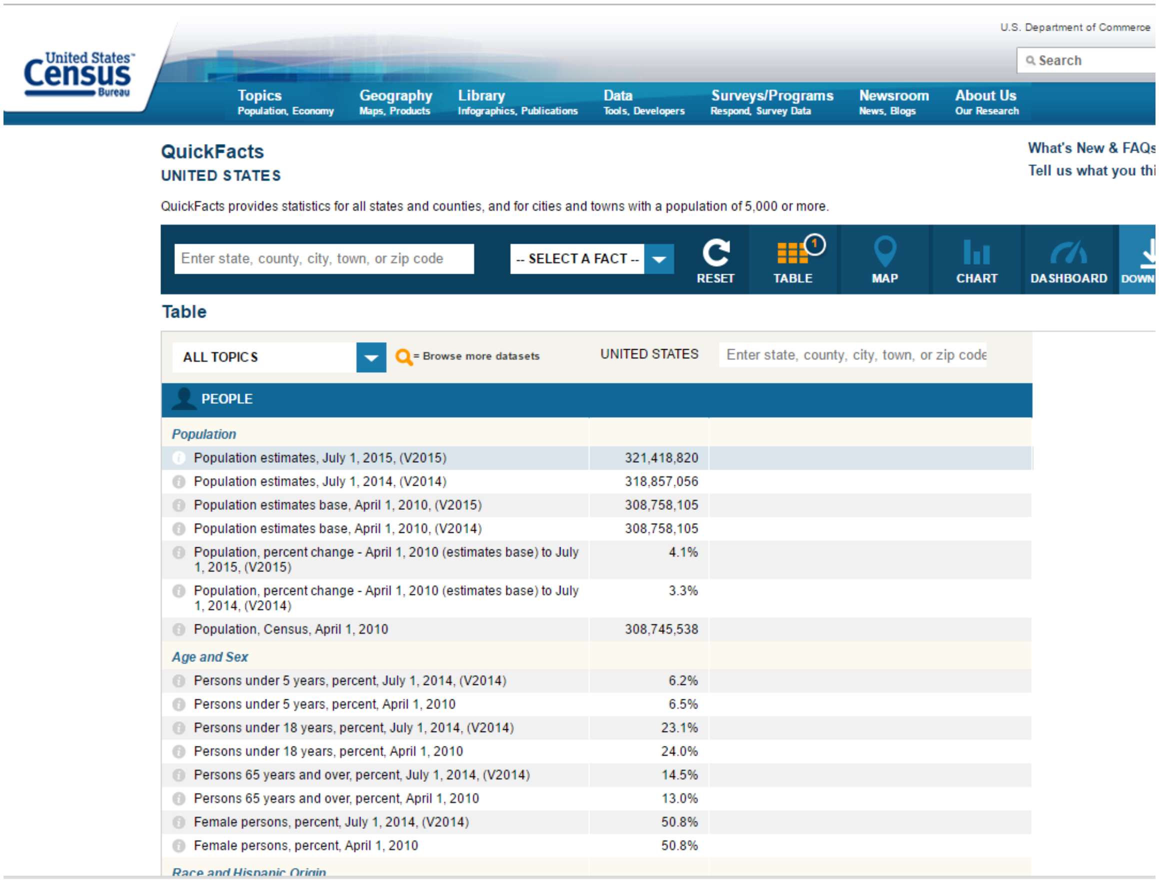
File | File history | File usage | Global file usage



Size of this PNG preview of this SVG file: 800 × 521 pixels. Other resolutions: 320 × 208 pixels | 640 × 416 pixels | 1,024 × 666 pixels | 1,280 × 833 pixels | 5,936 × 3,86

Original file (SVG file, nominally 5,936 × 3,863 pixels, file size: 215 KB)

The US Census Data Link field hyperlinks to the U.S. Department of Commerce US Census Bureau data summary for the County. Below is a screenshot showing the front page of the site for Benton County.



Managing Administration Reports

There is a reports folder reserved for reports for the Administration group, “Administration Reports”. Any user from the Administration group can view and edit all reports in this folder. Additionally, there is a folder for “Administration Report Templates”. Users from the Administration group can view the templates in this folder. The purpose of the templates folder is to eliminate some of the confusion with the multitude of report types.

HomeBase System Administration

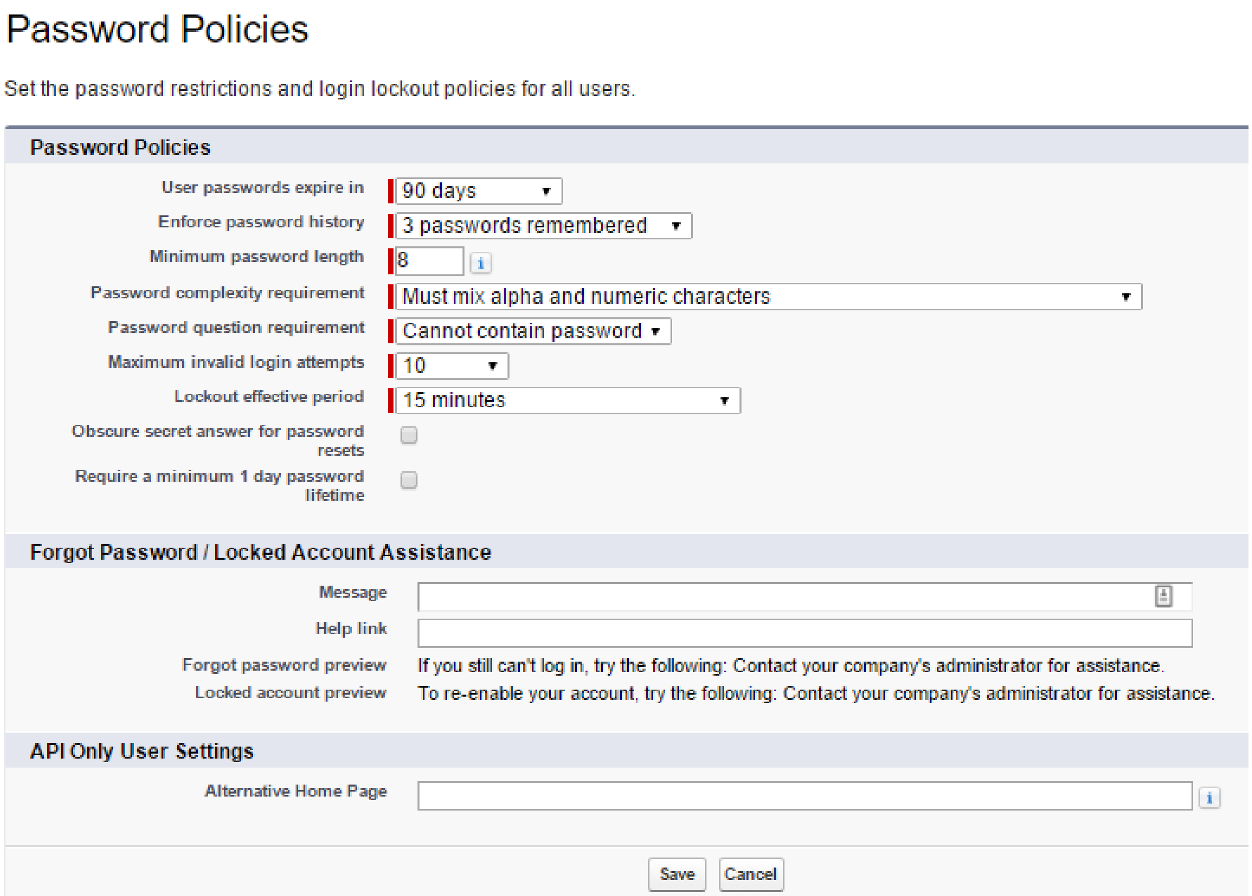
Data Model and Security

Because the HomeBase data design has the Project object as the overall parent of most objects in the system in master-detail relationships, the security model for most objects is controlled by the security set on the parent Project. The Default Internal Access to Projects is set to Public Read/Write. Because the default does NOT include Delete permissions, we can control who at the Commission can delete a Project or a Funding or any other object that is a child or grandchild of the Project object. All HomeBase users can view any Project in the system.

Salesforce history tracking allows us to record changes to objects in HomeBase, providing a fairly complete audit trail of who has changed or deleted what and when it was done. It is however limited to 20 fields per object.

Salesforce gives us the ability to define the parameters for password management, giving the Commission world-class security tools for managing access to HomeBase. Password settings in HomeBase are best summed up with this screenshot from the Password Policies page under Security Controlls on the System Configuration page. These are the settings for HomeBase:

- User passwords expire every 90 days
- System won't allow reuse going back three password changes
- User passwords must be 8 digits long
- User passwords must have alpha and numeric characters
- A user account is locked out for 15 minutes after 10 failed login attempts



Profiles

In Salesforce, User Profiles are used to grant permissions to functionality and to objects. We have created separate Profiles for each of the Commission's Divisions:

- Administration
- AMC
- Exec
- Finance
- Homeownership
- MFHCF
- System Administrator

These Profiles can be used to restrict access to specific fields or to entire objects.

"Public" groups

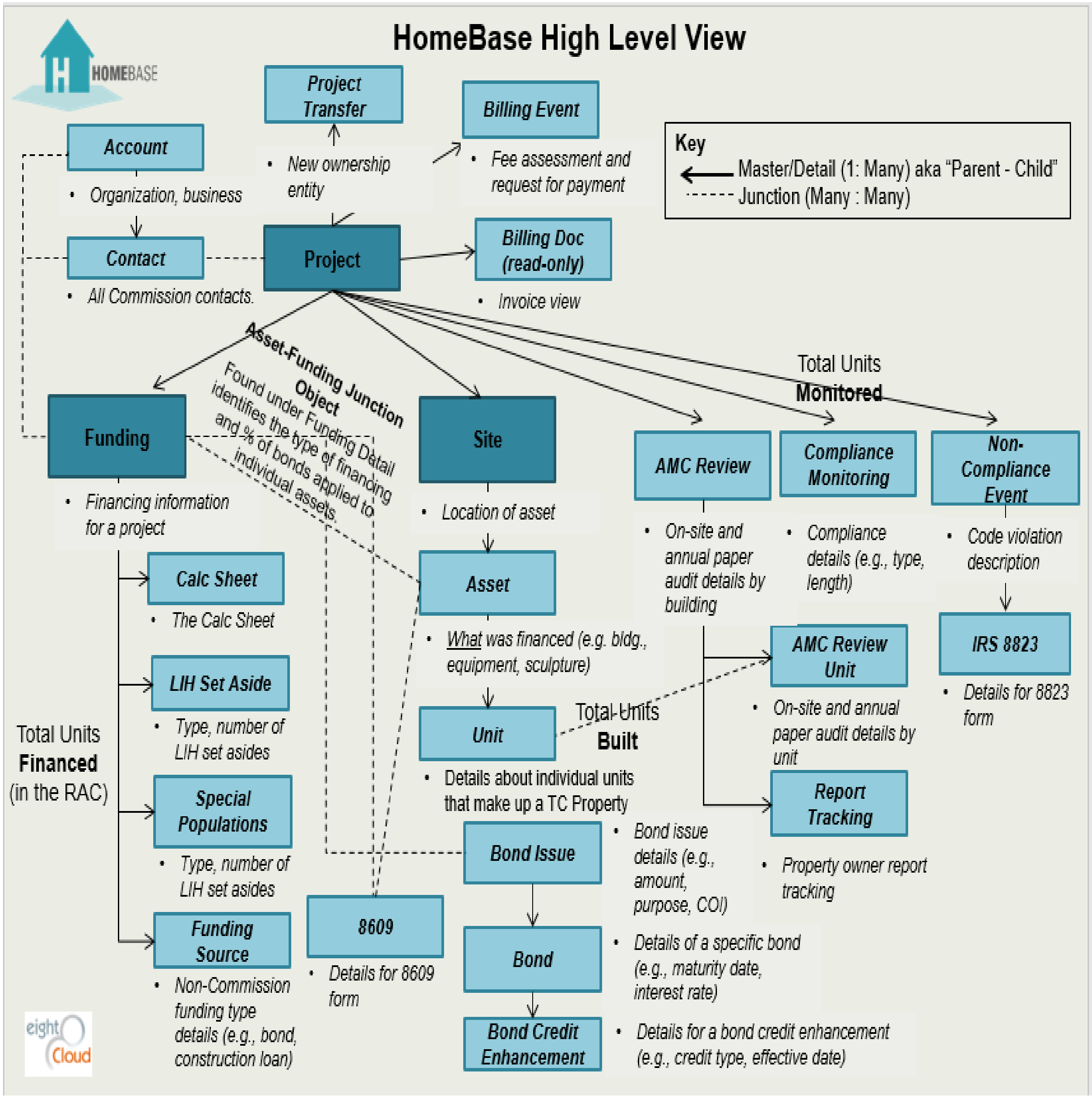
Salesforce has a concept of a Public Group. The word public is in quotes in the heading of this section because it can be misleading. Public groups are actually a way of providing access to small groups, not to the public. A Public Group is a convenient way to treat groups of users as one for communications and for automation purposes and for granting permissions. We have set up Public Groups for each of the Commission's Divisions:

- Administration
- All WSHFC Users
- AMC
- CRM Admin
- Finance
- Homeownership
- Multifamily

New users are automatically members of one of the Division groups based on their user Role. Membership in All WSHFC Users Public Group is automatic.

Permission sets

Salesforce includes the concept of a Permission Set. A Permission Set allows us to add single-user granularity to our data access, functionality and security. For example, with Permission Sets, we can grant delete permissions over certain objects that other users with the same Profile do not have. It is a useful tool for managing specific tasks and data. We have set up a Permission Set for granting certain users the ability to Manage Serial Numbers for example. Without those permissions, a User cannot create or edit a Serial Number. Because we have locked down the ability to delete objects in HomeBase, when there are exceptions to this rule, we can use Permission Sets to allow certain users the ability to delete certain objects that are appropriate to their job.


HomeBase High Level View
HOMEBASE
Project Transfer
• New ownership entity
Billing Event
• Fee assessment and request for payment
Key
Master/Detail (1: Many) aka "Parent - Child"
Junction (Many : Many)
Account
• Organization, business
Contact
• All Commission contacts.
Project
Billing Doc (read-only)
• Invoice view
Asset-Funding Junction Object
Found under Funding Detail identifies the type of financing and % of bonds applied to individual assets.
Total Units Monitored
Funding
• Financing information for a project
Site
• Location of asset
AMC Review
• On-site and annual paper audit details by building
Compliance Monitoring
• Compliance details (e.g., type, length)
Non-Compliance Event
• Code violation description
Calc Sheet
• The Calc Sheet
Asset
• What was financed (e.g. bldg., equipment, sculpture)
AMC Review Unit
• On-site and annual paper audit details by unit
IRS 8823
• Details for 8823 form
LIH Set Aside
• Type, number of LIH set asides
Total Units Financed (in the RAC)
Unit
• Details about individual units that make up a TC Property
Total Units Built
Report Tracking
• Property owner report tracking
Special Populations
• Type, number of LIH set asides
Bond Issue
• Bond issue details (e.g., amount, purpose, COI)
8609
• Details for 8609 form
Funding Source
• Non-Commission funding type details (e.g., bond, construction loan)
Bond
• Details of a specific bond (e.g., maturity date, interest rate)
Bond Credit Enhancement
• Details for a bond credit enhancement (e.g., credit type, effective date)