Projects Page

Purpose of the Projects Page is to review a list of Projects, and allow drill down to read or edit a specific Project record.

Page Features:

- Displays the Organization which the logged-in user is associated with. The underlined organization name will link to the Organization detail page.

- Clicking the "+" next to the Organization will expand to list all staff at that Organization. Clicking on the underlined name of a staff person will take you to the Contact Detail Page so that you can modify contact information. Users can modify their own information or the Organization Administrator (OA) for your agency can modify agency staff information. A link for the staff person's email will launch a compose window for your default email application.

- On the **Projects** page, you can search for a property using any portion of the name. For example, if you type "Pine" in the Project Name / Alias field, the system would return 'Pine Tree Apartments' as well as 'Whispering Pines Apartments'. It is necessary to clear filters from prior searches as these will unnecessarily constrain all subsequent search results.

- The search default limits the results list to those Projects and Sites with which you are directly associated.

- If you want to see a list of **all** Projects associated with your organization, click on My Organization's Projects, then on Apply Selection (or <enter>) to show a list of all Projects managed/owned by your organization.

- You can use the Report Submitted to Funder field to limit the list of Projects by their report submission status. Table and Year further limit the Projects returned.

- Projects display 2 current status icons, Validation Status and Report Status.
    - Validation status: This shows the overall status (by colored icons) of the Project in relation to all its funding restrictions (red=hard stop, yellow=warning, green=ok). A red icon will mean that the reports can not be submitted to the Funder level. Yellow icon means that an explanation will be needed in order to submit to the Funder level.
    - Report Status: This will show as green for reports that have been submitted timely for that Project; it will show yellow if the reports are late or red for reports that have a problem that must be addressed before the report may be submitted.

- Click on a project under the Project Name heading to go to that specific Project. Clicking on the Project Name heading itself will sort projects alphabetically in ascending or descending order.

- Click on Contractor/Owner to go to the details for that organization. If you have properties with multiple owners, clicking on the Contractor/Owner heading itself will sort projects alphabetically in ascending or descending order.

- At the far right end of a Project record row, you can click on Edit (under the Table 1 column) to jump quickly to the rental activity on this project and edit or add household records (see **Table 1 List** and **Table 1 Detail** pages for more information). Keep in mind that the Edit button will only take you to the current year's Table 1 list. You can not access Tables 2, 3, and 4 through this link.

- If you are a Property Manager, you can click on the Import button to initiate an XML upload process from your software system into WBARS.

- Users can click on the + sign to the far left of the Project Name to expand a project to reveal the Monitoring Funders and Sites sections. These lower sections will allow users to navigate to other areas of the system (see **Project Details** page for more information).

Organization Page

Purpose of the Organization Page is to review and edit company information, and allow drill down to read or edit a specific Contact record.

Page Features:

- Displays the Organization which the logged-in user is associated with. The organization contact information may only be edited by the Organization Administrator (OA).

- The owner organization associated with a particular project can only be changed to another organization by a Funder.

- The management organization associated with a particular project can be changed by the Organization Administrator *for that company* or by a Funder.

- By clicking the New button, an OA can add additional staff records to the organization.

- Staff records cannot be deleted in WBARS, but they can be inactivated (see **Contacts** page for more information).

- To review or edit the information for a particular staff person, click on their underlined name in the Contacts section.

Contact Page

Purpose of the Contact Page is to allow the review or editing of an individual staff contact record and to set staff permissions for using WBARS.

Page Features

- *General users* at a company can do the following:
  - Review the contact information on other staff's **Contact** pages
  - Review *and edit* the contact information on *their own* **Contact** page
  - Review their permissions (the three boxes below the organization name)

- The *Organization Administrator* (OA) at a company can do the following:
  - Edit the contact information for any staff person at their company
  - Set the user permissions for each staff person
  - Activate or inactivate any staff record (no staff record can be deleted, only inactivated)
  - Change UserIDs and/or passwords for any staff at their company

- Inactivating a staff record means that staff person will no longer be able to log into WBARS – to do this, uncheck the "Active" box to the right of the staff person's first name field then click on the save button.

- When setting permissions for staff, OAs should observe the following guidelines:
  - The "Organization Administrator" box should only be checked on the contact record for the staff person who will be occupying that role for their company. In most instances, each company should only have 1 OA – larger companies may want more than one OA but shouldn't have more than a few.
  - The "Onsite Manager" box should be checked for those staff who may be entering rental activity into WBARS. WBARs does not require anyone in the "Onsite Manager" role. But, if a staff person is the "Onsite Manager" they cannot also be designated in WBARs as the "Property Manager".
  - Please note that WBARs-designated "Onsite Managers" and "Property Managers" may enter rental activity into WBARs (i.e. Tables 1, 2, 3).
  - If your organization's staff person designated in WBARs to be the "Property Manager" is not the staff who will be entering financial information into Table 4, you may use the "Onsite Manager" designation in WBARs for the staff person who does enter Table 4 information.
  - If the OA should be submitting reports in WBARS, the Submit Reports box must also be checked.
    If a staff person should have *read-only* access to WBARS (i.e., no ability to edit any records), the OA must make sure that all 3 permission boxes are **un**checked.

Project Details Page

Purpose of the Project Details page is to allow users to read or edit Project information.

Page Features:

- Project Aliases are a collapsed list by default. You can expand the Alias list by clicking the + sign.

- Under the *Project Contractor / Owner* section -
  Click on the underlined Contractor/Owner name to go to the **Organization** page.
  Click on the underlined Ownership Contact name to go to the **Contact** page for that owner.
  If you are the OA for the *owner* organization, you may update the **Contact** page for the owner and/or the **Organization** page for the owner organization; otherwise, you may only view the information.
  If the Contractor/Owner Contact is changed, a notification email will be sent to all Funders who monitor this Project.

- Under *Monitoring Funders* section -
  Click on a Funder name to open the **Project Funder Settings** page for that Funder. This is a read-only screen for users that displays all the funding restrictions, by Funder, for that Project.
  Click on a Contact name to open the detail page for that Funder contact (also read-only).

- Under *Sites* section -

- Click on the + sign to the far left of the Site Name to expand a Site to reveal its annual reports. Each year is listed, most current first, under *Reports.*

- To access and edit your annual report, click the Year to open the Report Cover page and report tabs for that Report Year (see **Report Cover** page for more information).

- Site level Validation and Report statuses are determined as at the Project level, but for a specific Site.

- Click on a Site Name to open the **Sites and Buildings** page for that Site.

- Last Year Submitted will show the last reporting year in which all required reports in that year were submitted to Funders.

- Never" may display if no annual report has been submitted for a project. Otherwise you'll see a year displayed for the last year a report was submitted for this project.

- Click on a Project Property Manager name to open the detail page for that Contact.

Project Funder Settings Page

Purpose of the Project Funder Settings page is to allow Funders to set up and maintain Project information, and to let general users see Funder settings.

General User-Specific Features *This page is available in read-only mode for the General User*.

- Each Funder has its own page with its specific restrictions listed. Please contact your Funder if you believe there is an error.
- The settings will show the Primary Contact, Subsidy explanation, First Reporting Year, and Project Expiration Date that are specific to that Funder.
- Note that First Reporting Year and Project Expiration Dates may differ from Funder to Funder – your property will be monitored in WBARS according to the most restrictive dates
- If property is an Elderly project, the "Elderly Project" box will be checked
- Under *Reporting Forms* section, you will see when each report is due; the dates will be checked as reports are submitted.
- Contract or OID numbers for the project are listed under the *Contract ID* section if applicable.
- Under *Unit Set-Aside Requirements*, the project restrictions can only be seen for the entire project, or by a specific site, whichever was selected by the Funder; there is a drop down box to select the view by site if this is the arrangement for your project
- *LIH Percentages* shows *income* set-asides for the specific Funder. Owners should review these set asides carefully and be sure they are reporting to their most restrictive Funder. See Table 1 Detail Page instructions for more detail on how to report to your most restrictive Funder.
- *Tax Credit Special Needs* shows Special Needs Housing Commitments for tax credit projects (e.g. Homeless, Farmworker, Large Household, Elderly, Disabled, Transitional). These are WSHFC-specific so will not be viewable when reviewing the restrictions for other Funders
- HOME restrictions are listed under *HOME Program* heading, and only viewable under the Funder through which the HOME funds were awarded
- Under *Special Needs Populations*, restrictions are noted for any special needs groups served by the project according to state, county or city funding mandates (these are not the Tax Credit Special Needs Housing Commitments)

If you believe that certain project restrictions have been added or left out in error, please contact the specific Funder directly to resolve.

Sites and Buildings Page

Purpose of the Sites and Buildings page is to allow users to read or edit Site and Building information. This is also where Property Managers must configure utility allowances for all buildings and/or sites at the project, even if the utility allowances are paid by the owner, or you import your data to WBARs from a software program.

Page Features:

- To get to this page, click on the property name to go to the Project Details page for that project; then scroll down the screen and click on the underlined Site Name for the site/building you want to view.

- If the site or any buildings are experiencing compliance issues, the issues will be noted under the Validation Issues section at the top. The Validation Issues section is repeated on several different screens throughout the system.

- Clicking the Organization or Contact under *Project Property Manager* will take you to the respective **Organization** or **Contact** pages, just as it will from the **Project Detail** page. This is also true with the Contact under *On-Site Manager* (if there is information listed there).

- If you are an OA, you may click the "Edit" button in the top right corner to change the Property Manager or Onsite Manager contacts associated with that property.
- In Edit mode, Organization fields will appear that will allow you to enter or change specific companies in both the Property Manager and Onsite Manager sections (these can be different companies).

- In Edit mode, Change Contact fields will appear – these are drop down lists that will display all staff at the organization (in the Property Manager section) or just the staff you've designated as onsite staff (in the Onsite Manager section).

- On-Site managers cannot make edits unless given permission on this page.

- IMPORTANT: For each property, you must assign staff on this page in order for them to have edit access to the property. Do not designate the Onsite Manager also as the Property Manager. They can be one or the other, but not both.

- Clicking on any contact's email address will allow you to send an email directly to that person.

- General Users cannot delete a Site or Building. Please contact your Funder if you believe there is an error.

- You can open the project's annual reports by clicking on the specific year under *Reports by Year* section

- View full tax parcel ID info for each site by clicking on the + sign to the far left of the ID number. Tax IDs can only be entered or corrected by a Funder.

- You can view or edit unit and utility allowance information for each site/building by clicking on the + sign to the left of the name under the *Buildings* section. Only Property Managers are allowed to edit unit and utility allowance information on this page.

- View all units in a particular building under the *Buildings* section. The unit information is entered into WBARs by a Funder when a project is set-up. Tax credit projects will see their BINs listed in this section, next to any other building name designations.

- Under the *Units* subsection, property managers may manually enter alternate unit ID designations for each unit – to add other unit ID information, click on the Edit button to the far right and fill in the **Other ID** field
  --The Unit ID, # BDRMS and Area Sq Ft fields under this subsection can only be populated by the Funders – if these fields are filled in incorrectly, or are blank, please notify one of your Funders immediately.

- Under the *Utility Allowances* subsection, Property Managers must configure the utility allowances for their projects – click on the Edit button to the far right to edit utility allowances
  --Fill in the effective date of the utility allowance (UA) in the **Effective Date** field (click on the calendar icon to find a specific date)

--Choose the specific bedroom size from the drop down list in the **# BDRMS** field – the default size always displays as 1
--Choose the specific UA type from the drop down list in the **Allowance Source** field – the default source should display as –Select--
--Fill in the UA amount for that bedroom size in the **Amount** field. If your UA is "Owner pays all utilities" you must put a zero in the amount box.
--Add any helpful comments regarding that UA in the **Comment f**ield. For example, you could comment "electric heat, gas central hot water, electric cooking" to explain the fuel sources in determining the utility allowance.
--You can delete entries and add rows for additional bedroom sizes/types if necessary
--If you used more than one UA schedule in a calendar year (e.g., you used a 2008 PHA schedule from 1-1-09 until 4-30-09, then used a 2009 PHA schedule starting on 5-1-09), you will need to make entries for all the UA amounts used during the year.
--If there are multiple UA types used in a building (e.g., Owner Estimate for most units, but a PHA/Section 8 schedule for residents with a Section 8 voucher), you need to make separate entries for all UA types that could be used in the building.

Current Table 1 Page (Table 1 Standalone Page)

Purpose of the Current Table 1 Page is to allow users to quickly jump to and review the current Table 1 activity for all sites at a project.

Please note: Only property managers or onsite managers directly associated with a site will be able to take action in this area – create a move-in or transfer, edit detail information. Project Contractor / Owners and Funders cannot edit this information.

Page Features:

- Navigate to this page by clicking on the Table 1 Edit link on the **Projects** page.
- This is the 'live' list of activity records, independent of any reporting year. Since this is accessible from the Projects page, activity records for all Sites in a Project to which the user is directly associated will be displayed. See **Table 1 Detail** pages for entering individual resident rental activity.
- Ability to export all information to Excel, including any information still in collapsed sections.
- Clicking on any of the column headings will sort the rows according to the info in that column (in descending or ascending order)
- Drill down to a specific unit to update information by clicking on the underlined Household Name. Clicking directly on the household name will allow you to complete a recertification or move a resident out.
- Move a Household into a Unit for the first time (Move-in button).
- Transfer a Household from one Unit to another (Transfer button). Use the Transfer button to transfer a household to another unit within the same Site.
- Ability to see the current unit information (Latest Unit Information), or to see activity for the entire year (Unit Information for YYYY).
- Choosing Latest Unit will show one row for each Unit in the Project, giving its current status. Year to Date will look a lot like Latest Unit, except that records for units that had move-ins/move-outs/transfers in the current year will also be displayed.

- Status column shows the validation status for each Unit. If the status icon for a unit row is yellow or red, hover your mouse cursor over the status icon to see the specific validation message.

Report Coversheet Page

Purpose of the Report Cover Sheet is to complete the information needed to submit the annual report.

Page Features:

- Navigate to this page by clicking on Project Name (on **Projects** page) > Site Name (on **Project Details** page) > underlined year under *Reports by Year* section (on **Site and Buildings** page).
- Tabs to navigate to each area of the Reports, Report Cover, Table 1, Table 2, Table 3 and Table 4, 4A & 4B, are at the top of the screen. Note that the Table section headings at the bottom of the Report Cover page are not navigation links.
- If the User has edit rights, and the report is currently at the On-Site Manager or Property Manager level, the page will show in edit mode. Use Save and Cancel buttons to control updates. If the report is at the Owner level, the Ownership contact will be able to view and submit to Funder only.
- Report Cover Page shows the Funders who have claimed the Project who will receive the report
- Report Cover Page shows the Tax Parcel IDs in the *Site Information* section.
- Users can enter important notes or comments in the *Project Update* text area. Enter brief but complete descriptive information here pertaining to unusual activities or circumstances during the reporting period that have had an impact on the operations of the project, especially if these circumstances resulted in negative cash flow or your project not being able to meet the contractual obligations you have to your Public Funders. If you need more space for your explanation, send a detailed cover letter to your Funders. Comments regarding individual tenant information, household demographics, special needs served, or financial line items should be reserved for the comments sections on Tables 1, 2, 3, and 4 respectively.
- Users can view and edit the Report Cover Page Project Contractor/Owner and Contact. Only the owner's OA may change the actual Contact listed on the Project Details Page.
- Users can view and edit the Report Cover Page Project Property Manager and Contact. Only the management OA may change the Contact on the Site and Buildings Page.
- Clicking on the underlined Organization name will allow user to drill down to the Organization Page.
- Clicking on the underlined Contact Name will allow user to drill down to the individual's Contact Page.
- Clicking on an underlined Email Address will launch a compose window for the user's email application.
- Funders cannot edit the information on this page
- If there is an onsite manager associated with the report's site, their edit rights are determined by the permission box on the main **Site and Buildings** page.

Please Note: It is not necessary to "submit" the Report Coversheet Page.

Table 1 List Page

Purpose of the Table 1 List Page is to allow users to find the correct unit so they can edit the rental activity for that unit. This Page is different from the Current Table 1 Page because it can display information from a specific past report year, in addition to the current year (if you picked a previous report year form the **Site and Buildings** page). If you have a multi-site project, this page shows you the units only for the site you are looking at, not the entire project.

Page Features:

- Top of page recaps all validation issue messages for the displayed record set.
- If a status icon is highlighted yellow or red, this is a signal that the information in a unit record is missing or incorrect in some way. Go into the Detail page for the specific unit to see what the problems are.
- To view the validation issue for a specific record entry (when the icon in the Status column shows yellow or red), hover your cursor over the icon itself and the message will display.
- Click on an underlined Household Name to update specific unit information or move a Household out of a unit
- Click on the Move-In button in the top right corner of the section to move a new Household into a unit; this will open a **Table 1 Detail** page for the new entry
- Click on the Transfer button in the top right corner of the section to transfer a Household from one unit to another within a Site. Please use the Transfer button when a Household moves from one unit to another so that their tenant data is tracked appropriately. Do not call this activity a "move out" and "move in"—if you do, then the tenant data will be double counted and incorrect totals will show on Tables 2 and 3.
- By clicking on one of two radio buttons under the Table 1 Summary heading, you can view either the Latest Unit Information, or view all the activity in those units over the entire calendar year (Unit Information for 20YY).
- This page allows you to print Table 1 or export the report to Excel, by clicking on the Print or Excel Export buttons in the top right corner of the section.
- A Submit Report button will display on the screen if:
  The logged in user has the right to submit reports
  The Report hasn't already been submitted at the user's level (OM, PM, Owner)
  The Report's due date (most restrictive of all Funders that have claimed that Site) is within a 30 day window of the current date (e.g. if Table 1 is due Jan 31, 2009 and it's after Jan 1, 2009).
- Un-Submit Report button will display if:
  The Report has been submitted to this user's level
  Funders can un-submit reports but it will be rare for them to do so. If reports are unsubmitted an explanation must be provided.
- Once reports are submitted from one level to the next, all previous level users will have *read-only* access to the data. This prevents someone from submitting the report to the next level, then changing the report data.

Table 1 Transfer Page

Purpose of the Table 1 Transfer page is for users to select the Unit that a Household is moving FROM and select the Unit the Household is moving TO.

Page Features:

- First enter the date the Household is transferring out of their current unit. The date must occur prior to the Transfer TO Effective Date. The Transfer TO date field fills automatically after you enter a Transfer FROM date. You can manually enter a different date in this field if necessary.

- The **Unit Number Moving FROM** and **TO** drop-down lists will display units within the following parameters:
  --The Unit FROM list will display all currently occupied units; the Unit TO list will display only vacant/empty units
  --The two lists must be from Units in the same Site. If you are moving a resident from one ***Site*** to another, you cannot use the Transfer button; in this case, you must move the resident out of their unit and then use the Move-in button to move them into a unit at the different Site.

- The **Comments** field is generally optional. If the transferring Household was income eligible at entry to the building for the unit they are transferring to, but are now “over-income”, please put a short note in the comments field explaining that “the Household was income eligible at move-in to the Building/Site”.

- When all fields are filled, click the OK button. If there are discrepancies within the information, warning messages may display as follows:
  --If the difference between the From and To Effective Dates is more than one day, filling in the **Comment** field will be required by the following message: “Please use the Comments to explain why the transfer from and to dates are greater than one day.”
  --When you transfer a resident, all their information as of their most recent recertification date will come over to the new unit with them.
  --If the Project Type is Tax Credits and the From and To Units are in different Buildings, a warning message will display to the User saying “This transfer may require a new certification.”

Table 1 Detail Page

Purpose of the Table 1 Detail Page is to allow users to add new or edit current information about a household & unit.

Page Features:

- For existing households, navigate to this page by clicking on the underlined household name on the **Current Table 1** Page, Table 1 Standalone Page, Or Report Table 1 Page. For new move-ins, navigate to this page by clicking the Move-in button.

- Click on the Edit button in the top right corner to edit any information on this page for existing residents.
- For new move-ins, users may choose the Building ID, Unit Number and Unit Designation from available drop-down lists. The Building ID list is limited to buildings under sites managed by the logged-in user that have a vacant or empty unit. The Unit Number list is limited to vacant or empty units at the project within the Building ID selected. If a unit number does not appear on the list, make sure the prior tenant has been moved out.

- The Number of Bedrooms and Square Footage fields will reflect the unit information as it is stored on the **Site and Buildings** page. If these numbers are incorrect, contact your Funder immediately.

- Select the Unit Designation from the drop down list (i.e. Restricted, CAU, Market Rate).

  Please be sure that you initially set up in WBARs correctly by designating your restricted units according to your most restrictive Funder. Designate the move-in percentage restriction as contracted by your most restrictive Funder. This percentage restriction will not change and the rent a household pays may not exceed the maximum rent allowed for this designated percentage UNLESS one or more of the following occurs:

  1. Floating Unit Affordability: If the Owner chooses to increase a household's rent because the household income has increased above the move-in percentage restriction that the household was initially qualified for AND the project "floats" unit designations, you may re-designate this unit's restricted percentage to a higher level restriction allowed by another Funder as long as all Funder contract restrictions are satisfied.

     - For example, a project has 50 units, half (25) are restricted at 30% AMI, by one or more funders, and half (25) are restricted to 60% AMI. A household is initially income qualified at 30% AMI and pays a 30% restricted rent. After several months/years the household income increases well above 30% AMI. The owner may then decide to change the status of this unit to 60% and charge a 60% rent. This is o.k., as long as one of the 60% units is then re-designated to 30% and the rent lowered to 30%. The re-designated unit could be a vacant or occupied unit. If occupied, the household would need to be recertified to verify that their annual income had declined to below 30% AMI and then have their rent lowered to 30%. If vacant, the vacant unit must then be rented to an income qualified household at 30% AMI. This is a Project rule. In this scenario, the Next Available Unit in the Project must always be rented to a 30% AMI household, until the number of required 30% units is satisfied.

  2. Over-income households: Seattle has a provision that allows rent increases for over-income households (defined as income >65% AMI). If a household's income increases above 65% AMI, and your contract allows rent increases for "over-income households", you may temporarily adjust the unit designation to a higher (AMI %) restriction provided the income and rent complies with the 'adjusted designation' and Funder requirements.

     - For example, if the City of Seattle is your most restrictive Funder and restricts a unit to 50%, but the WSHFC would allow that same unit to be restricted at 60%, and the household is "over-income", you may temporarily adjust the unit designation in WBARS as a 60% restricted unit and raise rent up to the maximum 60% rent limit for so long as that household remains "over-income" for the 50% unit. Upon unit turnover, this unit must revert back to a 50% unit unless you have substituted or "float" your units. If however the highest AMI allowed at the property by the WSHFC or any other Funder is 50%, then the unit designation could not be bumped up to 60% and the rent could not be raised beyond the 50% rent limit. Check each of your Funders contracts carefully because each project may have nuances that don't exactly fit this example. When in doubt, call the Funder who is your most restrictive for direction.

- If you mark the box that indicates the unit is a HOME Program Unit, then three additional HOME-related fields will appear that need to be filled in:
  --Check box if household was living in the unit *prior* to the unit being designated as a HOME unit.
  --In the HOME Unit Occupancy drop-down list, choose whether the unit is occupied by an Owner, a Renter Or is Vacant.

--In the HOME Category drop-down list, choose City, State or County, depending on where the HOME funds for this unit come from. If you are not sure, check under each of your monitoring Funders on the Project Details screen, or call your HOME Funder(s) and ask.

- Under *Household Information*, enter the family's last name in the Household Name field. Where confidentiality is extremely important (such as in a domestic violence shelter), you may enter just a few initials or an alternate ID.

- The move-in date field must be filled in for new move-ins. Please note: a household can not move into a unit the same day it was vacated.

- The top Certification date will always display the most current certification. The lower date will be for the previous certification (if applicable).

- When entering a move-in, the current year's certification field will be automatically populated with the Move-In Date. When entering a recertification you will need to clear out the prior year's certification date from this field and enter the current year's recertification date. You will then need to enter the prior year's certification date in the previous certification field below (may need to first clear an older certification date).For each unit's activity, be sure to enter recertifications, move-ins and move-outs in chronological order.

- The move-out date field must be filled in if the household is vacating this unit (if they are transferring to another unit, use the Transfer button on the **Current Table 1** page to initiate that process).

- Under *Household Demographics* section, certain fields will appear depending on the type of unit specified.

- If unit is a HOME designated unit, two additional drop-down list fields will appear. One drop-down will ask for race based on the head of household. The second drop-down will as for type of household which are defined as follows:
  --Single, non-elderly—a one person household in which the person is not elderly;
  --Elderly—a one or two person household in which one person is at least 62 years in age;
  --Related single parent—a single parent household with at least one dependent child (18 years or younger);
  --Related parent—a two parent household with at least one dependent child (18 years or younger);
  --Other—household of 2 or more unrelated individuals (not included in any category above); or
  --Vacant—HOME designated unit is vacant.

- A household ethnicity box also appears (check if household is Hispanic/Latino).

- If the unit is part of a tax credit property, a drop-down list field will appear for you to specify any Tax Credit Special Needs that may apply to the project.

- The Household Size field always appears regardless of project type. This field must be filled in so that WBARS can properly calculate the income/rent limits for this household. The Move-In household Size should not be changed after Move-In. The Household Size field should reflect the size as of the current certification.

- Under *Income Data* section, view or edit fields as follows:

--Select the income limit pertaining to the unit in the Restricted Unit Percentage drop-down list field. If the unit is market rate or is a CAU, it is not necessary to fill in this field. Please be sure to select the Restricted Unit Percentage according to your most restrictive Funder.
--The Restricted Unit Percentage drop-down list displays all income limits allowed by every Funder – be sure to choose only those percentages that apply to your property. The Move-In Restricted Unit Percentage should not be changed after move-in. The Restricted Unit Percentage field should reflect the percentage as of the current certification.
--Note: Fields in this section may be pre-filled based on previous activity in the unit, not previous activity of that particular household.
--If Previous Restricted Unit Percent field shows as “N/A”, this is because unit was not previously rented to a restricted household, or else the unit was previously empty.
--If the household is a new move-in, the Move-In Actual Annual Gross Income field must be filled in, even if the amount is only $0. This field should not be changed after move-in.
--The Actual Annual Gross Income field should reflect the household’s income as of the current certification.
--Actual Monthly Gross Income and Actual % of AMI fields auto-calculate and auto-fill based on the amount entered into the Actual Annual Gross Income field.
--Move-In Maximum Allowable Income field auto-fills with the correct income limit per the Project’s county, the household size, the restricted percentage selected and by comparing the move-in date to the income limit table effective date.
--If the Move In Actual Annual Gross Income is *greater* than the Move-In Maximum Allowable Income, a yellow status icon will appear.
--Maximum Allowable Income field is auto-filled per the Project’s county, the household size, the restricted percentage selected and by comparing the new move-in date or most recent certification date to the income limits table effective date.
--If the Actual Annual Gross Income is *greater* than the Maximum Allowable Income, a yellow status icon will appear.

- Under *Monthly Rent Data* section, view or edit fields as follows:
  --Fill in Resident Payment field with total rent paid by household only. Do not include a utility allowance or any subsidy rent paid on behalf of the tenant in this field.
  --Utility Allowance field is not editable. It will show as “N/A” if utility allowances have not been configured for this building. Be sure you have configured and update utility allowances whenever they change.
  --If utility allowances have been configured, allowance amount will appear (based on what has been entered in the UA field for this bedroom size and building on the **Site and Buildings** page) according to which UA source you choose from the Utility Allowance Source field drop-down list.

- If UA field amount shows as “$0”, it should be because the owner pays all utilities (Owner Pays All Utilities is an option in the UA Source drop-down list on the **Site and Buildings** page).

- In the Utility Allowance Source drop-down list field, choose the UA source from the list of available sources for this building (again, depends on what UA amounts have been entered for this building on the **Site and Buildings** page). Please note that the tenant record will not save unless an utility allowance has been entered. If the UA is zero, you must enter “0”.

- The Total field will auto-fill based on the resident payment and utility allowance amounts.

- The Maximum Allowed Rent field is not editable. It will auto-fill according to the rent limits which pertain to the project and this unit. In some cases, the HOME maximum rent may be more restrictive than the Tax Credit rents. WBARs will auto-fill based upon the household size and the date the household moved in. The rent limits are entered/changed only by Funders.

- If your project has City of Seattle or Commerce funding and your contract allows a 35% rent affordability, note that WBARS is not configured to accept these amounts and yellow icons will appear as if you are out of compliance when in fact you are not. If you are charging a 35% affordable rent, rather than the 30% affordable rent that is configured in WBARs, please note this in the Comments field before saving your changes on this page.

- The amount in the Total field will be compared to the rent figure in the Maximum Allowed Rent field; if it is *greater*, a yellow status icon will appear.
- If the household or the unit receives a rental subsidy of some kind, enter the amount in the Total Subsidy Amount field. Any rental subsidy paid on behalf of the tenant would be entered here.
- Choose the type of subsidy from the drop-down list in the Primary Rent Subsidy Type field. If the type of rental subsidy does not appear to be included on the drop-down list, consult with your Funders first before selecting “Other”.
- Note that the subsidy types in the drop-down list cover rental subsidy types to be used on this page. If your subsidy type does not appear in the drop-down list, please choose Other and make notes in the Comments field. We have included all typical rental subsidy types in the drop-down list, so it will be rare to choose Other. If you are not sure of which subsidy type to choose, ask your Funder.
- If a subsidy amount is entered, WBARS will add the household payment, utility allowance and subsidy amount and display the sum in the Total with Subsidy field.
- The max HOME rent limit will auto-fill in the Maximum Allowed HOME rent field (if you have designated this as a HOME unit). If both the regular and HOME max rent limits are displayed, WBARs will validate a resident’s rent payment against the **lower** of the two limits.
- If there are discrepancies or special circumstances for this household, type notes in the *Comments* section to indicate the reasons for these discrepancies.
- Any validation issues for units are recapped in messages at the top of the screen.

IMPORTANT: You must save the information on this page when you are done entering. If required information was not input the record will not save and a red message will appear at the top of the page indicating the missing information. This missing information must be entered and the record saved for any of the changes made to take effect.

Table 2 Page (Occupant Characteristics)

Purpose of the Table 2 Page is to allow users to track aggregate demographic information about restricted households. Table 2 information should be updated and submitted along with Table 1.

Page Features:

- Tables 2, 3 & 4 are only accessible through the "Reports by Year" link. This link is found on the **Site and Buildings** Page or by clicking on the "plus" signs to the left of your project and site names from your home page.
- These reports are by *site*, not by project.
- After clicking on edit button in the top right hand corner, fields that appear in boxes will be editable by the User. Fields on Table 2 that are not in boxes will be automatically populated based on information input on Table 1. The fields populated from Table 1 will not be editable.
- Everything on Tables 2 & 3 are for restricted units only. Common Area Units and Market Units will not be included. Households that are transferred within a Site using the "Transfer" key on Table 1 will be counted once on Table 2. If a household is incorrectly transferred utilizing the move-out and move-in functions on Table 1, then the household will be counted twice on Table 2.

1. Units/Beds: Enter the restricted units only – don't count Market or CAU units

Renters - If your program provides housing for low income renters (including transitional housing projects and single family group homes), please put the number of units/beds on the renters line. If you do not provide this type of housing enter 0. The total number of restricted units is provided by the system in the lower right under #1.

Owners - If your program provides housing for low-income homeowners, please put the number of units on the Owners Line. If you do not provide this sort of housing opportunity, enter 0. (For example, owners would be reported in manufactured housing communities.)

The sum of the two lines will be generated under the total units. The total should equal the number of restricted units reported on Table 1.

2. Occupancy: This is generated by the system based on the number of restricted units showing as vacant on 12/31 from the Table 1 reported within the Site.

Occupied - Indicates the number of units that were occupied as of 12/31.

Vacant – Indicates the number of units vacant as of 12/31.

3. Households Served: This is generated by the system based on number of unique households reported on Table 1 as of 12/31 within the Site.

Family Households means the number of households with more than one individual living under the same roof.

Individual Households means the number of individuals living alone or unrelated individuals living together in a group facility.

4. Race and Ethnicity of Households Served: For restricted units only, select the appropriate category based on the head of each household. The total must equal the total households served during the year reported in #3 above. You must complete race and ethnicity (if Hispanic) for each head of household.

Race – Enter the number of head of households categorized by each race. All households must have a race. A household can be an individual or a family.

Ethnicity is a sub set of race categories. – Enter the number of Hispanic households by each race category. Hispanic is an ethnicity category that cuts across all races.

5. Household Income: This is generated by the system based on the actual incomes of the restricted unit households reported on Table 1 for the Site.

6. Single Parent Households:
Report the number of single moms with kids living in restricted units under single Female Head of Household.

Report the number of single dads with kids living in restricted units under Male Head of Household.

7. Total Households Served During the Year:
Summarize the total number of renter and owner households occupying restricted units at the Site during the reporting year. Typically rental projects will only have renter households. Exceptions include manufactured housing communities where residents may own their homes but also may have some rental units. The total Households reported must equal the households served in #3 above.

Note: You must hit "Save" before navigating away from this page or submitting the report in order for your entries to be saved. Upon saving, please explain in the Comments section any yellow validation messages.

Table 3 Page (Special Needs Information)

Purpose of the Table 3 Page is to allow users to track aggregate special needs information about restricted households. Table 3 information should be updated and submitted along with Table 1.

Page Features:

1. Special Needs Population:

For each restricted unit occupied by a household at the Site during the reporting year, please count that household one time in the most appropriate category. Not all households will have a special need. If a household cannot easily be classified using one of the listed characteristics, please use the multiple special needs category and identify needs on the comment line to the right.

Please do not count households in more than one category. Total Households reported must be less than or equal to the number of households reported under #3 of Table 2. Funders want information on all households, but at a minimum, if your contract specifies that a special needs population will be served at the Site, you must report that you are satisfying the requirements of your contract.

2. Homeless Households Served:

Homeless Families Households Served = Number of family households served that were homeless.

Homeless Individual Households Served = Number of homeless Individual households served.

Total Households counted should be equal to or less than the total number of households served as reported in #3 of Table 2.

Note: You must hit "Save" before navigating away from this page or submitting the report in order for your entries to be saved. Upon saving, please explain in the **Comments** section any yellow validation messages that appear.

Table 4, 4(a) & 4(b) Page

Purpose of the Table 4, 4(a), 4(b) Page is to allow users to input and edit information about annual income, expenses and reserves for each Site at a Project.

Table 4 General Notes:

Table 4 is intended to be a simple income and expense report using accrual accounting EXCEPT for the line items replacement and operating reserves which are cash accounting because reserve accounts must match bank statements as of 12/31 every year. Please make all required reserve deposits PRIOR to 12/31. Table 4 reports only operational activity (not development) as a means of assessing project performance. If a Funder wants more detail, they can get that from project financials and/or audit depending on what your contract requires you to submit. Table 4 needs to be supported by year-end internal accounting. Income and expense data should be reported as it relates to each Site unless otherwise directed by all Funders in the Project.

Page Features:

- Click on the Edit button in the upper far right corner to open the Table 4 fields and rows for editing.

- In the Actual Rental Income field*:* Enter the total amount of actual gross potential rent, less actual vacancy loss, to equal actual rent charged to all tenants for the year by Site. See example below.

- Include total unit rent amount for on-site staff in actual gross potential rent. If any on-site staff receives a "rent free" unit, note the cost of the free rent in Expenses under "On-Site Management".

- Do not factor in rent concessions or bad debt in rental income. Note the cost of rent concessions and bad debt in Expenses under "Other".

EXAMPLE of Actual Rental Income Calculation

ACTUAL GROSS POTENTIAL RENT: (assumes a 22 unit project with varied rents)

7 units x $1051 (rent) x 12 months		$88,284
10 units x $701 (rent) x 12 months		$84,120
5 units x $584 (rent) x 12 months		$35,040
	TOTAL	$207,444

LESS VACANCY LOSS:

4 units x $1051 (rent) x 2 months each		$8,408
1 unit x $701 (rent) x 3 months		$2,103
	TOTAL	$10,511

EQUALS

ACTUAL RENT CHARGED for OCCUPIED UNITS:	$207,444
	($10,511)
	$196,933

- In the Other Residential Income rows, enter all other non-subsidy income generated by the Site and deposited into the operating account. Specify the income source from the drop down choices provided and note the exact amounts separately for each source. For example: laundry, parking, interest (on operating account only), damage fees, fundraising/donations. See drop down choices for full list. Do not use “other income” or “other fees” from this list unless there is no other suitable choice. If you use “other income” or “other fees” you must give specific detail in the Comments field. For example: an amount of $5,400 is identified as “other income” and in the Comments you would put “$5,000 cell phone antennae; $400 soda machine”.

- Do NOT report development income on Table 4.

- The Commercial Net Income field: you must calculate this amount by adding all income generated by non-residential (retail, office, etc.) space including rent, commercial reimbursables, etc. and then subtracting all commercial expenses (taxes, insurance, utilities, etc.) associated with the commercial lease(s).

- In the Subsidy Income rows, enter all subsidy income for the site. Specify the subsidy income source from the drop down choices listed under “Subsidy Type”. Note the exact amounts separately for each source. If your subsidy income is not listed in the drop down, choose “other”, then identify and explain in “Comments” specifically what the income source is. Do your best to use the choices in the drop down and only use “other” if you absolutely have to.

- The Effective Gross Income field will automatically calculate based on the other information you entered. Be sure to verify calculated totals with your records. Total income should match site/building financial records.

- In the Expenses section, enter the annual *operating* expenses incurred by the Site in the “Operating“ column fields. Do NOT include development expenses.

- Most line items are self-explanatory, but some are explained in more detail below. If there were no expenses incurred for a specific line item, such as “Elevator”, leave it blank.

- Do your best to fit your expense categories into Table 4’s line items. The “Other” line should be used ONLY if there is absolutely no other place to put the expense. Rent concessions, bad debt, WSHFC monitoring fees, condo dues, ground lease, are examples of what could go in “Other”. If you note an amount in “Other” that includes several items, you must give the specific breakdown by amount detail in the last column “Comments” field.

- If your project receives social service subsidy income, please itemize the *services* expenses in the “Services” column fields. Projects without social service subsidy should list all expenses in the “Operating” column.

- On Site Management: Should include salaries, benefits, training, office supplies—anything related to staff and staff management activity on-site.

- Off Site Management: Should include management fees (including partnership fees), training for property managers, book keeping that agency staff perform, business taxes, travel—anything related to staff and staff management activity off-site.

- Replacement Reserve: This line item is on a CASH accounting basis because reserve accounts must match with bank statements as of 12/31 every year. Required deposits must be made PRIOR to 12/31 every year. Show only the total gross payment you made in that year out of your operating account and deposited into your replacement reserve account. Do NOT show net amounts of reserve account activity. Amounts paid out of operating funds and reported on Table

4 will automatically show as a deposit to replacement reserves account activity on Table 4(a). If your full required deposit to replacement reserves was not made in any given year, you must explain why in the "Comments" column.

- Operating Reserve: This line item is on a CASH accounting basis because reserve accounts must match with bank statements as of 12/31 every year. Required deposits must be made PRIOR to 12/31 every year. Show only the total gross payment you made in that year out of your operating account and deposited into your operating reserve account. Do NOT show net amounts of reserve account activity. Amounts paid out of operating funds and reported on Table 4 will automatically show as a deposit to operating reserves account activity on Table 4(b). If your full required deposit to operating reserves was not made in any given year, you must explain why in the "Comments" column.

- Please note that expenses paid directly out of replacement or operating reserve accounts should be reported separately on Tables 4(a) or 4(b) as appropriate. Also, do NOT show on Table 4 the interest that the bank paid on your reserve accounts. Reserve account interest should show only on Tables 4(a) and 4(b).

- Total Expenses field: This field will auto-calculate based on your entered information. Verify calculated totals with your records. Total expenses should match Site/building financial records.

- Net Operating Income field: This auto-calculating field subtracts the total expenses from the total effective gross income.

- Debt Service Payments section: List all of the amortized debt being carried by the project. List first all debt for which payments are being made. Be sure to complete both the "Monthly Loan Payment" and the "Funds Paid" columns.
  --For each Lender, please identify the Lender in the text field, the monthly loan payment, the interest rate, the period of amortization in years for the loan and the term in years of commitment for service with the property.
  --For amortized debt that is deferred, enter ONLY the name of lender, rate%, amortization, and term. Do not put any payment amount in the "Funds Paid" column until payments are due and were paid.

- Cash Flow field: This auto-calculated field subtracts the Total Debt Service from the Net Operating Income (NOI) and shows Cash Flow for the Site/building. *Cash flow* is the amount of cash available after all payments have been made for operating expenses and mortgage principal and interest. If cash flow is negative, please explain why in the "Comments" section and tell us your plan to address the problem(s).

- Performance Measures section (auto-calculating fields): Based on the information you submit to WBARs, the system will calculate the Site/building's Vacancy Rate, Occupancy Rate, Average Unit Turn Around (in days), and Reserves per Unit. Use these performance measures to guide management of your project! Typical industry standard goals are an occupancy rate above 95%, a collection rate above 97%, and average unit turn around <14 days.

- Remember to save all your entered data by clicking on the Save button at the top or bottom of the screen!

Replacement and Operating Reserves General Note:
Many Funders require that Owners maintain a replacement and operating reserve account for each project. Funds typically are required to be held in separate interest bearing accounts. Review your specific loan and regulatory agreements for your project requirements and/or call your Funder(s) to confirm requirements such as minimum annual deposits and account restrictions. The City of Seattle, King County, Snohomish County, and City of Tacoma all require that you submit copies of year end bank statements for reserve accounts that verify Tables 4(a) and 4(b) reporting.

- In the **Table 4(a)—Replacement Reserves** section, track your *replacement reserve* deposits and withdrawals.
- To edit this section, click on the Edit button in the far right corner of the screen.
- WBARs will carry forward the Last Year's Ending Balance as reported by you in the previous year. If for any reason Last Year's Balance was incorrect, please correct in the current year report with "an adjustment to last year's balance" and explain clearly why the adjustment was needed.
- You must input the Beginning Balance amount as of 1/1 from your bank records—this amount should be the same as Last Year's Ending Balance at 12/31. Do not round figures, put in exact amounts as verified by year end bank statements. If the balances do not match you will get a warning that requires you to explain the discrepancy in the "Comments" field.
- The Annual Replacement Reserve Deposit field will auto-populate from the Replacement Reserve line item amount on Table 4. Be careful to not list annual deposits twice.
- In the annual Bank Interest Earned field, enter the total annual bank interest earned on this account.
- In the row provided, enter any other deposits made in the reporting year that were not paid out of operating funds (add rows as necessary). For example, this might be a deposit made from your development or agency funds at building start-up to capitalize reserves, or an amount from a Funder or fundraising effort specifically to build reserves.
- Enter the appropriate date in the date field.
- In the same row area, enter any uses of reserves/withdrawals made in the reporting year (add rows as necessary). Enter the appropriate date in the date field. Explain clearly what all withdrawals were used for. Replacement Reserves should be used only for scheduled capital improvements and/or replacements.
- It is recommended that a 20-year schedule of reserves and/or Capital Needs Assessment (deposits and projected uses) be developed for every Site/building. See http://seattle.gov/housing/management/annualreport.htm for a sample CNA spreadsheet.
- In the Replacement Reserve section (4a), the Ending Balance field must MATCH bank balance as of 12/31. Send a copy of your 12/31 bank statement to your Funder as required.
- In the **Table 4(b) Operating Reserves** section, track your *operating* reserve deposits and withdrawals.
- WBARs will carry forward the Last Year's Ending Balance as reported by you in the previous year. If for any reason Last Year's Balance was incorrect, please correct in the current year report with "an adjustment to last year's balance" and explain clearly why the adjustment was needed.

- You must input the Beginning Balance amount as of 1/1 from your bank records—this amount should be the same as Last Year's Ending Balance at 12/31. Do not round figures, put in exact amounts as verified by year end bank statements. If the balances do not match you will get a warning that requires you to explain the discrepancy in the "Comments" field.

- The Annual Operating Reserve Deposit field will auto-populate from the Operating Reserve line item amount on Table 4. Be careful to not list annual deposits twice.

- In the Annual Bank Interest Earned field, enter the total annual bank interest earned on this account.

- In the row provided, enter any other deposits made in the reporting year that were not paid out of operating funds (add rows as necessary). For example, this might be a deposit made from your development or agency funds at building start-up to capitalize reserves, or an amount from a Funder or fundraising effort specifically to build reserves.

- Enter the date and any uses of reserves/withdrawals made in the reporting year. Explain clearly what all withdrawals were used for. Operating Reserves should be used only for unexpected or unusual operating costs that exceeded the yearly operating budget.

- The Ending Balance field in 4(b) must MATCH bank balance as of 12/31. Send a copy of your 12/31 bank statement to your Funder as required.